CHAPTER FIVE – ATTACHMENTS

1. GENERAL REQUIREMENTS: Amended 1-18-22 See Pages 1 and 28-31

1.1. A/E Requirements: When required by the University the Architect/Engineer (A/E) assigned by contract to a given project shall utilize the attachments as identified in previous Chapters.

2. ATTACHMENTS:


   a. Summary – Areas, Volume & Efficiency Form
   b. Tabulation of Gross Area Form
   c. Summary – Net Assignable Areas Form
   d. University Standard Construction Document Change Form
   e. Engineer’s and Developer’s Certification Form
   f. Building Code Study Data Forms
   g. Project Description Forms
   h. Directions for Completing the Project Description Forms
   i. See pages 2 through 14 for the samples of the forms and related instructions.

2.2. University Standard Cover Sheets and Drawing List:

   a. Cover Sheet - Bound Documents: The University Standard Cover Sheet shall be used on all projects for all bound specifications, reports, studies etc. prepared by the A/E and submitted to UMB. See page 17 for a sample of the cover sheet.
   b. Cover Sheet - Drawings: The University Standard Cover Sheet shall be used on all projects for all bound drawing sets prepared by the A/E and submitted to UMB. See pages 15 &16 a sample of the drawing template and cover sheet.
   c. Standard Sheet Title and Drawing Number List: The University Standard Sheet Title and Drawing Number List shall be used on all projects for all bound drawing sets prepared by the A/E and submitted to UMB. See pages 18 to 27 for a sample of the sheet numbers and sheet titles.

2.3. Availability: Up to date forms, cover sheets and drawing list are available electronically on the UMB D & C Web Site @

2.4. Bookmarks: See pages 28 – 31 for bookmark requirements for PDF File Submissions from consultants.
### SUMMARY - AREAS, VOLUME & EFFICIENCY

**PROJECT:** ______________________  **UNIVERSITY PROJECT NO:** ____________

**FACILITY:** ___________________________  **DATE:** ___________________

**ARCHITECT/ENGINEER:** ____________________________________________________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AREA SQ. FT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROSS AREA (Notes 1 &amp; 2)</td>
<td></td>
</tr>
<tr>
<td>NET ASSIGNABLE AREA (Notes 1 &amp; 2) (Sh. 3 to incl.)</td>
<td></td>
</tr>
<tr>
<td>GROSS FACTOR (Note 1)</td>
<td></td>
</tr>
<tr>
<td>EFFICIENCY FACTOR (Note 3) % EFFICIENCY (Note 4)</td>
<td></td>
</tr>
<tr>
<td>SUBMISSION DATE (Note 5)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

1. Gross Areas, Net Assignable Areas and Volumes shall be calculated in strict accordance with the University Procedure Manual.

2. Attach additional sheets as follows: Sheet 2 - Tabulation of Gross Areas; Sheet 3 and subsequent sheets - Tabulation of Net Assignable Areas (Room by Room).

3. To obtain Efficiency Factor: Divide Gross Area by Net Assignable Area (e.g. 49,209 SF Gross Area divided by 33,705 SF Net Assignable Area = 1.46).

4. To obtain % Efficiency: Divide Net Assignable Area by Gross Area and multiply by 100 (e.g. 33,705 SF Net Assignable Area divided by 49,209 SF Gross Area multiplied by 100 = 68.5% Efficiency)

5. Submit in triplicate to the University Project Manager with each phase submission of the review documents. Figures shall be shown for all previous phases as well as the current phase submitted.
# CHAPTER FIVE – ATTACHMENTS

## TABULATION OF GROSS AREA

PROJECT: ________________________ UNIVERSITY PROJECT NO: ________________

FACILITY: ________________________ DATE: ________________________

ARCHITECT/ENGINEER: ________________________________________________________

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>GROSS AREA (SF)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PROGRAM</td>
</tr>
<tr>
<td>Utility Tunnels (Within 10 feet)</td>
<td></td>
</tr>
<tr>
<td>Crawl Space (6 feet or more high)</td>
<td></td>
</tr>
<tr>
<td>Sub-Basement</td>
<td></td>
</tr>
<tr>
<td>Basement</td>
<td></td>
</tr>
<tr>
<td>Ground Floor</td>
<td></td>
</tr>
<tr>
<td>Mezzanine</td>
<td></td>
</tr>
<tr>
<td>Balcony</td>
<td></td>
</tr>
<tr>
<td>Fixed Bleachers (w/rooms below)</td>
<td></td>
</tr>
<tr>
<td>1st Floor</td>
<td></td>
</tr>
<tr>
<td>2nd Floor</td>
<td></td>
</tr>
<tr>
<td>3rd Floor</td>
<td></td>
</tr>
<tr>
<td>4th Floor</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Mezzanine (Boiler or Equip. Room)</td>
<td></td>
</tr>
<tr>
<td>Penthouses (Stairs, Elev., Mech.)</td>
<td></td>
</tr>
<tr>
<td>Areaways (1/2)</td>
<td></td>
</tr>
<tr>
<td>Canopies (1/2)</td>
<td></td>
</tr>
<tr>
<td>Roof or Floor</td>
<td></td>
</tr>
<tr>
<td>Overhangs (1/2)</td>
<td></td>
</tr>
<tr>
<td>Open piazza under bldg. (1/2)</td>
<td></td>
</tr>
<tr>
<td>Covered Balcony (1/2)</td>
<td></td>
</tr>
<tr>
<td>Loading Dock (1/2)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**
## TABULATION OF NET ASSIGNABLE AREAS

**PROJECT:** ______________________________  **PROJECT NO:** ________________

**FACILITY:** ____________________________  **DATE:** _______________________

**ARCHITECT/ENGINEER:** ____________________________

<table>
<thead>
<tr>
<th>Room No.</th>
<th>DESCRIPTION</th>
<th>NET ASSIGNABLE AREAS (SF)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PROGRM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total (This Sheet)

GRAND TOTAL (Sheet 3 to )
## CONSTRUCTION DOCUMENT CHANGE (CDC)

<table>
<thead>
<tr>
<th>Construction Document Change</th>
<th>CDC #:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Title:</strong></td>
<td><strong>UMB Project #:</strong></td>
</tr>
<tr>
<td><strong>Prepared By:</strong></td>
<td><strong>Date Prepared:</strong></td>
</tr>
</tbody>
</table>

**PROPOSED CHANGES TO THE CONTRACT DOCUMENTS:**
Provide all labor, materials, equipment, and services necessary to accomplish the following changes to the contract documents. If it is concluded that incorporation of the changes included herein will result in a change to the contract amount and/or schedule, please submit an itemized change order proposal indicating all changes to the contract amount and/or contract schedule. This is not a contract change order or contract amendment. This is not a direction to proceed with work described herein, unless it is agreed that there is no change to the contract amount and schedule. Include all changes authorized to be performed in the set of Record Documents.

**UMB Project Manager:**

Date:

The modifications to the contract documents as a result of this Construction Document Change include the following:
ENGINEER’S AND DEVELOPER’S CERTIFICATION

ENGINEER’S CERTIFICATION

I (We), ________________________________, do hereby certify that the sediment control provisions shown on this plan are designed in accordance with the guidelines, standards and specifications for soil erosion and sediment control issued by the Maryland Department of the Environment, latest edition.

__________________________    ___________________________
Signature                              Title

__________________________    ___________________________
Date                              Date

Printed Name                           MD Registration No.
P.E., R.L.S. or R.L.A.  
(Circle)

UNIVERSITY/DEVELOPER’S CERTIFICATION

I/We hereby certify that:

A. All development and construction will be done in accordance with this sediment and erosion control plan and further authorize the right of entry for periodic on-site evaluation by the State of Maryland Department of the Environment enforcement inspectors.

B. Any responsible personnel involved in the construction project will have a certificate of attendance at a Department of the Environment approved training program for the control of sediment and erosion before beginning the project.

__________________________    ___________________________
Signature                              Date

__________________________    ___________________________
Printed Name and Title               Card No.
# BUILDING CODE STUDY DATA

**DESIGN PHASE:** __ SD __ DD __ CD __ DATE: ____________

1) **PROJECT:** ___________________ **PROJECT NO.** ________________

   **FACILITY:** ________________________________________________________

2) **APPLICABLE CODES:**

   B) Fire Code: NFPA – 2006
   C) International Mechanical Code: IMC – 2006
   F) ASHRAE: Latest

3) **BUILDING USE, CONSTRUCTION CLASSIFICATIONS AND HEIGHT**

<table>
<thead>
<tr>
<th></th>
<th>IBC</th>
<th>NFPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Group (Section 302)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Use and Occupancy (Chapter 4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental Use Areas (Table 508.2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Type of Construction (Table 503)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Height Allowance (Table 503)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Credit for Fully Sprinklered Building (Section 504.2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual Building Height</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Stories (Table 503)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4) **BUILDING AREAS:**

   **BUILDING ACTUAL CROSS AREAS:**

<table>
<thead>
<tr>
<th>Floor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor</td>
<td></td>
</tr>
<tr>
<td>Second Floor</td>
<td></td>
</tr>
<tr>
<td>Third Floor</td>
<td></td>
</tr>
<tr>
<td>Mechanical Penthouse</td>
<td></td>
</tr>
<tr>
<td>Total (GSF)</td>
<td></td>
</tr>
</tbody>
</table>

   **MAXIMUM ALLOWABLE AREAS:**

   Per IBC Table 503: ________ +
   Automatic Sprinkler System Increase – 504.2

5) **OCCUPANCY LOADS:**

<table>
<thead>
<tr>
<th>USE:</th>
<th>IBC (Table 1004.4.1):</th>
<th>Life Safety (Table 7.3.1.2):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6) **EGRESS WIDTH:**

<table>
<thead>
<tr>
<th>Description</th>
<th>IBC (Table 1004.4.1)</th>
<th>Life Safety (Table 7.3.1.2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Egress Width at Stairs</td>
<td>_________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>Egress Width at Doors</td>
<td>_________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>Egress Width at Corridors</td>
<td>_________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

7) **OCCUPANCY LOADS AND EGRESS REQUIREMENTS:**

- Location (Spaces): _________________________
- Area in Sq. Feet: _________________________
- Maximum Floor Area: _________________________
- Allowance per Occupant (1004.1.1): _________________________
- Egress Width Required (1005.1): _________________________
- Egress Width Provided (In Inches): _________________________
- Number Exits Required (1019.1): _________________________
- Number Exits Provided: _________________________

8) **FIRE PROTECTION SYSTEM REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>IBC (Sec 903)</th>
<th>System Reqd.</th>
<th>IBC 2006 Reference</th>
<th>NFPA 101-2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Sprinkler</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Fire Extinguishers</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Standpipe System</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Portable Fire Extinguishers</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Fire Alarm System</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Emergency Alarm System</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Smoke Control System</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Smoke and Heat Vents</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Fire Command Center</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Fire Dept. Connection</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
</tbody>
</table>

9) **MAXIMUM DEAD END/DISTANCE:**

- Use Group: _________________________
- IBC – 2006 (1016.3): _________________________
- NFPA – 2006: _________________________

10) **INTERIOR FINISH REQUIREMENTS:**

- IBC – 2006 (Table – 803.5): _______ _______ _______
- NFPA – 2006 (Chapter 10): _______ _______ _______

11) **MAXIMUM TRAVEL DISTANCE TO EXIT:**

- IBC 2006 (Table – 1015.1): _______ _______
- NFPA - 2006: _______ _______

- Allowable: _______ _______
12) **MAXIMUM CORRIDOR WIDTH REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Width</th>
<th>IBC Reference (1017.2)</th>
<th>NFPA-Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13) **PANIC HARDWARE:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Required</th>
<th>IBC Reference (1008.1.9)</th>
<th>NFPA-Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14) **STAIR DATA:** (Section 1009)

- **Stair Width:** _______________________________
- **Capacity:** _______________________________
- **Rated Enclosure:** __________________________

15) **BUILDING FIRE RATINGS:**

<table>
<thead>
<tr>
<th></th>
<th>IBC – 2006 (601-602)</th>
<th>NFPA - 2006 (Chapter 8)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STRUCTURAL FRAME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Including Columns, Girders, Trusses</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td><strong>EXTERIOR BEARING WALL</strong></td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td><strong>EXTERIOR NON-BEARING WALL</strong> :</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INTERIOR BEARING WALL</strong> :</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FLOOR CONSTRUCTION</strong></td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>Including Support Beams and Joist</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ROOF CONSTRUCTION</strong> :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Including Support Beams and Joist</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FIRE WALLS – USE GROUP</strong> :</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>Protective Opening Rating (Section 705 &amp; 715)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VERTICAL EXIT ENCLOSURE</strong> :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protective Opening Rating (Section 704.4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SHAFTS AND ELEVATOR HOIST WAYS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protective Opening Rating (Section 707.4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXIT ACCESS CORRIDORS</strong> :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protective Opening Rating (Section 1017.1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SMOKE BARRIER</strong> :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protective Opening Rating (Section 709)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### PROJECT DESCRIPTION SHEET

<table>
<thead>
<tr>
<th>DESIGN PHASE</th>
<th>__ DD</th>
<th>__ 95% CD</th>
<th>__ 100% CD</th>
<th>DATE: ________</th>
</tr>
</thead>
</table>

**PROJECT:** __________________________ **PROJECT NUMBER:** __________

**FACILITY:** _____________________________________________________

**ARCHITECT:** ___________________________________________________

**ENGINEERS:** ___________________________________________________

**A. DESCRIPTION:**


**B. OCCUPANCY:**


**C.** | Gross Area (SF) | Net Assignable Area (SF) | Perimeter Walls (SF) |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mezzanine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Penthouse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Covered Atrium</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**D. TOTAL VOLUME:** ______________ cubic feet

**E. EFFICIENCY:**

\[
\text{Assignable Area} = \frac{\text{Gross Area}}{\text{Efficiency Factor}} = \frac{\text{Gross Area} \times \text{Efficiency Factor}}{	ext{Assignable Area}}
\]

**F. REMARKS:**


**G. HANDICAPPED:**


**H. HASBESTOS REMOVAL REQUIRED:** _________________________________
## PROJECT DESCRIPTION SHEET

### CONSTRUCTION
1. Foundation
2. Structural
3. Exterior Walls
4. Partitions
5. Floors
6. Floors Finish
7. Ceilings
8. Roof
9. Roof Finish
10. Wall Finish
11. Doors & Frames
12. Windows
13. Toilet Room Partitions

<table>
<thead>
<tr>
<th>14. Plumbing</th>
<th>Total # of Fixtures</th>
<th>WC</th>
<th>SH</th>
<th>DF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAV</td>
<td>SS</td>
<td>UR</td>
<td>OTHER</td>
</tr>
</tbody>
</table>

15. Sewers
Sanitary: Storm: Septic:

16. Water Supply
17. Fire Protection
18. Heating
19. Heating Plant
20. Ventilation
21. Air Conditioning
Tons: %

22. Electric
23. Special Electric
24. Site Electric
25. Elevators
26. Parking Lots
27. Roads
Curbs:

28. Walks & Steps
29. Built-in Equipment
30. Site Specialties

### SKETCH
DIRECTIONS FOR COMPLETING PROJECT DESCRIPTION SHEET

The project Architect/Engineer shall complete a separate Project Description Sheet (Attachment #6) for each building of a project and submit the original with 2 copies to the Department of General Services:

(1) to accompany the design development plans,
(2) to accompany the final plans (prior to bid, after all revisions.) And
(3) at such other times as requested.

Keep description brief, use abbreviations.

GENERAL

A. Give brief description of structure. When project has more than one building, give building title here.

B. State occupancy:

Garage or Parking ........................................... number of vehicles;
Nursing Home, Dormitory or Hospital ........ number of student or patient beds;
Auditorium or Gym ....................................... number of seats;
Housing .................................................... number of rental units;
Library ...................................................... number of volumes, number of carrels, number of seats,
   (including carrels);
Dining Hall ..................... serving capacity per hour, number of seats;
Kitchen .................................................. meal capacity;
University Academic Buildings .................. number students each building,
   number of classrooms, number of faculty offices;
Public Schools ...................... number of pupils, number of faculty offices,
   number of classrooms;
Office of Administration Building ............. number of personnel; etc;
Court Houses ....................... number of courtrooms, number of seats;

C. Give gross area in square feet, assignable area in square feet and length of perimeter walls in linear feet for each floor or level. Gross and Assignable Areas shall be figured on the basis of Assignable Area and Supporting (unassignable) Areas as defined in appendix D of this manual.

D. State gross volume of structure in cubic feet. Use height from underside of lowest floor construction system to average top of finished roof surface for each portion of areas above. For slabs on grade, use height from bottom of gravel.

E. Figure efficiency both ways as indicated: as a percent and as a factor (e.g. 60% and 1.67).

F. For additional information or continuation of other items.

G. State whether facilities for the handicapped are included.

H. State whether asbestos abatement is required.
1. Draw a one-line plan view to a small scale; give basic dimensions and indicate number of stories of each portion of facility.

CONSTRUCTION

1. State types - spread footings, caissons, piles (timber, pipe, h, precast concrete, cast-in place, pressure injected, etc.), grade beams, etc. If footings are on engineered fill, so state.

2. State types - structural steel, reinforced concrete, precast units, wall bearing or structural frame, timber, post-tensioned, etc.

3. State type and materials - curtain or bearing, solid or cavity, brick, brick and block, precast, metal, wood frame, with or without insulation, etc.

4. State type and materials - fixed or movable, bearing or non-bearing, brick, block, tile, metal, precast, gypsum, metal or wood stud and sheet-and-rock, concrete, etc.

5. State type and materials - precast or poured-in-place concrete, steel deck or form with concrete fill, steel or wood joist, flat slab, etc.

6. State finish materials - resilient flooring, concrete, carpeting, terrazzo, etc. (State total square yard area of carpeting and terrazzo). (Do not include toilet rooms in this item.)

7. State finish materials. (Do not include toilet rooms in this item.)

8. State construction - flat or pitched, wood, concrete or steel framing, metal deck, concrete slab, precast, gypsum plank, etc.

9. State materials - built-up, slate, asphalt shingles, galvanized, copper, etc.

10. State finish materials - paint, epoxy coatings, ceramic tile, glazed block, wainscots, plaster, etc. (Do not include toilet rooms in this item.)

11. State type and material - hollow metal or wood, solid core wood, glass aluminum and glass, overhead, roll-up, revolving, etc. (Include type of frames - hollow metal, steel, wood, etc.)

12. State type and material - fixed double hung, projected, casement, sliding, awning, pivoted, window wall, aluminum, wood, steel, stainless steel, bronze, etc.

13. State types and materials of construction and finishes for floor, walls, ceiling, including wainscots, type of toilet partitions, etc.

14. State number of each type plumbing fixture; give total number. Add types not listed in places provided. Give size and type of domestic water heater. Use the following abbreviations:

<table>
<thead>
<tr>
<th>WC</th>
<th>SS</th>
<th>Lav</th>
<th>UK</th>
<th>U</th>
<th>Lab sink</th>
</tr>
</thead>
<tbody>
<tr>
<td>WC - toilet</td>
<td>SS - service sink</td>
<td>Lav - lavatory</td>
<td>UK - unit kitchen</td>
<td>U - urinal</td>
<td>Lab sink</td>
</tr>
<tr>
<td>SH</td>
<td>KS</td>
<td>SC</td>
<td>PS</td>
<td>BT</td>
<td>DS</td>
</tr>
<tr>
<td>SH - shower head</td>
<td>KS - kitchen sink</td>
<td>SC - shower compartment</td>
<td>PS - pot sink</td>
<td>BT - bathtub</td>
<td>DS - dish sink</td>
</tr>
<tr>
<td>LT</td>
<td>FS</td>
<td>SB</td>
<td>BP</td>
<td>HB</td>
<td>DF</td>
</tr>
<tr>
<td>LT - laundry tub</td>
<td>FS - food waste disposal</td>
<td>SB - special bath</td>
<td>BP - bed pan sterilizer</td>
<td>HB - hose bibb</td>
<td>DF - drinking fountain</td>
</tr>
</tbody>
</table>
15. State type of material, size and length (over 10 feet from building) for each type and size of sewer. State the type and capacity (gallons) of septic system.

16. State type of materials, size and length (over 10 feet from building) of water lines. If from wells, state number and capacity. Include hot and cold water lines from a central facility.

17. State types and locations - sprinklers, standpipes, smoke or heat detectors, fire alarm system, extinguishers, hydrants, Fire Department connections, etc.

18. State types of systems including types of temperature control systems.

19. State whether plant is individual (state fuel) or central. State size and length (over 10 feet from building) of each outside line (steam, hot water, cold water, etc.) from a central plant.

20. Brief description. State cubic feet per minute quantities of total outside air and total exhaust air.

21. State types of systems, air conditioning tonnage, percentage of building that is air conditioned.

22. State service, distribution and utilization voltages, phase, amperage, overhead or underground service (give length over 10 feet from building), wiring method of building such as type, concealed or exposed, etc.

23. State electrical specialties such as audio-visual, stage lighting, lightning protection, intrusion protection, communication systems, emergency systems (e.g. battery units or generator), time system, power for computers, etc.

24. State items of site electric, such as exterior lighting, sub-station, etc.

25. State type and number of elevators, dumbwaiters, moving stairs, etc.

26. State type of construction, area in square yards and number of vehicles.

27. State type of construction and area in square yards. Give type of curbs and length in feet.

28. State type of construction and area in square yards.

29. State what built-in-equipment is included in project such as kitchen, snack bar, exhaust hood, special refrigeration, cabinet work, laboratory equipment, library stacks, wardrobes, special exhaust or waste systems, chalk and tack boards, draperies, pedestal floor (give area), etc.
<table>
<thead>
<tr>
<th>UMB PROJECT NO.: XX-XXXX</th>
<th>BUILDING NO.: XXXX</th>
<th>UMB SKETCH:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT TITLE:</td>
<td></td>
<td>000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIVERSITY of MARYLAND BALTIMORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION &amp; FINANCE</td>
</tr>
<tr>
<td>DESIGN AND CONSTRUCTION</td>
</tr>
<tr>
<td>OFFICE OF FACILITIES MANAGEMENT</td>
</tr>
<tr>
<td>620 W. LEXINGTON STREET, 6TH FLOOR</td>
</tr>
<tr>
<td>BALTIMORE, MARYLAND 21201</td>
</tr>
<tr>
<td>PHONE NO. (410) 706-7749</td>
</tr>
<tr>
<td>FAX NO. (410) 706-8547</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING NAME</td>
</tr>
<tr>
<td>BUILDING STREET ADDRESS</td>
</tr>
<tr>
<td>BALTIMORE, MARYLAND 21201</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UM Project No.:</th>
<th>00-000</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/E Project No.:</td>
<td>00-000</td>
</tr>
<tr>
<td>CM Project No.:</td>
<td>00-000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A/E CONSULTANT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHEET REFERENCE NO.:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>000</td>
</tr>
</tbody>
</table>

| CAD FILE NUMBER: B.5411 UMB Cover Sheet Templates |
| DATE: m/d/y                       SHEET NO.: |
| SCALE: AS NOTED                  X OF X |

UMB Procedure Manual for Professional A/E Services       Chapter 5 – Attachments – Page 16
ADMINISTRATION & FINANCE

DESIGN AND CONSTRUCTION

SPECIFICATIONS FOR THE CONSTRUCTION OF
NEW ADMINISTRATION BUILDING
AT THE UNIVERSITY OF MARYLAND

UNIVERSITY PROJECT # 06-418
BUILDING INVENTORY No. 8100

BID PACKAGE 3a-Superstructure

VOLUME 1 OF 2: PROJECT SPECIFICATIONS

March 16, 2007

Owner
University of Maryland, Baltimore
Design and Construction
620 W. Lexington Street, 6th Floor
Baltimore, Maryland 21201

Board of Public Works
Lawrence J. Hogan Jr., Governor
Peter Franchot, Comptroller
Nancy K. Kopp, Treasurer

Maryland General Assembly
Thomas V. Miller Jr, Senate President
Michael Erin Busch, House Speaker

Architect
Design Collective, Inc.
100 East Pratt Street, 14th Floor
Baltimore, MD 21202

Civil/Site Engineer
Site Resources, Inc.
14307 Jarrettsville Pike
Phoenix, Maryland 21131

Structural Engineer
RESTL Designers, Inc.
13 Firstfield Road, Suite 200
Gaithersburg, MD 20871

Information Technology
Convergent Technologies
426 Evesham Avenue
Baltimore, MD 21212

MEP Engineer
BKM & Associates
1423 Clarkview Rd., Suite 500
Baltimore, MD 21209

Construction Manager
Barton Malow Company
971 Corporate Boulevard
Suite 400
Linthicum, MD 21090

A/E – Edit Italic Text for project. Cover sheet shall be used for all bound documents submitted to UMB.
A/E Note - Edit each discipline drawing number and sheet title for the project requirements. When additional drawing numbers and sheet titles are required modify each discipline accordingly conforming to the drawing numbering system below.

Example: Adding a 7\textsuperscript{th} & 8\textsuperscript{th} Floor use A107 & A108 for the Floor Plans and the Roof Plan becomes A109, etc. For Renovation Projects the floor plan sheet numbers for each discipline start with 100. Example: AD100, A100, MD100 (Ductwork), M100 (Ductwork), MD200 (HVAC Piping), M200 (HVAC Piping), ED100 (Power), E100 (Power), ED200 (Lighting), E200 (Lighting) etc.

### UMB STANDARD SHEET NUMBERS AND SHEET TITLES

#### GENERAL

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>G000</td>
<td>UMB STANDARD COVER SHEET</td>
</tr>
</tbody>
</table>

#### CIVIL

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD100</td>
<td>CIVIL DEMOLITION</td>
</tr>
<tr>
<td>C100</td>
<td>SITE PLAN</td>
</tr>
<tr>
<td>C200</td>
<td>STREETSCAPE PLAN</td>
</tr>
<tr>
<td>C201</td>
<td>STREETSCAPE DETAILS</td>
</tr>
<tr>
<td>C202</td>
<td>PUBLIC CURB/SIDEWALK REPLACEMENT PLAN</td>
</tr>
<tr>
<td>C203</td>
<td>PUBLIC CURB/SIDEWALK REPLACEMENT PLAN</td>
</tr>
<tr>
<td>C300</td>
<td>PUBLIC WATER PLAN AND PROFILES</td>
</tr>
<tr>
<td>C301</td>
<td>PUBLIC STORM DRAIN PLAN AND PROFILES</td>
</tr>
<tr>
<td>C302</td>
<td>SANITARY PLAN AND PROFILES</td>
</tr>
<tr>
<td>C303</td>
<td>ELECTRICAL DUCTBANK PROFILES</td>
</tr>
<tr>
<td>C400</td>
<td>STORMWATER MANAGEMENT DRAINAGE STUDY AREA</td>
</tr>
<tr>
<td>C401</td>
<td>STORMWATER MANAGEMENT DETAILS</td>
</tr>
</tbody>
</table>

#### LANDSCAPE

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LD100</td>
<td>LANDSCAPE DEMOLITION</td>
</tr>
<tr>
<td>L001</td>
<td>LANDSCAPE AND IRRIGATION NOTES AND SYMBOLS</td>
</tr>
<tr>
<td>L100</td>
<td>LANDSCAPE AND IRRIGATION SITE PLAN</td>
</tr>
<tr>
<td>L200</td>
<td>LANDSCAPE AND IRRIGATION GRADING PLAN</td>
</tr>
<tr>
<td>L300</td>
<td>LANDSCAPE AND IRRIGATION PLANT PLAN</td>
</tr>
<tr>
<td>L400</td>
<td>LANDSCAPE AND IRRIGATION DETAILS</td>
</tr>
</tbody>
</table>

#### STRUCTURAL
CHAPTER FIVE – ATTACHMENTS

S001  GENERAL NOTES, CODE & ENGINEERING DATA
S002  GENERAL NOTES

SD100  BASEMENT FLOOR DEMOLITION PLAN
SD101  FIRST FLOOR DEMOLITION PLAN
SD102  SECOND FLOOR DEMOLITION PLAN
SD103  THIRD FLOOR DEMOLITION PLAN
SD104  FOURTH FLOOR DEMOLITION PLAN
SD105  FIFTH FLOOR DEMOLITION PLAN
SD106  SIXTH FLOOR DEMOLITION PLAN
SD107  ROOF DEMOLITION PLAN

S100  FOUNDATION AND BASEMENT FLOOR FRAMING PLAN
S101  FIRST FLOOR FRAMING PLAN
S102  SECOND FLOOR FRAMING PLAN
S103  THIRD FLOOR FRAMING PLAN
S104  FOURTH FLOOR FRAMING PLAN
S105  FIFTH FLOOR AND LOW ROOF FRAMING PLAN
S106  SIXTH FLOOR FRAMING PLAN
S107  ROOF AND MACHINE ROOM FRAMING PLAN
S108  ROOF FRAMING PLAN

S200  FOUNDATION WALL ELEVATIONS AND SECTIONS

S300  TYPICAL DETAILS
S301  TYPICAL DETAILS
S302  TYPICAL DETAILS

S400  SECTIONS AND DETAILS
S401  SECTIONS AND DETAILS
S402  SECTIONS AND DETAILS
S403  SECTIONS AND DETAILS

S500  COLUMN SCHEDULE

ARCHITECTURAL
A001  GENERAL NOTES SYMBOLS AND ABBREVIATIONS
A002  CODE ANALYSIS, FEDERAL ACCESSIBILITY STANDARDS, AND BUILDING CONSTRUCTION STANDARDS
A003  LIFE SAFETY BASEMENT AND FIRST FLOOR PLANS
A004  LIFE SAFETY SECOND AND THIRD FLOOR PLANS
A005  LIFE SAFETY FOURTH AND FIFTH FLOOR PLANS
A006  LIFE SAFETY SIXTH FLOOR AND ROOF PLANS

ASD100 ARCHITECTURAL DEMOLITION SITE PLAN
AS100  ARCHITECTURAL SITE PLAN
AD100   BASEMENT FLOOR DEMOLITION PLAN
AD101   FIRST FLOOR DEMOLITION PLAN
AD102   SECOND FLOOR DEMOLITION PLAN
AD103   THIRD FLOOR DEMOLITION PLAN
AD104   FOURTH FLOOR DEMOLITION PLAN
AD105   FIFTH FLOOR DEMOLITION PLAN
AD106   SIXTH FLOOR DEMOLITION PLAN
AD107   ROOF DEMOLITION PLAN

A100    BASEMENT FLOOR PLAN
A101    FIRST FLOOR PLAN
A102    SECOND FLOOR PLAN
A103    THIRD FLOOR PLAN
A104    FOURTH FLOOR PLAN
A105    FIFTH FLOOR PLAN
A106    SIXTH FLOOR PLAN
A107    PENTHOUSE FLOOR PLAN
A108    ROOF PLAN

A120    BASEMENT FLOOR REFLECTED CEILING PLAN
A121    FIRST FLOOR REFLECTED CEILING PLAN
A122    SECOND FLOOR REFLECTED CEILING PLAN
A123    THIRD FLOOR REFLECTED CEILING PLAN
A124    FOURTH FLOOR REFLECTED CEILING PLAN
A125    FIFTH FLOOR REFLECTED CEILING PLAN
A126    SIXTH FLOOR REFLECTED CEILING PLANS
A127    PENTHOUSE REFLECTIVE CEILING PLAN

A130    BASEMENT FLOOR FINISH PLAN AND KEY PLAN
A131    FIRST FLOOR FINISH PLAN AND KEY PLAN
A132    SECOND FLOOR FINISH PLAN AND KEY PLAN
A133    THIRD FLOOR FINISH PLAN AND KEY PLAN
A134    FOURTH FLOOR FINISH PLAN AND KEY PLAN
A135    FIFTH FLOOR FINISH PLAN AND KEY PLAN

A140    BASEMENT FLOOR SIGNAGE PLAN
A141    FIRST FLOOR SIGNAGE PLAN
A142    SECOND FLOOR SIGNAGE PLAN
A143    THIRD FLOOR SIGNAGE PLAN
A144    FOURTH FLOOR SIGNAGE PLAN
A145    FIFTH FLOOR SIGNAGE PLAN
A146    SIXTH FLOOR AND ROOF SIGNAGE PLANS

A200    EXTERIOR ELEVATIONS
A201    ELEVATIONS
A202    ELEVATIONS
### MECHANICAL

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A210</td>
<td>EXTERIOR ENLARGED ELEVATIONS</td>
</tr>
<tr>
<td>A211</td>
<td>EXTERIOR ENLARGED ELEVATIONS</td>
</tr>
<tr>
<td>A220</td>
<td>INTERIOR ELEVATIONS</td>
</tr>
<tr>
<td>A221</td>
<td>INTERIOR ELEVATIONS</td>
</tr>
<tr>
<td>A300</td>
<td>BUILDING SECTIONS EAST - WEST</td>
</tr>
<tr>
<td>A301</td>
<td>BUILDING SECTIONS NORTH - SOUTH</td>
</tr>
<tr>
<td>A310</td>
<td>EXTERIOR WALL SECTIONS</td>
</tr>
<tr>
<td>A311</td>
<td>EXTERIOR WALL SECTIONS</td>
</tr>
<tr>
<td>A312</td>
<td>EXTERIOR WALL SECTIONS</td>
</tr>
<tr>
<td>A320</td>
<td>INTERIOR WALL SECTIONS</td>
</tr>
<tr>
<td>A400</td>
<td>STAIR #1 FLOOR PLANS AND SECTION</td>
</tr>
<tr>
<td>A401</td>
<td>STAIRS #2, 3 AND 4 FLOOR PLANS AND SECTIONS</td>
</tr>
<tr>
<td>A410</td>
<td>STAIR DETAILS</td>
</tr>
<tr>
<td>A420</td>
<td>ELEVATOR FLOOR PLANS AND SECTION</td>
</tr>
<tr>
<td>A430</td>
<td>ENLARGED LOBBY AND TOILET ROOM FINISH PLANS</td>
</tr>
<tr>
<td>A440</td>
<td>ENLARGED FLOOR PLANS AND INTERIOR ELEVATIONS</td>
</tr>
<tr>
<td>A500</td>
<td>PLAN DETAILS</td>
</tr>
<tr>
<td>A501</td>
<td>PLAN DETAILS</td>
</tr>
<tr>
<td>A510</td>
<td>REFLECTED CEILING PLAN DETAILS</td>
</tr>
<tr>
<td>A520</td>
<td>SECTION DETAILS</td>
</tr>
<tr>
<td>A521</td>
<td>SECTION DETAILS</td>
</tr>
<tr>
<td>A530</td>
<td>PARTITION TYPES AND DETAILS</td>
</tr>
<tr>
<td>A540</td>
<td>DOOR DETAILS</td>
</tr>
<tr>
<td>A550</td>
<td>WINDOW DETAILS</td>
</tr>
<tr>
<td>A560</td>
<td>STOREFRONT AND LOUVER DETAILS</td>
</tr>
<tr>
<td>A600</td>
<td>USER DEFINED</td>
</tr>
<tr>
<td>A700</td>
<td>DOOR SCHEDULES</td>
</tr>
<tr>
<td>A710</td>
<td>WINDOW SCHEDULES</td>
</tr>
<tr>
<td>A720</td>
<td>STOREFRONT AND LOUVER SCHEDULES</td>
</tr>
<tr>
<td>A800</td>
<td>USER DEFINED</td>
</tr>
</tbody>
</table>
CHAPTER FIVE – ATTACHMENTS

M410  AIR HANDLING UNIT PLANS & ELEVATIONS

M500  MECHANICAL DETAILS
M501  MECHANICAL DETAILS
M502  MECHANICAL DETAILS

M600  MECHANICAL CONTROLS
M610  COOLING SYSTEM SCHEMATIC DIAGRAM
M620  HEATING SYSTEM SCHEMATIC DIAGRAM
M630  ENERGY RECOVERY SCHEMATIC DIAGRAM
M640  AIR DISTRIBUTION SCHEMATIC DIAGRAM

M700  MECHANICAL SCHEDULES
M701  MECHANICAL SCHEDULES
M702  MECHANICAL SCHEDULES
M703  MECHANICAL SCHEDULES

M800  USER DEFINED

PLUMBING

P001  PLUMBING LEGEND & GENERAL NOTES

PD100  BASEMENT FLOOR DEMOLITION PLAN – PLUMBING
PD101  FIRST FLOOR DEMOLITION PLAN – PLUMBING
PD102  SECOND FLOOR DEMOLITION PLAN – PLUMBING
PD103  THIRD FLOOR DEMOLITION PLAN – PLUMBING
PD104  FOURTH FLOOR DEMOLITION PLAN – PLUMBING
PD105  FIFTH FLOOR DEMOLITION PLAN – PLUMBING
PD106  SIXTH FLOOR DEMOLITION PLAN – PLUMBING
PD107  ROOF DEMOLITION PLAN – PLUMBING

P100  BASEMENT FLOOR PLAN – PLUMBING
P101  FIRST FLOOR PLAN – PLUMBING
P102  SECOND FLOOR PLAN - PLUMBING
P103  THIRD FLOOR PLAN - PLUMBING
P104  FOURTH FLOOR PLAN - PLUMBING
P105  FIFTH FLOOR PLAN - PLUMBING
P106  SIXTH FLOOR PLAN – PLUMBING
P107  PENTHOUSE FLOOR PLAN – PLUMBING
P108  ROOF PLAN – PLUMBING

P400  PART PLANS – PLUMBING

P500  PLUMBING DETAILS

P600  DOMESTIC WATER RISER DIAGRAMS
CHAPTER FIVE – ATTACHMENTS

P610 SANITARY RISER DIAGRAMS
P620 STORM WATER RISER DIAGRAM
P630 LABORATORY COMPRESSER AIR AND VACUUM SYSTEM DIAGRAMS
P640 RO / DI WATER SYSTEM DIAGRAMS
P700 PLUMBING SCHEDULES
P800 USER DEFINED

FIRE PROTECTION
FP001 FIRE PROTECTION LEGEND, GENERAL NOTES
FPD100 BASEMENT FLOOR DEMOLITION PLAN – SPRINKLER
FPD101 FIRST FLOOR DEMOLITION PLAN – SPRINKLER
FPD102 SEOND FLOOR DEMOLITION PLAN – SPRINKLER
FPD103 THIRD FLOOR DEMOLITION PLAN – SPRINKLER
FPD104 FOURTH FLOOR DEMOLITION PLAN – SPRINKLER
FPD105 FIFTH FLOOR DEMOLITION PLAN – SPRINKLER
FPD106 SIXTH FLOOR DEMOLITION PLAN – SPRINKLER
FPD107 ROOF DEMOLITION PLAN – SPRINKLER
FP100 BASEMENT FLOOR PLAN – SPRINKLER
FP101 FIRST FLOOR PLAN – SPRINKLER
FP102 SECOND FLOOR PLAN - SPRINKLER
FP103 THIRD FLOOR PLAN - SPRINKLER
FP104 FOURTH FLOOR PLAN - SPRINKLER
FP105 FIFTH FLOOR PLAN - SPRINKLER
FP106 SIXTH FLOOR PLAN – SPRINKLER
FP107 PENTHOUSE FLOOR PLAN – SPRINKLER
FP108 ROOF PLAN – SPRINKLER
FP400 PART PLAN – SPRINKLER
FP500 SPRINKLER DETAILS
FP600 FIRE PROTECTION RISER DIAGRAM

ELECTRICAL
E001 LEGEND, ABBREVIATIONS & ELECTRICAL ENGINEERING DATA
ED100 BASEMENT FLOOR DEMOLITION PLAN – POWER
ED101 FIRST FLOOR DEMOLITION PLAN – POWER
ED102 SEOND FLOOR DEMOLITION PLAN – POWER
ED103 THIRD FLOOR DEMOLITION PLAN – POWER
ED104 FOURTH FLOOR DEMOLITION PLAN – POWER
ED105 FIFTH FLOOR DEMOLITION PLAN – POWER
CHAPTER FIVE – ATTACHMENTS

ED106 SIXTH FLOOR DEMOLITION PLAN – POWER
ED107 ROOF DEMOLITION PLAN – POWER

E100 BASEMENT FLOOR PLAN – POWER
E101 FIRST FLOOR PLAN – POWER
E102 SECOND FLOOR PLAN – POWER
E103 THIRD FLOOR PLAN – POWER
E104 FOURTH FLOOR PLAN – POWER
E105 FIFTH FLOOR PLAN – POWER
E106 SIXTH FLOOR PLAN – POWER
E107 PENTHOUSE FLOOR PLAN – POWER
E108 ROOF PLAN – POWER

ED200 BASEMENT FLOOR DEMOLITION PLAN – LIGHTING
ED101 FIRST FLOOR DEMOLITION PLAN – LIGHTING
ED202 SECOND FLOOR DEMOLITION PLAN – LIGHTING
ED203 THIRD FLOOR DEMOLITION PLAN – LIGHTING
ED204 FOURTH FLOOR DEMOLITION PLAN – LIGHTING
ED205 FIFTH FLOOR DEMOLITION PLAN – LIGHTING
ED206 SIXTH FLOOR DEMOLITION PLAN – LIGHTING
ED207 ROOF DEMOLITION PLAN – LIGHTING

E200 BASEMENT FLOOR PLAN – LIGHTING
E201 FIRST FLOOR PLAN – LIGHTING
E202 SECOND FLOOR PLAN – LIGHTING
E203 THIRD FLOOR PLAN – LIGHTING
E204 FOURTH FLOOR PLAN – LIGHTING
E205 FIFTH FLOOR PLAN – LIGHTING
E206 SIXTH FLOOR PLAN – LIGHTING
E207 PENTHOUSE FLOOR PLAN – LIGHTING
E208 ROOF PLAN – LIGHTING

E300 ELECTRICAL DETAILS

E500 BASEMENT FLOOR PLAN – FIRE ALARM
E501 FIRST FLOOR PLAN – FIRE ALARM
E502 SECOND FLOOR PLAN – FIRE ALARM
E503 THIRD FLOOR PLAN – FIRE ALARM
E504 FOURTH FLOOR PLAN – FIRE ALARM
E505 FIFTH FLOOR PLAN – FIRE ALARM
E506 SIXTH FLOOR PLAN – FIRE ALARM
E507 PENTHOUSE FLOOR PLAN – FIRE ALARM
E508 ROOF PLAN – FIRE ALARM
CHAPTER FIVE – ATTACHMENTS

E600  ONE-LINE RISER DIAGRAM
E601  FIRE ALARM RISER DIAGRAM
E602  FIRE ALARM GRAPHIC ANNUNCIATOR

E700  ELECTRICAL PANEL SCHEDULE
E710  LIGHTING SCHEDULE

E800  USER DEFINED

AUDIO VISUAL AND TELECOMMUNICATIONS
TA001  AUDIO VISUAL AND TELECOMMUNICATIONS TITLE SHEET

TASD100  TELECOMMUNICATION DEMOLITION SITE PLAN
TAS100  TELECOMMUNICATION SITE PLAN

TA101  TELECOMMUNICATIONS SYSTEM OSP

TA200  AUDIO VISUAL AND TELECOMMUNICATIONS BASEMENT FLOOR PLAN
TA201  AUDIO VISUAL AND TELECOMMUNICATIONS FIRST FLOOR PLAN
TA202  AUDIO VISUAL AND TELECOMMUNICATIONS SECOND FLOOR PLAN
TA203  AUDIO VISUAL AND TELECOMMUNICATIONS THIRD FLOOR PLAN
TA204  AUDIO VISUAL AND TELECOMMUNICATIONS FOURTH FLOOR PLAN
TA205  AUDIO VISUAL AND TELECOMMUNICATIONS FIFTH FLOOR PLAN
TA206  AUDIO VISUAL AND TELECOMMUNICATIONS SIXTH FLOOR PLAN

TA300  TELECOMMUNICATIONS RACK ELEVATIONS
TA301  TELECOMMUNICATIONS RACK ELEVATIONS

TA500  TELECOMMUNICATIONS DETAILS

TA600  TELECOMMUNICATIONS RISER DETAILS

SECURITY
TY001  SYMBOLS, LEGENDS & ABBREVIATIONS – SECURITY

TY100  BASEMENT FLOOR PLAN - SECURITY
TY101  FIRST FLOOR PLAN – SECURITY
TY102  SECOND FLOOR PLAN – SECURITY
TY103  THIRD FLOOR PLAN – SECURITY
TY104  FOURTH FLOOR PLAN – SECURITY
TY105  FIFTH FLOOR PLAN – SECURITY
TY106  SIXTH FLOOR PLAN – SECURITY
TY107  ROOF PLAN – SECURITY

TY500  DETAILS, DOORS AND RACK ELEVATION
CHAPTER FIVE – ATTACHMENTS

TY501  DETAILS – CCTV CAMERAS
TY600  RISERS – SECURITY
TY601  RISERS – SECURITY DOOR DEVICES
TY602  RISERS – SECURITY SYSTEM
UMB STANDARD BOOKMARKS FOR PDF FILE SUBMISSIONS BY CONSULTANTS

Note: The intent of this document is to identify and standardize bookmarks for pdf files submitted to the University by Consultants. See examples below.

Bookmarks: Bookmarks shall be Set Up as Document Outlines. Thumbnails are not required.

EXAMPLE: PDF DRAWING FILE SUBMISSION

Document Outline: (List each drawing number – sheet title for the project in each discipline)
(See Drawing Index and UMB Standard Drawing Numbers and Sheet Titles)

Architectural
  G000 – Cover Sheet
  A002 – Code Analysis
  AD100 – Basement Floor Demolition Plan
  A100 – Basement Floor Plan

Mechanical
  M001 – Symbols and Abbreviations
  MD100 – Basement Floor Demolition Plan – HVAC
  M100 – Basement Floor Plan – HVAC
  MD200 – Basement Floor Demolition Plan – HVAC Piping
  M200 – Basement Floor Plan – New Work – HVAC Piping

Plumbing
  P001 – Symbols and Abbreviations
  PD100 – Basement Floor Demolition Plan – Plumbing
  P100 – Basement Floor Plan - Plumbing

Fire Protection
  FP001 – Symbols and Abbreviations
  FPD100 – Basement Floor Demolition Plan - Sprinkler
  FP100 – Basement Floor Plan - Sprinkler

Electrical
  E001 – Symbols and Abbreviations
  ED100 – Basement Floor Demolition Plan – Power
  E100 – Basement Floor Plan – Power
  ED200 – Basement Floor Demolition Plan – Lighting
  E200– Basement Floor Plan – Lighting

Telecomm
  E001 – Symbols and Abbreviations
CHAPTER FIVE – ATTACHMENTS

UMB STANDARD BOOKMARKS FOR PDF FILE SUBMISSIONS BY CONSULTANTS

ED100 – Basement Floor Demolition Plan
E100 – Basement Floor Plan – Power

Fire Alarm
FA001 – Symbols and Abbreviations
FAD100 – Basement Floor Demolition Plan

EXAMPLE: PDF SPECIFICATION FILE SUBMISSION – USING FULL SPECIFICATIONS

Document Outline:
Cover Sheet
Table of Contents
(Full Specs - List each specification section for the project in each Division)
Division 01
  010100 – Summary of Work
  010200 – Allowances

Division 08
  081113 – Hollow Metal Doors and Frames
  081416 – Flush Wood Doors

Division 21
  210000 – Basic Mechanical Requirements – Fire Protection
  210513 – Motor Requirements for Fire Protection Equipment

Division 22
  220000 – Basic Mechanical Requirements – Plumbing
  220513 – Motor Requirements for Plumbing Equipment

Division 22
  220000 – Basic Mechanical Requirements – HVAC
  220513 – Motor Requirements for HVAC Equipment

(Do Not Include Bookmarks for Articles, Paragraphs, Subparagraphs in Full Specification Sections)

EXAMPLE: PDF SPECIFICATION FILE SUBMISSION – USING FULL SPECIFICATION DIVISION 01 & CONDENSED SPECS

Document Outline:
Cover Sheet
Table of Contents
UMB STANDARD BOOKMARKS FOR PDF FILE SUBMISSIONS BY CONSULTANTS

(Full Specs - List each specification section for the project in each Division)
Division 01
   010100 – Summary of Work
   010200 – Allowances

Division 08
   081113 – Hollow Metal Doors and Frames
   081416 – Flush Wood Doors

(Do Not Include Bookmarks for Articles, Paragraphs, Subparagraphs in Full Specification Sections)

(Condensed Specs - List each article for project in each Part in each Division)
Division 21 (Cond Spec) [List each article in each Part]
   Part 1 - General
      1.1 Related Documents
      1.2 Scope
   Part 2 - Products
   Part 3 - Execution

Division 22 (Cond Spec)
   Part 1 - General
      1.1 Related Documents
      1.2 Scope
   Part 2 - Products
      2.1 Listed Manufacturers
      2.2 Fire Stops, Smoke Seals and Wall and Floor Sleeve Applications
   Part 3 – Execution
      3.1 General Requirements – Execution
      3.2 Connections and Alterations to Existing Work

Division 23 (Cond Spec)
   Part 1 - General
      1.1 Related Documents
      1.2 Scope
   Part 2 - Products
      2.1 Listed Manufacturers
      2.2 Fire Stops, Smoke Seals and Wall and Floor Sleeve Applications
   Part 3 – Execution
      3.1 General Requirements – Execution
      3.2 Connections and Alterations to Existing Work
UMB STANDARD BOOKMARKS FOR PDF FILE SUBMISSIONS BY CONSULTANTS

Division 26 (Cond Spec)
Part 1 - General
  1.1 Related Documents
  1.2 Scope
Part 2 - Products
  2.1 Listed Manufacturers
  2.2 Fire Stops, Smoke Seals and Wall and Floor Sleeve Applications
Part 3 – Execution
  3.1 General Requirements – Execution
  3.2 Sleeves

(Condensed Specs: Do Not Include Bookmarks for Paragraphs and Subparagraphs Parts 1 - 3)

EXAMPLE: PDF STUDY / REPORT FILE SUBMISSION

Document Outline:
Cover Sheet
Table of Contents
Executive Summary
Existing Conditions
  Physical Conditions
  Environmental Conditions
Design Options
  Option – 1
  Option – 2
Recommendations
Appendices
  Appendix A
  Appendix B
Tables
  Table 1
  Table 2
Figures
  Figure 1
  Figure 2

(Study / Report: Actual bookmarks may vary, depending on the type of Study / Report. See actual study / report Table of Contents for bookmarks.)

END OF CHAPTER 5
END OF UMB PROCEDURE MANUAL