

SECTION 4 EF: ELECTRONIC FILES

CAD DIVISION

Latest Update 7-13-11, See underlined text

PART III: DELIVERABLE FILE REQUIREMENTS:

1. SCOPE:

- 1.1. This part outlines the requirements for the preparation and submission of the CAD Files to UM, for all UM's projects.

2. PREPERATION:

- 2.1. **Deliverable Preparation:** All drawing files shall be submitted to UM on CD or data DVD, all files shall be free of viruses, using the latest version of virus cleaning and scanning software. Drawing shall be saved with index of all drawing numbers, file names, drawing titles, including the similar information for all Xref files, and blocks used.

- a. **Check List:** All drawing files shall undergo the following checks prior to submission:

Submission Check List	
Item	Verify
1	All File Names Comply
2	All Entities outside the drawing limits are purged
3	All unreferenced blocks, layers, attributes, etc. are purged
4	All xrefs are attached without drive or directory specifications
5	Set the menu to the standard Autodesk Architectural Desktop Menu (acad.mnc)
6	Scan all files for viruses
7	Delete all unused layout tabs
8	Ensure that the drawing settings are in accordance with Section 4.2 below

Submission Check List	
Item	Verify
9	All layer names comply with the AIA CAD Layer Guidelines
10	All Text Styles comply
11	All Line Types comply
12	All Dimension Styles Comply

b. Electronic files and documentation are due with each submittal. Reproducible drawing sets shall be provided in accordance with the A/E contract requirement.

2.2. **Drawing Settings:** These drawing settings should have the file open without error and sheet files ready to plot. Autodesk Architectural Desktop commands and variables are to be set as follows.

Drawing Settings	
Commands	Settings
BASE	Insertion Base Point (0, 0, 0)
GRID	Off
LAYER	Current Layer is 0
LINETYPE	Current entity line type – By Layer, Current line type - Continuous
MENU	Standard Autodesk Architectural Desktop (acad.mnc)
POINT	Display Mode 0, Size 0.0
QTEXT	Off
SNAP	Off
TEXT	Style – Standard
UCS	Set UCS to World

Drawing Settings	
Commands	Settings
UCSICON	Set UCSICON to No Origin
UNITS	As appropriate for Drawing (Linear)
ZOOM	To Drawing Extents

3. MEDIA:

3.1. Submittal Media: Files submitted on CD-ROM shall be in write protected CD-R format. Use the Joliet file system with normal file ordering on a single track. Preserve the original file dates and enter the project number and submission stage for the CD volume label. Submit all CD's in individual jewel cases.

4. MEDIA LABELING:

4.1. Labeling of Media: Include on all media and label with a fine point, black, permanent marker. Do not use any type of self-adhesive labels. Include the following:

- a. Building Number and Name.
- b. UM Project Number and Description.
- c. Submission Date
- d. Submission Stage
- e. Disk Number and Sequence (if applicable)

5. MEDIA COVER:

5.1. MEDIA COVER: Produce media cover (jewel case) labels that include the following:

- a. Building Name, Building Number, and Address
- b. UM Project Name and Project Number (Provided by UM)
- c. Contractor Name, Contact Name and Telephone Number
- d. Date of Submittal
- e. Submission Stage
- f. Description of Contents
- g. Disk Number and Sequence (if applicable)

6. DOCUMENTATION REPORT:

6.1. Project Documentation: A Project Documentation Report and Deliverables Matrix must accompany all final submittals.

7. PROJECT CLOSEOUT:

7.1. Project Closeout: Before a project can be closed out and final payment from UM rendered, all specified materials must be submitted to the UM OFM Project Manager in accordance with these Design Standards, the Procedure Manual and with production standards and special instructions described throughout this Section.

END OF SECTION 4 CAD - PART III

END OF CAD DIVISION