

SECTION 4 EF: ELECTRONIC FILES

GENERAL FILE DIVISION

Latest Update 7-14-11, See underlined text

PART I: GENERAL REQUIREMENTS

1. SCOPE:

1.1. This division of the electronic files outlines the minimum requirements for non CAD type electronic files and establishes the protocol for the creation, and submission to UM, of electronic files created by architects, and engineers hired by UM for campus design projects. Hereinafter where inserted the term “contractor” shall represent the architects, and engineers referenced herein.

2. UM INTENT:

2.1. It is UM's intent to have the contractors submit Non CAD Type Electronic Files to UM for each project, along with the “Record Documents” documentation as required by the UM A/E Procedure Manual, Latest Edition.

2.2. The Non CAD type electronic files are to be submitted in Microsoft Word “doc file” format, XL spreadsheet on pdf file formats.

3. UM PROJECT AND FILE DEFINITIONS:

3.1. **Projects:** UM Projects are defined as follows:

a. **New Construction Projects:** These projects include new building construction and additions to campus existing buildings and/or renovation projects for buildings.

b. **Renovation Projects to Existing Buildings:** These projects include various types of renovations ranging from small room revisions to complete floor renovations and revisions to the building infrastructure for plumbing, fire protection, HVAC, and electrical systems.

3.2. **Files:** Non CAD Files are defined as files that include project studies, reports, project specifications, addendums, supplemental instructions, change bulletins, etc. created in “doc file” format by the contractor.

4. COMPLIANCE WITH THESE STANDARDS:

4.1. Compliance to these standards allows for the intelligence contained within the drawings to be readily transferred to the data systems used by UM. No variances to these Standards will allowed by UM.

4.2. All final electronic files created by contractors for submission to UM must comply with these Standards.

4.3. All final electronic files submitted to UM that are not in compliance with these non CAD deliverable standards will be returned to the contractor for corrections. All corrective action will be completed by the contractor at no additional cost to UM. All files returned to the contractor must be corrected and returned to UM within thirty (30) days of receipt of files from UM.

5. ACCURACY:

5.1. Contractors are responsible for the accuracy of all CAD drawings delivered to UM. For all drawing entities all lines meet at intersections, straight lines are straight, and blocks are inserted properly without overlap.

6. OWNERSHIP:

6.1. UM, for itself and such others as it deems appropriate, will have unlimited rights to all information and materials developed under contract and furnished to UM. This includes any documentation thereof, reports and listings, and all other items pertaining to the work and services. Unlimited rights under this contract are rights to use, duplicate, or disclose data and information, in whole or in part, in any manner and for any purpose whatsoever without compensations to or approval from the contractor. UM will, at all reasonable times have the right to inspect the work and will have access to and the right to make copies of the above-mentioned items. All digital files, associated data, and other products generated under the contract shall become the property of UM.

END OF SECTION 4 GENERAL FILES – PART I