

## **SECTION 4 EF: ELECTRONIC FILES**

### **GENERAL FILE DIVISION**

Latest Update 7-14-11, See underlined text

#### **PART III: DELIVERABLE FILE REQUIREMENTS:**

##### **1. SCOPE:**

- 1.1. This part outlines the requirements for the preparation and submission of the non CAD type files to UM, for all UM's Projects.

##### **2. PREPERATION:**

- 2.1. **Deliverable Preparation:** All files shall be submitted to UM on CD - R or data DVD, all files shall be free of viruses, using the latest version of virus cleaning and scanning software.

##### **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:**

**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 GENERAL FILES – PART III**

**END OF GENERAL FILE DIVISION**