

DOCUMENT STANDARDS

- A. All documents relating to a project shall note the project number used by the University and shall be dated.

- B. Project Manual
 - 1. Paper size shall be 8-1/2" x 11" and shall not have foldout pages.
 - 2. Specifications shall be written in the standard 3-part system as referenced by the Construction Specifications Institute.
 - 3. All copies of the specification shall be bound with a heavy stock cover and back. Colored stock, yellow preferred, shall be allowed on bid specifications only. All other submissions shall have white cover.
 - 4. Project Manual cover shall note the project name, University project number and the issue date. Project Manual submitted for bids shall be sealed by the Architects and Engineers on the cover.
 - 5. All preliminary submissions shall be clearly labeled as such, i.e., Schematic Design Phase, Design Development Phase, etc.
 - 6. The Bidding Requirements or "boiler plate" sections of the Project Manual will be provided by the University. These sections are not to be modified by the Project Architect without review by a University Representative.
 - 7. The Division One sections and all other divisions of the Specifications within the Project Manual are provided by the Project Architect. Proposed modifications to these sections however, must be reviewed with a University Representative.

- C. Drawings
 - 1. Drawings shall be prepared on standard sheet sizes 24 x 30 inches or 30 x 42 inches. Use of any other sheet size requires prior approval by the University Project Architect/Engineer.
 - 2. All drawings shall be bound as a set.
 - 3. All sheets within a set shall be the same size.
 - 4. All preliminary submissions shall be clearly labeled as such, i.e., Schematic Design Phase, Design Development Phase, etc.
 - 5. Bid Documents shall be sealed by the Architects and Engineers.

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6. As-built drawings shall be submitted to the University upon completion of the construction work. Submit 1 Mylar reproducible copy along with as-builts in DWG formats on a CD. If XREF's are used, make sure to bind them to the DWG files prior to submission to the University.

7. Refer to UITS Design Guidelines and Standards for documentation requirements for the voice, video and data network design, closeout packages and as-builts.