

Office of Facilities Information Design Document Requirements for Design Consultants

Drawing Set Cover Sheet and Drawing Title Blocks Requirements

1. To be included on Drawing Set Cover Sheet
 - a. Campus Map with site location(s) clearly marked
 - b. Drawing Index
 - c. Main title to include:
 - Building, Utility System, or Campus Feature Name
 - Project Name (provided by BGSU Project Manager)
 - BGSU Project Number
 - BGSU Bid number (if applicable)
 - d. Drawing Phase and Date
2. To be included on Drawing Title Blocks
 - Building, Utility System, or Campus Feature Name
 - Project Name (provided by BGSU Project Manager)
 - BGSU Project Number
 - Drawing Phase and Date

During the project - submit the project documents listed below to the Facilities Information Manager

Note: If documents are uploaded to Submittal Exchange notify Facilities Information Manager via email

Survey Drawings – if applicable

1. To be provided after survey is complete
2. To be included on Drawing Title Blocks
 - a. Building, Utility System, or Campus Feature Name
 - b. BGSU Project Name (provided by BGSU Project Manager)
 - c. BGSU Project Number
 - d. Survey Date
3. Electronic Drawings – To be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download)
 - a. PDF Format
 - i. Individual files for each sheet in drawing set
 - ii. File name to match sheet number
 - iii. Correct orientation for readability

Designing and building the campus physical environment for the premier learning community.

- b. CAD Format
 - i. Individual file for each sheet in drawing set
 - ii. File name to match sheet number
 - iii. X-references bound and image files included
 - iv. Purge all files
 - v. Proper layers on/off, thaw/freeze for proper drawing display
- 4. Hard Copy Drawings - Provide 2 full size drawing sets

Geotechnical Subsurface Investigation Reports – if applicable

- 1. To be provided after investigation is complete
- 2. Electronic Copy
 - a. PDF file of report with text recognition - to be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download)

Design Development BIM 3D Model – if applicable

- 1. Provide at the end of Design Development phase
- 2. BIM 3D Model – to be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download)
 - a. BIM 3D model – Revit format
 - i. Include Assembly, Architectural, Structural, Electrical, Mechanical, Plumbing, etc. files (as applicable)
 - ii. All files must be able to be edited and linked on the BGSU server

Conformed Drawings - required

- 1. Provide when Conformed Drawings are completed
- 2. Electronic Drawings – to be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download)
 - a. PDF format – full drawing set in one file with sections and drawings bookmarked
 - b. AutoCAD format
 - i. Site and utility Drawings – if applicable
 - ii. Architectural Floor and Roof Plan Drawings – if applicable
 - iii. X-references bound and image files included

Conformed BIM 3D Model – if applicable

- 1. Provide when conformed BIM 3D model is completed
- 2. BIM 3D Model – to be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download)
 - a. BIM 3D model
 - i. AutoDesk Revit format

- ii. Include Assembly, Architectural, Structural, Electrical, Mechanical, Plumbing, etc. files (as applicable)
- iii. All files must be able to be edited and linked on the BGSU server

Conformed Specification Book - required

1. Provide when conformed specification book is completed
2. In one complete PDF file with text recognition, sections bookmarked per specification name and number
3. To be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download)

Building Evacuation Plans – if applicable

1. To be provided and posted prior to occupation of building
2. Template provided by BGSU
3. Orientate floor plan the same as actual building orientation for posting location
4. To be reviewed by BGSU Project Manager and Facilities Information Manager prior to posting
5. Electronic Plans – to be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download)
 - a. PDF format – all plans in one file
 - b. AutoCAD format
 - i. X-references bound and image files included

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