

Yale

Office of Facilities

CAD STANDARDS

CONTENTS

<u>INTRODUCTION</u>	<u>Page 2</u>
<u>UNIVERSITY PRIORITIES FOR CAD DRAWINGS</u>	<u>Page 2</u>
<u>PROJECT PROCESS</u>	<u>Page 3</u>
<u>DRAWING STANDARDS</u>	<u>Page 4</u>
<u>DELIVERABLES</u>	<u>Page 6</u>
<u>EXHIBIT A – Table of Contents</u>	<u>Page 7</u>
<u>EXHIBIT B – Layering Standards</u>	<u>Page 8</u>
<u>EXHIBIT C – Sample Assignment Plan</u>	<u>Page 10</u>
<u>EXHIBIT D & E – Standard Symbols/Title Blocks</u>	<u>Page 12</u>

INTRODUCTION

Yale University uses Computer Aided Drafting (CAD) as a tool to manage information, which is essential to the professional staff that oversees our facilities. For each floor of a facility, the University maintains or requires creation of a CAD Record Condition Assignment Plan that will be updated, as changes occur to reflect current building conditions. In addition to CAD Record Condition Assignment Plans, CAD Record Condition Construction Drawings will be required on Capital Projects and Non-Capital Projects. CAD Record Condition Drawings will not be updated as building changes occur. **All CAD Record Condition Assignment Plans and CAD Record Condition Construction Drawings submitted to Yale University must conform to the Drawing Standards and be submitted as described in the Deliverables.**

UNIVERSITY PRIORITIES FOR CAD DRAWINGS

CAD drawings will be created for University facilities according to the following priorities:

1. For all new construction and additions (Capital and Non-Capital): the Consultant will create CAD Record Condition Construction Drawings and create CAD Record Condition Assignment Plans.
2. For all major renovations to existing buildings (Capital): the Consultant will create CAD Record Condition Construction Drawings and create or update CAD Record Condition Assignment Plans.
3. For all minor renovations to existing buildings (Non-Capital): the Consultant will create CAD Record Condition Construction Drawings and create or update CAD Record Condition Assignment Plans.
4. For existing buildings in which there are no active or upcoming projects: CAD Archive Assignment Plans will be created as resources and time permit.

PROJECT PROCESS

Yale University processes on CAD-based projects are as follows:

1. The Yale Project Manager and the Manager of Information Resources will meet prior to the development of an RFP to identify the available CAD data and determine whether CAD requirements differ from what is specified in this document.
2. The Yale Project Manager will provide this information to the Consultant in the RFP. Contract Administration will provide a copy of the current CAD Standards with the RFP.
3. If the Consultant has any questions about the CAD requirements (s)he will contact the Yale Project Manager. The Project Manager will answer those questions or refer them to the Manager of Information Resources. If there are many questions to resolve, the Project Manager may choose to have a CAD kick-off meeting.
4. As part of the Architect's Basic Services, preparation and delivery of the CAD Record Documents will be in accordance with the AGREEMENT BETWEEN OWNER AND ARCHITECT.
5. At the end of the project the Consultant will provide the CAD Deliverables to the Project Manager. The Project Manager will give the CAD Deliverables to the Manager of Information Resources, who will review them for compliance with Yale University CAD Standards. The Manager of Information Resources will inform the Project Manager whether the drawings comply or not and clearly document any problems. It is recommended that a preliminary submittal be sent for review to avoid formatting issues. Updated assignment plans should also be sent to the Manager of Space Management & Information Systems on Central or Medical Campuses.
6. The Project Manager will work with the Consultant to quickly resolve deliverable compliancy issues. Before a project can be closed out and final payment issued, all project deliverables must be submitted and approved by the Project Manager.

DRAWING STANDARDS

CAD Record Condition Construction Drawings are detailed drawings that depict the work involved on a specific project and also reflect field changes recorded by the contractor during construction. Standards for these drawings are very basic. CAD Record Condition Construction Drawings must contain the Yale title block and be delivered to Yale University in AutoCAD Release 2010 or later. It is recommended but not required to conform to the AIA CAD Layer Guidelines. Consultants are strongly encouraged to consider the CAD Archive Assignment Plan layering standards when creating the CAD Archive Construction Drawings.

Please adhere to the following standards when preparing the drawings for delivery:

1. Documents should be grouped by discipline in separate folders.
2. DWG files must not contain xrefs, specialty fonts, or multiple layout tabs. Any images, tables, or spreadsheets must be embedded or bound.
3. A DWG file shall be included for each paper drawing delivered.
4. A single PDF of each drawing shall be included.
5. A fully populated Table of Contents file will be included in Excel format. A template will be supplied. Please see Exhibit A.
6. File names need to include sheet/drawing number e.g. A1.DWG, A1.2.DWG.
7. Drawings shall be purged of all unreferenced data e.g. layers, blocks, and fonts.
8. Yale title blocks must be fully populated containing the Yale project number and labeled Record Condition. Title blocks templates can be downloaded from the Facilities website. <http://www.facilities.yale.edu/>
9. All room numbers must be assigned by our University Planning department.
10. New work area should be prominent in the drawings by using revision clouds or gray scaling the existing plan.
11. Paper drawings shall be delivered no larger than E-size (36X48) paper.
12. Revision section of the title block must be fully populated.
13. If a project utilizes Building Information Modeling (BIM), the model shall be delivered on a CD/DVD and be Navisworks compatible. In addition, if BIM drawings are to be used for Record Condition DWG files they should show the same content as the Construction Drawings and be legible. These DWG files must be approved by Information Resources for use as Record Condition. Sample files shall be provided to the University of each discipline.

CAD Record Condition Assignment Plans are architectural floor plans formatted to be printed on 8.5" x 11" or 11" x 17" paper with room numbers, room uses (i.e. classroom, office), room square footage, and floor square footage. Roof plans are included in this group. Record Condition Assignment Plans reflect field changes recorded by the contractor during construction. The content and organization of an Archive Assignment Plan are defined in Layering Standards Exhibit B. An example of an Archive Assignment Plan is provided in Exhibit C. Templates can be sent upon request.

Please adhere to the following standards when preparing the Assignment Plans for delivery:

1. All items listed in Exhibit B – LAYERING STANDARDS are to be drawn on the layers specified. All drawing elements are to be color BYLAYER and linetype BYLAYER, unless noted below. All other layers will be purged from the file.
2. Each Assignment Plan, including sub-basements, mezzanines, intermediate levels, attics, and roofs must be a separate CAD file. Building plans must stack properly above one another (with an insertion point of 0,0,0).
3. Yale title blocks and graphics symbols (blocks) must be used and scaled accordingly. These are available on the Facilities website.
4. If you are modifying an existing Assignment Plan provided by the University, maintain the plotting scale established in that file. Assignment Plans are plotted at 8.5" x 11". Exceptions are required for large buildings. If you are creating new Assignment Plans or if you have any questions about drawing scale, contact the CAD Manager from the Office of Facilities immediately to establish the appropriate scale. (See Deliverables section below for Manager of Information Resources contact information)
5. All text included in an Assignment Plan must match the fonts included in the prototype Assignment Plan. See Exhibit C. FMGRM1 block is to be used for all room/space notations. All room numbers must be coordinated with Yale University Space Database. Please contact University Planning to set room numbers.
6. The boundary of the area that was modified as a result of your project must be clearly identified and annotated on layer A-PFLR-TEXT. Use the linetype DOTTED for this entity only.
7. All new room/space area polylines must conform to the Post Secondary Education Facilities Inventory and Classification Manual standards. For further clarification regarding area calculations, please contact the Manager of Information Resources.

DELIVERABLES

All CAD Record Condition Assignment Plans and CAD Record Condition Construction Drawings are required to be submitted in both electronic and paper-based formats. All Record Specifications, Operation and Maintenance Manuals, Warranty Letters, and other project close-out information needs to be delivered in a bookmarked (by table of contents) PDF file and hard copy format. Please check with the Yale Project Manager for a complete list of deliverables required for your project.

1. All Record Condition drawing files are to be provided in AutoCAD Release 2010 DWG file format and submitted on CD-Rom. All Specification, Operation & Maintenance Manuals, Warranty Letters, and other project close-out related material are to be provided in PDF format and submitted on CD-Rom. The primary design professional will coordinate the deliverables for all other consultants and deliver the project in its entirety. All CAD Record Condition Construction Drawings electronic file submissions should be formatted as follows:
 - a) One full size paper set of Record Condition drawings.
 - b) One CD containing a complete set of DWG and PDF drawings separated by discipline with a table of contents file.
 - c) One CD containing bookmarked PDF files of all O&M's, Record Condition Specifications, Warranties, and all other deliverables required by the Project Manager.
 - d) All deliverables must be accompanied by a Plan Room Transmittal/Check List when brought to the Plan Room.
2. Each paper-based CAD Archive Assignment Plan drawing must be plotted with all layers of the file displayed on 8.5" x 11" paper. Each paper-based CAD Record Condition drawing must be plotted to reflect the full contents of the record set. The number of plots and media type must comply with the terms of the Contract.
3. There will be a twelve-month period from the date that Yale University receives the CAD files in which the University can review the CAD files for errors and can resubmit the files to the Consultant for corrections *at no charge to the University*.

For questions concerning translations between AutoCAD and other CAD packages, FTP site address or any other CAD-related issues not covered in these standards, please contact:

Yale Central Campus, Yale School of Medicine, & West Campus

David Kula

Manager of Information Resources

2 Whitney Avenue

P.O. Box 208297

New Haven, CT 06520-8297

Voice (203) 432-6817

FAX (203) 432-8881

e.mail: david.kula@yale.edu

EXHIBIT- A

Table of Contents Template (for Office of Facilities Deliverables)

Date: 8/31/12
Building Name: Saybrook College
Facility ID: 2500
Yale Project Number: 98022369
Yale Project Name: Saybrook College Renovation
Yale Project Manager: John Doe

Drawing Set Type: Archive Construction Drawings

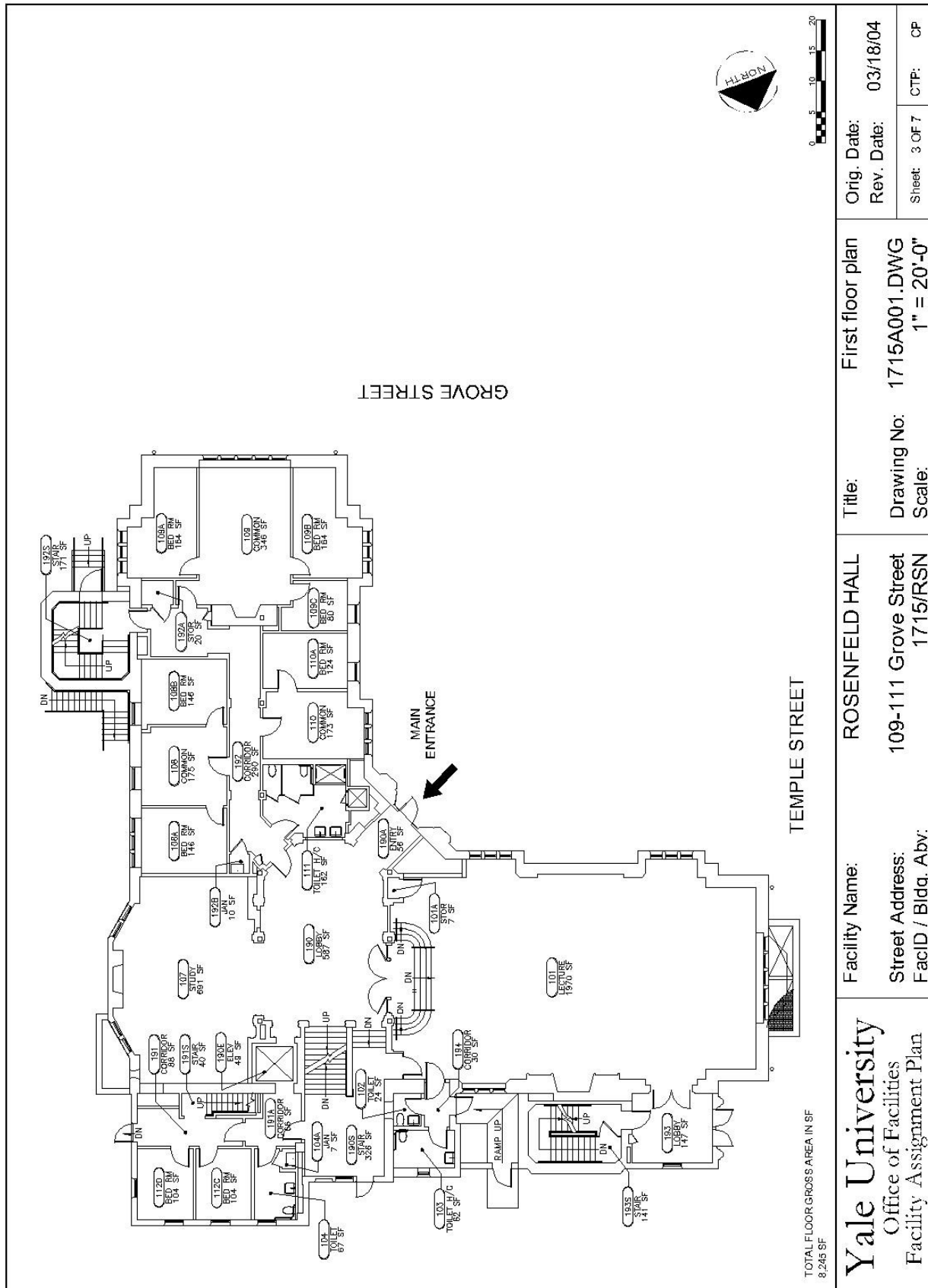
Drawing/Sheet Number	CAD File Name	Drawing/Sheet Description
A503	2500A503.dwg	Details and Sections

EXHIBIT- B**LAYERING STANDARDS**

ASSIGNMENT PLANS			
ALL LAYER NAME	COLOR	LINETYPE	LAYER CONTENTS Assignment Plans include the following:
0	7	CONTINUOUS	Required AutoCAD layer
A-WALL-EXTR	8	CONTINUOUS	Exterior walls
A-WALL-INT	6	CONTINUOUS	Interior walls (inc. fixed partitions)
A-WALL-PRHT	12	CONTINUOUS	Partial height fixed walls with wall heights indicated (not reflected on the ceiling plan)
A-WALL-MOVE	11	CONTINUOUS	Moveable partitions
A-DOOR	1	CONTINUOUS	Doors
A-GLAZ	4	CONTINUOUS	Windows
A-FURN -FIXT	2	CONTINUOUS	Fixed seating, fixed book stacks
A-AREA	10	CONTINUOUS	Floor gross square ft.
A-SHBD	14	CONTINUOUS	Title Block
A-PFLR-SYMB	1	CONTINUOUS	North arrow, graphic scale, key plan (when required)
A-PFLR-TEXT	7	DOTTED	Identification of area of plan modified by the current project
A-PFLR-TTLB	13	CONTINUOUS	Drawing title, number and scale, building name and address, facility ID number, date, general assignment plan text
A-AREA-PLIN	7	CONTINUOUS	Room outlines (must be polylines), workstation outlines per PEFICM standards
A-DWFS-SHBD	14	CONTINUOUS	DWF Title Block for web reporting
A-DWFS-TTLB	13	CONTINUOUS	DWF report title
A-DWFS-VPORT	7	CONTINUOUS	DWF report viewport
A-FLOR-DAT1	7	CONTINUOUS	SmartBlock room names
A-FLOR-DAT2	7	CONTINUOUS	SmartBlock room areas
A-FLOR-RMNO	7	CONTINUOUS	SmartBlock room numbers
A-FLOR-RMDR	7	CONTINUOUS	SmartBlock room number located in doorway
A-FLOR-LEGN	7	CONTINUOUS	Legend for space attribute reporting
A-FLOR-PFIX	5	CONTINUOUS	Toilet and lavatory fixtures including partitions
A-FLOR-ROOM	7	CONTINUOUS	Leaders
A-FLOR-CASE	11	CONTINUOUS	Built in furniture
A-FLOR-CASE-LAB	41	CONTINUOUS	Lab Benches and lab fixtures
A-FLOR-IDEN	4	CONTINUOUS	Misc text
A-FLOR-OTLN	9	CONTINUOUS	Floor polyline for floors GSF calculations
A-FLOR-STRS	3	CONTINUOUS	Stairs, fire escapes, ramps, elevators, shafts
A-COLS	2	CONTINUOUS	All known structural elements
C-PSIT	10	CONTINUOUS	Ground floor only: Main and other entrance indicators, handicap-accessible entrance symbols, names of abutting streets and buildings ⁶
A-ROOM-BNDY	43	DASHED	Room boundary when not defined by walls

ALL LAYER NAME	COLOR	LINETYPE	LAYER CONTENTS Assignment Plans include the following:
A-CLNG-ACCS	2	DASHED	Ceiling access, pull down attic stairs
A-ROOF	8	CONTINUOUS	Roof penetrations, parapets, ridges, valleys, roof pitch lines, slopes, drains, roofing material identification
A-ROOF-OTLN	1	CONTINUOUS	Roof outlines, roof square footage
A-PROF-TTLB	13	CONTINUOUS	Title block and legend information for the Roof Plan, roof plan text
A-EQPM	132	CONTINUOUS	Fixed Equipment
A-FLOR-WIPE	255	CONTINUOUS	Wipeout for SmartBlock text

EXHIBIT- C



Yale University Office of Facilities Facility Assignment Plan	Facility Name: ROSENFELD HALL	Title: First floor plan	Orig. Date: 03/18/04
	Street Address: 109-111 Grove Street FacID / Bldg. Abv.: 1715/RSN	Drawing No: 1715A001.DWG Scale: 1" = 20'-0"	Rev. Date: 03/18/04
			CTF: CP

EXHIBIT- D

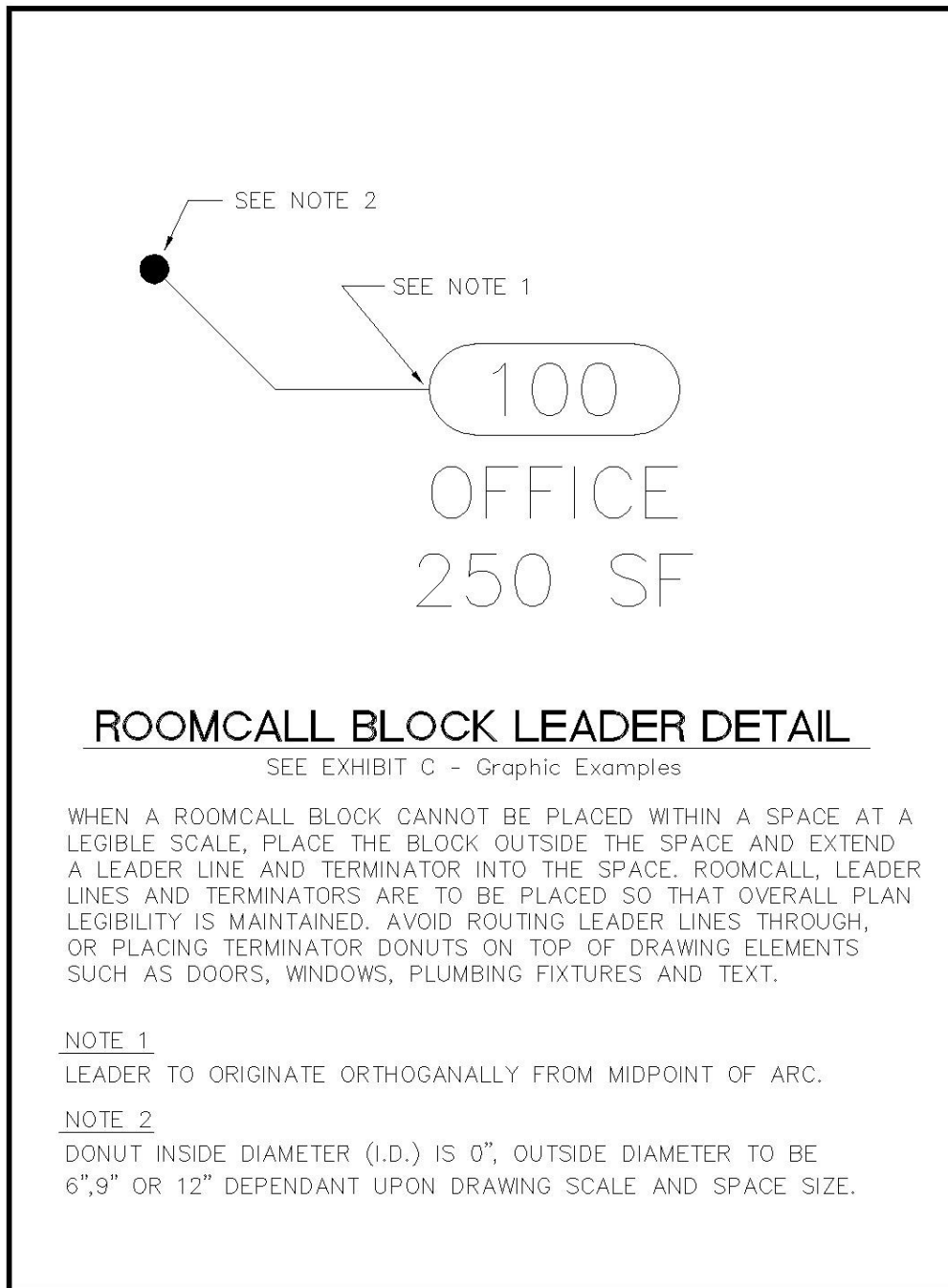


EXHIBIT- E

<p>COORDINATE W/PROJECT MGR.</p> <p>COORDINATE WITH YALE UNIVERSITY SPACE DATABASE</p> <p>COORDINATE W/PROJECT MGR.</p> <p>CAD FILENAME CONVENTIONS :</p> <p>*FIRST FOUR CHARACTERS : 1420-FACILITY I.D. NUMBER</p> <p>FIFTH CHARACTER : OVERLAY</p> <p>A-ARCHITECTURAL C-CIVIL AND SITE UTILITIES L-LANDSCAPE M-MECHANICAL E-ELECTRICAL P-PLUMBING F-FIRE SAFETY S-STRUCTURAL T- TELECOMMUNICATIONS</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">NO.</td> <td style="width: 33%; text-align: center;">DATE</td> <td style="width: 33%; text-align: center;">REVISION</td> </tr> <tr> <td colspan="3" style="text-align: center;">ISSUE/REVISION</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">PROJECT NAME AIR CONDITIONING MODERNIZATION PROGRAM</td> </tr> <tr> <td style="padding: 5px;">BUILDING NAME & ADDRESS 20 ASHMUN STREET 20 ASHMUN STREET - NEW HAVEN, CT</td> </tr> <tr> <td style="padding: 5px;">PROJECT NUMBER 12020304</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">DRAWING TITLE MECHANICAL PLAN</td> </tr> <tr> <td style="padding: 5px;">SCALE 1/4"=1'-0"</td> <td style="padding: 5px;">DRAWN BY INITIALS</td> </tr> <tr> <td style="padding: 5px;">CAD FILENAME 1420M502.DWG</td> <td style="padding: 5px;">DATE 08/31/12</td> </tr> <tr> <td colspan="2" style="padding: 5px;">DRAWING NUMBER M502 1 OF 1</td> </tr> </table> <p style="text-align: center;">MUST BE POPULATED</p>	NO.	DATE	REVISION	ISSUE/REVISION			PROJECT NAME AIR CONDITIONING MODERNIZATION PROGRAM	BUILDING NAME & ADDRESS 20 ASHMUN STREET 20 ASHMUN STREET - NEW HAVEN, CT	PROJECT NUMBER 12020304	DRAWING TITLE MECHANICAL PLAN		SCALE 1/4"=1'-0"	DRAWN BY INITIALS	CAD FILENAME 1420M502.DWG	DATE 08/31/12	DRAWING NUMBER M502 1 OF 1	
NO.	DATE	REVISION																
ISSUE/REVISION																		
PROJECT NAME AIR CONDITIONING MODERNIZATION PROGRAM																		
BUILDING NAME & ADDRESS 20 ASHMUN STREET 20 ASHMUN STREET - NEW HAVEN, CT																		
PROJECT NUMBER 12020304																		
DRAWING TITLE MECHANICAL PLAN																		
SCALE 1/4"=1'-0"	DRAWN BY INITIALS																	
CAD FILENAME 1420M502.DWG	DATE 08/31/12																	
DRAWING NUMBER M502 1 OF 1																		