



The Office of A/E/CM has established the following standard for all AutoCAD DWG project files as a deliverable required on all University design and construction projects:

- The University at Albany requires all AutoCAD files to be submitted electronically on CDs, DVDs or uploaded to the AECM FTP Project site.
- CAD drawing files shall be submitted in AutoCAD 2013/2014/2015 file format (.DWG), using National CAD Standards Version 4 or later (AIA Layer Guidelines) as the standard. Any special information for the drawing set shall be included in a typical 'Readme' file. This may include, but is not limited to, any unique layer identification, display settings, plotting configurations (include any "pc3", "ctb", or "stb" files), and database links necessary to open and print/plot drawing information.
- The Construction Specifications Institute (CSI) as part of the National CAD Standard Release 4 has developed a set of uniform sheet file names that should be used when naming sheet files (layout/plot). All drawing sheet files and model files shall follow the recommended standard. Only one sheet (layout tab) per drawing file is allowed. Multiple AutoCAD layouts/sheets in a single drawing file is not acceptable.

Discipline Codes (Representative)

A	Architectural
C	Civil
E	Electrical
EC	Existing Conditions
F	Furnishings
FP	Fire Protection
G	General
H	Hazardous Materials
I	Interiors
L	Landscape
LS	Life Safety
M	Mechanical
P	Plumbing
Q	Equipment
R	Resource
S	Structural
T	Telecommunications & Data
X	Other Disciplines
Z	Contractor/Shop Drawings

Sheet/Layout Type Designators

001-099	General (symbols, legends, notes, etc.)
101-199	Plans – both Demolition/Removal Work and New (horizontal views)
201-299	Elevations (vertical views and <u>not</u> interior elevations)
301-399	Sections (sectional views)
401-499	Large Scale Plans (plans, elevations, or sections that are not details)
501-599	Details
601-699	Schedules and Diagrams
701-799	Furniture and Equipment Layouts
801-899	Telecom and Data layouts
901-999	3D Views (isometrics, perspectives, photographs, etc.)

Sheet Sequence Numbers

Sheet numbers should normally be designated sequentially, beginning with "00" and continuing through "99". For example:

A-100 Architectural basement plan
A-101 Architectural first floor plan
A-102 Architectural second floor plan
A-103 Architectural first floor reflected ceiling plan
A-501 Architectural Details
Etc.

- The University title block files in standard architectural sheet sizes with attributed blocks and or fields will be issued for use to the consultant. All drawings submitted for campus-let projects should utilize University-standard title blocks. Project Managers may, at their discretion, allow the use of consultant title blocks for a specific project.
- The University Project Number must be on each drawing sheet, and be included on the cover sheet.
- There should be no custom features or program routines incorporated in any of the AutoCAD drawing files submitted to the University. If AutoCAD vertical products are used to generate the drawing files (AutoCAD Civil 3D for example), the consultant shall indicate the need for a specific object-enablers that can be readily downloaded from the Autodesk website.
- All final drawing files should also be submitted in .PDF format (preferred), .TIFF format or as a .PLT file format for direct viewing or plotting/printing by the University without the need to install an AutoCAD application.
- All drawing files needed to create the complete drawing set should be submitted. Include sheet files, model files, raster images, blocks and any other required content.
- In addition - a SEPARATE set of all plot/sheet files should also be submitted without the requirement to XREF additional files. Within AutoCAD, "BIND" the external reference files using the "INSERT" option prior to submission.

Physical Space Inventory (PSI) Drawing Files

- The University's Office of Campus Planning (OCP) has established specific requirements for consultant submission of Physical Space Inventory (PSI) drawings. In addition to the AutoCAD requirements noted in this document, consultants should also refer to the OCP document for additional information at:

<http://www.albany.edu/facilities/campusstandards/referencedocs.html>

Building Information Modeling (BIM) Guidelines

- As of January 2012, the Office of AECM is requiring the submission of Autodesk Revit (Building Information Modeling) and Autodesk Civil 3D project files as part of an electronic file submission to the AECM Project Manager if an Autodesk Revit or Civil 3D application is used during the project's design and construction process.



- If another BIM Authoring software (ArchiCAD, VectorWorks Architect, etc.) or discipline specialty 3D software other than Autodesk Revit is used for a particular project, the Office of AECM may also request those files during the design and construction process.
- Submitting BIM files does not relieve the consultant from the responsibility of submitting final project files in the .DWG file format following the guidelines above.
- The Office of AECM has developed additional BIM guidelines and standards for A/Es. Refer to the UAlbany Facilities/AECM for specific information:

<http://www.albany.edu/facilities/aecm/>

Any questions relating to the content in this document or project drawing submission requirements can be addressed to:

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