



PHYSICAL SPACE INVENTORY (PSI) PROJECT REQUIREMENTS

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SECTION #1: PSI Overview**1.1. WHY IS PSI IMPORTANT?***FEB. 24, 2014*

The Physical Space Inventory (PSI) is a database of all spaces in every building owned or used by the University. The PSI data is integral to numerous campus operations and responsibilities, including but not limited to, property controls, space management, statistical analysis, coordination of IT, various State and Federal reporting requirements and room scheduling. PSI is also the foundation of the University's work order system, and provides the basis for tens of millions of dollars in federally-sponsored research overhead costs.

UA Facilities Management relies upon the work order system for nearly all facets of project completion, including but not limited to, the purchase of building supplies and equipment, labor and materials cost accounting, tracking building service contracts, the manufacture of building-wide keying systems, coordination of building management and fire alarm systems, the ordering of signage and various types of asset management reports.

Additional PSI information can be found at: <http://www.sucf.suny.edu/sunyfac/PSI-Manual/PSI.htm>

1.2. COORDINATION & SUBMITTALS PROCESS

FEB. 24, 2014

The review and coordination of PSI deliverables is an iterative process between the Consultant and the Office of Campus Planning (OCP) that **begins during Schematic Design** and continues through each subsequent project phase until accepted in their final form by OCP.

All wayfinding, room numbering and room naming **shall** be completed within the construction documents issued for bidding. To ensure the timely and accurate completion of bid documents, **multiple reviews within each project phase** are likely to be required.

Project schedules provided by the Consultant to the University **shall** indicate line items for the iterative submission, review and acceptance of PSI materials at each project phase. OCP will provide the Consultant with a response to PSI submittals within ten (10) working days of each submittal.

PSI deliverables **shall** be formatted in accordance with University standards and the following schedule:

Phase	PSI Content	File
Schematic Design	1. Establish overall wayfinding logic for the building & site 2. Initial room naming	PDF
Design Manual	1. Reconfirmation/ refinement of wayfinding logic 2. Initial room numbering 3. Updated room naming	PDF
Construction Documents (Pre-Bid)	1. Final room numbering and naming	PDF
Construction	1. Revised room numbering or naming resulting from field changes * 2. A typical PSI drawing format check ** 3. Drawings inclusive of all field changes to date	CAD
Beneficial Occupancy	1. Revised room numbering and naming, if applicable *** 2. Revised PSI files, if applicable	CAD

* A typical PSI drawing file must be submitted to OCP for the review of electronic formatting within two (2) months of the commencement of construction.

** Construction-phase PSI drawing files must be submitted in their required and accepted format, inclusive of all field changes to date, nine (9) to twelve (12) months prior to building occupancy.

*** Deliverables at Beneficial Occupancy must be re-submitted in their required and accepted format for field changes made after the acceptance of construction-phase PSI deliverables within three (3) months after Beneficial Occupancy.

SECTION #2: PSI Room Numbering Standards**2.1. NON-RESIDENTIAL BUILDINGS****FEB. 24, 2014****I. GENERAL PRECEPTS****A. *These conventions simultaneously address the needs of three specific areas. They are:***

1. The Physical Space Inventory (PSI) drawings and the PSI database.
2. The architectural or engineering floor plan.
3. Signage and wayfinding considerations – establishing a basis for room signage and wayfinding that is intuitive and logical for visitors and occupants, as well as maintenance and emergency personnel. Guidelines for signage and wayfinding can be found in the “Standards” section at: <http://www.albany.edu/facilities/campusplanning/standards.html>

B. *Floor designations area:*

SB	SUB BASEMENT
B	BASEMENT
01	FIRST FLOOR
02	SECOND FLOOR
03...99	THIRD...NINETY-NINTH FLOOR
M	MEZZANINE
R	ROOF

C. *Room numbers shall not exceed six characters.* The State University Construction Fund accepts a maximum of (6) ALPHA, NUMERIC, or ALPHA-NUMERIC characters with no embedded spaces.**D. *Room numbers can be: 0101, 0201, 0301...9901. Efforts should be made to make whole numbered rooms off main corridors and to make them ascending from the main point of entry in a clock-wise manner.***



- E. PSI room numbers must have floor, room, and sub elements.** The subsets and sub-subsets are optional depending on the situation (explained later). Subsets of a room or space can be: A, B, C, D, E...Z and sub-subset can be 1, 2, 3...9.

FLOOR	ROOM	SUB-ELEMENT	SUB-SUB-ELEMENT
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>

(Example: 0101A1)

- F. All architects and engineers contracted or otherwise, will follow the room/space number conventions herein for any new construction or renovations.** In their design, architects and engineers must consider placement of signs and leave adequate wall space for signage and wayfinding. Guidelines for signage and wayfinding can be found in the "Standards" section at: <http://www.albany.edu/facilities/campusplanning/standards.html>
- G. Consultants should submit room numbering layouts with the SD, DM and CD submissions for UA review. PSI drawings should be submitted directly following the CD submission for UA review. Consultants should provide UA with a final PSI submission with their Record Drawings submission.**

II. PSI DRAWING REQUIREMENTS

A. PSI Drawing Background

1. PSI drawings are typically un-scaled, un-dimensioned drawings used for real estate and other general purpose uses.
2. The PSI database draws on the PSI drawings to capture all the non-graphical information about each space in a building including SF info.
3. The PSI room number is the key field that links the room on the plan to the information about that room in the database.
4. The PSI room numbers and the Architectural room numbers are identical and identify the same space within a building.

- B. Room numbers shall not exceed six characters.** The State University Construction Fund accepts a maximum of (6) ALPHA, NUMERIC, or ALPHA-NUMERIC characters with no embedded spaces.

- C. Valid SUCF room numbers will coincide with the room signage and with the understanding that room signage must support two distinct groups.**

1. Visitors and occupants
2. Maintenance and emergency personnel

- D. Both groups can typically be accommodated using the same signage. Building systems areas including mechanical, telecommunications and electrical areas will be designated as such on the room number sign as required by code.**



- E. Doors to one room that access different corridors will conform to the following numbering scheme:**
 - 1. As required by the State University Construction Fund (SUCF), spaces located between multiple entrances with common corridors, not separated by doors, must be treated as a single space using only one room number.
- F. Vestibules and ancillary spaces shall be designated with a whole number with the exception of corridors. Spaces and rooms opening from a vestibule shall, in clockwise manner, receive appropriate sub designations of the vestibule number.**




III. RULES FOR NUMBERING ARCHITECTURAL FLOOR PLANS

- A. Numbering shall begin from the main point of entry on the main floor.**
 - 1. Identify the main entry point (i.e. vestibule or entryway). Entryways or vestibules should be numbered "0100". Moving in a clockwise direction, number the corridors leading from the main entry point. The number of the first corridor would be "0101". (See below "Numbering Corridors").
 - 2. Assuming there are no other corridors, the first space off the corridor and nearest to the main point of entry would be door "0102". The next consecutive even number would be assigned to the next space on the same side of the corridor. Label rooms/spaces with even numbers on one side and odd numbers on the other moving clockwise around the floor, ascending from the main point of entry. As a general practice, label odd numbers on the outside of the building and even numbers on the inside/core.
- B. A room with multiple doors that access the same corridor will have a single room tag and room number. The doors will have different door numbers.**
- C. The main room that is entered off of the corridor shall follow the numerical sequence of the corridor, and will not use an alphabetic subset.**
- D. Rooms that are part of a suite are numbered with the appropriate alphabetical subset (e.g. 0101A, B, C, etc.) ascending in a clockwise manner from the suite entrance.**
- E. No room numbers that open onto a main corridor shall have an alpha designation after the room number, except in situations where a logical sequence of numbers has been exhausted. (This situation is most likely to occur when there has been a partial renovation of a floor).**
- F. Under special circumstances, letter prefixes may be used. This could occur when a large space has been subdivided into smaller areas such as cubicles. The cubicle would be labeled with the letter prefix C, followed by a dash and the cubicle number (e.g. C-10).**
- G. During production of construction documents, room numbers may be skipped at the corners of corridors. This will allow for easier renumbering if and when rooms are added to the plan and prevents the need to renumber the entire floor plan which can lead to coordination issues.**



H. Numbering Vertical Spaces (Stairs & Elevators)

1. Vertical spaces are treated as a space at each floor and as such, are numbered on each floor.
2. A materials lift is considered an elevator in regards to numbering.
3. Stairs and elevators follow the convention of:
 - A two digit numeric sequence indicating the floor (01, 02, 03, etc.)
 - A two character item designator indicating stairs or elevator (ST for stairs or EL for elevator).
 - A one or two digit item designation number indicating the numeric sequence of the item (1, 2, 3...10, 11, 12, etc.).

FLOOR	TYPE	NUMBER
		

(Examples: 01ST1, 01ST11)

I. Special Conditions for Podium Basement and Sub-basement

1. Define ambiguous spaces between buildings on podium.
2. Discuss with building managers re: historical and current uses of spaces.
3. Select a dividing line based on information provided by the building managers.
4. Number of rooms starting at the NW corner, go clockwise. To avoid confusion for visitors and occupants; use signage and or colors to clearly designate where one building ends and the next begins.



2.2. RESIDENTIAL BUILDINGS

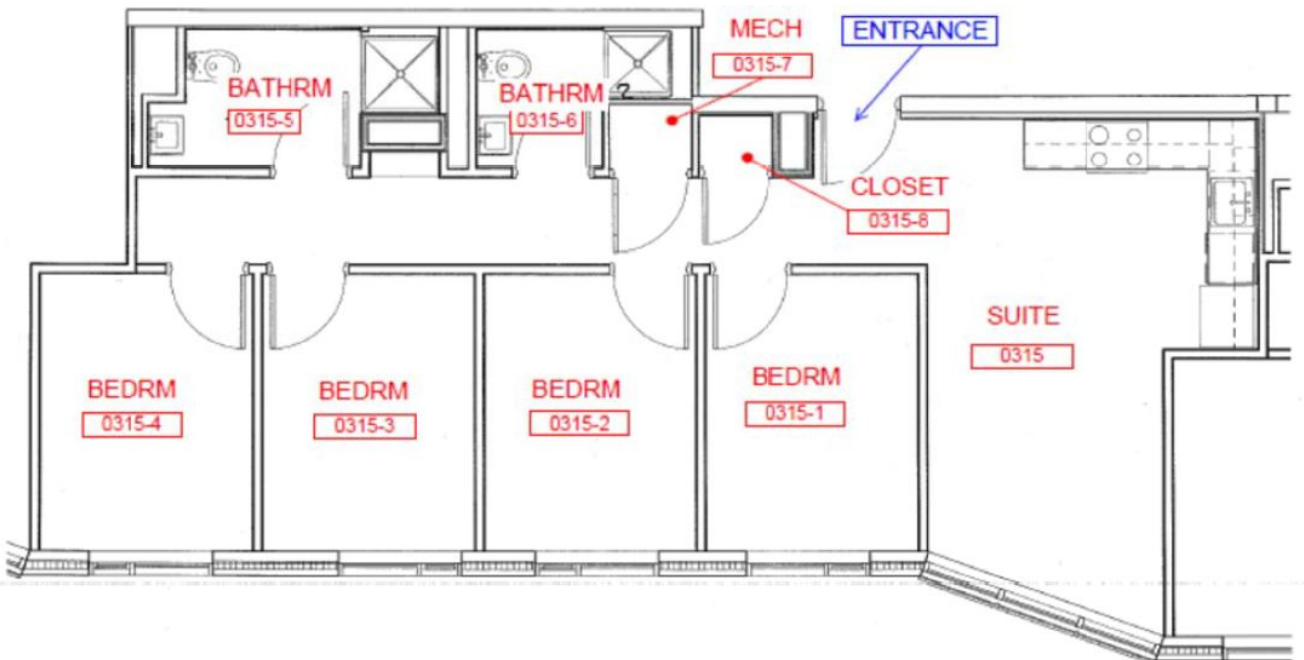
FEB. 24, 2014

I. GENERAL PRECEPTS

- A. *Residence Hall room numbering shall follow the PSI standard conventions except as noted below.*
- B. *Guidelines for signage and wayfinding can be found in the "Standards" section at: <http://www.albany.edu/facilities/campusplanning/standards.html>*

II. RULES FOR NUMBERING ARCHITECTURAL FLOOR PLANS

- A. *Other than the primary entry space to a residence suite which will carry a four digit whole number like any academic space, the sub-rooms that are part of a residence suite are numbered with a dash and the appropriate numeric subset (e.g. 0101-1, 0101-2, 0101-3, etc.).*
- B. *Ascending in a clockwise manner from the residence suite entrance, the entry or main space will be designated the suite number (e.g. 0315 below). The bedrooms will be numbered sequentially in a clockwise manner with any ancillary spaces like closets or bathrooms getting the remaining numbers that most nearly align with the clockwise logic of the bedrooms and their location.*



SECTION #3: PSI Drawing Standards

3.1. DRAWING FORMAT REQUIREMENTS

FEB. 24, 2014

The University at Albany has developed the following standard for Physical Space Inventory (PSI) CAD drawings:

- Drawings are to be submitted in AutoCAD 2013 or 2014 file format.
- Drawings are to use the attached layering standard.
- Each drawing is to be polylined to the FICM (inside wall) standard and the BOMA (center wall) rentable standard. The FICM area on the room tag should be labeled NSF. The BOMA area should be labeled BSF.
- A gross polyline is to be drawn along the exterior perimeter of each floor plate per FICM standards.
- Xrefs are not permitted.
- Purge and audit drawings prior to submittal.
- There should be no custom features or program routines incorporated in any AutoCAD drawing files submitted. If AutoCAD vertical products are used to generate the drawing files, the consultant shall indicate the need for a specific object enabler that can be readily downloaded from Autodesk.
- Drawing sets are to contain one file for each floor (level) including the roof regardless of whether there are typical floors/areas or not, and shall contain only the following PSI information:
 - Interior and exterior walls
 - Windows and doors. All door swings to be shown @ 90°.
 - Built in casework, lab equipment and fixed furniture such as fume hoods and work benches
 - Stairs, ramps, elevators and plumbing fixtures
 - Roof plan with penthouses
 - Columns, column grids and column bubbles
 - Paper Space: A Title Block (provided by OCP) should be placed on layouts sized 11" x 17" and 24" x 36". The floor plans should be scaled for maximum readability of plans and room tags.
 - Model Space: A Building Information block (provided by OCP) should be located a close distance below the bottom right corner of the floor plate.
 - Model Space: North arrow (provided by OCP) should signify Plan North and be placed to the right of the Building Information block.

BUILDING INFORMATION
EARTH SCIENCE / ES
BUILDING # 0030
FIRST FLOOR
GSF 21,096 /NSF xxx
REV DATE 02/22/2013





- Model Space: 0,0,0 Origin point (for the bottom left corner of the floor plate).
- Model Space: The University's AutoCAD PSI Layering Standards chart (provided by OCP) should be located below the floor plate but not visible in paper space.
- Model Space: Verify accuracy and completeness of work utilizing a room schedule (sample provided by OCP) with fields populated from information in room tags (refer to Addendum B, Creating a Room Schedule). Schedule to be located a close distance along the longest side either to the right of or below the floor plate. No duplicate room numbers shall exist in the final product.

ROOM AREA SUMMARY							
BUILDING-NAME	BUILDING-NUMBER	FLOOR	ROOM-NAME	ROOM-NUMBER	CEILING-HEIGHT	FICM-SF	BOMA-SF
UAB	0020	FOURTH FLOOR	OPEN OFFICE	0400	9'-0"	1269 FSF	1322 BSF
UAB	0020	FOURTH FLOOR	ELEC.	0400A		9 FSF	14 BSF
UAB	0020	FOURTH FLOOR	CLOSET	0400C	9'-0"	12 FSF	16 BSF
UAB	0020	FOURTH FLOOR	OFFICE	0401	9'-0"	417 FSF	425 BSF
UAB	0020	FOURTH FLOOR	OFFICE	0402	9'-0"	118 FSF	124 BSF
UAB	0020	FOURTH FLOOR	OFFICE	0403	9'-0"	118 FSF	125 BSF
UAB	0020	FOURTH FLOOR	OFFICE	0404	9'-0"	151 FSF	159 BSF
UAB	0020	FOURTH FLOOR	OFFICE	0405	9'-0"	221 FSF	229 BSF
UAB	0020	FOURTH FLOOR	OFFICE	0406	9'-0"	139 FSF	147 BSF
UAB	0020	FOURTH FLOOR	STORAGE	0407	9'-0"	62 FSF	69 BSF

- Room numbers are to conform to Room Numbering Standard as indicated by [PSI Room Numbering Standards](#). Room tags (provided by OCP) are to be completely contained within the closed room polyline where possible – leaders should be used sparingly.
 - Room tags shall be annotative and contain space description, room number (within a closed polyline), net square footage & ceiling height with each on a separate layer. The room tags also contain building name, building number and floor number. Although this information is not visible on the plans, it is required to populate the room schedule. Tags need to be legible on all layouts.
 - On the 11" x 17" layout, the room number and area should be visible. If necessary for proper scaling and legibility of the plan, the area layer(s) can be turned off in this layout.



- On the 24"x 36" layout, the space description, room number, area and ceiling height layers should all be turned on.





3.2. ARCHITECTURAL AUTOCAD LAYERING REQUIREMENTS

FEB. 24, 2014

National Standard Layer Name	Description	Color	Linetype
0	0 Layer	White	Continuous
A-ANNO-CLG-HT	Ceiling Height	Green	Continuous
A-ANNO-DIMS	Dimensions	Red	Continuous
A-ANNO-GSF	GSF	Green	Continuous
A-ANNO-LEGN	Schedules, Legends & Information Block	White	Continuous
A-ANNO-MATC	Match Lines	White	Continuous
A-ANNO-NOTE	All Notes & Graphic Symbols	White	Continuous
A-ANNO-NSF-BOMA	BOMA NSF	Green	Continuous
A-ANNO-NSF-FICM	FICM NSF	Green	Continuous
A-ANNO-OCCP	Occupants	Green	Continuous
A-ANNO-RM-DESC	Space Description	Green	Continuous
A-ANNO-RM-NUM	Room Number	Green	Continuous
A-ANNO-TBLK	Title Block (PaperSpace)	White	Continuous
A-AREA-SPCE-BOMA	BOMA Polyline	Green	Continuous
A-AREA-SPCE-FICM	FICM Polyline	Magenta	Continuous
A-AREA-SPCE-GSF	Building GSF Line	Magenta	Continuous
A-CASE-E	Fixed Casework	Red	Continuous
A-COLS-E	Structural Columns	Yellow	Continuous
A-DOOR-E	Doors	Red	Continuous
A-EQPM-E	Mechanical Equipment & Fixtures, Bathroom Partitions & Grab Bars	Red	Continuous
A-EQPM-FUME-E	Fume Hoods	Yellow	Continuous
A-FLOR-EVTR-E	Elevators	Red	Continuous
A-FLOR-FIXT-E	Plumbing Fixtures	Red	Continuous
A-FLOR-LEVL-E	Floor level changes, Ramps	83	Continuous
A-FLOR-OPEN-E	Floor openings (ex. Shafts)	Yellow	Continuous
A-FLOR-OVHD-E	Soffits or Ceiling Openings	Red	Hidden
A-FLOR-RISR-E	Stairs (Treads/Risers/Railings)	Red	Continuous
A-FURN-E	Fixed Furniture	Red	Continuous
A-GLAZ-E	Windows, Sills, etc.	Red	Continuous
A-GRID-E	Columns Center Lines	Red	Center
A-GRID-IDEN-E	Columns Bubbles & Letters/Numbers	Green	Continuous
A-WALL-FULL-EXT-E	Exterior Walls	Blue	Continuous
A-WALL-FULL-INT-E	Interior Full Height Walls	Cyan	Continuous
A-WALL-PRHT-E	Interior Partial Height Walls	8	Continuous
VPORT	Viewport	Blue	Continuous



3.3. FREQUENTLY ASKED QUESTIONS

FEB. 24, 2014

I. GENERAL PRECEPTS

- *FAQs are meant to supplement CAD Standards, not replace*
- *Let us know your Qs so we can add them to the list*

II. COMMON DRAWINGS QUESTIONS

Q1 Should FICM polylines include or exclude wall radiators?

Answer:

Measure to the wall itself.

Q2 If a space has different area usages, is it treated as multiple spaces (each area is called out and numbered independently)?

Answer:

No. Continuous space that is unbroken by a door is considered one space regardless of the areas of different usage.

III. ROOM TAGS & ROOM NUMBERING AND USAGE NAMING IN ARCHITECTURAL FLOOR PLANS

Q1 Are there some kind of space usage names that should be used (e.g., use of "Bathroom" instead "Toilet")?

Answer:

Usage names are free-form and not tied directly to SUNY space types. However, there are a few common conventions in practice like using "Bathroom or Bathrm" instead of "Toilet".

Q2 If an addition is built onto an existing building, does the addition need to follow the numbering pattern of the original structure?

Answer:

Maybe. An addition of more than 10% of the gross of the original is treated as a new structure for PSI reporting. Where the building is treated as a new structure, the room numbering may be in a different format, but should be coordinated to the degree it facilitates way-finding.

Q3 If an addition is to have continuous space built onto an existing building, does the addition need to follow the numbering pattern of the original structure?

Answer:

Maybe. An addition of more than 10% of the gross of the original is treated as a new structure for PSI reporting. Where the building is treated as a new structure, the room numbering may be in a different format, but should be coordinated to the degree it facilitates way-finding.

Q4 Is a space bounded by chain gates treated as an independent space?



Answer:

Yes. The chain delineates the parameters of space and is numbered independently from the surrounding space.

Q5 *Is the letter “I” used in room numbering?*

Answer:

Yes.

Q6 *How should the floor be specified in the Building Information Block?*

Answer:

Floor names must be written as ‘First Floor’ or ‘Second Floor’, etc. Do not use the term “level” or “numbers” to indicate floors.



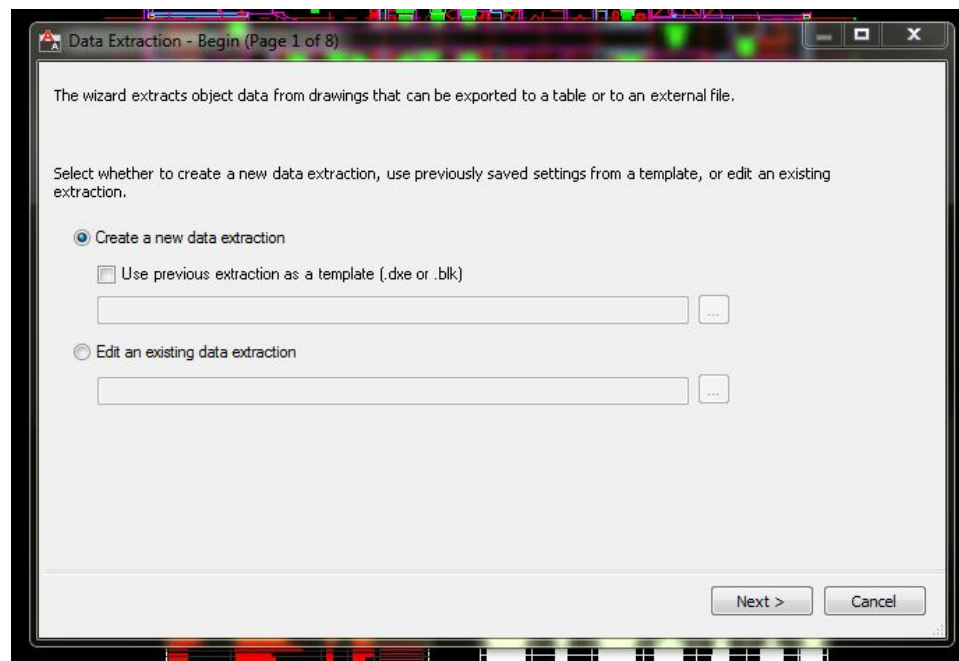
3.4. CREATING A ROOM SCHEDULE

FEB. 24, 2014

- A room schedule is to be created for each PSI drawing and located in model space, to the right or below the floor plate.
- The schedule should contain fields populated from attributes included in the room tags provided by OCP. A sample schedule will also be provided by OCP.

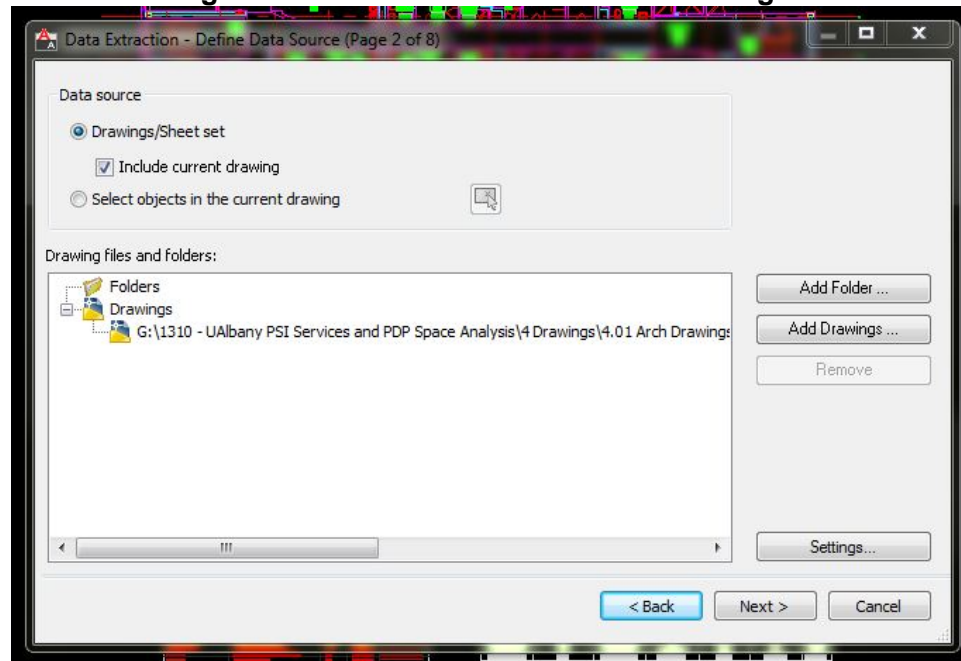
ROOM AREA SUMMARY							
BUILDING-NAME	BUILDING-NUMBER	FLOOR	ROOM-NAME	ROOM-NUMBER	CEILING-HEIGHT	FICM-SF	BOMA-SF
UAB	0020	FOURTH FLOOR	OPEN OFFICE	0400	9'-0"	1269 FSF	1322 BSF
UAB	0020	FOURTH FLOOR	ELEC.	0400A		9 FSF	14 BSF
UAB	0020	FOURTH FLOOR	CLOSET	0400C	9'-0"	12 FSF	16 BSF
UAB	0020	FOURTH FLOOR	OFFICE	0401	9'-0"	417 FSF	425 BSF
UAB	0020	FOURTH FLOOR	OFFICE	0402	9'-0"	118 FSF	124 BSF
UAB	0020	FOURTH FLOOR	OFFICE	0403	9'-0"	118 FSF	125 BSF
UAB	0020	FOURTH FLOOR	OFFICE	0404	9'-0"	151 FSF	159 BSF
UAB	0020	FOURTH FLOOR	OFFICE	0405	9'-0"	221 FSF	229 BSF
UAB	0020	FOURTH FLOOR	OFFICE	0406	9'-0"	139 FSF	147 BSF
UAB	0020	FOURTH FLOOR	STORAGE	0407	9'-0"	62 FSF	69 BSF

- A room schedule is created using Data Extraction and can be updated if changes are made to the plan. Data Extraction can also be used to create the schedule as a Microsoft Excel spreadsheet.
- The following are instructions for creating a room schedule in the AutoCAD drawing:
 - Type **"dataextraction"** at the command line.
 - Check **Create a new data extraction.** Click **Next**.

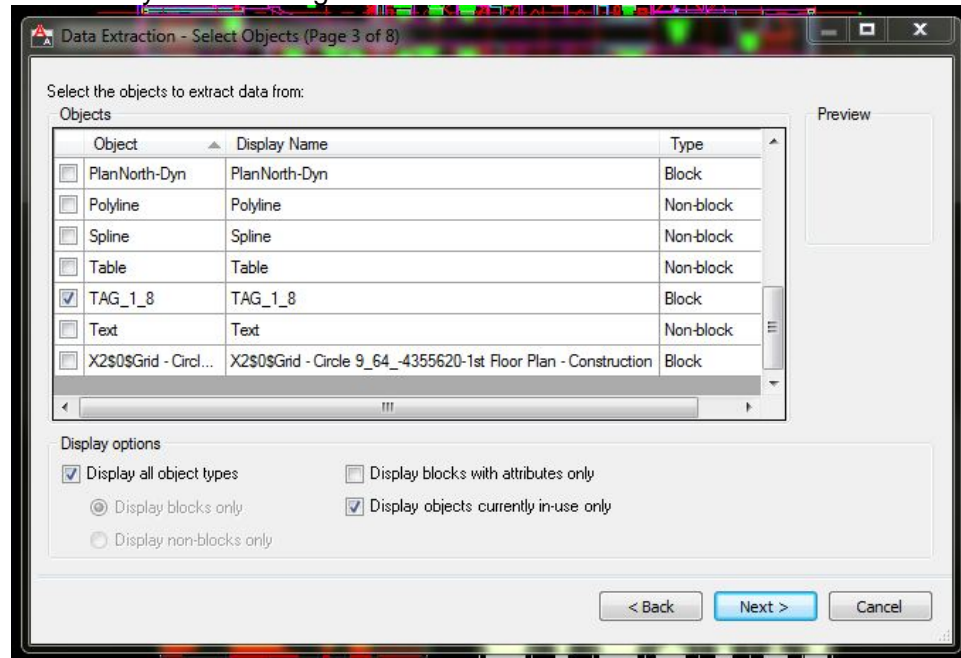




- Choose location to save file.
- Check **Drawings/Sheet Set** and **Include current drawing**. Click **Next**.

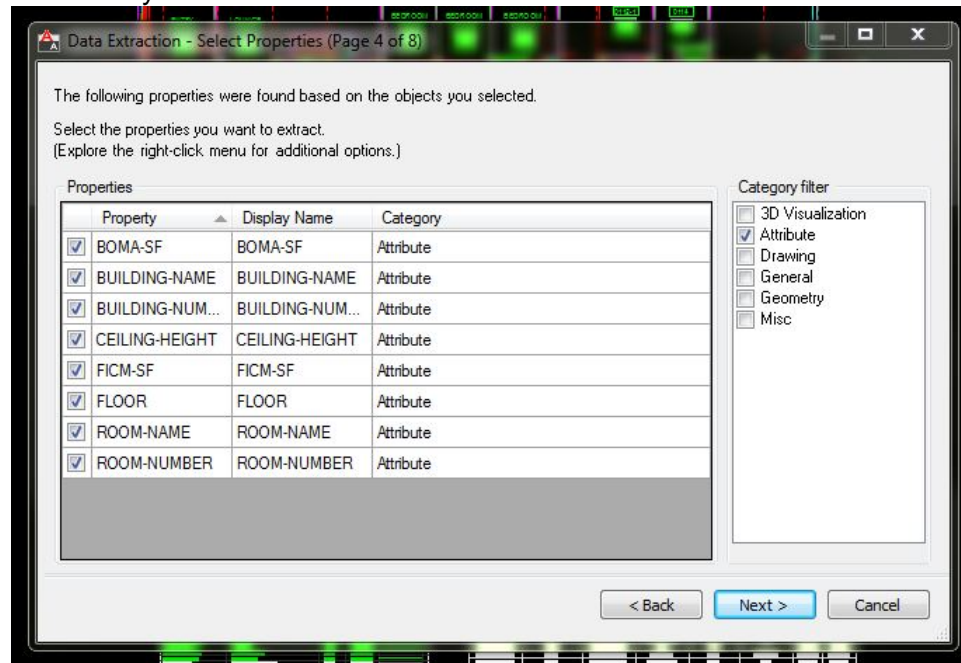


- Check only the room tag. Click **Next**.

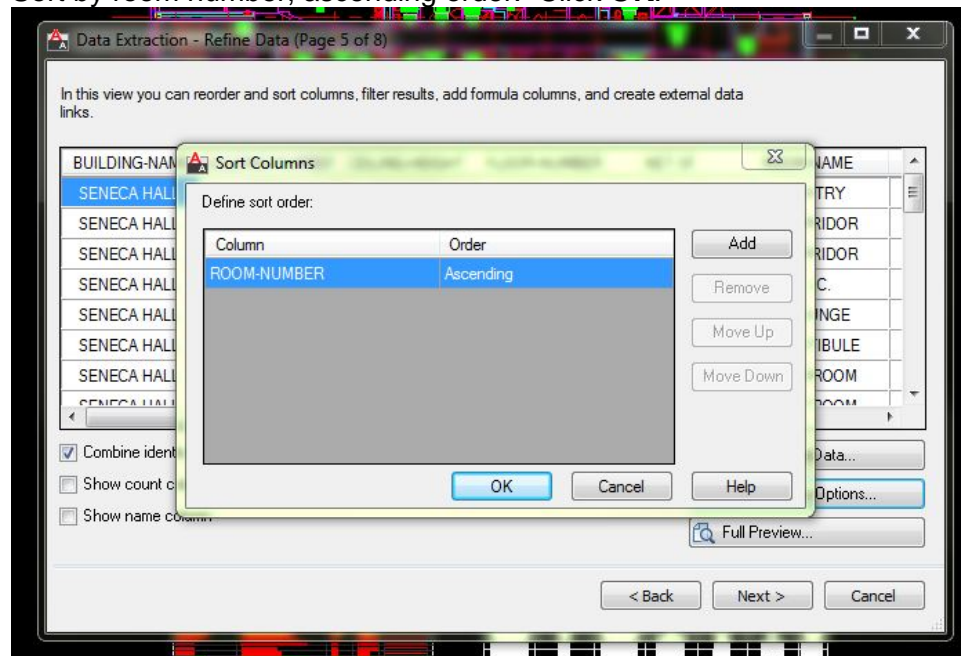




- Check only **Attribute**. Click **Next**.



- Click **Sort Columns Options**.
- Sort by room number, ascending order. Click **OK**.





- Uncheck **Show count column** and **Show name column**.
- Move columns into the correct positions by dragging the column headings. Click **Next**.

BUILDING-NAME	BUILDING-NUMBER	FLOOR	ROOM-NAME	ROOM-NUMBER	CEILING-HEIGHT	FICM-SF	BOMA-SF
SENECA HALL	053G	FIRST FLOOR	ENTRY	0100	7'-6"/8'-0"	235 NSF	256 BSF
SENECA HALL	053G	FIRST FLOOR	CORRIDOR	0101	7'-6"	418 NSF	465 BSF
SENECA HALL	053G	FIRST FLOOR	CORRIDOR	0102	7'-6"	60 NSF	72 BSF
SENECA HALL	053G	FIRST FLOOR	J.C.	0103		20 NSF	26 BSF
SENECA HALL	053G	FIRST FLOOR	LOUNGE	0104	7'-6"/8'-0"	389 NSF	459 BSF
SENECA HALL	053G	FIRST FLOOR	VESTIBULE	0105	7'-6"	62 NSF	71 BSF
SENECA HALL	053G	FIRST FLOOR	BEDROOM	0105-1	7'-6"/8'-0"	97 NSF	105 BSF
SENECA HALL	053G	FIRST FLOOR	BEDROOM	0105-2	7'-6"/8'-0"	112 NSF	119 BSF

- Check **Insert data extraction table into drawing** to create a table in the CAD drawing.
- Check **Output data to external file** to create a schedule in another format.
- Choose the location for the file and the format. Click **Next**.

Output options

Select the output types for this extraction:

- ☒ Insert data extraction table into drawing
- ☒ Output data to external file (.xls .csv .mdb .txt)

... G:\1310 - UAlbany PSI Services and PDP Space



- Manually enter the schedule title – “Room Area Summary”. Click **Next**.

Data Extraction - Table Style (Page 7 of 8)

Table style
Select the table style to use for the inserted table:
Standard

Formatting and structure
☐ Use table in table style for label rows
☒ Manually setup table
Enter a title for your table:
Room Area Summary
Title cell style: Title
Header cell style: Header
Data cell style: Data
☒ Use property names as additional column headers

Title	
Header	Header
Data	Data
Data	Data
Data	Data
Data	Data
Data	Data
Data	Data

< Back Next > Cancel

- Click **Finish**.

Data Extraction - Finish (Page 8 of 8)

Click Finish to complete the extraction.

If you chose to insert a table, you will be prompted for an insertion point after you click Finish.

Any external files to create will be created when clicking Finish.

< Back Finish Cancel

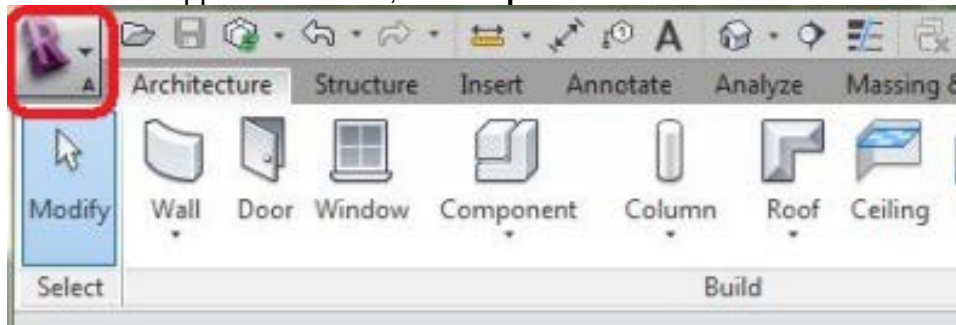
- Insert the schedule.
- Adjust the scale of the schedule if necessary.

3.5. REVIT TO AUTOCAD CONVERSION

FEB. 24, 2014

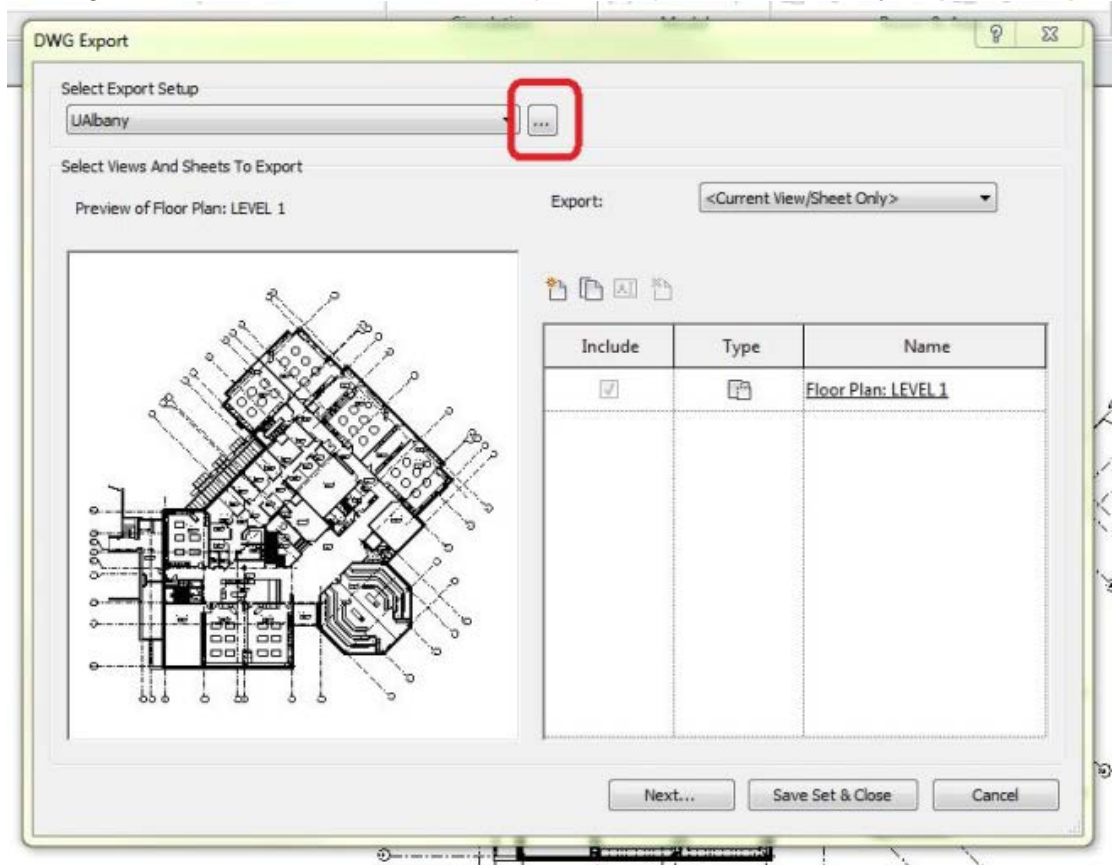
The following standards have been developed for converting Revit floor plan views into CAD PSI drawings:

- PSI drawing sets are to contain each of the floors (levels) including the roof. The appropriate Revit floor plan views should be copied and prepared for exporting into CAD.
 - When making a copy of the floor plan views, click on the view to be copied, right click, click **duplicate view**, choose the **duplicate** option rather than **duplicate with detailing**. This will make cleaning up the floor plan for conversion much simpler.
 - Rooms in the new views can then be tagged using the **tag all not tagged** button and choosing room tags from the list.
- All unnecessary elements and categories in the view should be hidden. PSI drawings shall contain only the following information:
 - Interior and exterior walls
 - Windows and doors
 - Built in casework, lab equipment and fixed furniture such as fume hoods and work benches
 - Stairs, ramps, elevators and plumbing fixtures
 - Roof plan and penthouses
 - Columns, column grids and column bubbles
 - All door swings to be shown @ 90°.
- Export PSI views to CAD:
 - At the Revit application menu, click **Export>CAD Formats>DWG**.

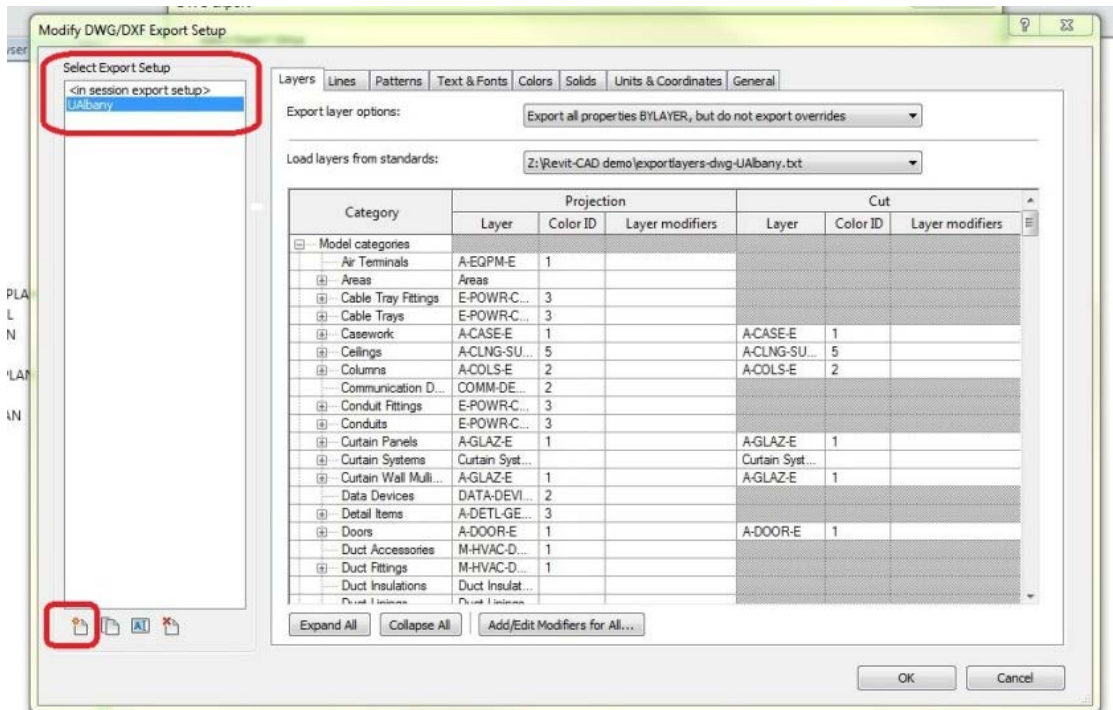


- If using Revit version 2011 or earlier: Click on the **DWG Properties** tab, click the **Layers and Properties** button and see the instructions below for changing the layers to the University's layering standards. Check the box to **Export rooms and areas as polylines**.

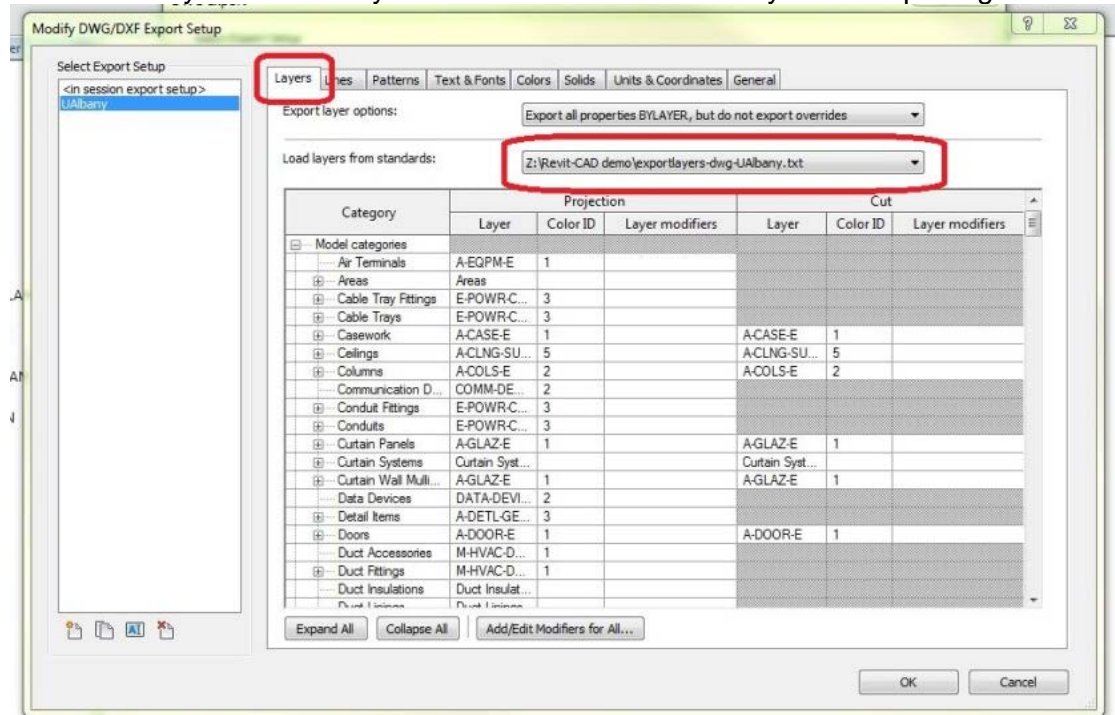
- If using Revit 2012 or later: At Select Export Setup, click the **Modify Export Setup** button.



- Create a new **Export Setup**.

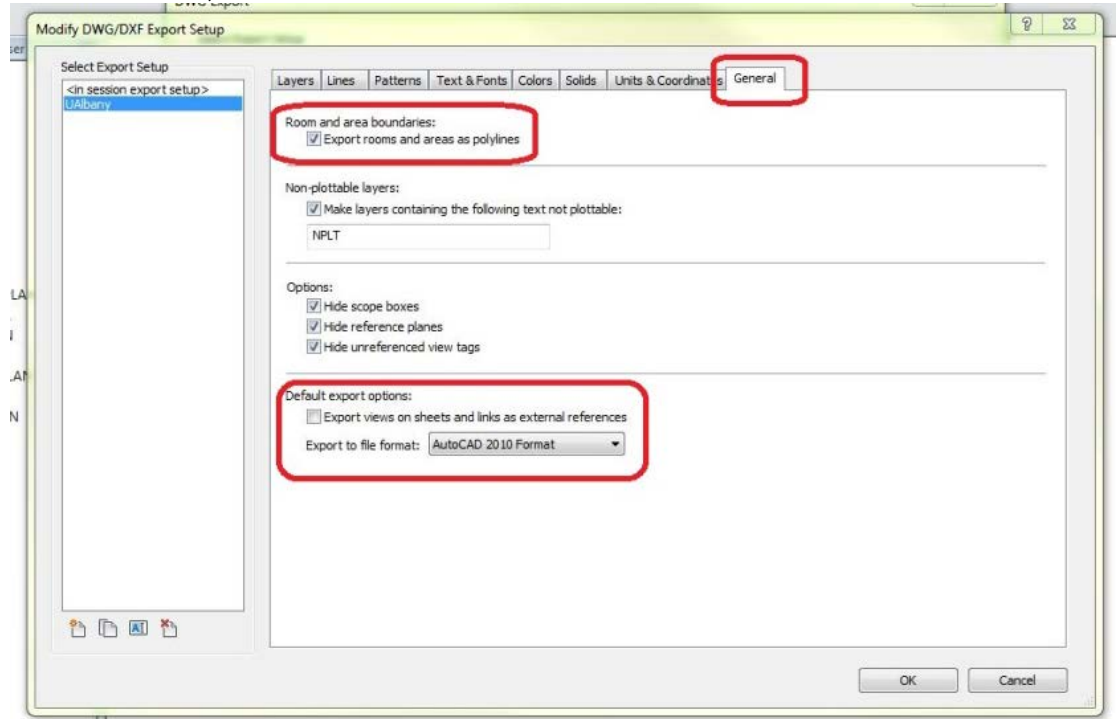


- On the **Layers** tab, manually change the appropriate layers in the list to the University's layering standard (see the PSI CAD Drawing Standards). If a text file of the University's layers is available, complete the following steps:
 - Click on the **Load layers from standards** button.
 - Choose **Load settings from file...**
 - Click **Yes** when asked "Are you sure you want to continue?".
 - Browse to the location of the University's standard layers text file.
 - Click **Open**.
 - The University's standard layers will now be in the list of layers for exporting to CAD.





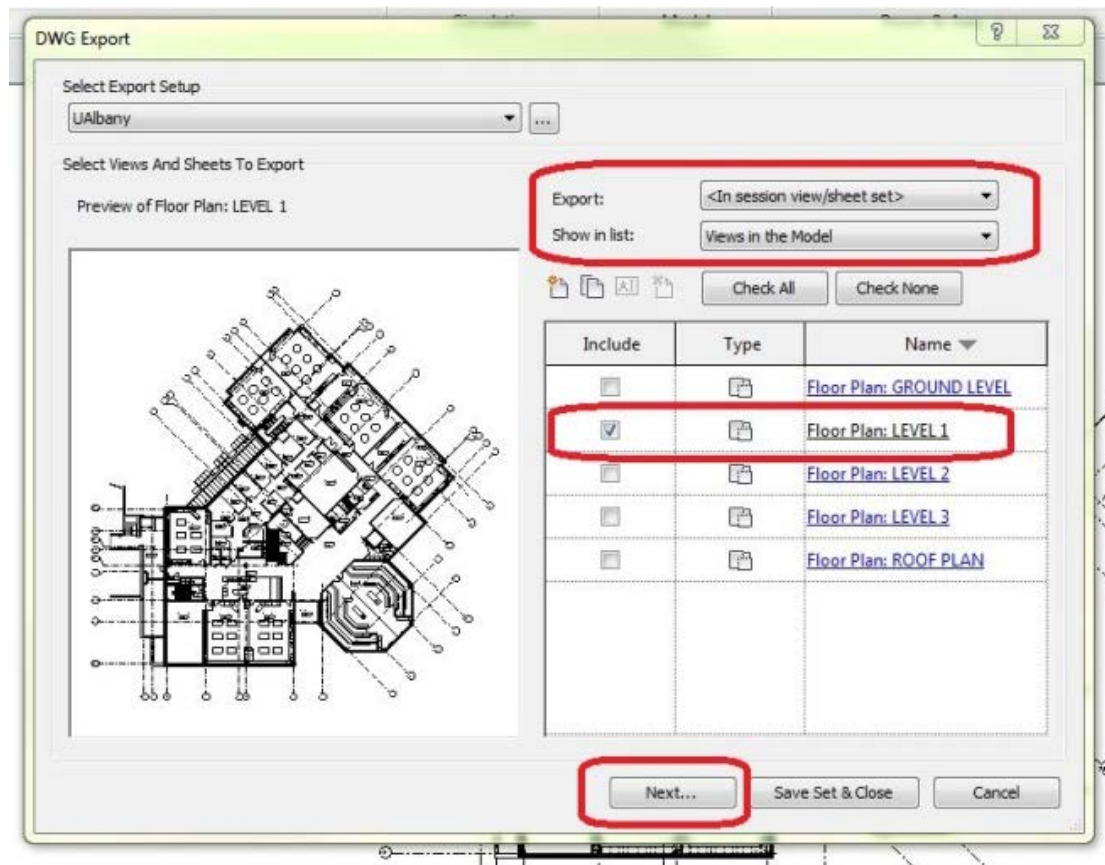
- On the **General** tab:
 - Check **Export rooms and areas as polylines**.
 - Uncheck **Export views on sheets and links as external references**.
 - Choose the appropriate **AutoCAD file format**. PSI drawings are to be submitted in AutoCAD 2010, 2011 or 2012 file format.



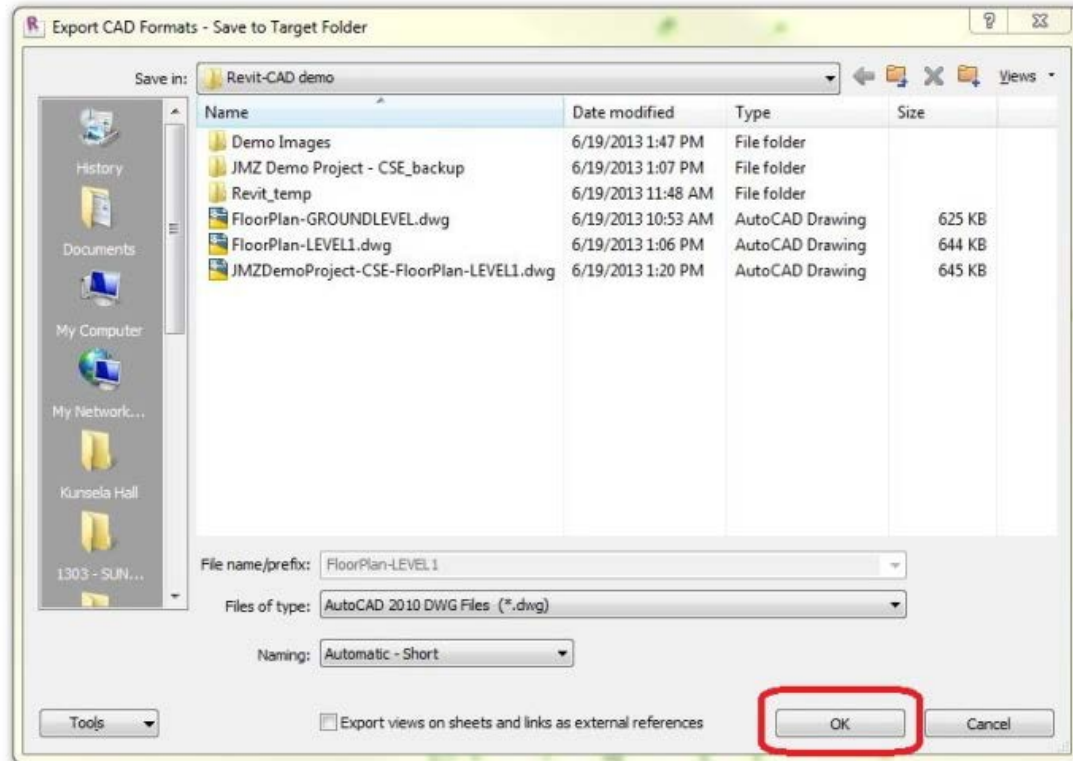
- Click **OK**.



- At **Export:**, choose **<In session view/sheet set>**.
- At **Show in list:**, choose **Views in the Model**.
- Check only the views to export to CAD.
- Click **Next**.



- Browse to the location where the CAD drawings will be saved. Change **Naming:** to **Automatic – Short**.
- Click **OK**.



- Open the AutoCAD drawings and follow the PSI CAD Drawing Standards.

