

107 - Drawings

107.1 Project Identification: The Architect-Engineer will be furnished with the Project Title and RCF/Project Number. This information shall be applied to every drawing and item of correspondence.

107.2 Drawing Size: Typical contract drawings will be prepared on sheets measuring 24" x 36" or 30" x 42". If ½ size drawings are to be used for bidding purposes, the original drawings submitted to the Division Facilities Management and Safety for bidding purposes and record drawings shall be full size. The drawings will be reduced to ½ sizes by the printer.

107.3 Title Blocks: The standard ECU Facilities Management and Safety title block shall be used. No other title block is permitted. An electronic or "hard-copy" sample title block is available from the Project Manager. The Project Manager will provide the Project Title and RCF/Project Number, project location, and other project specific information that is to be contained in the title block. The sheet title assigned by the Architect-Engineer should clearly define the information contained on that drawing. This sheet title shall match the sheet name on the drawing index. All title block information must be as complete as possible for each submittal.

107.4 Cover Sheets: All drawing sets shall have a cover sheet of the same size as the drawing set that contains the following information:

- Project and location information
- Using Agency information
- RCF (ECU Project Identification Number)
- Architect-Engineer and Sub-consultants
- Vicinity map
- Drawing index

107.5 Drawing Layout: Drawings shall be prepared so that they present complete information. Drawings shall be void of unnecessary wasted space, duplicate notes, and repetitive details. Standard details that are not applicable to the project shall not be shown. Drawings shall be detailed to the extent that:

- An accurate cost estimate can be prepared by the Architect-Engineer
- Potential bidders can prepare bid proposals
- The general contractor can perform the work of the project

Drawings shall be developed using drafting standards that ensure clarity and legibility when reduced to half size. Drawings, when plotted to full size, shall use a minimum text height of 3/32 inch. All plans, elevations, sections, details, legends, and notes shall be clearly and uniquely titled. Complete legends, symbols and lists of abbreviations shall be placed on the drawings, so their meaning is clear.

107.6 Drawing Standards:

- **Lines Styles and Widths.** All CADD design file graphics, line weights and styles, shall be such that the drawings are clearly readable.
- **Drawing Scales:** All drawings and details shall be of a scale provided on a standard Architectural or Engineering scale in English units. No drawing shall be “not to scale”, unless approved by the Project Manager and so indicated on the drawing. Each sheet of drawings shall have a graphic scale that corresponds to each drawing scale on the sheet.
- **Drawing Cross Referencing:** Cross-referencing for sections and details shall be based on sheet reference numbers. Major sections shall be identified with uppercase letters. Major details shall be identified with numerals.

107.7 Special Requirements: The submittal requirements for each design stage are listed elsewhere in this manual and shall determine the appropriateness of the following:

- **Location of Project Elements:** To facilitate the location of project elements and the coordination of the various drawings, all plans with column grids shall indicate a column line or planning grid, and all floor plans (except structural plans) shall show room numbers.
- **Composite and Key Plans:** If plans for a large building or structure must be placed on two or more sheets to maintain proper scale, the total plan shall also be placed on one sheet at a smaller scale. Appropriate key plans and match lines shall appear on segmented drawings. Key plans shall be used to relate individual buildings to complexes of buildings. Key plans shall be placed in a convenient location and shall indicate represented plan area by crosshatching.
- **“For Information Only” Drawings:** When drawings from previous contracts are deemed necessary for information purposes only, the words "FOR INFORMATION ONLY" shall be printed in bold letters immediately above the title block or as near thereto as practical. The original title blocks shall not be changed. For filing and sequential purposes, a file number for the new project shall be printed in the margin below the title block.

107.8 Code Review Plan: Show graphically key components of what is required by the Department of Housing Building and Construction.