



# Office of Capital Planning and Project Management

The Executive Summary of CAD Standards is an abridged version of the UIC CAD Standards. It lists the most important requirements that the project managers, architects and consultants can use to get a quick understanding of our standards.

**The summary contains the following standards items:**

- Format
- External Reference Files
- Layers
- Text Fonts
- Scale
- Text Size
- Line Type Scale
- Dimensioning
- North Arrow
- Graphic Scale
- Blocks
- Room and Floor Numbering Guidelines
- Sheet Naming
- Naming of Drawing File
- Cover Sheet
- Submittals

Project managers will continue to provide architects and consultants with the UIC CAD Standards manual and use the enclosed summary when responding to basic questions about the UIC CAD Standards.



# Office of Capital Planning and Project Management

## Executive Summary of CAD Standards:

**FORMAT:** All CAD drawings must be submitted on a labeled CD-R disk (Compact Disk). All CAD drawings shall be AutoCAD (release 2013 or prior) drawing files with “write” access.

**EXTERNAL REFERENCE (Xref) FILES:** When drawings are submitted to the CAD Section by UIC departments or outside firms, drawings must be bound (using AutoCAD application command) and all external references eliminated prior to submission to UIC.

**LAYERS:** All drawing elements shall be placed on their corresponding layer. Use the AIA CAD layering standards. In addition, use the following layer colors: *a-door* (cyan), *a-flor-iden* (cyan), all other *a-flor* layers (green), *a-furn* (9), *a-glaz* (cyan), *a-shbd* (magenta), *a-wall* (blue), *m-equip* (red), *m-hva* (red), *p-fixt* (green), *s-cols* (red), *s-grid* (8), *s-grid-dims* (9), *s-grid-iden* (9).

**TEXT FONTS:** The primary text fonts to be used will be the Simplex or RomanS fonts found in AutoCAD. The minimal use of the following other fonts is permitted: RomanC, RomanD, RomanT, Complex, SanSerif, Technic, TechnicLite, TechnicBold, Arial and Arial Black. Name the text style according to the original font name, but without the file extension (i.e., name ‘RomanS.shx’ as ‘RomanS’, ‘Arial’ regular as ‘Arial’, ‘Arial’ bold as ‘ArialB’, etc.).

**SCALE:** All drawings shall be drawn full scale.

**TEXT SIZE:** The minimum plotted text size shall be 3/32.

**LINE TYPE SCALE:** The line type scale should be set to ½ the drawing scale factor.

**DIMENSIONING:** Place all dimensions above the dimension line, use arrowheads (or oblique) and RomanS font.

**NORTH ARROW:** The University of Illinois at Chicago will supply a UIC standard North arrow that should appear facing upward or to the right on all appropriate drawings.

**GRAPHIC SCALE:** Graphic scale must appear on all appropriate drawings.

**BLOCKS:** Blocks shall be used for any repetitive objects, i.e., columns, furniture, etc. Use ASHRAE standards for piping symbols, and for HVAC use SMACNA standards. Nested blocks shall never be used.

**ROOM & FLOOR NUMBERING:** Follow the UIC Room and Floor Numbering Guidelines. See Appendix N.

**RASTER IMAGES:** If photo images are to be used in a sheet, create and provide a PDF file of that drawing.

**ROOM DESCRIPTION:** All architectural floor plans must include a general room use description labeled in each room.

**NAMING OF SHEET (or DRAWING) NUMBER:** Type the sheet name in this format: (DIVISION ABBREVIATION) – (SHEET)  
Examples: A-1 M-25 AME-21

**NAMING OF AUTOCAD (.DWG) DRAWING FILE:** When naming the AutoCAD drawing file, use this format: (BLDG. NO.) – (SET) – (YEAR) – (DIVISION) – (SHEET) – (TYPE)  
Examples: 601-C10035-2008-E-008-RM 948-C10078-2010-A-003-AB



# Office of Capital Planning and Project Management

**COVER SHEET:** The cover sheet must show the following: UIC project number, project description, location map, name of construction manager (including phone number), principal and other design firm(s) (names, addresses and telephone numbers).

It shall also include the following: Title of Project, 'The University of Illinois at Chicago, Chicago, Cook County, Illinois' label, 'Owner: University of Illinois Board of Trustees' label and finally 'Campus Management Department: **Office of Capital Planning and Project Management**' label.

## **SUBMITTALS:**

- 1) **Official Floor Plan:** Two weeks after bids have been received the Professional Service Consultant (PSC) should submit a set of working floor plans which should include all addendum items. Drawings shall be identified as 'official floor plans' (for new buildings, new building additions and remodeling projects) and subscribe to the recommended UIC Format. (See page 4, 5 & Appendix O).
- 2) **As-Builts:** On completion of construction the Professional Service Consultant (PSC) should provide a complete set of Record Drawings. Mark all drawings with 'As-Builts' (for completed and final submittals of a new building or new building addition drawing set) or 'Record Drawings' (for final submittal of drawings of remodeling projects, shop drawings and site works) and subscribe to the recommended UIC Format. (See pages 5-8)



# **Office of Capital Planning and Project Management**

**The University of Illinois at Chicago  
Office of Capital Planning and Project  
Management**

**CAD STANDARDS  
Last updated: August 15, 2014**



# Office of Capital Planning and Project Management

The purpose of this document is to define the University of Illinois at Chicago Office for Capital Program's CAD requirements. The document establishes standards that are to be used as guidelines for our own in-house CAD operators and for outside architectural and engineering firms that are retained by the University. As you will notice, we have taken existing AIA standards and modified them slightly for the University's use.

Since this is a living and growing document, it will undergo many revisions before it matures. This fact means that when an outside professional firm is awarded a University architecture or engineering project, the firm needs to secure, or check for, a copy of the latest version of the Office for Capital Program's CAD Standards.

In the event that you have any questions or suggestions regarding these standards, please call Peggy Schneider at (312)996-7069 Office for Facility and Space Planning.

**All drawing files submitted to the University of Illinois at Chicago Office for Capital Programs CAD Section (and, in some cases, those submitted to the University of Illinois at Chicago Facilities Management Department) by outside architectural/engineering (a/e) firms shall follow these standards.**

1. **Official Floor Plan Submittal:** To be submitted two weeks after the bids are received. The Professional Service Consultant (PSC) should submit a set of working floor plans which should include all addendum items. Drawings shall be identified as 'official floor plans' (for new buildings, new building additions and remodeling projects) and subscribe to the following recommended UIC Standards.

#### FORMAT:

All CAD drawings must be submitted on a labeled CD-R (Compact Disk). All CAD drawings shall be AutoCAD (release 2012) drawing files with "write" access.

#### SCALE:

All drawings shall be drawn full scale or at 1:1.

#### DRAWING LIMITS:

The limits of drawing shall be set to include all objects.

#### NESTED BLOCKS:

Nested blocks shall never be used.

#### EXTERNAL REFERENCE (Xref) FILES:

External reference (Xref) files can be used by outside a/e firms prior to submission to UIC. When drawings are submitted to the CAD Section by UIC departments or outside firms, **drawings must be bound** (using AutoCAD application command, Xref manager, select BIND then chose INSERT as your option) and all external references eliminated.

#### LAYERS:

All drawing elements shall be placed on their corresponding layer. See Appendix O for list of appropriate Layer Names. Note: These names are excerpts from the AIA CAD layering



# Office of Capital Planning and Project Management

standards. See Appendix M for layers that are needed at the time of preliminary submittal.

## TEXT FONTS:

The primary text fonts to be used will be the Simplex or RomanS fonts found in AutoCAD. The use of all other fonts from AutoCAD shall be kept to a minimum. Custom font styles will not be allowed. See Appendices H, H-1 and H-2 for a complete list of permitted AutoCAD fonts.

## LINE TYPE SCALE:

The line type scale should be set to ½ the drawing scale factor. See Appendix F - Line Type Scale Chart.

## USER COORDINATE SYSTEM (UCS)

UCS should be set to World Coordinate System

## THICKNESS

The thickness values of all objects in a floor plan must be set to zero.

## Z-COORDINATE

All elements in a floor plan must have Z-Coordinates set to zero. This includes 'START Z', 'END Z' and 'POSITION Z'.

## ROOM & FLOOR NUMBERING

Follow the guidelines for room-numbering and floor-naming conventions, as per Appendix N, in conjunction with the UIC Lock Shop Department.

2. As-Builts Submittal: On completion of construction the Professional Service Consultant (PSC) should provide a complete set of Record Drawings. Mark all drawings with 'As-Builts' (for completed and final submittals of a new building or new building addition drawing set) or 'Record Drawings' (for final submittal of drawings of remodeling projects, shop drawings and site works) and subscribe to the following recommended UIC standards.

## FORMAT:

All CAD drawings must be submitted on a labeled CD-R (Compact Disk). All CAD drawings shall be AutoCAD (release 2007) drawing files with "write" access.

## SCALE:

All drawings shall be drawn full scale or at 1:1.

## DRAWING LIMITS:

The limits of drawing shall be set to include all objects.

## TITLE BLOCKS:

### *Option No. 1:*

The University of Illinois at Chicago will supply a UIC standard title block, which shall appear on all drawings and be filled out completely. See Appendix L.

### *Option No. 2:*

If title block is supplied by an outside a/e firm, block shall include information as follows: title



# Office of Capital Planning and Project Management

of drawing sheet, project description, date, scale, drawing number, 'drawn by', 'checked by', 'approved by' and revisions (if applicable).

## COVER SHEET:

### *Option No. 1:*

The University of Illinois at Chicago will provide a standard cover sheet. See Appendix M.

### *Option No. 2:*

If cover sheet is provided by an outside a/e firm, cover sheet must show the following: UIC project number, project description, location map, principal and other design firm(s) (names, addresses and telephone numbers).

The following description must also show on the drawing in this order:

UIC Project No. (*Type in the Project*

*Number*) (*The Title of the Project*)

The University of Illinois at Chicago  
Chicago, Cook County, Illinois

Owner:

The University of Illinois Board of Trustees

Campus Management

Department: Office for Capital  
Programs

## NORTH ARROW:

The University of Illinois at Chicago will supply a UIC standard North arrow that should appear facing upward or to the right on all appropriate drawings. See Appendix L.

## GRAPHIC SCALE:

Graphic scale must appear on all appropriate drawings. See Appendix L.

## BLOCKS:

Blocks shall be used for any repetitive objects, i.e., columns, furniture, etc. For piping symbols, use ASHRAE, and for HVAC use SMACNA standards.

## NESTED BLOCKS:

Nested blocks shall never be used.

## EXTERNAL REFERENCE (Xref) FILES:

External reference (Xref) files can be used by outside a/e firms prior to submission to UIC. When drawings are submitted to the CAD Section by UIC departments or outside firms, **drawings must be bound** (using AutoCAD application command) and all external references eliminated.



# Office of Capital Planning and Project Management

## LAYERS:

All drawing elements shall be placed on their corresponding layer. See Appendix A for list of appropriate Layer Names. Note: These names are excerpts from the AIA CAD layering standards.

Any requests for change in the layering system shall be made in writing to the University of Illinois at Chicago Office for Capital Programs CAD Section manager before use. See Appendix B for Non-Standard Layer Request Form.

## COLOR:

The color of all drawing elements should be set to BYLAYER.

## TEXT FONTS:

The primary text fonts to be used will be the Simplex or RomanS fonts found in AutoCAD. The use of all other fonts from AutoCAD shall be kept to a minimum. Custom font styles will not be allowed. See Appendices H, H-1 and H-2 for a complete list of permitted AutoCAD fonts.

Any requests for change in text fonts shall be made in writing to the University of Illinois at Chicago Office for Capital Programs CAD Section manager before use. See Appendix C for Non-Standard Text Request Form.

## TEXT SIZE:

The minimum plotted text size shall be 3/32.” See Appendix D - Drawing Scale Chart for Drawings.

## LINE TYPE SCALE:

The line type scale should be set to ½ the drawing scale factor. See Appendix F - Line Type Scale Chart.

## DIMENSIONING:

Place all dimensions above the dimension line, use arrowheads (or oblique) and RomanS font. USER COORDINATE SYSTEM (UCS)  
UCS should be set to World Coordinate System.

## POINT STYLE

Points must be set to the default 'DOT' style.

## THICKNESS

The thickness values of all objects in a floor plan must be set to zero.

## Z-COORDINATE

All elements in a floor plan must have Z-Coordinates set to zero. This includes 'START Z', 'END Z' and 'POSITION Z'.





# Office of Capital Planning and Project Management

## RASTER IMAGES

If photo images are to be used in a sheet, create and provide a PDF file of that drawing.

## ROOM & FLOOR NUMBERING

Follow the guidelines for room-numbering and floor-naming conventions, as per Appendix N, in conjunction with the UIC Lock Shop Department.

## ROOM DESCRIPTION

All architectural floor plans must include a general room use description labeled in each room.

## FILE IDENTIFICATION

Each drawing sheet shall follow the naming standards, as per Appendix K. It includes the naming of the sheet number and of the electronic files.

## CHANGES:

Any changes to this manual require approval, in writing, by the University of Illinois at Chicago Office for Capital Programs CAD Section manager.

## SUBMITTALS:

Each drawing in a sheet set must be a separate CAD drawing file with the view of the drawing shown fully. Use the Zoom Extent feature for most cases.

The visible layers in the CAD drawing file provided should match the visible layers on the hard copy of the drawing provided.

All CAD drawings shall be accompanied by a transmittal letter with the following information:

- DRAWING NUMBER
- DRAWING DATE
- REVISION NUMBER
- REVISION DATE
- TITLE OF DRAWING
- FILE NAME
- PROJECT NUMBER
- DESIGNER'S NAME
- PEN THICKNESS FORM (See Appendix G.)

All CAD drawings submitted shall be purged of all un-referenced line types, blocks, layers, shapes and text styles. *Drawings submitted without x-references bound will be rejected. Mark all drawings where possible with 'As-Builts' (for completed and final submittals of a new building or building addition drawing set) or 'Record Drawings' (for final submittal of drawings of remodeling projects, shop drawings and site works).*



# Office of Capital Planning and Project Management

## APPENDIX A. LAYER NAMES

The University of Illinois at Chicago  
Office for Capital Programs

All suppliers of CAD drawings must conform to this layering standard (excerpted from AIA Layering Guidelines).

Any request for change in the layering system by the supplier shall be made in writing to the University of Illinois at Chicago Office for Capital Programs CAD Section manager and should follow AIA CAD layering guidelines. See Appendix B for Non-Standard Layer Request Form.

## ARCHITECTURE, INTERIORS AND FACILITIES

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
<b>A-WALL</b>	<b>Walls</b>	<b>Blue-5</b>	<b>Continuous</b>
A-WALL-FULL	Full Height Walls, Stair and Shaft Walls and Walls to Structure		
A-WALL-PRHT	Partial Height Walls (Not on Reflected Ceiling Plan)		
A-WALL-MOVE	Moveable Partitions		
A-WALL-HEAD	Door and Window Headers		
A-WALL-JAMB	Door and Window Jambs		
A-WALL-PATT	Wall, Insulation, Hatching and Fill		
A-WALL-ELEV	Wall Surfaces (3D Views)		
<b>A-DOOR</b>	<b>Doors</b>	<b>Cyan-4</b>	<b>Continuous</b>
A-DOOR-FULL	Full Height (to Ceiling) Door: Swing and Leaf		
A-DOOR-PRHT	Partial Height Door: Swing and Leaf		
A-DOOR-IDEN	Door Number, Hardware Group		
A-DOOR-ELEV	Doors (3D Views)		
<b>A-GLAZ</b>	<b>Windows, Window Walls, Curtain</b>	<b>Cyan-4</b>	<b>Continuous</b>
A-GLAZ-FULL	Full Height Glazed Walls and Partitions		
A-GLAZ-PRHT	Windows and Partial Height Glazed Partitions		
A-GLAZ-SILL	Window Sills		
A-GLAZ-IDEN	Window Number		
A-GLAZ-ELEV	Glazing and Mullions		

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
<b>A-FLOR</b>	<b>Floor Information</b>	<b>Green-3</b>	<b>Continuous</b>
A-FLOR-OTLN	Floor or Building Outline		
A-FLOR-LEVL	Level Changes, Ramps Pits and Depressions		
A-FLOR-STRS	Stair Treads, Escalators and Ladders		
A-FLOR-RISR	Stair Risers		
A-FLOR-HRAL	Stair and Balcony Handrails and Guard Rails		
A-FLOR-EVTR	Elevator Cars and Equipment		
A-FLOR-TPTN	Toilet Partitions		
A-FLOR-SPCL	Architectural Specialties		
A-FLOR-WDWK	Architectural Woodwork		
A-FLOR-CASE	Casework		
A-FLOR-APPL	Appliances		
A-FLOR-OVHD	Overhead Skylights and Overhangs		
A-FLOR-RAIS	Raised Floors		
A-FLOR-IDEN	Room Numbers, Names, Targets		
A-FLOR-PATT	Paving, Tile, and Carpet Patterns		
<b>A-EQPM</b>	<b>Equipment</b>	<b>Red-1</b>	<b>Continuous</b>
A-EQPM-FIXD	Fixed Equipment		
A-EQPM-MOVE	Moveable Equipment		
A-EQPM-NICN	Equipment Not in Contract		
A-EQPM-ACCS	Equipment Access		
A-EQPM-IDEN	Equipment Identification Numbers		
A-EQPM-ELEV	Equipment Surfaces		
<b>A-FURN</b>	<b>Furniture</b>	<b>Grey-9</b>	<b>Continuous</b>
A-FURN-FREE	Freestanding Furniture		
A-FURN-CHAR	Chairs and Other Seating		
A-FURN-FILE	File Cabinets		
A-FURN-PNLS	Furniture System Panels		
A-FURN-WKSF	Furniture System Work		
A-FURN-STOR	Furniture System Storage Components		
A-FURN-POWR	Furniture System Power Designations		
A-FURN-IDEN	Furniture Numbers		
A-FURN-PLNT	Plants		
A-FURN-PATT	Finish Patterns		
A-FURN-ELEV	Furniture (3D)		
<b>A-CLNG</b>	<b>Ceiling Information</b>	<b>White-7</b>	<b>Continuous</b>
A-CLNG-GRID	Ceiling Grid		
A-CLNG-OPEN	Ceiling and Roof Penetrations		
A-CLNG-TEES	Main Tees		
A-CLNG-SUSP	Suspended Elements		
A-CLNG-PATT	Ceiling Patterns		

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
<b>A-ROOF</b>	<b>Roof</b>	<b>Yellow-2</b>	<b>Continuous</b>
A-ROOF-OTLN	Roof Outline		
A-ROOF-LEVL	Level Changes		
A-ROOF-STRS	Stair Treads and Ladders	Green-3	
A-ROOF-RISR	Stair Risers	Green-3	
<b>A-EQPM</b>	<b>Equipment</b>	<b>Red-1</b>	<b>Continuous</b>
A-EQPM-FIXD	Fixed Equipment		
A-EQPM-MOVE	Moveable Equipment		
A-EQPM-NICN	Equipment Not in Contract		
A-EQPM-ACCS	Equipment Access		
A-EQPM-IDEN	Equipment Identification Numbers		
A-EQPM-ELEV	Equipment Surfaces		
<b>A-FURN</b>	<b>Furniture</b>	<b>Grey-9</b>	<b>Continuous</b>
A-FURN-FREE	Freestanding Furniture		
A-FURN-CHAR	Chairs and Other Seating		
A-FURN-FILE	File Cabinets		
A-FURN-PNLS	Furniture System Panels		
A-FURN-WKSF	Furniture System Work		
A-FURN-STOR	Furniture System Storage Components		
A-FURN-POWR	Furniture System Power Designations		
A-FURN-IDEN	Furniture Numbers		
A-FURN-PLNT	Plant		
A-FURN-PATT	Finish Patterns		
A-FURN-ELEV	Furniture (3D)		
<b>A-CLNG</b>	<b>Ceiling Information</b>	<b>White-7</b>	<b>Continuous</b>
A-CLNG-GRID	Ceiling Grid		
A-CLNG-OPEN	Ceiling and Roof Penetrations		
A-CLNG-TEES	Main Tees		
A-CLNG-SUSP	Suspended Elements		
A-CLNG-PATT	Ceiling Patterns		
<b>A-ROOF</b>	<b>Roof</b>	<b>Yellow-2</b>	<b>Continuous</b>
A-ROOF-OTLN	Roof Outline		
A-ROOF-LEVL	Level Changes		
A-ROOF-STRS	Stair Treads and Ladders	Green-3	
A-ROOF-RISR	Stair Risers	Green-3	
A-ROOF-HRAL	Stair Handrails, Nosing, and Guardrails	Green-3	
A-ROOF-PATT	Roof Surface Patterns		
A-ROOF-ELEV	Roof Surfaces (3D)		

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
<b>A-AREA</b>	<b>Area Calculation Boundary Lines</b>	<b>White-7</b>	<b>Continuous</b>
A-AREA-PATT	Area Cross Hatching		
A-AREA-IDEN	Room Numbers, Tenant Identifications, and Area Calculations		
A-AREA-OCCP	Occupant or Employee Names		
<b>A-ELEV</b>	<b>Interior and Exterior Elevations</b>		
A-ELEV-OTLN	Building Outlines		
A-ELEV-FNSH	Finishes, Woodwork, and Trim		
A-ELEV-CASE	Wall-mounted Casework		
A-ELEV-FIXT	Miscellaneous Fixtures		
A-ELEV-SIGN	Signage		
A-ELEV-PATT	Textures and Hatch Patterns		
A-ELEV-IDEN	Component Identification Numbers		
<b>A-DETL</b>	<b>Details</b>		
A-DETL-MCUT	Material Cut by Sections		
A-DETL-MBND	Material beyond Section Cut		
A-DETL-PATT	Textures and Hatch Patterns		
A-DETL-IDEN	Component Identification Numbers		
<b>A-SECT</b>	<b>Sections</b>		
A-SECT-MCUT	Material Cut by Section		
A-SECT-MBND	Material beyond Section		
A-SECT-PATT	Textures and Hatch Patterns		
A-SECT-IDEN	Component Identification Numbers		
<b>Drawing Information Layers</b>			
A-SHBD	Sheet Border and Title Block Line Work		
A-SHBD-TTLB	Project Title Block		
A-SHBD-LOGO	Office or Project Logo		
A-PFLR	Floor Plan		
A-PLGS	Large Scale Floor Plan		
A-PCLG	Reflected Ceiling Plan		
A-PROF	Roof Plan		
A-PXFU	Fixtures and Furniture Plan		
A-PEQM	Equipment Plan		
A-PMFN	Materials and Finish Plan		
A-PDEM	Demolition Plan		
A-PARE	Area Calculations		
A-POCC	Occupancy Plan		
A-ELEV	Interior and Exterior Elevations		
A-SECT	Building and Wall Sections		
A-DETL	Details		
A-SCHD	Schedules and Title Block Sheets		

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
-----------------------------------	------------------------------	--------------	----------------------

## **STRUCTURAL**

<b>S-GRID</b>	<b>Column Grid</b>	<b>Grey-9</b>	<b>Dot2</b>
S-GRID-EXTR	Column Grid Outside Building		
S-GRID-INTR	Column Grid Inside Building		
S-GRID-DIMS	Column Grid Dimensions		
S-GRID-IDEN	Column Grid Tags		
<b>S-FNDN</b>	<b>Foundation</b>		
S-FNDN-PILE	Piles and Drilled Piers		
S-FNDN-RBAR	Foundation Reinforcing		
<b>S-SLAB</b>	<b>Slab</b>		
S-SLAB-EDGE	Edge of Slab		
S-SLAB-RBAR	Slab Reinforcing		
S-SLAB-JOIN	Slab Control Joints		
<b>S-ABLT</b>	<b>Anchor Bolts</b>		
<b>S-COLS</b>	<b>Columns</b>		
<b>S-WALL</b>	<b>Structural Bearing or Shear Walls</b>		
<b>S-METL</b>	<b>Miscellaneous Metal</b>		
<b>S-FRAM</b>	<b>Framing Plan (Beams and Joists)</b>		
S-FRAM-BEAM	Beams		
S-FRAM-JOIS	Joists		
S-FRAM-DECK	Structural Floor Deck		
<b>S-ELEV</b>	<b>Elevations</b>		
S-ELEV-OTLN	Building Outlines		
S-ELEV-PATT	Textures and Hatch Patterns		
S-ELEV-IDEN	Identification Numbers		
<b>S-SECT</b>	<b>Sections</b>		
S-SECT-MCUT	Material Cut by Section		
S-SECT-MBND	Material beyond Section Cut		
S-SECT-PATT	Textures and Hatch Patterns		
S-SECT-IDEN	Identification Numbers		
<b>S-DETL</b>	<b>Details</b>		
S-DETL-MCUT	Material Cut by Section		
S-DETL-MBND	Material beyond Section Cut		
S-DETL-PATT	Textures and Hatch Patterns		
S-DETL-IDEN	Identification Numbers		

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
-----------------------------------	------------------------------	--------------	----------------------

### **Drawing Information Layers**

S-SHBD	Sheet Border and Title Block Line Work		
S-SHBD-TTLB	Project Title Block		
S-SHBD-LOGO	Office or Project Logo		
S-PFND	Foundation Plan		
S-PSFR	Structural Framing Plan		
S-PCOL	Column Plan		
S-ELEV	Elevations		
S-SECT	Sections		
S-DETL	Details		
S-SCHD	Schedules and Title Block Sheets		

### **MECHANICAL**

#### **M-BRIN**

RIN-EQPM	Brine System Equipment
M-BRIN-PIPE	Brine System Piping

#### **HIM**

M-CMPA	Compressed Air Systems
M-CMPA-CEQP	Compressed Air Equipment
M-CMPA-CPIP	Compressed Air Piping
M-CMPA-PEQP	Process Air Equipment
M-CMPA-PPIP	Process Air Piping

#### **M-CONT**

M-CONT-THER	Thermostats
M-CONT-WIRE	Low Voltage Wiring

#### **M-DUST**

M-DUST-EQPM	Dust and Fume Collection Equipment
M-DUST-DUCT	Dust and Fume Ductwork

#### **M-ELHT-EQPM**

#### **Electric Heat Equipment**

#### **M-ENER**

M-ENER-EQPM	Energy Management Equipment
M-ENER-WIRE	Energy Management Wiring

#### **M-EXHS**

M-EXHS-EQPM	Exhaust System Equipment
M-EXHS-DUCT	Exhaust System Ductwork
M-EXHS-RFEQ	Rooftop Exhaust System

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
<b>M-FUEL</b>	<b>Fuel System Piping</b>		
M-FUEL-GPRP	Fuel Gas Process Piping		
M-FUEL-GGEP	Fuel Gas General Piping		
M-FUEL-OPRP	Fuel Oil Process Piping		
M-FUEL-OGEP	Fuel Oil General Piping		
<b>M-HVAC</b>	<b>HVAC System</b>		
M-HVAC-CDFD	HVAC Ceiling Diffusers		
M-HVAC-ODFF	HVAC Other Diffusers		
M-HVAC-DUCT	HVAC Ductwork		
M-HVAC-EQPM	HVAC Equipment		
<b>M-HOTW</b>	<b>Hot Water Heating System</b>		
M-HOTW-EQPM	Hot Water Equipment		
M-HOTW-PIPE	Hot Water Piping		
<b>M-CWTR</b>	<b>Chilled Water Systems</b>		
M-CWTR-PIPE	Chilled Water Piping		
M-CWTR-EQPM	Chilled Water Equipment		
<b>M-MACH</b>	<b>Machine Shop Equipment</b>		
<b>M-MGDS</b>	<b>Medical Gas Systems</b>		
M-PMGDS-EQPM	Medical Gas Equipment		
M-PMGDS-EQPM	Medical Gas Piping		
<b>M-PROC</b>	<b>Process Systems</b>		
M-PROC-EQPM	Process Equipment		
M-PROC-PIPE	Process Piping		
<b>EFG</b>	<b>Refrigeration Systems</b>		
M-REFG-EQPM	Refrigeration Equipment		
M-REFG-PIPE	Refrigeration Piping		
<b>PCL</b>	<b>Special Systems</b>		
M-SPCL-EQPM	Special Systems Equipment		
M-SPSCL-PIPE	Special Systems Piping		
<b>M-STEM</b>	<b>Steam Systems</b>		
M-STEM-CONP	Steam Systems Condensate Piping		
M-STEM-EQPM	Steam Systems Equipment		
M-STEM-LPIP	Low Pressure Steam Piping		
M-STEM-HPIP	High Pressure Steam Piping		
<b>M-TEST</b>	<b>Test Equipment</b>		



<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
-----------------------------------	------------------------------	--------------	----------------------

<b>M-ELEV</b>	<b>Elevations</b>
M-ELEV-OTLN	Building Outlines
M-ELEV-PATT	Textures and Hatch Patterns
M-ELEV-IDEN	Identification Numbers

<b>M-SECT</b>	<b>Sections</b>
M-SECT-MCUT	Material by Section
M-SECT-MBND	Material beyond Section Cut
M-SECT-PATT	Textures and Hatch Patterns
M-SECT-IDEN	Identification Numbers

<b>M-DETL</b>	<b>Details</b>
M-DETL-MCUT	Material by Section
M-DETL-MBND	Material beyond Section Cut
M-DETL-PATT	Textures and Hatch Patterns
M-DETL-IDEN	Identification Numbers

### **Drawing Information Layers**

M-SHBD	Sheet Border and Title Block Line Work
M-SHBD-TTLB	Project Title Block
M-SHBD-LOGO	Office or Project Logo
M-PPIP	Piping Plan
M-PDUC	Duct Plan
M-PEXD	Exhaust Duct Plan
M-PHVA	HVAC Plan
M-PSTM	Steam Piping Plan
M-PWCH	Chilled Water Piping Plan
M-PMED	Special Medical Process-Piping Plan
M-PCON	Controls Plan
M-ELEV	Elevations
M-SECT	Sections
M-DETL	Details
M-SCHD	Schedules and Title Block Sheets

### **PLUMBING**

<b>P-ACID</b>	<b>Acid, Alkaline, and Oil Waste Systems</b>
P-ACID-PIPE	Acid, Alkaline, and Oil Waste Piping

<b>P-DOMW</b>	<b>Domestic Hot and Cold Water Systems</b>
P-DOMW-EQPM	Domestic Hot and Cold Water Equipment
P-DOMW-PIPE	Domestic Hot and Cold Water Piping
P-DOMW-RISR	Domestic Hot and Cold Water Risers

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
<b>P-SANR</b>	<b>Sanitary Drainage</b>		
P-SANR-PIPE	Sanitary Piping		
P-SANR-FIXT	Plumbing Fixtures		
P-SANR-FLDR	Floor Drains		
P-SANR-RISR	Sanitary Risers		
<b>P-STRM</b>	<b>Storm Drainage System</b>		
P-STRM-PIPE	Storm Drain Piping		
P-STRM-RISR	Storm Drain Risers		
P-STRM-RFDR	Roof Drains		
<b>P-EQPM</b>	<b>Plumbing Miscellaneous Equipment</b>		
<b>P-FIXT</b>	<b>Plumbing Fixtures</b>		
<b>P-ELEV</b>	<b>Elevations</b>		
P-ELEV-OTLN	Building Outlines		
P-ELEV-PATT	Textures and Hatch Patterns		
P-ELEV-IDEN	Identification Numbers		
<b>P-SECT</b>	<b>Sections</b>		
P-SECT-MCUT	Material Cut by Section		
P-SECT-MBND	Material beyond Section Cut		
P-SECT-PATT	Textures and Hatch Patterns		
P-SECT-IDEN	Identification Numbers		
<b>P-DETL</b>	<b>Details</b>		
P-DETL-MCUT	Material Cut by Section		
P-DETL-MBND	Material beyond Section Cut		
P-DETL-PATT	Textures and Hatch Patterns		
P-DETL-IDEN	Identification Numbers		
<b>Drawing Information Layers</b>			
P-SHBD	Sheet Border and Title Block Line Work		
P-SHBD-TTLB	Project Title Block		
P-SHBD-LOGO	Office or Project Logo		
P-PPLM	Plumbing Plan		
P-PDRA	Storm Drainage		
P-PSAN	Sanitary Drainage Plan		
P-RISR	Plumbing Riser Diagram		
P-ELEV	Elevations		
P-SECT	Sections		
P-DETL	Details		
P-SCHD	Schedules and Title Block Sheets		

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
<b><u>FIRE PROTECTION</u></b>			
<b>F-CO2S</b>	<b>CO2 System</b>		
F-CO2S-PIPE	CO2 Sprinkler System		
F-CO2S-EQPM	CO2 Equipment		
<b>F-HALN</b>	<b>Halon</b>		
F-HALN-EQPM	Halon Equipment		
F-HALN-PIPE	Halon Piping		
<b>F-SPRN</b>	<b>Fire Protection Sprinkler System</b>		
F-SPRN-CLHD	Sprinkler Head (Ceiling)		
F-SPRN-OTHD	Sprinkler Head (Other)		
F-SPRN-PIPE	Sprinkler Piping		
<b>F-STAN</b>	<b>Fire Protection Standpipe System</b>		
<b>F-PROT</b>	<b>Fire Protection Systems</b>		
F-PROT-EQPM	Fire System Equipment		
F-PROT-ALRM	Fire Alarm		
F-PROT-SMOK	Smoke Detectors or Heat Sensors		
<b>F-ELEV</b>	<b>Elevations</b>		
F-ELEV-OTLN	Building Outlines		
F-ELEV-PATT	Textures and Hatch Patterns		
F-ELEV-IDEN	Identification Numbers		
<b>F-SECT</b>	<b>Sections</b>		
F-SECT-MCUT	Material Cut by Section		
F-SECT-MBND	Material beyond Section Cut		
F-SECT-PATT	Textures and Hatch Patterns		
F-SECT-IDEN	Identification Numbers		
<b>FDETL</b>	<b>Details</b>		
F-DETL-MCUT	Material Cut by Section		
F-DETL-MBND	Material beyond Section Cut		
F-DETL-PATT	Textures and Hatch Patterns		
<b>F-DETL-IDEN</b>	<b>Identification Numbers</b>		

<b>LONG FORMAT</b>	<b>LAYER</b>	<b>COLOR</b>	<b>LINE</b>
<b>LAYER NAME</b>	<b>DESCRIPTION</b>		<b>TYPE</b>

### **Drawing Information Layers**

F-SHBD	Sheet Border and Title Block Line Work
F-SHBD-TTLB	Project Title Block
F-SHBD-LOGO	Office or Project Logo
F-PSPR	Sprinkler Plan
F-RISR	Sprinkler Riser Diagram
F-PFPE	Fire Protection Equipment Plan
F-ELEV	Elevations
F-SECT	Sections
F-DETL	Details
F-SCHD	Schedules and Title Block Sheets

### **ELECTRICAL**

#### **E-LITE**

E-LITE-SPCL	Special Lighting
E-LITE-EMER	Emergency Lighting
E-LITE-EXIT	Exit Lighting
E-LITE-CLNG	Ceiling-mounted Lighting
E-LITE-WALL	Wall-mounted Lighting
E-LITE-FLOR	Floor-mounted Lighting
E-LITE-OTLN	Lighting Outline for Background
E-LITE-NUMB	Lighting Circuit Numbers
E-LITE-ROOF	Roof Lighting
E-LITE-SITE	Site Lighting
E-LITE-SWCH	Lighting Switches
E-LITE-CIRC	Lighting Circuits
E-LITE-IDEN	Luminaire Identification and Text

#### **Lighting**

#### **E-POWER**

E-POWER-WALL	Power Wall Outlets and Receptacles
E-POWER-CLNG	Power Ceiling Receptacles and Devices
E-POWER-PANL	Power Panels
E-POWER-EQPM	Power Equipment
E-POWER-SWBD	Power Switchboards
E-POWER-CIRC	Power Circuits
E-POWER-URAC	Under Floor Raceways
E-POWER-UCPT	Under Carpet Wiring
E-POWER-CABL	Cable Trays
E-POWER-FEED	Feeders
E-POWER-BUSW	Busways
E-POWER-NUMB	Power Circuit Numbers
E-POWER-IDEN	Power Identification and Text
E-POWER-SITE	Site Power
E-POWER-ROOF	Roof Power
E-POWER-OTLN	Power Outline for Backgrounds

#### **Power**

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
<b>E-CTRL</b>	<b>Electric Control Systems</b>		
E-CTRL-DEVC	Control System Devices		
E-CTRL-WIRE	Control System Wiring		
<b>E-GRND</b>	<b>GROUND SYSTEMS</b>		
E-GRND-CIRC	Ground System Circuits		
E-GRND-REFR	Reference Ground System		
E-GRND-EQUI	Equipotential Ground System		
E-GRND-DIAG	Ground System Diagram		
<b>E-ELEV</b>	<b>Elevations</b>		
E-ELEV-OTLN	Building Outlines		
E-ELEV-PATT	Textures and Hatch Patterns		
E-ELEV-IDEN	Identification Numbers		
<b>E-SECT</b>	<b>Sections</b>		
E-SECT-MCUT	Material Cut by Section		
E-SECT-MBND	Material beyond Section Cut		
E-SECT-PATT	Textures and Hatch Patterns		
E-SECT-IDEN	Identification Numbers		
<b>E-DETL</b>	<b>Details</b>		
E-DETL-MCUT	Material Cut by Section		
E-DETL-MBND	Material beyond Section Cut		
E-DETL-PATT	Textures and Hatch Patterns		
E-DETL-IDEN	Identification Numbers		
<b>Electrical Auxiliary Systems: Major and Minor Groups</b>			
<b>E-AUXL</b>	<b>Auxiliary Systems</b>		
<b>E-LTNG</b>	<b>Lighting Protection System</b>		
<b>E-FIRE</b>	<b>Fire Alarm and Fire Extinguishers</b>		
<b>E-COMM</b>	<b>Telephone and Communication Outlets</b>		
<b>E-DATA</b>	<b>Data Outlets</b>		
<b>E-SOUN</b>	<b>Sound or PA System</b>		
<b>E-TVAN</b>	<b>TV Antenna System</b>		
<b>E-CCTV</b>	<b>Closed Circuit TV</b>		
<b>E-NURS</b>	<b>Nurse Call System</b>		

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
<b>E-SERT</b>	<b>Security</b>		
<b>E-PGNG</b>	<b>Paging System</b>		
<b>E-DICT</b>	<b>Central Dictation System</b>		
<b>E-BELL</b>	<b>Bell System</b>		
<b>E-CLOK</b>	<b>Clock System</b>		
<b>E-ALARM</b>	<b>Miscellaneous Alarm System</b>		
<b>E-INTC</b>	<b>Intercom System</b>		
<b>Telecommunications Sub-Group</b>			
<b>E-COMM-JACK</b>	<b>Telecommunication Outlet</b>	<b>Cyan-4</b>	
<b>E-COMM-TRAY</b>	<b>Cable Tray</b>		
<b>E-COMM-CABLE</b>			
<b>E-COMM-TEXT</b>	<b>Text</b>		
<b>E-COMM-CND</b>	<b>Conduit</b>		
<b>E-COMM-FDF</b>	<b>Floor Distribution Frame</b>		
<b>E-COMM-IDF</b>	<b>Intermediate Distribution Frame</b>		
<b>Drawing Information Layers</b>			
<b>E-SHBD</b>	<b>Sheet Border and Title Block Line Work</b>		
<b>E-SHBD-TTLB</b>	<b>Project Title Block</b>		
<b>E-SHBD-LOGO</b>	<b>Office or Project Logo</b>		
<b>E-PLIT</b>	<b>Lighting Plan</b>		
<b>E-PROW</b>	<b>Power Plan</b>		
<b>E-PCOM</b>	<b>Communication Systems Plan</b>		
<b>E-PAUX</b>	<b>Auxiliary Systems Plan</b>		
<b>E-PROF</b>	<b>Electrical Roof Plan</b>		
<b>E-LEGN</b>	<b>Legend or Symbols</b>		
<b>E-1LIN</b>	<b>One Line Diagrams</b>		
<b>E-RISR</b>	<b>Plumbing Riser Diagram</b>		
<b>E-ELEV</b>	<b>Elevations</b>		
<b>E-SECT</b>	<b>Sections</b>		
<b>E-DETL</b>	<b>Details</b>		
<b>E-SCHD</b>	<b>Schedules and Title Block Sheets</b>		

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
-----------------------------------	------------------------------	--------------	----------------------

### **CIVIL ENGINEERING AND SITE WORK**

#### **C-PROP Property Lines and Survey Benchmarks**

C-PROP-ESTM	Easements, Right-of-ways, and Setback Lines
C-PROP-BRNG	Bearing and Distance Labels
C-PROP-CONS	Construction Controls

#### **C-TOPO Proposed Contour Lines and Elevations**

C-TOPO-EXST	Existing Contour Lines and Elevations to Remain
C-TOPO-DEMO	Existing Contour Lines and Elevations to be Changed
C-TOPE-SPOT	Spot Elevations
C-TOPO-BORE	Test Borings
C-TOPO-RTWL	Retaining Wall

#### **C-BLDG Proposed Building Footprints**

C-BLDG-EXST	Footprints of Existing Building to Remain
C-BLDG-DEMO	Footprints of Existing Building to be Demolished

#### **C-PKNG Parking Lots**

C-PKNG-STRP	Parking Lot Striping and Handicapped Symbol
C-PKNG-CARS	Graphic Illustration of Cars
C-PKNG-ISLD	Parking Islands
C-PKNG-EXST	Existing Parking Lots to Remain
C-PKNG-DEMO	Existing Parking Lots to be Demolished
C-PKNG-DRAN	Parking Lot Drainage Slope Indications

#### **C-ROAD Roads**

C-ROAD-CNTR	Center Lines
C-ROAD-CURB	Curbs
C-ROAD-EXST	Existing Road to Remain
C-ROAD-DEMO	Existing Road to be Demolished

#### **C-STRM Storm Drainage Catch-basins and Manholes**

C-STRM-UNDR	Storm Drainage Pipe (Underground)
-------------	-----------------------------------

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
<b>C-ECTR</b>	<b>Site Electrical Substations and Poles</b>		
C-ECTR-LITE	Site Lighting		
C-ECTR-UNDR	Underground Electrical Lines		
C-ECTR-POLE	Electric Poles		
C-ECTR-OVHD	Overhead Lines		
<b>C-COMM</b>	<b>Site Communication (Telephone Poles, Boxes, Towers)</b>		
C-COMM-UNDR	Underground Communication Lines		
C-COMM-OVHD	Overhead Communication Lines		
<b>C-WATR</b>	<b>Domestic Water (Manholes, Plumbing Stations, Storage Tanks)</b>		
C-WATR-UNDR	Domestic Water (Underground Lines)		
<b>C-FIRE</b>	<b>Fire Protection Hydrants and Connections</b>		
C-FIRE-UNDR	Fire Protection (Underground Lines)		
<b>C-NGAS</b>	<b>Natural Gas Manholes, Meters and Storage Tanks</b>		
C-NGAS-UNDR	Sanitary Sewer (Underground Lines)		
<b>C-SSWR</b>	<b>Sanitary Sewer</b>		
S-SSWR-UNDR	Sanitary Sewer (Underground Lines)		
<b>C-ELEV</b>	<b>Elevations</b>		
C-ELEV-OTLN	Building Outlines		
C-ELEV-PATT	Textures and Hatch Patterns		
C-ELEV-IDEN	Identification Numbers		
<b>C-SECT</b>	<b>Sections</b>		
C-SECT-MCUT	Material Cut by Section		
C-SECT-MBND	Material beyond Section Cut		
C-SECT-PATT	Textures and Hatch Patterns		
C-SECT-IDEN	Identification Numbers		
<b>C-DETL</b>	<b>Sections</b>		
C-SECT-MCUT	Material Cut by Section		
C-SECT-MBND	Material beyond Section Cut		
C-SECT-PATT	Textures and Hatch Patterns		
C-SECT-IDEN	Identification Numbers		



<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
-----------------------------------	------------------------------	--------------	----------------------

### **Drawing Information Layers**

C-SHBD	Sheet Border and Title Block Line Work
C-SHBD-TTLB	Project Title Block
C-SHBD-LOGO	Office or Project Logo
C-PSIT	Site Plan
C-PELC	Site Electrical Systems Plan
C-PUTL	Site Utility Plan
C-PGRD	Grading Plan
C-PPAV	Paving Plan
C-ELEV	Elevations
C-SECT	Sections
C-DETL	Details
C-SCHD	Schedules and Title Block Sheets

### **LANDSCAPE ARCHITECTURE**

#### **L-PLNT**

#### **Plant and Landscape Materials**

L-PLNT-TREE	New Trees
L-PLNT-TXST	Existing Trees to Remain
L-PLNT-TDMO	Existing Trees to be Removed
L-PLNT-GRND	Ground Covers and Vines
L-PLNT-BEDS	Rock, Bark, and Other Landscaping Beds
L-PLNT-TURF	Lawn Areas
L-PLNT-PLAN	Schematic Planting Plans

#### **L-IRRG**

#### **Irrigation System**

L-IRRG-SPKL	Irrigation Sprinkler
L-IRRG-PIPE	Irrigation Piping
L-IRRG-EQPT	Irrigation Equipment
L-IRRG-COVR	Irrigation Coverage

#### **L-WALK**

#### **Walks and Steps**

L-WALK-PATT	Walks and Steps Cross-hatch Patterns
-------------	--------------------------------------

#### **L-SITE**

#### **Site Improvements**

L-SITE FENC	Fencing
L-SITE-WALL	Walls
L-SITE-STEP	Steps
L-SITE-DECK	Decks
L-SITE-BRDG	Bridges
L-SITE-POOL	Pools and Spas
L-SITE-SPRT	Sports Fields
L-SITE-PLAY	Play Structures
L-SITE-FURN	Site Furnishings

<b>LONG FORMAT LAYER NAME</b>	<b>LAYER DESCRIPTION</b>	<b>COLOR</b>	<b>LINE TYPE</b>
<b>L-ELEV</b>	<b>Elevators</b>		
L-ELEV-OTLN	Building Outlines		
L-ELEV-PATT	Textures and Hatch Patterns		
L-ELEV-IDEN	Identification Numbers		
<b>L-SECT</b>	<b>Sections</b>		
L-SECT-MCUT	Material Cut by Section		
L-SECT-MBND	Material beyond Section Cut		
L-SECT-PATT	Textures and Hatch Patterns		
L-SECT-IDEN	Identification Numbers		
<b>L-DETL</b>	<b>Details</b>		
L-DETL-MCUT	Material Cut by Section		
L-DETL-MBND	Material beyond Section Cut		
L-DETL-PATT	Textures and Hatch Patterns		
L-DETL-IDEN	Identification Numbers		
<b>Drawing Information Layers</b>			
L-SHBD	Sheet Border and Title Block Line Work		
L-SHBD-TTLB	Project Title Block		
L-SHBD-LOGO	Office or Project Logo		
L-PSIT	Site Plan		
L-PPLA	Planting Drawing		
L-PIRR	Irrigation Drawing		
L-PWLK	Walks and Paving Plan		
L-ELEV	Elevations		
L-SECT	Sections		
L-DETL	Details		
L-SCHD	Schedules and Title Block Sheets		

**APPENDIX B. NON-STANDARD LAYER REQUEST FORM**

**The University of Illinois at Chicago  
Office for Capital Programs**

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

UIC Project: \_\_\_\_\_

All supplier working drawings shall conform to the layering convention outlined in Appendix A.

Any request for change in the layering system by the supplier shall be made in writing to the University of Illinois at Chicago Office for Capital Programs CAD Section manager and should follow the AIA CAD layering guidelines.

**Layer Name:**

**Description**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPROVED

Yes [ ]

No [ ]

CAD Section Manager \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX C. NON-STANDARD TEXT FILE REQUEST FORM**

**The University of Illinois at Chicago**

**Office for Capital Programs**

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

UIC Project #: \_\_\_\_\_

Font Name: \_\_\_\_\_

Font File: \_\_\_\_\_ (\*.shx, pfb,\*.pfm)

Reason for New Font Type: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED

Yes [ ]

No [ ]

CAD Section Manager \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX D. DRAWING SCALE CHART****The University of Illinois at Chicago****Office for Capital Programs**

The following text sizes should be used as a guideline for all CAD drawings.

Text Application	Titles & Major Headings	Major Names, Bubbles & Bubbles	Equipment column & Detail	Notes & Dimensions	Component Devices
Final Plot Height	1/4" (.250)	3/16" (.187)		1/8" (.125) or 3/32" (.09375)	3/32" (.093)
1/32" = 1' - 0"	96"	72"		48"	36"
1/16" = 1' - 0"	48"	36"		24"	18"
3-32" = 1' - 0"	32"	24"		18"	12"
1/8" = 1' - 0"	24"	18"		12"	9"
3/16" = 1' - 0"	16"	12"		8"	6"
1/4" = 1' - 0"	12"	9"		6"	4.5"
3/8" = 1' - 0"	8"	6"		4"	3"
1/2" = 1' - 0"	6"	4.5"		3"	2.25"
3/4" = 1' - 0"	4"	3"		2"	1.5"
3" = 1' - 0"	1"	0.75"		0.5"	0.375"
6" = 1' - 0"	0.5"	0.375"		0.25"	0.1875"
1" = 1"	.25"	.188"		125"	.094"
1" = 1' - 0"	3"	2.25"		1.5"	2.25"
1" = 10' - 0"	30"	22.5"		15"	11.25"
1" = 20' - 0"	60"	45"		18"	22.5"
1" = 30' - 0"	90"	67.5"		45"	33.75"
1" = 40' - 0"	120"	90"		60"	45"
1" = 50' - 0"	150"	112.5"		75"	56.25"
1" = 60' - 0"	180"	135"		90"	67.5"
1" = 70' - 0"	210"	157.5"		105"	78.5"
1" = 80' - 0"	240"	180"		120"	90"
1" = 90' - 0"	270"	202.5"		135"	101.25"
1" = 100' - 0"	300"	225"		150"	112.5"

**APPENDIX E. NON-STANDARD LINE TYPE REQUEST FORM**

**The University of Illinois at Chicago**

**Office for Capital Programs**

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

UIC Project #: \_\_\_\_\_

Line Type Name: \_\_\_\_\_

Reason for New Line Type: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED

Yes [ ]

No [ ]

CAD Section Manager \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX E. LINE TYPE SCALE CHART**

**The University of Illinois at Chicago**

**Office for Capital Programs**

This chart should be used when defining line type scale for all CAD drawings.

<b>Drawing Scale</b>	<b>Scale Factor</b>	<b>LTSCALE Value</b>
1/32" = 1' -0"	384	192
1/20" = 1' -0"	240	120
1/16" = 1' -0"	192	96
3/32" = 1' -0"	128	64
1/8" = 1' -0"	96	48
3/16" = 1' -0"	64	32
1/4" = 1' -0"	48	24
3/8" = 1' -0"	32	16
1/2" = 1' -0"	24	12
3/4" = 1' -0"	16	8
3" = 1' -0"	4	2
6" = 1' -0"	2	1
1" = 1"	1	0.5
1" = 1' -0"	12	6
1" = 10' -0"	120	60
1" = 20' -0"	240	120
1" = 30' -0"	360	180
1" = 40' -0"	480	240
1" = 50' -0"	600	300
1" = 60' -0"	720	360
1" = 70' -0"	840	420
1" = 80' -0"	960	480
1" = 90' -0"	1080	540
1" = 100' -0"	1200	600





## **APPENDIX H. LIST OF AUTOCAD TEXT STYLES**

**The University of Illinois at Chicago**

**Office for Capital Programs**

This is the list of the only fonts provided with Autocad that will be accepted by the University on CAD drawing files (except as authorized by the Office for Capital Programs CAD Section manager).

*The primary text fonts (\*.SHX):*

ROMANS    SIMPLEX

*The secondary text fonts (\*.SHX) to be used moderately:*

ROMANC    ROMAND    ROMANT    COMPLEX

The only other text fonts that may be used in a drawing, provided their use is kept to a minimum, are the following:

ARIAL    ARIAL BLACK    SANSSERIF    TECHNIC    TECHNCLITE    TECHNICBOLD

### **APPENDIX H-1. NAMING OF TEXT STYLES**

Name the text style in all drawings according to the original font name, but without the file extension. The list of font names to use is as follows:

<b>Font Style:</b>	<b>Name the Font:</b>	<b>Font Style:</b>	<b>Name the Font:</b>
<i>COMPLEX.shx</i>	COMPLEX	<i>ARIAL (regular)</i>	ARIAL
<i>ROMANC.shx</i>	ROMANC	<i>ARIAL BLACK</i>	ARIAL BLACK
<i>ROMAND.shx</i>	ROMAND	<i>ARIAL (bold)</i>	ARIALB
<i>ROMANS.shx</i>	ROMANS	<i>TECHNIC</i>	TECHNIC
<i>ROMANT.shx</i>	ROMANT	<i>TECHNICLITE</i>	TECHNICLITE
<i>SIMPLEX.shx</i>	SIMPLEX	<i>SANSSERIF</i>	SANSSERIF

### **APPENDIX H-2. TEXT STYLE PATH**

After loading a font from the command pull-down menu 'DATA...TEXT STYLE', delete the directory and sub-directories of its text style path in 'FONT FILE'.

Example:

Correct:    'Font File: *Romans.shx*'

Incorrect:    'Font File: C:\R13\COM\FONTS\Romans.shx'

## **APPENDIX J.**

### **The University of Illinois at Chicago Office for Capital Programs**

#### **CAD File Drawing Layout Instructions (For Internal Use by FIM-CAD Staff Only)**

Here are the guidelines to use for new drawings or to modify the existing drawings in the CAD Files.

#### **Layer names to be used for the base CAD File floor plans:**

<i>Layer</i>	<i>Description</i>	<i>Color</i>
A-Door	Doors	Cyan-4
A-Door-Prht	Access Door (line type: hidden2)	Cyan-4
A-Flor	Edge of floor by opening (ex: atrium space)	Green-3
A-Flor-Evtr	Elevator	Green-3
A-Flor-Ovhd	Overhead Elements (ex: soffit)(line type: hidden2)	Green-3
A-Flor-Strs	Stairs, Elevators, Ladders	Green-3
A-Flor-Tptn	Toilet Partitions	Green-3
A-Furn	Furniture	Light Grey-9
A-Furn-Fix-Seat_Table	Furniture- Floor-mounted Table & Seating	Light Grey-9
A-Furn-Fix-Seat_Arm	Furniture- Floor-mounted Seating with attached Tablet	Light Grey-9
Furn-Move	Furniture- Movable	Light Grey-9
A-Furn-Move-Seat_Table	Furniture- Movable Seating & Table	Light Grey-9
A-Furn-Move-Seat_Arm	Furniture- Movable Seating with Attached Tablet	Light Grey-9
A-Glaz	Windows, Glass	Cyan-4
A-Roof	Roof, Roof Drains & Hatch (cyan-4)	Yellow-2
A-Roof-Misc	Roof- Lower Levels & Equipment	Light Grey-9
A-Roof-Misc-Zone	Roof- Zone Numbers	White-7
A-Roof-Strs	Roof Stairs	Green-3
A-Shbd	Drawing Sheet, Border, Title Block, North Arrow	Magenta-6
A-Text	Notes - Miscellaneous	Cyan-4
A-Wall	Full-height Walls/Partitions/Shfts	Blue-5
A-Wall-Move	Movable/Cubical Partitions	Grey-8
A-Wall-Prht	Permanent Partial-height Walls/Partitions	Light Grey-9
C-Site	All Exterior Elements Outside of Floor Plan	Yellow-2
E-Equip	Electrical Equipment – Fixed	Red-1
M-Equip	Mechanical Equipment	Red-1
P-Fixt	Plumbing Fixtures	Green-3
Rm\$txt	Room Number	Cyan-4
S-Cols	Columns	Red-1
S-Cols-Hatch	Column Hatching	Red-1
S-Grid	Column Grid	Grey-8
S-Grid-Dim	Column Grid Dimensions	Light Grey-9
S-Grid-Iden	Column Grid Bubbles	Light Grey-9
S-Fndn	Foundation Wall in Crawl Space	Light Grey-9
_Origin	Origin Point, Reference Point	Grey-8
_Lockshop	Lock Shop Symbols	Light Grey-9

#### **Drawing File Names & Locations:**

Once the drawing file names and locations have been established, avoid any future change. The CAD operator will provide the drawing file names and their file directory paths if needed. Here is the protocol for finding drawing files in the 'CAD File':

Using Microsoft Windows Explorer or similar file manager program, search any drawing files by the following paths:

S:\AFM14\Projects\UIC\Drawings\UIC

Note: The east side campus buildings use the 600s series, and the west side the 900s. The 700s series buildings are UIC's leased space and 800s for the regional. Finally, the following are the standard logged-in file names:

s(UIC Building Number) – (Floor)

example #1: s601-B(Basement Plan of Bldg. 601, east side)

example #2: s601-1 (First Floor plan of Bldg. 601, east side)

example #3: s963-2 (Second Floor Plan of Bldg. 963, west side)

#### Location of a Floor Plan within the Drawing File:

Once the floor plan has been located and established, avoid shifting from its original location. Only drawing sheet borders may be moved if necessary to provide space for the floor plan, but only with the permission of the CAD Section manager.

#### Revising an Existing Drawing:

- 1) Locate and open the drawing to be revised through the file directory as described in "Drawing File Names & Locations" above.
- 2) Use the existing blocks from '\_Block Inventory.dwg' (to be provided by UIC's Office for Capital Programs). Obtain symbols by using the INSERT command.
- 3) Use the existing layers, colors, line types, and fonts as provided in the file.

#### Starting a New Drawing:

- 1) Insert block named A-Shbd-TitleBlock-16<sup>th</sup>.dwg into the x,y coordinates '0,0'. Explode the block. The standard layer names, line types, and line colors are now imported. Proceed as in steps 2) and 3) of "Revising an Existing Drawing" above.
- 2) If starting a new roof plan, insert block named A-Roof\_Symbols.dwg (roof symbols) into the drawing and explode the block.

#### Plot Settings:

Use the 'Standard Pen Settings 16<sup>th</sup>.ctb' file for the pen settings. UIC's Office for Capital Programs will provide the file.

## **APPENDIX K:**

### **The University of Illinois at Chicago Office of Capital Planning and Project Management**

#### **Division Names & Abbreviations**

(As-Builts, Remodeling and Shop Drawings, and Specifications Only)

##### Abbreviation: Description:

A	Architectural
F	Architectural - Furniture
K	Architectural - Kitchen/Food Service Equipment
LAB	Architectural - Laboratory Casework
C	Civil/Site, Plat of Survey
D	Demolition
HAZ	Demolition - Hazardous Material/Asbestos Abatement
E	Electrical - Power, Lighting, and Others
IT	Electrical - Information Technology System (Video and Audio System)
T	Electrical - Telecommunication (Telephone and Computer Lines)
SEC	Electrical – Security
FA	Electrical – Fire Alarm
G	General – Title Sheet, Index
GR	Graphics & Signage
L	Landscape
M	Mechanical
H	Mechanical - Heating/Piping
HV	Mechanical - Heating and Ventilation
HVAC	Mechanical - Heating, Ventilation, and Air-conditioning
FP	Mechanical - Fire Protection/Sprinkler System
P	Mechanical - Plumbing
S	Structural
Q	Equipment – Elevator, MRI, X-ray, etc. (UIC Departmental use only)
AE	Architectural and Electrical
AME	Architectural, Mechanical, and Electrical
ME	Mechanical and Electrical
PPF	Mechanical - Plumbing & Fire Protection
SPEC	Various Divisions of Specifications (UIC Departmental use only)

**Naming of Sheet (or Drawing) Number:**

Type the sheet name in this format:

**(DIVISION ABBREVIATION) – (SHEET)**

Sheet numbering shall begin with the division abbreviation (see *Division Names & Abbreviations*) followed by a dash. The last set of characters must be the page number of the sheet, starting with 1, followed by 2, and increasing in ascending order. The numbers reset to 1 at the start of each different division. Note: For all drawings where the floor identification code is not applicable, leave it blank.

Examples of a set of drawings with sheet names in ascending order:

G-1	A-1	P-1	HVAC-1	E-1
G-2	A-2	P-2	HVAC-2	E-2
C-1	A-3	P-3	HVAC-3	E-3
	A-4	P-4	HVAC-4	E-4
	A-5			
	A-6			

**Drawing or Document Types:**

**As-Built Drawings (AB):** The first (original) set of drawings for a new building or any set of drawings that encompasses the entire building or a major part of it. This includes the original construction phases, additions and annexes. Full building renovations may be included if the majority of the existing building’s interior and structure has been gutted or revised. These drawings are created by the architect, engineer, or consultant. Note: The word “As-Built” has a second definition, referring to the final submittal of any drawing type; this definition is not used here, because all drawings are the latest available submittal. (Note for UIC OCP Archives only: In the case that a true as-built set does not exist, the earliest acquired drawing set may be substituted for it. If an as-built drawing by the architect, engineer, or consultant does not exist, a Shop Drawing may be substituted for it).

**Remodeling Drawings (RM):** Any drawings created by an architect, engineer, or consultant for a project that revises a part or parts of the existing building.

**Site-Work Drawings (SW):** Any drawings for a project that relates to exterior utilities, properties or roads.

**Shop Drawings (SH):** Any drawings created by a contractor, sub-contractor, or manufacturer.

**Specification Documents (SP):** A text document or series of documents that specifies the construction procedure for any building project.

**Asbestos Report Documents (AR):** Documents specifically designed for asbestos inspection and management reporting.

## **Naming the Autocad or Electronic Document File**

Type the file name in this format:

**(BLDG. NO.) – (SET) – (YEAR) – (DIVISION) – (SHEET) – (TYPE)**

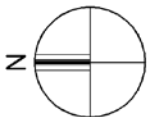
- Example #1: 601-001-1967-A-001-AB
- Example #2: 601-001-1967-SPEC-000-SP (UIC Departmental use only)
- Example #3: 601-001-1998-E-010-SH
- Example #4: 601-024-1971-P-010-RM
- Example #5: 601-001-1970-D-000-AR
- Example #6: 601-700-1998-E-008-RM
- Example #7: 948-700-1999-A-003-AB
- Example #8: 948-700-1999-SPEC- 001-SP (UIC Departmental use only)
- Example #9: 948-701-2002-HVAC-009-RM
- Example #10: 948-C10089-2009-HVAC-001-RM

Where:

- The first set of characters (Bldg. No.) represents the UIC building number.
- The second set of characters (Set) represents the middle 3 digits of the UIC project number. For project numbers with phases designated by a letter at the end, add the letter into the set numbers. (Example: For project number 948-700-99A, use set number *700A*). If the project number is not applicable, the set number will start with 001, the next will be 002, and so on in an ascending order. (Note for UIC Departmental use only: If there are remodeling drawings without a project number, use the middle set number of the former drawing filing number (i.e., for 601-24-5, use 024).
- The third set of characters (Year) represents the year (in four digits) as given in the project number. If the project number is not applicable, the number will be the latest date from the document.
- The fourth set of characters (Division) represents the division (see *Division Names & Abbreviations* above).
- The fifth set of characters (Sheet) represents the page number starting with 001, followed by 002, and increasing in ascending order. The numbers reset to 001 at the start of each different division. Note: Do not place any floor identification code in this spot.
- The sixth set of characters (Type) identifies the type of drawing (see *Drawing or Document Types* above).


**APPENDIX L:**  
**The University of Illinois at Chicago**  
**Office of Capital Planning and**  
**Project Management**

APPENDIX L



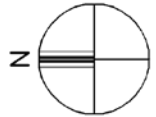
REVISIONS		DATE		BY	
NO.	DATE	07-23-01	RH		
1					

FIRST FLOOR PLAN		DATE	07-23-01
BUILDING		SCALE	1/16" = 1'-0"
ARCHITECTURE AND ART BUILDING		DRAWN BY	RH
845 WEST HARRISON STREET		FILE NO.	628-2
 <b>THE UNIVERSITY OF ILLINOIS AT CHICAGO</b> <b>OFFICE FOR CAPITAL PROGRAMS</b>		SHEET	2 OF 20
		DWG. NO.	A-2


CADFILES (J: DRIVE)\DWGS\EASTSIDE\628\628-2.DWG

This drawing is for planning purposes only. This drawing should not be used for construction.  
Refer to as-built drawings for further information. All conditions and dimensions must be verified in the field.  
**FOR THE CAD FILES**



REVISIONS		DATE		BY	
NO.	DATE	08-03-01	RH		
1					

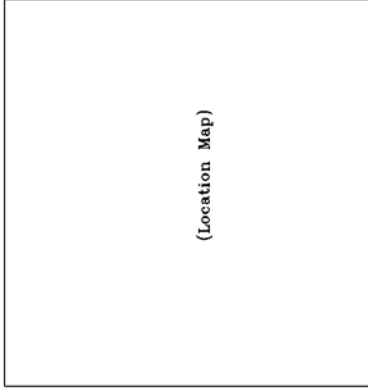
SUB-BASEMENT PLAN		DATE	07-23-01
PROJECT / BUILDING		SCALE	1/4" = 1'-0"
REMODELING COLLEGE OF ARCHITECTURE AND THE ARTS		DRAWN BY	RH
ART & ARCHITECTURE BUILDING		CHECKED BY	XYZ
845 WEST HARRISON STREET		APPROVED BY	OCF
 <b>THE UNIVERSITY OF ILLINOIS AT CHICAGO</b> <b>OFFICE FOR CAPITAL PROGRAMS</b>		FILE NO.	628-C10019-2001
		SHEET	30 OF 150
		DWG. NO.	A-25

FOR REMODELING & AS-BUILTS 601-C10019-2001-A-025-RM.DWG

**APPENDIX M:**

**UIC Project No. (Place number here)**  
**(Place Name of the Project Here)**  
**The University of Illinois at Chicago**  
**Chicago, Cook County, Illinois**

Owner:  
**The University of Illinois Board of Trustees**  
 Campus Management Department:  
**Office for Capital Programs**



Location Map

**Index to Drawings**

General	Architectural	Electrical	Mechanical	Plumbing
G-1 (place description here)	A-1 Basement Plan	E-1	M-1 Basement Mechanical Plan	P-1 Basement Plumbing Plan
C-1 (place description here)	A-2 First Floor Plan	E-2	M-2 First Floor Mechanical Plan	P-2 First Floor Plumbing Plan
	A-3 Elevations			
	A-4 Sections			
	A-5 Details			

(PROFESSIONAL SEAL)

**Major Design Firm**  
 PROFESSIONAL NAME  
 ADDRESS  
 CITY AND STATE  
 TELEPHONE

**Other Design Firm**  
 PROFESSIONAL NAME  
 ADDRESS  
 CITY AND STATE  
 TELEPHONE

**Other Design Firm**  
 PROFESSIONAL NAME  
 ADDRESS  
 CITY AND STATE  
 TELEPHONE

**Other Design Firm**  
 PROFESSIONAL NAME  
 ADDRESS  
 CITY AND STATE  
 TELEPHONE

**Other Design Firm**  
 PROFESSIONAL NAME  
 ADDRESS  
 CITY AND STATE  
 TELEPHONE

NO.	DATE	REVISION	TITLE SHEET
1	11-22-08		PROJECT: COLLEGE OF ARCHITECTURE AND THE ARTS
2	11-22-08		PROJECT: COLLEGE OF ARCHITECTURE AND THE ARTS
3	11-22-08		PROJECT: COLLEGE OF ARCHITECTURE AND THE ARTS
4	11-22-08		PROJECT: COLLEGE OF ARCHITECTURE AND THE ARTS
5	11-22-08		PROJECT: COLLEGE OF ARCHITECTURE AND THE ARTS
6	11-22-08		PROJECT: COLLEGE OF ARCHITECTURE AND THE ARTS
7	11-22-08		PROJECT: COLLEGE OF ARCHITECTURE AND THE ARTS
8	11-22-08		PROJECT: COLLEGE OF ARCHITECTURE AND THE ARTS
9	11-22-08		PROJECT: COLLEGE OF ARCHITECTURE AND THE ARTS
10	11-22-08		PROJECT: COLLEGE OF ARCHITECTURE AND THE ARTS

**UIC**  
 THE UNIVERSITY OF ILLINOIS AT CHICAGO  
 OFFICE FOR CAPITAL PROGRAMS



## **APPENDIX N:**

### **The University of Illinois at Chicago (UIC) Room and Floor Numbering Guidelines**

#### **Introduction:**

There are two equally important purposes for space numbering and the accompanying signage: one is to easily direct a visitor to a person or function (way-finding), and the other is to uniquely identify and manage space and its attributes within the Archibus Computer Aided Facility Management (CAFM) system.

To accomplish these purposes, appropriate room and floor numbers must be determined, based on the UIC Room and Floor Numbering Guidelines. Current room and floor numbering will continue to be used, unless opportunities to renumber occur due to renovation or new construction. Renumbering of any space must be done in conjunction with the Facilities Management Administration Carpenter Shops to ensure that duplicate room numbers are not assigned and that these guidelines are applied consistently.

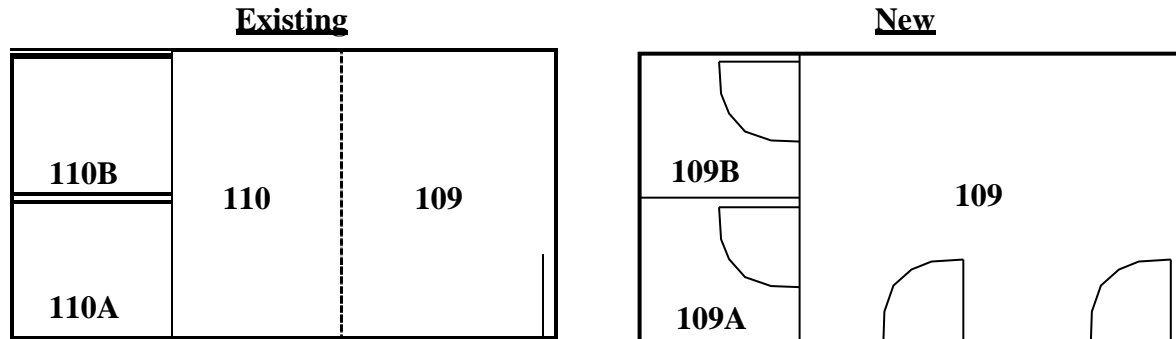
Room and floor number planning should be done prior to the start of any project. Working drawings for renovation or new construction should conform to these guidelines, which should be distributed and discussed, if necessary, at all project kick-off meetings when other University standards are provided to architects, engineers, contractors and consultants. The project architect must number all spaces on the schematic design plans in accordance with these standards. Upon completion of the schematic design drawings, the campus project manager will submit them to Facilities Management Administration Carpenter Shops for review and revision, where necessary. The approved or approved-as-revised drawings will be returned to the campus project manager for distribution to the architect. Contact Facilities Management Lock Shop Division to schedule reviews of any plans to renumber rooms or if you have questions regarding these guidelines.

UIC's CAFM system is a tool that helps to identify, manage, and relate ALL campus spaces to a database and a graphical representation of that space. Therefore, ALL spaces MUST be identified and numbered with a unique identifier, even though all spaces may not be a part of the sequential numbering system used to direct people to spaces. The unique identifier in CAFM consists of three fields: the building number, the floor number, and a unique room number.

#### **Basic Guidelines:**

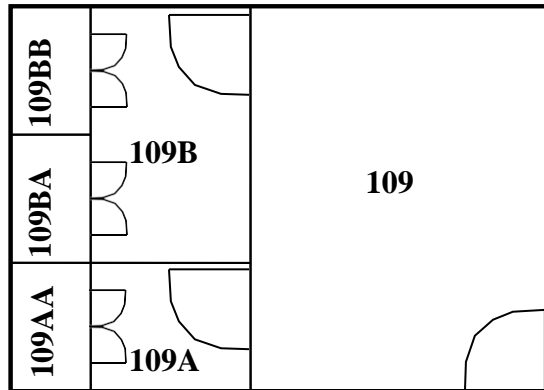
1. Each space within a facility must have a number associated with it. This includes both assigned spaces, such as offices, laboratories, classrooms, and residential rooms, and non-assignable spaces, such as corridors, stairs, mechanical rooms, electrical closets, and janitor closets.
2. Room numbers should consist only of numbers, with alpha or numeric prefixes and suffixes, if necessary, e.g., A101A. There should be no hyphens, commas or spaces. Furthermore, no room should be designated by a single alpha character, such as A or C.

- In cases where two spaces are combined into one, the lower room number should be used to identify the resulting space, unless funds to do so are not available. For example, in the drawing below, if room numbers 110 and 109 are combined, the resulting space should be numbered 109, 110A should be renumbered 109A, and 110B should be renumbered 109B.



- All floors will be designated by a floor number representing the floor level. The floor numbering should begin with the lowest substantially occupied level, e.g., 01. Floor numbering will be assigned to all levels, including roofs and penthouses, to clearly denote a floor's location relative to the entire building. If a new building will connect to existing facilities, consideration must be given to matching the level designations and descriptions of the adjoining facilities. (See Standard Floor Designation Guidelines, p. 4.)
- If a building has fewer than 10 levels, including roof and penthouse levels, and no level has more than 99 spaces, room numbers will consist of three digits, with the first designating the floor number and the second and third designating the space. If either condition is not met, room numbers will consist of four digits.
- Rooms bordering a corridor should be assigned odd numbers on one side of the corridor and even numbers on the other, with numerically close numbers adjacent where possible. It is often necessary to skip certain numbers entirely to allow for future numbering changes. Similar to street addresses, even numbers should be assigned to rooms on the north or west side of a corridor and odd numbers to rooms on the south or east side, with sequential numbers across a corridor, skipping numbers as necessary to maintain number relationship.
- Room numbering must first be considered in terms of providing way-finding. Where room numbering begins is therefore usually specific to a building. Numbering should begin at the main entrance to a floor, usually at the main entrance to the building for the first floor or at the elevator lobby for upper floors. Building base numbers should start at the same place on each floor whenever possible. From that point, numbering should ascend in a clockwise direction.
- Spaces, not doors, should be numbered. If there is more than one door opening into a single space, all doors should have the same number. An exception to this rule may be made for a space that opens onto two separate corridors. In that case, separate numbers may be used in order to facilitate way-finding.

9. Alpha suffixes should be used for rooms inside rooms. Interior spaces opening off a base space should receive the base space's number with alpha suffixes, such as 109A, 109B, etc. Interior spaces should be numbered clockwise about the base space, with the interior space closest to the principal entry assigned suffix A. For example, a numbered space inside 109A should be designated 109AA, and two interior closets in 109B should be designated 109BA and 109BB (see drawing below). Individual spaces inside a large numbered space, such as a library reading room or an open-plan office, may be assigned their own sequential numbers.



10. Cubicles inside a large space should be given the base space number followed by CU & numeric suffix (eg. 109CU1).
11. All spaces, including restrooms, storage, janitor closets, and telecom/network closets, should be numbered sequentially with other spaces. All doors opening off corridors or public spaces should be labeled with a permanent identifying number, including restroom, closet and mechanical room doors.
12. Vertical Transport Penetrations should be labeled as follows:  
Stairs: floor number, S, stair number, e.g., on the 9<sup>th</sup> floor, stair number 6 should be labeled 9S6.  
Elevators: E, elevator number, e.g., elevator number 6 should be labeled E6.
13. A zone is an area that is part of a room or corridor which is set apart as a distinct use from the surrounding or adjoining part by the use of furniture, steps, carpet, tile patterns, or ceiling heights, but not fully enclosed by walls or partitions. If the zone is not physically bounded, a dashed line shall be shown on the floor plan drawing to indicate a perceived boundary. Room numbers for spaces designated as zones will begin with the room number that they are associated with, followed by Z and a numeric suffix. (example: 100Z1).

## Standard Floor Designation Guidelines:


### 1. Sub-Basement

Sub-Basement floor refers to a single level or partial level below the main basement level.

In cases where there is only one sub-basement level, the floor identification code and architectural plan sheet identifier should be SB. The Office for Capital Programs (OCP) CAD drawing Floor Description name should be “Sub-Basement Plan.”

In cases where there is more than one sub-basement level, the floor identification codes and architectural plan sheet identifiers should be SB1, SB2, etc., and the Office for Capital Programs (OCP) CAD drawing Floor Description name should be “First Sub-Basement Plan,” “Second Sub-Basement Plan,” etc.

**Floor Description**

REVISIONS			SUB-BASEMENT PLAN	DATE	PROJECT NO.	
NO.	DATE	BY		07-23-01	601-C10019	
1	08-03-01	RH	PROJECT / BUILDING REMODELING COLLEGE OF ARCHITECTURE AND THE ARTS ART & ARCHITECTURE BUILDING 845 WEST HARRISON STREET	SCALE 1/4"=1'-0"	FILE NO. 628-C10019-2001 -A-025-RM	
			 THE UNIVERSITY OF ILLINOIS AT CHICAGO OFFICE FOR CAPITAL PROGRAMS	DRAWN BY RH	SHEET 30 of 150	
				CHECKED BY XYZ	APPROVED BY OCP	DWG. NO. A-25
				APPROVED BY OCP		

FOR REMODELING & AS-BUILTS 601-C10019-2001-A-025-RM.DWG

**Division** \_\_\_\_\_

**Sheet** \_\_\_\_\_

### 2. Basement

Basement refers to levels below grade or below the main “walk-in” floor. Basement floors should be numbered in ascending order starting with the floor just below the first floor and moving downward.

In cases where there is only one basement level, the floor identification code and architectural plan sheet identifier should be B. The Office for Capital Programs (OCP) CAD drawing Floor Description name should be “Basement Plan.”

In cases where there is more than one basement level, the floor identification codes and architectural plan sheet identifiers should be B1, B2, etc., and the Office for Capital Programs (OCP) CAD drawing Floor Description name should be “First Basement Plan,” “Second Basement Plan,” etc.

### 3. Mezzanine

Mezzanine refers to levels or partial levels between two standard floors.

Mezzanines should be numbered to reference the standard floor they are above, i.e., M01, First Floor Mezzanine, would be above the first floor. The floor identification codes and architectural plan sheet identifiers should be M01, M02, M03, M10, etc. The Office for Capital Programs (OCP) CAD drawing Floor Description name should be “First Floor Mezzanine,” “Second Floor Mezzanine,” etc.

#### **4. Standard Floors**

Standard floors refer to main levels or stories. Most floors fall into this category. Standard floors should be numbered in ascending order starting with the main “walk-in” floor and moving upward.

Floor identification codes and architectural plan sheet identifiers should be 01, 02, ...10, 11, etc., and the Office for Capital Programs (OCP) CAD drawing Floor Description name should be “First Floor Plan,” “Second Floor Plan,” etc.

Other floor names, such as concourse level, lower level, and attic floor, will no longer be used.

#### **5. Roof**

Roof refers to levels above the standard floors that are usually not enclosed. They may include unassigned space, such as mechanical equipment areas, stairs, ladders, etc.

The full roof plan will be reflected on the CAD plans for sheet naming and numbering purposes only. The floor identification code should be R, and the Office for Capital Programs (OCP) CAD drawing Floor Description name should be “Roof Plan.”

The roof plan will be sub-divided into roof zones defined by level changes, parapet walls, or expansion joints. Each roof zone will be assigned a unique 5-digit number, with the first 3 digits being the UIC building number and the last 2 the roof zone designation in ascending order, i.e., 01, 02, 03, etc.

#### **6. Penthouse**

Penthouse refers to enclosed portions of a level above the main floors, and often above the roof, which typically contain stairs, elevators and mechanical equipment.

In cases where there is only one penthouse level, the floor identification code and architectural plan sheet identifier should be P. The Office for Capital Programs (OCP) CAD drawing Floor Description name should be “Penthouse Plan.”

In cases where there is more than one penthouse, the floor identification codes and architectural plan sheet identifiers should be P1, P2, etc., and the Office for Capital Programs (OCP) CAD drawing Floor Description name should be “First Penthouse Plan,” “Second Penthouse Plan,” etc.

#### **7. Special Circumstances or Exceptions**

Special circumstances not addressed in the guidelines above will be resolved on a case-by-case basis by the Office of Facility Planning and Space Analysis and the Facilities Management Administration Lock Shop Division.

**APPENDIX O:****The University of Illinois at Chicago (UIC)  
CAD Layers for Preliminary Submittal**

Layer names to be used for the Official Floor Plans received two weeks after bids are received.

<b>Layer</b>	<b>Description</b>	<b>Color</b>
A-Door	Doors	Cyan-4
A-Door-Prht	Access Door (line type: hidden2)	Cyan-4
A-Flor	Edge of floor by opening (ex: atrium space)	Green-3
A-Flor-Evtr	Elevator	Green-3
A-Flor-Ovhd	Overhead Elements (ex: soffit)(line type: hidden2)	Green-3
A-Flor-Strs	Stairs, Elevators, Ladders	Green-3
A-Flor-Tptn	Toilet Partitions	Green-3
A-Furn	Furniture	Light Grey-9
A-Glaz	Windows, Glass	Cyan-4
A-Roof	Roof, Roof Drains & Hatch (cyan-4)	Yellow-2
A-Roof-Misc	Roof- Lower Levels & Equipment	Light Grey-9
A-Roof-Strs	Roof Stairs	Green-3
A-Shbd	Drawing Sheet, Border, Title Block, North Arrow	Magenta-6
A-Wall	Full-height Walls/Partitions/Shfts	Blue-5
A-Wall-Move	Movable/Cubical Partitions	Grey-8
A-Wall-Prht	Permanent Partial-height Walls/Partitions	Light Grey-9
E-Equip	Electrical Equipment – Fixed	Red-1
M-Equip	Mechanical Equipment	Red-1
P-Fixt	Plumbing Fixtures	Green-3
Rm\$txt	Room Number	Cyan-4
S-Cols	Columns	Red-1
S-Cols-Hatch	Column Hatching	Red-1
S-Grid	Column Grid	Grey-8
S-Grid-Dim	Column Grid Dimensions	Light Grey-9
S-Grid-Iden	Column Grid Bubbles	Light Grey-9
S-Fndn	Foundation Wall in Crawl Space	Light Grey-9