

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.

## 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.

Layer	Description	Color
A-Door	Doors	Cyan-4
A-Door-Prht	Access Door (line type: hidden2)	Cyan-4
A-Flor-Iden		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-Furn	Furniture	Light Grey-9
A-Glaz	Windows, Glass	Cyan-4
A-Roof	Roof, Roof Drains & Hatch (cyan-4)	Yellow-2
A-Shbd	Drawing Sheet, Border, Title Block, North Arrow	Magenta-6
A-Text	Text	White-7
A-Wall	Full-height Walls/Partitions/Shfts	Blue-5
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

### **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 CAD Standards.

## EXECUTIVE SUMMARY OF CAD STANDARDS:

**FORMAT:** All CAD drawings must be submitted either on a labeled CD-R or DVD discs, E-Mail, or Dropbox. All drawings shall be in AutoCAD (must be release **2013**) format with “write” access.

**EXTERNAL REFERENCE (XREF) FILES:** When drawings are submitted to the Archives Section by UIC departments or outside firms, drawings must be bound (using AutoCAD application command) and all external references must be 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 **1/8** on printed drawings.

**LINE TYPE SCALE:** The line type scale should be set to **1/2** 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. All blocks **SHOULD** be on layer **0**.

**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

**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.

#### **SUBMITTAL:**

- 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 3 & 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 6-11).

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

## **CAD STANDARDS Last updated: November 09, 2017**

The purpose of this document is to define the University of Illinois at Chicago Office of Capital Planning and Project Management'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 of Capital Planning and Project Management's CAD Standards.

In the event that you have any questions or suggestions regarding these standards, please contact Patricia Pac at bpac2@uic.edu.

**All drawing files submitted to the University of Illinois at Chicago Office of Capital Planning and Project Management Archives Section (and, in some cases, those submitted to the 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 as AutoCAD (release 2013) 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.

**Drawing Units:**

All CAD files need to be drawn using architectural units (ft & in). NO Metric equivalents.

**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 Archives 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 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 2013) 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.

**Drawing Units:**

All CAD files need to be drawn using architectural units (ft & in). NO Metric equivalents.

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

Title block shall be placed on the lower left hand corner point.

**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 of Capital Planning and Project Management

**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 Archives Section by UIC departments or outside firms, **drawings must be bound** (using AutoCAD application command) and all external references eliminated.

**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 of Capital Planning and Project Management Archives 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 of Capital Planning and Project Management Archives Section manager before use. See Appendix C for Non-Standard Text Request Form.

**Text Size:**

The minimum plotted text size shall be 1/8." See Appendix D - Drawing Scale Chart for Drawings. Text shall all be **UPPERCASE**, except cases where symbols require lower case letters.

**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. ALWAYS use associative dimensioning.

**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'.

**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 that 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 of Capital Planning and Project Management Archives 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:

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

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-Built' (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).

**APPENDIX A:**

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

**Layer Names**

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 of Capital Planning and Project Management Archives Section manager and should follow **AIA CAD layering guidelines**. See Appendix B for Non-Standard Layer Request Form.

**APPENDIX B:**  
**The University of Illinois at Chicago**  
**Office of Capital Planning and Project Management**  
**Non-Standard Layer Request Form**

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 of Capital Planning and Project Management Archives Section manager and should follow the AIA CAD layering guidelines.

Layer Name:	Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPROVED Yes [ ] No [ ]

Archives Section Manager \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX C:**

**The University of Illinois at Chicago  
Office of Capital Planning and Project Management  
Non-Standard Text File Request Form**

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

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

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

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

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

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

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

APPROVED

Yes [ ]

No [ ]

Archives Section Manager \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX D:**

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

**Drawing Scale Chart**

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:**

**The University of Illinois at Chicago  
Office of Capital Planning and Project Management  
Non-Standard Line Type Request Form**

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

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

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

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

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

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

APPROVED

Yes [ ]

No [ ]

Archives Section Manager \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX F:**

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

**Line Type Scale Chart**

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 G:**

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

**Pen Thickness Form**

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

Project # \_\_\_\_\_

Drawing Name: \_\_\_\_\_

Drawing File Name: \_\_\_\_\_

Sheet Number: \_\_\_\_\_

Please specify pen widths used for hard copy plots.

PEN#	MONITOR COLOR	PEN WIDTHS (mm)
1	RED	
2	YELLOW	
3	GREEN	
4	CYAN	
5	BLUE	
6	MAGENTA	
7	WHITE	
8	DK GRAY	
9	LT GRAY	

Please return this form or include Plotter configuration (PC2) files when submitting final CAD disk.

**APPENDIX H:**

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

**List Of Autocad Text Styles**

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 of Capital Planning and Project Management Archives 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    TECHNICALITE    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>	<i>COMPLEX</i>	<i>ARIAL (regular)</i>	<i>ARIAL</i>
<i>ROMANC.shx</i>	<i>ROMANC</i>	<i>ARIAL BLACK</i>	<i>ARIAL BLACK</i>
<i>ROMAND.shx</i>	<i>ROMAND</i>	<i>ARIAL (bold)</i>	<i>ARIALB</i>
<i>ROMANS.shx</i>	<i>ROMANS</i>	<i>TECHNIC</i>	<i>TECHNIC</i>
<i>ROMANT.shx</i>	<i>ROMANT</i>	<i>TECHNICLITE</i>	<i>TECHNICLITE</i>
<i>SIMPLEX.shx</i>	<i>SIMPLEX</i>	<i>SANSSERIF</i>	<i>SANSSERIF</i>

**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’

**CAD File Drawing Layout Instructions (For Internal Use by CPPM 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
A-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/Shafts	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:

(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 Archives 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 of Capital Planning and Project Management). 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 of Capital Planning and Project Management will provide the file.

**APPENDIX K:**

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

**Division Names & Abbreviations**

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

<u>Abbreviation</u>	<u>Description</u>
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
PFP	Mechanical - Plumbing & Fire Protection
SPEC	Various Divisions of Specifications (UIC Departmental use only)

**Sheet and Drawing Numbering:**

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 CPPM 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 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
1	07-23-01	RH	
<p><b>FIRST FLOOR PLAN</b></p> <p>BUILDING  <b>ARCHITECTURE AND ART BUILDING</b>            845 WEST HARRISON STREET</p> <p> <b>THE UNIVERSITY OF ILLINOIS AT CHICAGO</b>  <b>OFFICE OF CAPITAL PLANNING &amp; PROJECT MANAGEMENT</b></p>			
		DATE	07-23-01
		SCALE	1/4"=1'-0" RH
		FILE NO.	628-2
		SHEET	2 OF 20
		DWG. NO.	A-2

CADFILES (G: 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
1	08-03-01	RH	
<p><b>SUB-BASEMENT PLAN</b></p> <p>PROJECT / BUILDING  <b>REMODELING COLLEGE OF ARCHITECTURE AND THE ARTS</b>  <b>ART &amp; ARCHITECTURE BUILDING</b>            845 WEST HARRISON STREET</p> <p> <b>THE UNIVERSITY OF ILLINOIS AT CHICAGO</b>  <b>OFFICE OF CAPITAL PLANNING &amp; PROJECT MANAGEMENT</b></p>			
		PROJECT NO.	601-C10019
		FILE NO.	628-C10019-2001
		DRAWN BY	-A-025-RM
		CHECKED BY	XYZ
		APPROVED BY	CPM
		APPROVED BY	CPM
		SHEET	30 OF 150
		DWG. NO.	A-25

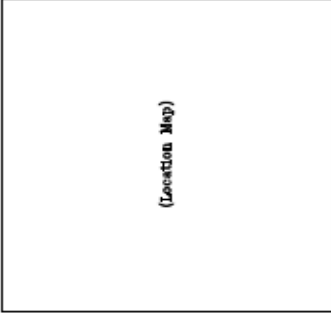
FOR REMODELING & AS-BUILTS 601-C10019-2001-A-025-RM.DWG

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

**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 Planning & Project Management**



(Location Map)

Location Map

**Index to Drawings**

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

**Major Design Firm**  
PROFESSIONAL FIRM  
ADDRESS  
PHONE  
TELEPHONE

**Other Design Firm**  
PROFESSIONAL FIRM  
ADDRESS  
PHONE  
TELEPHONE

**Other Design Firm**  
PROFESSIONAL FIRM  
ADDRESS  
PHONE  
TELEPHONE

**Other Design Firm**  
PROFESSIONAL FIRM  
ADDRESS  
PHONE  
TELEPHONE

(PROFESSIONAL SEAL)



**APPENDIX N:**

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

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

For all UIC Room and Floor Numbering information, please refer to the guidelines provided by the Facilities Management Administration Lock Shop Division.