**VCU**

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## Requirements for Final Deliverables for the VCU Building Document Archives
**Office of Space Management | Facilities Management Department**
**Contact: fmdspace@vcu.edu**
**Updated on: 06/05/2025**

The standards listed below are required by the Office of Space Management (OSM) for any project completed on the Monroe Park or MCV Campus, as these documents will live permanently in our digital archives.

These deliverables must be submitted to OSM and the appropriate VCU project manager via upload to Trimble Unity Construct ("e-Builder") and/or download link sent to the OSM email above **within 90 calendar days** of receiving the temporary Certificate of Occupancy, or final payment may be withheld.

## 1. RECORD DRAWINGS

A. File Naming Convention
- **Project Completion Year-Building Number-Sheet Number** (example: "2019-0166-E-2")
- Both PDF and DWG files should read with the exact same file name
  (*example:* "2019-0166-E-2.pdf" & "2019-0166-E-2.dwg")
- **Please confirm VCU building number** with VCU project manager or OSM

B. PDF Files
- **Each drawing sheet in the set should be delivered as an individual PDF file**
- All files should be produced and delivered as full size sheets that view on both screen and print to the exact scale of the originally issued sheets

C. DWG Files
- **Each drawing sheet in the set should be delivered as an individual DWG file**
- All 3D objects including but not limited to: walls, columns, windows, doors and furniture should be flattened and reduced to basic AutoCAD linework representing the 2D view of the floor plan
- Layer naming should follow the U.S. National CAD Standard, current version of AIA CAD/Layer Guidelines for Layer Naming

X-REF used in DWG files:
- All X-REF must be attached and included with deliverables
- A single drawing using multiple external reference files ("X-REFs") should be bound into one file prior to submission of the drawing set
- Binding should be done in such a way as to exclude the X-REF file name within the layer names. When using AutoCAD, this should be done using the "Bind, Insert" option rather than the "Bind, Bind" option during the binding process
- When binding the file, all layers, colors, line types, and other settings should be set as they were when the file was plotted to create the physical drawing set

## 2. SPECIFICATIONS, O&M MANUALS, WARRANTIES, STUDIES

- For any/each of the above: (1) separate, consolidated file in PDF format
- The project Architect/Engineer is responsible for ensuring that all specific deliverables stated in the Contractor's contract are included in the Specifications/O&M Manual when delivering to the VCU project manager. **See Section 10.20 of the HECO Manual for O&M Manual contents.**

## 3. VIRTUAL MODELS

- A link to VCU's current BIM Standards can be found on the Planning & Design Resources page
- Models meeting the Architect/Engineer's established BIM standards are acceptable

## 4. PROPERTY AND SITE SURVEYS

- Must be on State Plane Coordinate Systems

## 5. MASTER PLANS

- (1) complete physical set, printed and bound
- (1) complete set in PDF file format
- All graphics used must be included separately in JPEG or PNG format, minimum 600dpi resolution

**Please direct any questions to the VCU Office of Space Management (fmdspace@vcu.edu) for clarification.**