



## Requirements for Final Deliverables for the VCU Building Document Archives

VCU FMD Office of Space Management

Updated on: 10/27/2021

The standards listed below are the minimum deliverables required by the Office of Space Management for any project completed on the Monroe Park or VCUHS Campus.

These deliverables must be turned in - via electronic file drop or email - to the Office of Space Management ([fmdspace@vcu.edu](mailto:fmdspace@vcu.edu)) and the appropriate VCU project manager within 90 calendar days of receiving the temporary Certificate of Occupancy or final payment may be withheld.

### 1. Record Drawings

#### A. Naming Convention for Electronic Drawings

- Project Completion Year-Building Number-Sheet Number (example: "2019-0166-E-2")
- Both PDF and DWG files should read with the exact same name ("2019-0166-E-2.pdf" and "2019-0166-E-2.dwg")

#### B. PDF Files

- Each drawing sheet in the set should be delivered as a separate 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 a separate 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, Operating & Maintenance Manuals, Warranty Information and Studies**

- 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 upon deliverance to the VCU project manager. **See Section 10.20 of the HECO Manual for O&M Manual contents.**
- (1) consolidated file in PDF format (.pdf)

**3. Virtual Models**

\*Please contact the Office of Space Management ([fmdspace@vcu.edu](mailto:fmdspace@vcu.edu)) for specific, current BIM requirements\*

**4. Property and Site Surveys**

- Must be on State Plane Coordinate Systems

**5. Master Plans**

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

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