

Project Close - Documents for the GES Document Archive

The HECO Manual and Facilities Design Guidelines support the following guidelines

Post the following Project Documents to the eBuilder PROJECT SITE in the appropriate folder:

The A&E will post these files on the eBuilder PROJECT SITE:

- **RECORD DRAWINGS** which incorporate RFIs, bulletins, sketches, and as-built markup from construction contractors, in both AutoCAD and PDF formats
- **RECORD PROJECT MANUAL** - Single consolidated PDF file
- **BIM models** – the final version of any Revit and Navisworks files used in design or clash detection. Note that a BIM file does not replace the required CAD file submission.
- **CALCULATIONS** - structural, hydraulic/SPRINKLER, storm water, mechanical, electrical/lighting - as applicable to the project
- **SUBMITTALS & SHOP DRAWINGS** Deliver approved product data submittals as digital files in PDF format plus one print copy for projects at the Health System (deliver to UVa PM or CAM). File names should begin with the CSI MasterFormat section number for all submittals and shop drawings.
- **OPERATIONS & MAINTENANCE MANUALS** Deliver approved O&M Manuals as digital files in PDF format. Initial view of PDF file should open to functional bookmark panel with links to sections. One print copy for Academic Division projects and two print copies for Health System projects are required (deliver to UVa PM or CAM).

The General Contractor will post these files on the eBuilder PROJECT SITE:

- **EQUIPMENT LIST AND PERIODIC MAINTENANCE SCHEDULE** - the FM Asset Turnover Form for ID-numbered Equipment
- **WARRANTIES** in PDF format
- **COMMISSIONING REPORT** in PDF format
- **TAB REPORTS** in PDF format
- **Building Automation (BAS)** documentation in PDF format
- **PHOTOGRAPHS** taken during construction
- **SPECIAL TESTING REPORTS** (if applicable) in digital format
- **GEOPIER or CAISSON DRILLING LOGS**

Upon project close, the Project Manager will submit digital and print files produced during the management of the project (those not in the eBuilder project site) to FP&C administrative staff for appropriate record retention.

ELECTRONIC SUBMISSION GUIDELINES

Drawing File Types

- Create **PDF files** in AutoCAD with the command Plot to Adobe PDF rather than Export to PDF. This produces a PDF with better functionality and no layers.
- **Single sheet PDF files** are preferred; the drawing files must be in sheet index order

(see instruction on File Names below.)

- **Multipage PDF** files for a drawing set are acceptable. Bookmarks for each sheet should include the drawing name (T0-01, C1-01 and so on.)
- **AutoCAD (.dwg)** files must have all x-refs and image files bound into the individual drawing sheet file. If binding is not possible, please use the eTransmit command to zip all associated image files, etc. together with the individual sheet DWG file. If fonts that are not in the standard AutoCAD group are used, they should be embedded in, or zipped together with, the DWG file. If you are working in a different CAD software package (e.g. Microstation), please submit all files in DWG format *and* in the native file format.

Drawing File Names

- Single sheet PDF file names should begin with a sequential number string—01, 02, 03... so that the digital files appear in sheet index order.
- Following the sheet number, the filename should contain the name of the drawing sheet. For example – “**01 T0-1, 02 T0-2, 03 C1-01, 04 C1-02...**” Please use a dash in place of periods in the file name.
- Both the PDF and DWG files should correspond to an individual sheet in the set.

Folders for Disciplines

- In lieu of one folder containing all of the drawings, discipline-specific folders are also acceptable.
- The files within should be named and numbered according to the naming protocol given above; digital files should appear in sheet index order.

Specifications

- Submit the entire specification manual as a multi-page PDF. (Use multiple volumes as needed.) The PDF should include blank pages so that the files can be printed double-sided, with sections beginning on the right.
- The Project Manual’s Record-revision issue date should be marked on the cover and specifications altered during or before construction through addenda or bulletins should be included in final (not marked-up) format.

Please direct questions to Facilities Management Geospatial Engineering Services. Send email to uvages@virginia.edu or call (434) 243-2566.