

IV. GENERAL GUIDELINES FOR DRAWINGS

ALL DRAWINGS

1. Comply with the UAF CADD Standards for all drawings.
2. Borders for all sheets shall be consistent with the Title Sheet.
3. All sheets shall be stamped, signed, and dated by the responsible professional land surveyor, engineer, or architect.
4. All Drawings shall be indexed by the following list:
 - a. Title Sheet
 - b. General Information Sheets
 - c. Civil Sheets
 - d. Landscape Sheets
 - e. Architectural Sheets
 - f. Lab Casework/Specialty Drawings Sheets
 - g. Structural Sheets
 - h. Mechanical Sheets including Fire Protection
 - i. Electrical Sheets including Fire Protection, Signal, and Security/Access
5. All sheets shall be numbered in accordance with the National Cadd Standards Identification protocols to promote information location consistency. All Sheets shall be named with a short descriptive title such as: "Exterior Wall Sections", "Mechanical Room Piping Layout", "Electrical Power Riser".
6. Within the Architectural Drawing set, the door, glazing, hardware, room finish, signage and other architectural schedules shall be shown.
7. Within the Mechanical Drawing set, the equipment, HVAC, plumbing, air flow, and other mechanical schedules shall be shown.
8. Within the Electrical Drawing set, the equipment, lighting, wiring and other electrical schedules shall be shown.
9. Within the Structural Drawing set, the structural building code and structural design information for design shall be shown on the first sheet of the set.
10. Within the Civil or Survey Drawing set, the survey information and coordinate for known and planned points shall be shown on their respective sheets.
11. Sheet notes shall be shown on their respective drawing or on the next drawing sheet. Sheet notes may not be duplicated in the specifications.

12. Legends shall be provided for all disciplines describing the drawn elements and symbols.
13. Room numbers shall be reviewed and approved by UAF/FS/DDC (Project Manager and Drafter) prior to proceeding past Schematic Design.

TITLE SHEETS

All Project title sheets should have the following:

1. **Title of Project:** University of Alaska Fairbanks
Building Name and Number (i.e. Murie FS982)
Name of Project
Project Number; Project Acronym
UAF Approved Logo (optional)
2. **Administered By UAF/FS Division of Design and Construction**
3. **Project Manager**, Name, Title, email, address, and phone of legible size
4. **Consultant's Name**, Name, Title, email, address, and phone of legible size.
5. **List of All Consultants on Project** (sub-consultants ie. Architects, Engineers, etc.)
6. **Seals of various Consultants and Sub-Consultants**
7. **Vicinity Map** with leader and arrow to project location.
8. **Number:** T1, with date (day/month/year), and revision number. May be more than 1 page, ie. Code Data on T2
9. **Abbreviated List of Alternates** (if applicable)
10. **List and Designation for Addenda Items** (if applicable)
11. **Key Plan of Building** reduced in scale for code analysis

12. Code Analysis – Follow the guidelines established in the National CAD Standard

- List year and code – IBC (organize the following by IBC Chapter Number)
- Building Occupancy: (actual) (code category) (division)
- Types of Construction: (code) (actual) (description)
- Stories: (code) (actual) (description)
- Allowable Area including setback factors and allowances used to determine allowable area
- Actual Area
- Seismic Design Category
- Fire Protection
- ADA Compliant
- Fire Ratings of walls, floors, shafts, stairs
- Control Areas with Table of Allowable Quantities of Hazardous Materials
- Travel Distances
- Project Authority Having Jurisdiction
- Applicable Laboratory Design Information including information on Fume Hoods
- Applicable Plumbing Information including fixture count
- Applicable Mechanical Information including a table of code required ventilation rates
- Applicable Electrical Information including egress lighting requirements

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