AIA LAYER GUIDELINES

THE AIA HAS CREATED GUIDELINES ON LAYER AND SHEET MANAGEMENT. FOR DETAIL INFORMATION CONSULT THE AIA CAD LAYER GUIDELINES. BELOW ARE EXCERPTS FROM THE AIA LAYER GUIDELINES REPORT.

DISCIPLINE CODES
A ARCHITECTURAL
C CIVIL
E ELECTRICAL
F FIRE PROTECTION
G GENERAL
H HAZARDOUS
I INTERIORS
L LANDSCAPE
M MECHANICAL
P PLUMBING
Q EQUIPMENT
R RESOURCE
S STRUCTURAL
T TELECOMMUNICATIONS
X OTHER DISCIPLINES
Z CONTRACTOR/SHOP DRAWINGS

SHEET TYPE DESIGNATORS
0 GENERAL (SYMBOLS, LEGEND, NOTES, ETC)
1 PLANS (HORIZONTAL VIEWS)
2 ELEVATIONS (VERTICAL VIEWS)
3 SECTIONS (SECTIONAL VIEWS)
4 LARGE SCALE (PLANS, ELEVATIONS, NOT DETAILS)
5 DETAILS
6 SCHEDULES AND DIAGRAMS
7 USER DEFINED
8 USERDEFINED
9 3D VIEWS (ISOMETRICS, PERSPECTIVES, PHOTOGRAPHS)

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<tbody>
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AIA LAYER GUIDELINES

DRAWING TYPE CODES THAT APPLY TO ALL DISCIPLINES
--FP FLOOR PLAN
--SP SITE PLAN
--DP DEMOLITION PLAN
--QP EQUIPMENT PLAN
--XP EXISTING PLAN
--EL ELEVATION
--SC SECTION
--DT DETAIL
--SH SCHEDULES
--3D ISOMETRIC/3D
--DG DIAGRAMS

DRAWING TYPE CODE SPECIFIC TO PARTICULAR DISCIPLINES

ARCHITECTURE
A--CP CEILING PLANS
A--EP ENLARGED PLANS
A--NP FINISH PLANS
A--RP FURNITURE PLANS

CIVIL
C--EP ENVIRONMENTAL
C--GP GRADING
C--RP ROADS/TOPOGRAPHIC
C--SV SURVEY
C--UP UTILITY

ELECTRICAL
E--CP COMMUNICATION
E--GP GROUNDING
E--LP LIGHTING
E--PP POWER

FIRE PROTECTION
--VP EVACUATION PLAN (MAY BE BY OTHER DISCIPLINE)
F--KP SPRINKLER PLAN

INTERIORS
I--CP CEILING PLANS
I--EP ENLARGED PLANS
I--RP FURNITURE PLANS
I--NP FINISH PLANS

MECHANICAL
M--CP CONTROL PLANS
M--HP HVAC DUCTWORK PLANS
M--PP PIPING PLANS

STRUCTURAL
S--FP FRAMING PLANS
S--NP FOUNDATION PLANS

TELECOMMUNICATIONS
T--DP DATA
T--TP TELEPHONE

PLUMBING
P--PP PLUMBING PLANS

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This is a color dependant plot file or "ctb" file. Place it in the plot styles directory within your AutoCAD program.

Color 1—red
Thicknss – .15 mm – .0059 inches

Color 2—yellow
Thicknss – .25 mm – .0098 inches

Color 3—green
Thicknss – .50 mm – .0197 inches

Color 4—cyan
Thicknss – .70 mm – .0315 inches

Color 5—blue
Thicknss – .90 mm – .0394 inches

Color 6—magenta
Thicknss – 1.2 mm – .0551 inches

Color 7—white
Thicknss – .25 mm – .0098 inches

Color 8—Dk. grey
Thicknss – .35 mm – .0138 inches
SCREEN 50%

Color 9—Lt. grey
Thicknss – .35 mm – .0138 inches
SCREEN 35%

Remember to also set the color(s) for your dimension style. The dimension, extension lines and leaders should be set to red, Dim Text should be yellow.

Regular text should be white.
Attachment No. 2

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Secondary Sheet Signature Box
(Not To Scale)

1. The name of Engineer/Architect in responsible charge/control of preparing this sheet of the project shall be CAD generated. The Engineer/Architect in responsible charge/control shall sign and date in Box. No. 1 and stamp in Box No. 6 (See below).

2. The name of the Engineer/Architect who actually designed this sheet and the date shall be CAD generated in Box No. 2

3. The name of the person preparing the CAD drawing and the date the drawing was prepared shall be generated by CAD in Box No. 3.

4. The name of the Engineer/Architect checking the sheet and the date checked shall be generated by CAD in Box No. 4.

5. The name of the Functional Manager shall be CAD generated. The Functional Manager shall sign and date in Box No. 5.

6. The Engineer/Architect in responsible charge/control (as specified in Box No. 1) shall stamp the plans in Box No. 6 (with the Expiration Date).
DETAIL MODULE-1

STANDARD SHEET CAN BE DIVIDED INTO 12 EQUAL MODULES

STANDARD TITLE BLOCK FROM BUREAU

DIMENSIONS OF A SINGLE GRID MODULE SHOULD MEASURE AS SHOWN

GRIDNO DETL
N.T.S. REINFO

DRAWN BY: ___ DATE CREATED: ___ NOTES:

CHECKED BY: ___ DATE MODIFIED: ___
Bureau of Engineering

Special Order

July 11, 2007

Special Order No. 05-0707

To All: Deputy City Engineers
Division Heads
Group Managers

Subject: SIGNATURE AUTHORITY ON CHANGE ORDERS

Change orders are used to implement and document changes to construction contracts. Any changes made to the original plans, specifications, or other contract elements are identified on a change order and issued to the Contractor. However, a final change order only becomes a legal amendment to the construction contract upon successful negotiation of the cost and schedule impacts and it must contain all of the proper signatures.

This Special Order clarifies the lowest level that can approve a change order. The final signature must be at the Civil Service Class minimum level of a Senior Engineer or Project Manager II (PM II).

All change orders must contain at least two Bureau of Engineering (BOE) signatures. One signature must be the Construction Manager's, and the other signature must be at the minimum level of Senior Engineer or PM II. If the Construction Manager is at the level of Senior Engineer or PM II, then the second signature must be a Principal Engineer or PM III. It is suggested that no more than three BOE signatures should be on any change order.

This policy regarding signature authority on change orders is effective immediately.

( MPB BMS WHH )

PAC/MPB/gva
Special Order No. 05-0707

Approved By:
Gary Lee Moore, P.E., City Engineer
(STANDARD 8.5” x 11” SHEET)
DETAIL BUBBLES

DETAIL REFERENCE

DETAIL OR SECTION NO. 3/32” ROMANS TYP.

SHEET NO. WHERE DETAIL ORIGINATED OR IS LOCATED

DIAMETER OF DETAIL BUBBLES SHALL MEASURE 5/8”. TEXT WITHIN BUBBLE SHALL MEASURE 3/32”. MEASUREMENTS APPLY TO ALL DETAIL BUBBLE WITH THE EXCEPTION OF THE DETAIL TITLE BUBBLE.

DETAIL TITLE

TEXT WITHIN BUBBLE 1/8” ROMANS 5/32” ARIAL

SCALE 3/32” ROMANS TYP.
SECTION FLAG

SECTION NO. 3/32” ROMANS TYP.

 SHEET NO. WHERE SECTION IS LOCATED

BELOW ARE EXAMPLES OF VARIOUS DIRECTIONAL SECTION FLAGS. TAKE NOTE AS HOW TEXT WITHIN DETAIL BUBBLE REMAINS HORIZONTAL AS OTHER PARTS OF THE SECTION FLAG ROTATE AROUND.
BLOW-UP DETAIL REFERENCE

DETAIL NO. 3/32” ROMANS TYP.

SHEET NO. WHERE DETAIL IS LOCATED

BELOW ARE EXAMPLES OF VARIOUS DIRECTIONAL BLOW-UP DETAIL REFERENCES. TAKE NOTE AS HOW TEXT WITHIN DETAIL BUBBLE HORIZONTAL.
MISCELLANEOUS

SPOT ELEVATIONS

SPOT ELEVATION

SPOT ELEVATION DESCRIPTION

LINE TYPES

CENTER LINE

PROPERTY LINE

MATCH LINE

NOTE CALL-OUTS

07710 – METAL ROOFING

PRODUCT/MATERIAL CALL-OUT

SPECIFICATION SECTION

DRAWN BY: DATE CREATED: NOTES:
-- --
CHECKED BY: DATE MODIFIED:
-- --
GRAPHIC SYMBOLS

COLUMN GRID LINES

ARCHITECTURAL TICK = 3/32” OR 1/8”

ALONG TOP AND BOTT. OF PLANS

GRAPHIC SCALE

SCALE: 1/8” = 1’-0”

NORTH ARROW

PLANS SHOULD BE ORIENTED FOR NORTH TO LIE WITHIN THE SHADED AREA

DRAWN BY: -- DATE CREATED: -- NOTES: --
CHECKED BY: -- DATE MODIFIED: --
MATERIALS KEY

- Concrete (Plan)
- Concrete Block (Plan and Section)
- All walls in Plan Note Materials in room Finish Sched.
- Wood Blocking (Architectural)
- Wood Rough Lumber (Architectural)
- Earth (Sections)
- Concrete (Sections)
- Plywood
- Plaster, Gypsum Board (Section & Elevation)
- Finished Millwork (Arch)
- Lumber (Structural)
- Metal—Steel or Iron (Section) — Note if Special Metal
- Sheet Metal (Section)
- Insulation—Batt
- Rigid Insulation Board

Drawn by: __ __ Date Created: __ __ Notes: __ __
Checked by: __ __ Date Modified: __ __
SECTION 1: PRE-DESIGN

100 RFQ/RFP PROCESS
110 BUDGET REPORT (B.R. or project cost)
115 INVESTIGATION REPORT (I.R. or project cost plus drawings)
120 BOARD REPORTS
130 LEGAL DESCRIPTION-SITE SURVEY-PARCEL INFO
140 GEO-TECHNICAL REPORTS
150 ENVIRONMENTAL STUDIES AND CLEARANCES
160 LAND ACQUISITION-ACCESS RIGHTS
170 UTILITIES
180 CODE INFORMATION / REPORT
190 CORRESPONDENCE

SECTION 2: CONTRACT

200 CONTRACT / M.O.U. (Separate by consultant)
210 SCOPE OF WORK / PROGRAM
220 CONTRACT / M.O.U. AMENDMENTS
230 CHANGE ORDERS
240 DESIGN SCHEDULE (Inc. overall)
250 MISCELLANEOUS EXPENSES
260 PROJECT STATUS REPORT / MINUTES
270 PROJECT TEAM DIRECTORY AND CONTACTS

SECTION 3: DESIGN / CONSTRUCTION DOCUMENT PHASE

300 DESIGN PROCESS / STANDARDS / INSTRUCTIONS
301 SCHEMATIC PHASE DRAWINGS AND DOCUMENTS
302 SCHEMATIC PHASE CORRESPONDENCE
303 DESIGN DEVELOPMENT PHASE DRAWINGS AND DOCUMENTS
304 DESIGN DEVELOPMENT PHASE CORRESPONDENCE
305 CONSTRUCTION DOCUMENT PHASE DRAWINGS AND DOCUMENTS
306 CONSTRUCTION DOCUMENT PHASE CORRESPONDENCE
310 INTERESTED DEPARTMENT APPROVAL
320 CULTURAL AFFAIRS / PUBLIC ART APPROVAL
330 COST ESTIMATES (A, B & C)
340 DEPARTMENT OF BUILDING AND SAFETY REVIEW & APPROVALS
350 SPECIFICATIONS
355 PRODUCT CUTSHEETS
360 CONDITIONAL USE PERMIT PROCESS
370 SUSTAINABILITY
380 OTHER GOVERNING AGENCIES APPROVALS
390 ARTICLES / NEWS RELEASE (Press)
SECTION 4: BID AND AWARD PHASE

400 QUALITY CONTROL / ASSURANCE – PEER REVIEW – VALUE ENGINEERING
410 CONTRACTOR PRE-QUALIFICATIONS
420 BID ADVERTISEMENT
430 PRE-BID / JOB WALK
440 GOOD FAITH EFFORT / MBE-WBE-DBE
450 INSURANCE AND BONDS
460 SUB-CONTRACTOR LIST / SUBSTITUTIONS
470 CITY DOCUMENTS ASSOCIATED WITH BID DOCUMENTS (living wage, partner, equal benefit, training, child care…etc.)
480 ADDENDUMS
490 BID DOCUMENT

SECTION 5: CONSTRUCTION PHASE

500 CONSTRUCTION SCHEDULE
510 REQUEST OF INFORMATION
520 PERMITS
530 CHANGE ORDERS
540 SUBSTITUTIONS
550 PAYMENTS / WITHHOLDING
560 CONSTRUCTION REPORTS
570 CITATIONS
580 MEETING MINUTES / CORRESPONDENCE
581 SHOP DRAWINGS
582 MATERIAL SAMPLES
590 PROJECT CLOSEOUT

SECTION 6: POST-CONSTRUCTION PHASE

600 RECORD DRAWINGS
610 COMMISSIONING
620 POST OCCUPANCY EVALUATION
630 CLOSE WORK ORDER
640 BUILDING MANUAL AND WARRANTIES

SECTION 7: PHOTOGRAPHS

SECTION 8: POST-CONSTRUCTION PHASE

800 GENERAL
810 MINUTES
820 FORMS / TEMPLATES
830 TRANSMITTALS

SECTION 9: MISCELLANEOUS
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