

00711 Archives and CADD Standards

Part 1: General

- 1.01 This section provides the designer with information on computerized drawings, CAD submissions requirements, and layering.
- 1.02 Facilities Planning and Design - Facilities Information Systems CADD Unit maintains electronic data for North Carolina State University facilities, including as-built data, current building floor plans, mapping, and survey and utility information. Some unit services include supporting Facilities Planning and Design staff and contract design firms in the production of construction renovation design “bid documents” and creation and maintenance of maps and floor plans.
- 1.03 Operating hours are 8am-5pm, Monday through Friday

Part 2: Design Guidelines

- 2.01 Resources - Many of the university’s building floor plans are on computer. Current floor plans for all campus buildings are available in Autocad “dwg” format. Information is limited to base architectural elements and does not include utility information.
- 2.02 Drawings may be requested through Facilities Planning and Design’s project management staff, or directly by contacting the Facilities Planning and Design Information Systems CADD unit.
- 2.03 Please include the following information when requesting digital information:
 - Request Date
 - Company
 - Requester Name
 - Address
 - Telephone
 - E-Mail
 - Related Project Name
 - Project Number
 - Building Name
 - Floor(s) Required

Note: “.dwg” type files will be supplied unless otherwise requested. Allow two days lead time to process your request. Transfer from Facilities Planning and Design to a requester via e-mail is preferred.
- 2.04 Individuals with access to North Carolina State University’s Novell-based computer network may access computer building floor plans directly. Contact Facilities Planning and Design, Facilities Information Systems Manager for details.

- 2.05 Documentation - The following are requirements for design projects by contracted designers on CADD:

Record Drawings Submission - Record Drawings and survey information provided to Facilities Planning and Design shall be accompanied by transmittal and include the following information:

Company Supplying Information

Contact Person/Project Manager

Address

Telephone

E-Mail

Date of Final Updates

Related Project Name(s)

Project Number(s)

Building Name

Floor(s)

Room Number(s)

Record Drawings shall be in Autocad “dwg” format to match the current Autocad software version release number as used by Facilities Planning and Design. All information contained within Autocad drawings shall be separated into individual “layers” in accordance with Facilities Planning and Design Layering System as outlined in Appendix XXX. Final submissions of other electronic documents should be in formats compatible with the University's current software.

- 2.06 Layering Requirements - Building and mapping information is created in Autocad and stored in a layering system. See Layering Table(s) in the Appendix XXX (Note: Layers are subject to revision at Facilities Planning and Design’s discretion.)