

## AS-BUILT REQUIREMENTS

### BLOOMSBURG UNIVERSITY - PLANNING AND CONSTRUCTION

- 1 hard copy drawing set with every sheet in the set identified as “as-built” and dated.
- 1 CD or DVD with all CAD files and all PDF files.
  - Label CD or DVD with Bloomsburg University’s project number, project title and the date the as-builts are submitted to B.U.
  - Create separate folders for CAD and PDF files.
  - Identify each CAD and PDF file by **the drawing sheet number** as listed on the drawing index. (use only the drawing sheet number for identification)
  - Drawings may be grouped by discipline, (i.e. ARCH, CIVIL, MECH. PLUMB. etc.), in separate folders within the CAD and PDF folders or individually listed within the CAD and PDF folder.
  - Include shop drawings in separate folders in both CAD and PDF. (shop drawings must be identified with the B.U. project number and the date on every sheet)
  - PDF images are to be in black and white)
- PDF files may be identified by single files for each drawing as identified on the drawing index sheet; or, PDF files may be spooled. (A single PDF file that contains all of the individual project PDF drawings – identify file as such).
- CAD drawings may be identified by single files for each drawing as identified on the drawing index sheet; or, CAD drawings may contain multiple drawings on drawing “TABS” within a drawing; however, the drawing must list all drawings contained on the tabs. i.e.: a drawing containing A-1, A-2, A-3, A-4, A-5, on tabs must be identified as drawing A-1 TO A-5. Individual tabs within the drawing must be identified by tab as A-1, A-2, A-3, A-4, A-5.
- All external references and images must be bound to the CAD drawings. (Do not submit external references or images as separate files)
- Required from professionals for O & M manuals: 1 bound hardcopy for each prime and 1 CD in PDF format with all prime divisions labeled and all on the same CD.