

iD S ARCHITECTURAL

Graphic Standards

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Architectural Graphic Standards

Introduction



The IDS Graphic Standards Book contains IDS Standards Documentation that is to be used as a guide for Architectural Construction Documents.

The IDS Standards have been developed for all disciplines so that project information within the Construction Documents will not only have organization, but also provide clarity and understanding of the Design Intent for the project. Construction Documents that are clear, organized and easy to navigate by Contractors and Members of the Construction Industry also help avoid inconsistencies and conflicts with the scope of work.

In summary, an organized cohesive set of Construction Documents not only make the project more efficient, it improves coordination between Disciplines and alleviates confusion with the Owner, Contractors, Specification Writers, Consultants, Estimators and Permit Jurisdictions when reviewing the Drawings.

Drawing Development

Drawing List, Drawing Numbering, Drawing Titles - Architectural



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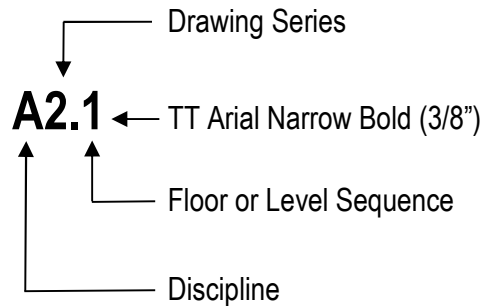
Drawing Development

Drawing List - Architectural

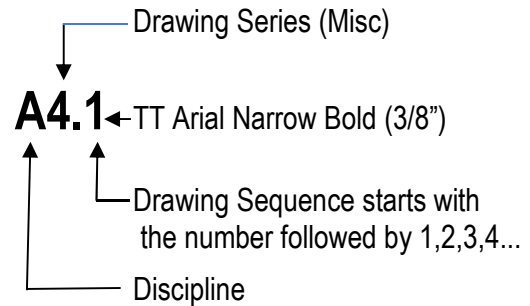


The following describes the way to number Architectural Drawings and the order that the Drawings are placed in a Construction Set:

EXAMPLE (FLOOR PLANS):



EXAMPLE (MISC. DRAWINGS):



ARCHITECTURAL DRAWING DESIGNATOR

AR	Arch Ref Info	A	Architectural
LS	Life Safety	EQ	Equipment
AS	Arch Site	F	Furniture
		FSE	Food Service Equip

ORGANIZATION OF DRAWINGS BY DISCIPLINE

C	- Civil	F	- Furniture
L	- Landscape	FS	- Food Service
S	- Structural	M	- Mechanical
A	- Architectural	FP	- Fire Protection
EQ	- Equipment	E	- Electrical
		T	- Technology

ARCHITECTURAL:

- ✓ AR.0 - Architectural Reference Information
- ✓ LS0._ - Life Safety Plans
- ✓ AS._ - Site Plan (if applicable)
- ✓ A0._ - Composite Plans
- ✓ A1._ - Demolition Plans
- ✓ A2._ - Floor Plans
- ✓ A2._ - Roof Plan
- ✓ A3._ - Reflected Ceiling Plans
- ✓ A4._ - Exterior Elevations
- ✓ A4._ - Building Sections
- ✓ A5._ - Exterior Wall Sections and Details
- ✓ A6._ - Enlarged Plans
- ✓ A7._ - Stair, Ramp and Elevator Plans and Details
- ✓ A8._ - Interior Elevations
- ✓ A9._ - Room Finish Schedule
- ✓ A9._ - Door Schedule
- ✓ A9._ - Partition Types
- ✓ A9._ - Interior Sections and Details
- ✓ A10._ - Finish Plans

- EQ._ - Equipment Plans
- F2._ - Furniture Plans
- FSE2._ Food Service Equipment

Drawing Development

Drawing Numbering, Drawing Titles, Department Codes
Large Project - Architectural



The following describes the way to number and name Architectural Drawings for a Large Project:

- **ALWAYS follow the standard Drawing Numbering and Drawing Title Naming Convention. (Coordinate any modifications to the Drawing Numbering or Drawing Titles with the Project Administrator and all other disciplines)**
- **ALWAYS use upper and lowercase letters**
- **Use 'Level' instead of 'Floor' only for specific projects where required (Example: University of Michigan Hospital)**
- **Use 'New Work Plan' in the Drawing Title for Renovation Projects Only**

		<u>Dept Codes</u>
<u>Cover</u>		
Cover		0
<u>Civil/Landscape</u>		10
<u>Structural</u>		20
<u>Architectural</u>		
AR.0	Architectural Reference Information	30
<u>Life Safety Composite Plans</u>		
LS.0	Life Safety Building and Code Information	31
LS0.02	Basement 2 (or Lower Level 2) Composite Life Safety Plan	32.1
LS0.01	Basement 1 (or Lower Level 1) Composite Life Safety Plan	32.2
LS0.1	First Floor (or Level 1) Composite Life Safety Plan	33
LS0.2	Second Floor (or Level 2) Composite Life Safety Plan etc.	33
<u>Site (if applicable)</u>		
AS.1	Architectural Site Plan	34
<u>Composite Plans</u>		
A0.02	Basement 2 (or Lower Level 2) Composite Plan	35.1
A0.01	Basement 1 (or Lower Level 1) Composite Plan	35.2
A0.1	First Floor (or Level 1) Composite Plan	36
A0.2	Second Floor (or Level 2) Composite Plan etc	36
A0. _	Roof Composite Plan (Last Sheet Number in the 0 Series)	36

Drawing Development

Drawing Numbering, Drawing Titles, Department Codes Large Project - Architectural



		<u>Dept Codes</u>
<u>Demolition Plans - A1 Series</u>		
A1.02	Basement 2 (or Lower Level 2) Demolition Plan	37.1
A1.01	Basement 1 (or Lower Level 1) Demolition Plan	37.2
A1.1	First Floor (or Level 1) Demolition Plan	38
A1.2	Second Floor (or Level 2) Demolition Plan etc.	38
A1. _	Roof Demolition Plan (Last Sheet Number in the 1 Series)	38
<u>Floor Plans - A2 Series</u> (Use 'New Work Plan' for Renovation Projects)		
A2.02	Basement 2 (or Lower Level 2) Plan	39.1
A2.01	Basement 1 (or Lower Level 1) Plan	39.2
A2.1	First Floor (or Level 1) Plan	40
A2.2	Second Floor (or Level 2) Plan etc.	40
A2. _	Roof Plan (Last Sheet Number in the 2 Series)	40
<u>Reflected Ceiling Plans - A3 Series</u>		
A3.02	Basement 2 (or Lower Level 2) Reflected Ceiling Plan	41.1
A3.01	Basement 1 (or Lower Level 1) Reflected Ceiling Plan	41.2
A3.1	First Floor (or Level 1) Reflected Ceiling Plan	42
A3.2	Second Floor (or Level 2) Reflected Ceiling Plan etc.	42
<u>Exterior Elevations And Building Sections - A4 Series</u>		
A4.1	Exterior Elevations	43
A4. _	Building Sections	43
<u>Exterior Wall Sections, Plans And Details - A5 Series</u>		
A5. _	Exterior Wall Sections and Details	43
A5. _	Exterior Sections and Details	43
A5. _	Exterior Plan Details	43
A5. _	Roof Sections and Details	43
<u>Enlarged Plans - A6 Series</u>		
A6.1	Enlarged Toilet Room Plans	43
A6. _	Enlarged Plans	43
<u>Stair, Ramp And Elevator Plans And Details - A7 Series</u>		
A7.1	Stair, Ramp and Elevator Plans	43
A7. _	Stair, Ramp and Elevator Sections and Details	43
<u>Interior Elevations</u>		
A8.1	Interior Elevations	43
A8. _	Interior Elevations	43

Drawing Development

***Drawing Numbering, Drawing Titles, Department Codes
Large Project - Architectural***



Dept Codes

Schedules, Interior Plans, Sections and Details – A9 Series

A9.1	Room Finish Schedule	43
A9._	Door Schedule and Details	43
A9._	Partition Types	43
A9._	Interior Sections and Details	43
A9._	Ceiling Sections and Details	43

Finish Plans – A10 Series

A10.02	Basement 2 (or Lower Level 2) Finish Plan	44.1
A10.01	Basement 1 (or Lower Level 1) Finish Plan	44.2
A10.1	First Floor (or Level 1) Finish Plan	45
A10.2	Second Floor (or Level 2) Finish Plan etc.	45

Equipment Plans – EQ2 Series with Areas

EQ2.02	Basement 2 (or Lower Level 2) Equipment Plan	45.1
EQ2.01	Basement 1 (or Lower Level 1) Equipment Plan	45.2
EQ2.1	First Floor (or Level 1) Equipment Plan	46
EQ2.2	Second Floor (or Level 2) Equipment Plan	46

Furniture Plans – F2 Series with Areas

F2.02	Basement 2 (or Lower Level 2) Furniture Plan	47.1
F2.01	Basement 1 (or Lower Level 1) Furniture Plan	47.2
F2.1	First Floor (or Level 1) Furniture Plan	48
F2.2	Second Floor (or Level 2) Furniture Plan	48

Food Service Equipment – FSE2 Series

FSE2.02	Basement 2 (or Lower Level 2) Food Service Equipment Plan	49.1
FSE2.01	Basement 1 (or Lower Level 1) Food Service Equipment Plan	49.2
FSE2.1	First Floor (or Level 1) Food Service Equipment Plan	50
FSE2.2	Second Floor (or Level 2) Food Service Equipment Plan	50

Drawing Development

Drawing Numbering, Drawing Titles, Department Codes
Large Project with Areas - Architectural



The following describes the way to number and name Architectural Drawings for a Large Project with Areas:

- **ALWAYS follow the standard Drawing Numbering and Drawing Title Naming Convention. (Coordinate any modifications to the Drawing Numbering or Drawing Titles with the Project Administrator and all other disciplines)**
ALWAYS use upper and lowercase letters
- **Use 'Level' instead of 'Floor' only for specific projects where required (Example: University of Michigan Hospital)**
- **Use 'New Work Plan' in the Drawing Title for Renovation Projects Only**

		<u>Dept Codes</u>
<u>Cover</u>		
Cover		0
<u>Civil /Landscape Series</u>		10
<u>Structural – S Series</u>		20
<u>Architectural – A Series</u>		
AR.0	Architectural Reference Information	30
<u>Life Safety Composite Plans – LS Series</u>		
LS.0	Life Safety Building and Code Information	31
LS0.02	Basement 2 (or Lower Level 2) Composite Life Safety Plan	32.1
LS0.01	Basement 1 (or Lower Level 1) Composite Life Safety Plan	32.2
LS0.1	First Floor (or Level 1) Composite Life Safety Plan	33
LS0.2	Second Floor (or Level 2) Composite Life Safety Plan etc...	33
<u>Site (if applicable)</u>		
AS.1	Architectural Site Plan	34

Drawing Development

Drawing Numbering, Drawing Titles, Department Codes Large Project with Areas - Architectural



Dept Codes

Composite Plans – A0 Series

A0.02	Basement 2 (or Lower Level 2) Composite Plan	35.1
A0.01	Basement 1 (or Lower Level 1) Composite Plan	35.2
A0.1	First Floor (or Level 1) Composite Plan	36
A0.2	Second Floor (or Level 2) Composite Plan etc...	36
A0._	Roof Composite Plan (Last Drawing Number in the A0 Series)	36

Demolition Plans – A1 Series with Areas

Drawing Number followed by the Area (i.e., A1.1A, A1.1B, etc...)

Drawing Title followed by the Area (i.e., First Floor Demolition Plan – Area A,
First Floor Demolition Plan – Area B etc...),

A1.02A	Basement 2 (or Lower Level 2) Demolition Plan – Area A	37.1
A1.02B	Basement 2 (or Lower Level 2) Demolition Plan – Area B etc...	37.1
A1.01A	Basement 1 (or Lower Level 1) Demolition Plan – Area A	37.2
A1.01B	Basement 1 (or Lower Level 1) Demolition Plan – Area B etc...	37.2
A1.1A	First Floor (or Level 1) Demolition Plan – Area A	38
A1.1B	First Floor (or Level 1) Demolition Plan – Area B etc...	38
A1.2A	Second Floor (or Level 2) Demolition Plan – Area A	38
A1.2B	Second Floor (or Level 2) Demolition Plan – Area B etc...	38
A1._A	Roof Demolition Plan – Area A (Last Drawing Number in the A1 Series)	38
A1._B	Roof Demolition Plan – Area B (Last Drawing Number in the A1 Series) etc...	38

New Work Plans – A2 Series with Areas (Use 'New Work Plan' for Renovation Projects)

Drawing Number followed by the Area (i.e., A2.1A, A2.1B, etc...)

Drawing Title followed by the Area (i.e., First Floor New Work Plan – Area A,
First Floor New Work Plan – Area B etc...),

A2.02A	Basement 2 (or Lower Level 2) Plan – Area A	39.1
A2.02B	Basement 2 (or Lower Level 2) Plan – Area B etc...	39.1
A2.01A	Basement 1 (or Lower Level 1) Plan – Area A	39.2
A2.01B	Basement 1 (or Lower Level 1) Plan – Area B etc...	39.2
A2.1A	First Floor (or Level 1) Plan – Area A	40
A2.1B	First Floor (or Level 1) Plan – Area B etc...	40
A2.2A	Second Floor (or Level 2) Plan – Area A	40
A2.2B	Second Floor (or Level 2) Plan – Area B etc...	40
A2._A	Roof Plan – Area A (Last Drawing Number in the A2 Series)	40
A2._B	Roof Plan – Area B (Last Drawing Number in the A2 Series) etc...	40

Drawing Development

Drawing Numbering, Drawing Titles, Department Codes Large Project with Areas - Architectural



Dept Codes

Reflected Ceiling Plans – A3 Series with Areas

Drawing Number followed by the Area (i.e., A3.1A, A3.1B, etc...)

Drawing Title followed by the Area (i.e., First Floor Reflected Ceiling Plan – Area A,
First Floor Reflected Ceiling Plan – Area B etc...)

A3.02A	Basement 2 (or Lower Level 2) Reflected Ceiling Plan – Area A	41.1
A3.02B	Basement 2 (or Lower Level 2) Reflected Ceiling – Area B etc...	41.1
A3.01A	Basement 1 (or Lower Level 1) Reflected Ceiling Plan – Area A	41.2
A3.01B	Basement 1 (or Lower Level 1) Reflected Ceiling Plan– Area B etc...	41.2
A3.1A	First Floor (or Level 1) Reflected Ceiling Plan – Area A	42
A3.1B	First Floor (or Level 1) Reflected Ceiling Plan – Area B etc...	42
A3.2A	Second Floor (or Level 2) Reflected Ceiling Plan – Area A	42
A3.2B	Second Floor (or Level 2) Reflected Ceiling Plan – Area B etc...	42

Exterior Elevations and Building Sections – A4 Series

A4.1	Exterior Elevations	43
A4._	Building Sections	43

Exterior Wall Sections, Plans and Details – A5 Series

A5.1	Exterior Wall Sections and Details	43
A5._	Exterior Sections and Details	43
A5._	Exterior Plan Details	43
A5._	Roof Sections and Details	43

Enlarged Plans – A6 Series

A6.1	Enlarged Toilet Room Plans	43
A6._	Enlarged Plans	43

Stair, Ramp and Elevator Plans and Details – A7 Series

A7.1	Stair, Ramp and Elevator Plans	43
A7._	Stair, Ramp and Elevator Sections and Details	43

Interior Elevations – A8 Series

A8.1	Interior Elevations	43
A8._	Interior Elevations	43

Drawing Development

Drawing Numbering, Drawing Titles, Department Codes Large Project with Areas - Architectural



Dept Codes

Schedules, Interior Plans, Sections and Details – A9 Series

A9.1	Room Finish Schedule	43
A9._	Door Schedule and Details	43
A9._	Partition Types	43
A9._	Interior Sections and Details	43
A9._	Ceiling Sections and Details	43

Finish Plans – A10 Series with Areas

Drawing Number followed by the Area (i.e., A10.1A, A10.1B, etc...)

Drawing Title followed by the Area (i.e., First Floor Finish Plan – Area A,
First Floor Finish Plan – Area B etc...)

A10.02A	Basement 2 (or Lower Level 2) Finish Plan – Area A	44.1
A10.02B	Basement 2 (or Lower Level 2) Finish Plan – Area B etc...	44.1
A10.01A	Basement 1 (or Lower Level 1) Finish Plan – Area A	44.2
A10.01B	Basement 1 (or Lower Level 1) Finish Plan – Area B etc...	44.2
A10.1A	First Floor (or Level 1) Finish Plan – Area A	45
A10.1B	First Floor (or Level 1) Finish Plan – Area B etc...	45
A10.2A	Second Floor (or Level 2) Finish Plan – Area A	45
A10.2B	Second Floor (or Level 2) Finish Plan – Area B etc...	45

Equipment Plans – EQ2 Series with Areas

Drawing Number followed by the Area (i.e., EQ2.1A, EQ2.1B, etc...)

Drawing Title followed by the Area (i.e., First Floor Equipment Plan – Area A,
First Floor Equipment Plan – Area B etc...)

EQ2.02A	Basement 2 (or Lower Level 2) Equipment Plan – Area A	45.1
EQ2.02B	Basement 2 (or Lower Level 2) Equipment Plan – Area B etc...	45.1
EQ2.01A	Basement 1 (or Lower Level 1) Equipment Plan – Area A	45.2
EQ2.01B	Basement 1 (or Lower Level 1) Equipment Plan – Area B etc...	45.2
EQ2.1A	First Floor (or Level 1) Equipment Plan – Area A	46
EQ2.1B	First Floor (or Level 1) Equipment Plan – Area B etc...	46
EQ2.2A	Second Floor (or Level 2) Equipment Plan – Area A	46
EQ2.2B	Second Floor (or Level 2) Equipment Plan – Area B etc...	46

Drawing Development

Drawing Numbering, Drawing Titles, Department Codes Large Project with Areas - Architectural



Dept Codes

Furniture Plans – F2 Series with Areas

Drawing Number followed by the Area (i.e., F2.1A, F2.1B, etc...)

Drawing Title followed by the Area (i.e., First Floor Furniture Plan – Area A,
First Floor Furniture Plan – Area B etc...)

F2.02A	Basement 2 (or Lower Level 2) Furniture Plan – Area A	47.1
F2.02B	Basement 2 (or Lower Level 2) Furniture Plan – Area B etc...	47.1
F2.01A	Basement 1 (or Lower Level 1) Furniture Plan – Area A	47.2
F2.01B	Basement 1 (or Lower Level 1) Furniture Plan – Area B etc...	47.2
F2.1A	First Floor (or Level 1) Furniture Plan – Area A	48
F2.1B	First Floor (or Level 1) Furniture Plan – Area B etc...	48
F2.2A	Second Floor (or Level 2) Furniture Plan – Area A	48
F2.2B	Second Floor (or Level 2) Furniture Plan – Area B etc...	48

Food Service Equipment – FSE2 Series

Drawing Number followed by the Area (i.e., FSE2.1A, FSE2.1B, etc...)

Drawing Title followed by the Area (i.e., First Floor Food Service Equipment Plan – Area A,
First Floor Food Service Equipment Plan – Area B etc...)

FSE2.02A	Basement 2 (or Lower Level 2) Food Service Equipment Plan – Area A	49.1
FSE2.02B	Basement 2 (or Lower Level 2) Food Service Equipment Plan – Area B etc...	49.1
FSE2.01A	Basement 1 (or Lower Level 1) Food Service Equipment Plan – Area A	49.2
FSE2.01B	Basement 1 (or Lower Level 1) Food Service Equipment Plan – Area B etc...	49.2
FSE2.1A	First Floor (or Level 1) Food Service Equipment Plan – Area A	50
FSE2.1B	First Floor (or Level 1) Food Service Equipment Plan – Area B etc...	50
FSE2.2A	Second Floor (or Level 2) Food Service Equipment Plan – Area A	50
FSE2.2B	Second Floor (or Level 2) Food Service Equipment Plan – Area B etc...	50

Drawing Development

Drawing Series, Content, Scale - Architectural



The following describes the information that is contained on each Drawing in the drawing series. Drawings in the Drawing Series that contain 'Callouts' are indicated in **RED**. 'Callouts' are details of Plan, Elevation, or Section Views. They can be Enlarged Plans, Exterior and Interior Sections, Details and Elevations.

Note: Only the Callouts indicated are to be used on that Drawing.

<u>Series</u>	<u>Scale</u>
Cover <u>Cover</u> • Project Name, Address and Logo • List of drawings – All disciplines • Consultants • Site Map • Sample - A0.0 Cover.pdf	No Scale
AR.0 <u>Architectural Reference Information</u> • Abbreviations • Mounting Heights • Material and Symbol Legend • Sample - AR.0 Arch Ref Info.pdf	No Scale
LS.0 <u>Building Code Information</u> • Building Codes • Building Information • Sample - LS.0 Life Safety Building and Code Info.pdf	No Scale
LS0._ <u>Life Safety Plans</u> • Composite Floor Plan • Wall Ratings • Egress Capacities • Construction Phasing • Temporary Exiting Plans • Locate Matchlines and/or Areas (if applicable) • BUILDING SECTIONS (If no Composite Plan is issued) • EXTERIOR ELEVATIONS (If no Composite Plan is issued) • Sample - LS0.1 Life Safety Plan.pdf	1/8"=1'-0" Max (Reduce Scale to fit Plan on Drawing)
A0._ <u>Composite Plans</u> • Entire Floor Plan • Locate Matchlines and/or Areas (if applicable) • Sample - A0.1 Composite Plan.pdf • BUILDING SECTIONS • EXTERIOR ELEVATIONS	Same Scale as Life Safety Plan

Drawing Development

Drawing Series, Content, Scale - Architectural



Series

Scale

A0._	<u>Composite Roof Plans</u> • Entire Roof Plan • Show Matchlines and/or Areas (if applicable) • BUILDING SECTIONS • EXTERIOR ELEVATIONS • Sample – A0.2 Composite Roof Plan.pdf	Same Scale as Life Safety Plan
A1._	<u>Demolition Plans</u> • Entire or Partial Floor Plan • Demolition General Notes • Demolition Legend • Demolition Keynotes • Show Matchlines (if applicable) • ENLARGED DEMOLITION PLANS • DEMOLITION ELEVATIONS • (NOTE: Include the type of floor/wall/ceiling etc. to be removed in demolition notes) • (DO NOT include the word “EXISTING” in the description) • Sample – A1.1 Demolition Plan.pdf	Same scale as Floor Plan
A1._	<u>Demolition Roof Plan</u> • Entire or Partial Floor Plan • Roof Demolition General Notes • Roof Demolition Legend • Roof Demolition Keynotes • Show Matchlines (if applicable) • ENLARGED DEMOLITION PLANS • DEMOLITION ELEVATIONS • Sample – A1. Roof Demolition Plan.pdf	Same Scale as Floor Plan
A2._	<u>Floor Plans</u> • Entire or Partial Floor Plan • Floor Plan General Notes • Floor Plan Legend • Floor Plan Keynotes • Show Matchlines (if applicable) • TAG ALL DOORS AND INTERIOR WINDOWS ON FLOOR PLANS (DO NOT Duplicate on Enlarged Plans or Interior Elevations) • DIMENSION EXTERIOR AND INTERIOR WALLS (Refer to Section 3 – Dimensioning) • DIMENSION COLUMN GRID LOCATIONS AND OVERALL BUILDING DIMENSION (Refer to Section 3 – Dimensioning) • LOCATE INTERIOR ELEVATIONS, ENLARGED PLANS AND PLAN DETAILS (Plan Details within Enlarged Plans show on Enlarged Plans, DO NOT duplicate on Floor Plan) • Sample – A2.1 New Work Plan.pdf	1/8"=1'-0" Min or 1/4"=1'-0"

Drawing Development

Drawing Series, Content, Scale - Architectural



Series

Scale

A2._	<u>Roof Plan</u> • Entire or Partial Roof Plan • Roof Plan General Notes • Roof Plan Legend • Roof Plan Keynotes • Show Matchlines (if applicable) • ROOF SECTIONS AND DETAILS • ENLARGED ROOF PLANS • Sample – A2.2 Roof Plan.pdf	Same Scale as Floor Plan (Reduce Scale 1/16"=1'-0" Min when uncomplicated)
A3._	<u>Reflected Ceiling Plans</u> • Entire or Partial Floor Plan • Reflected Ceiling General Notes • Reflected Ceiling Legend • Reflected Ceiling Keynotes • Show Matchlines (if applicable) • CEILING SECTIONS AND DETAILS • ENLARGED CEILING PLANS • (DO NOT note Ceiling Materials on Ceiling Plans. Use Room Finish Schedule) • Sample – A3.1 Reflected Ceiling Plan.pdf	Same Scale as Floor Plan
A4._	<u>Exterior Elevations</u> • Exterior Building Elevations • Elevation Legend • Show Matchlines (if applicable) • Note Building Materials (ex: Brick, Block, Metal Panel etc...) • USE DETAIL MODULES TO ALIGN SECTIONS ON DRAWING • EXTERIOR WALL SECTIONS • (DO NOT dimension vertical heights. Use Top of Masonry, Floor Elevations etc..) • (DO NOT dimension horizontal locations: windows, doors, etc.). • Sample – A4.1 Exterior Elevations.pdf	1/8"=1'-0" or 1/4"=1'-0"
A4._	<u>Building Sections</u> • Building Sections • SECTION/DETAILS (Section/Details that are not easily identified on Plans or Elevations) • (NOTE: Limit the use of Building Sections to only those that have unique floor and/or Ceiling levels. Keep Details to a minimum. In many cases an Interior Elevation can provide Necessary information) • Sample – A4.2 Exterior Building Sections.pdf	1/8"=1'-0" or 1/4"=1'-0"

Drawing Development

Drawing Series, Content, Scale - Architectural



Series

Scale

A5._	<u>Exterior Wall Sections</u>	3/4"=1'-0" to 3"=1'-0"
	• Exterior Wall Sections • Enlarged Section/Details • Roof Sections and Details • Show column lines, floor lines, top of steel, etc..., and identify • ENLARGED SECTION/DETAILS • USE DETAIL MODULES TO ALIGN SECTIONS ON DRAWING (Align Floor Elevations) • Show entire Wall Section (Use break lines if necessary) (DO NOT show portion of Wall Section on different Drawing) • Dimension exterior face of wall to column centerline • Dimension width of parapet wall • Dimension height of coping faces if non-standard • locate face of miscellaneous steel angles, etc..., from column centerline or top of steel • (DO NOT duplicate notes on Wall Sections that are noted on Enlarged Details) • (DO NOT combine unlike materials under the same number (ex: 09 2000 Gypsum Board on 09 2216 Metal Studs)) • <i>Sample – A5.1 Exterior Wall Sections.pdf</i>	
A6._	<u>Enlarged Plans</u>	1/4"=1'-0" Min
	• Toilet/Shower/ Locker Rooms • Rooms/Areas Requiring Expanded Detail Information • General Notes, Legend, and Toilet Accessory Legend • Special Room Plans (as required) • INTERIOR ELEVATIONS • SHOW TOILET ROOM ACCESSORIES TAGS • DIMENSION WALLS AND OPENING LOCATIONS WITHIN ENLARGED PLAN • TAG WALLS THAT FALL WITHIN ENLARGED PLAN • DIMENSION SINKS, TOILETS, TOILET PARTITIONS etc.... • (Do Not Tag Doors on Large Scale Plans!) • <i>Sample – A6.1 Enlarged Plan.pdf</i>	

Drawing Development

Drawing Series, Content, Scale - Architectural



<u>Series:</u>	<u>Scale</u>
A7._ <u>Stair Plans, Ramp Plans and Sections</u> • Stair Plans, Sections and Details • Elevator Plans, Sections and Details • Ramp Plans, Sections and Details • Ladder Details • Misc. Guardrail Details • ENLARGED DETAILS • Sample – A7.1 Stair, Ramp and Elevator Plans.pdf	1/4"=1'-0" Min
A8._ <u>Interior Elevations</u> • Interior General Notes • Interior Legend • INTERIOR SECTIONS • Sample – A8.1 Interior Elevations.pdf	1/4" = 1'-0" Min
A9._ <u>Room Finish Schedule</u> • Schedule • Room Finish General Remarks/ Remarks/ Abbreviations • Color Codes • Sample - A9.1 Room Finish Schedule.pdf	No Scale
A9._ <u>Door Schedule</u> • Door Schedule • Door Schedule General Remarks/ Remarks/ Abbreviations • Door Color Codes • Sample - A9.2 Door Schedule.pdf	No Scale
A9._ <u>Door and Frame Types/</u> • Door Types • Frame Types • Frame Profiles • Sample – A9.3 Door Details.pdf	1/4"=1'-0" Types 3"=1'-0" Profiles
A9._ <u>Door Details</u> • Head Details • Jamb Details • Sill Details • Sample - A9.4 Interior Details.pdf	3"=1'-0"

Drawing Development

Drawing Series, Content, Scale, Dept Codes - Architectural



Series:

Scale

A9._ Partition Types

1 1/2"=1'-0"

- [Sample - A9.5 Partition Types.pdf](#)

A9._ Interior Sections and Details

3/4"=1'-0" to 6"=1'-0"

- Interior Plan Details
- Ceiling Details
- Millwork Details
- [Sample – A9. Interior Sections and Details.pdf](#)

A10.1 Finish Plans

Same Scale as Floor Plan

- Entire or Partial Floor Plan
- Finish Plan General Notes
- Finish Plan Legend
- Finish Plan Keynotes
- Show Matchlines (if applicable)
- **ENLARGED FINISH PLANS**
- [Sample – A10.1 Finish Plan.pdf](#)

EQ.2._ Equipment Plans

Same Scale as Floor Plan

- Entire or Partial Equipment Plan
- Equipment Demolition General Notes
- Equipment Demolition Legend
- Equipment Demolition Keynotes
- Show Matchlines (if applicable)
- **ENLARGED EQUIPMENT PLANS**
- [Sample – EQ2.1 Equipment Plan.pdf](#)

F2._ Furniture Plans

Same Scale as Floor Plan

- Entire or Partial Furniture Plan
- Furniture Plan General Notes
- Furniture Plan Legend
- Furniture Plan Keynotes
- Show Matchlines (if applicable)
- [Sample – F2.1 Furniture Plan.pdf](#)

Section 2

Drawing Information

Drawing Setup, Sample Drawings – Architectural



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Drawing Information

Drawing Setup, Sample Drawings – Architectural



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Drawing Information

Cover – Client/Consultant Information



The Cover for a Project is located in the Architectural Model and will be edited by the Architectural Department.

- **Insert the Client Logo, Edit the Client Name, Project Title, and the Project Address in the locations indicated on the Cover Drawing**
- **Edit the Project Consultants (if applicable) address and web page**
- **The Cover Drawing is pre-loaded into the Project Model
IDS std 30x42 Cover_2018. When editing the Cover, save the family into the project's \Revit \ ref \ Borders folder**



Romeo Community Schools



New Romeo Middle School



11091 32 Mile Rd.
Romeo, MI 48065



DESIGN ARCHITECT

FIRM NAME
FIRM NAME
FIRM ADDRESS
FIRM ADDRESS
XXX-XXX-XXXX
www.XXXXX.com

MEP ENGINEER

FIRM NAME
FIRM NAME
FIRM ADDRESS
FIRM ADDRESS
XXX-XXX-XXXX
www.XXXXX.com

STRUCTURAL ENGINEER

FIRM NAME
FIRM NAME
FIRM ADDRESS
FIRM ADDRESS
XXX-XXX-XXXX
www.XXXXX.com

Drawing Information

Cover – List of Drawings



- **Discipline Drawing Titles will appear in the List of Drawings from the Schedules, (Schedule: Discipline) pre-loaded into the Project. Drawing Titles that will be issued as part of the Project will only appear if the 'Appears in Sheet List' Box under 'Identity Data' is checked, and when 'Construction' is chosen in 'Sheet Folders' under 'Text' in the Properties Menu.**
- **Discipline Drawing Titles will appear in the List of Drawings in sequential order when applying the correct 'Department Code' under 'Other' in the Properties Menu.**



List of Drawings

Cover

ARCHITECTURAL

MECHANICAL

ELECTRICAL

CIVIL / LANDSCAPE

STRUCTURAL

Properties

Sheet

Sheet: Cover Edit Type

Graphics

Visibility/Graphics Overrides Edit...

Scale

Text

Sheet Folders Construction

User Defined Scale

Identity Data

Dependent Independent

Sheet Number A0.1

Sheet Name First Floor Composite Plan

Sheet Issue Date 07/09/07

Appears In Sheet List ☒

Revisions on Sheet Edit...

Other

File Path C:\Revit Local\16175 New Rome...

Department Code (1 Civil/Lands... 3.200000

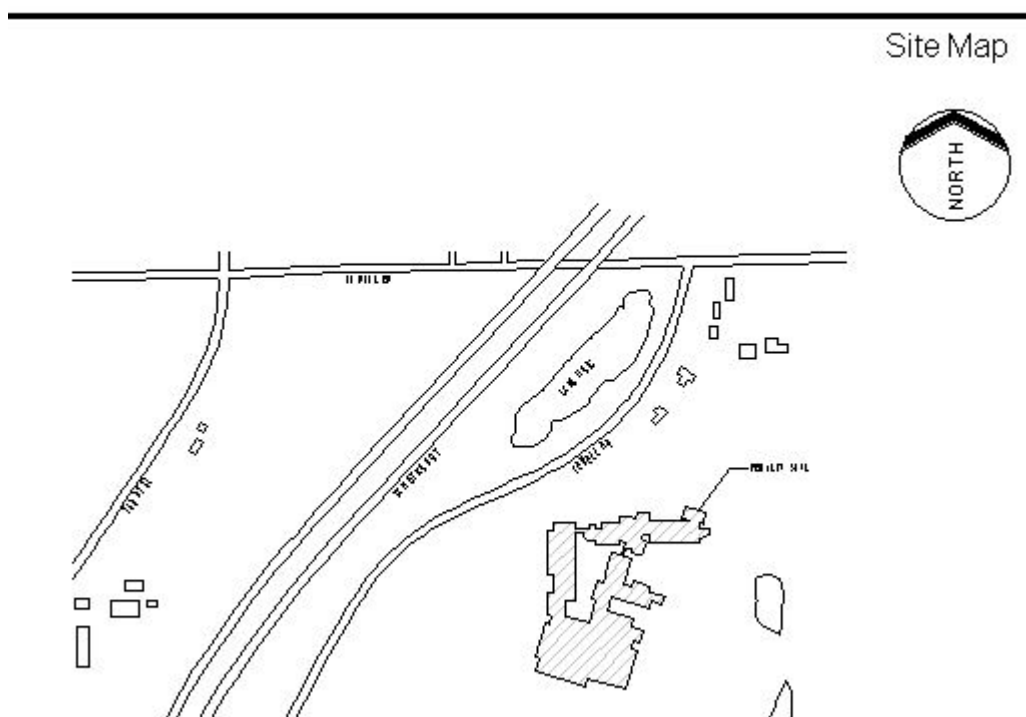
Guide Grid <None>

Drawing Information

Cover – Site Map



- *Locate the Site Map at the location indicated on the Cover.
Include North Arrow.*



- *Refer to <J:\Docs\Revit Architectural Project Setup.docx> for information on how to set up a Cover Sheet.*

Drawing Information

Border – Client/ Consultant Information



The Border for a Project is pre-loaded into the Architectural, Mechanical and Electrical Models. The Architectural Department will edit the following information for your specific Project.

- **Insert the Client Logo, Edit the Client Name, Project Title, and the Project Address in the locations indicated on the Border Drawing**
- **Edit the Project Consultants (if applicable) address and web page**



 Romeo Community Schools

 New Romeo Middle School

 11091 32 Mile Rd.
Romeo, MI 48065

DESIGN ARCHITECT

FIRM NAME
FIRM NAME
FIRM ADDRESS
FIRM ADDRESS
XXX-XXX-XXXX
www.XXXXX.com

 MEP ENGINEER

FIRM NAME
FIRM NAME
FIRM ADDRESS
FIRM ADDRESS
XXX-XXX-XXXX
www.XXXXX.com

STRUCTURAL ENGINEER

FIRM NAME
FIRM NAME
FIRM ADDRESS
FIRM ADDRESS
XXX-XXX-XXXX
www.XXXXX.com

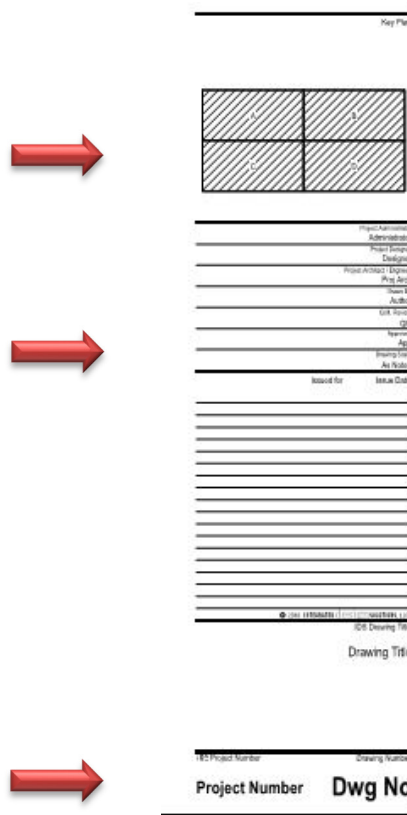
Drawing Information

Border – Plan Guide Points



The Architectural Department will edit the Project Number and Create the Key Plan. Project Team Names will be edited by all Disciplines with each Departments information.

- **Edit the Project Number, Project Team Names and Create Key Plan.**
- **The Border is pre-loaded into the Project Model IDS std 30x42 Border_2018. When editing the Border, save the family into the Project's \Revit \ ref \ Borders folder. After changes have been made to the Border Family and saved, the Architectural Department will notify the other Disciplines to reload the Border Family into the Project**



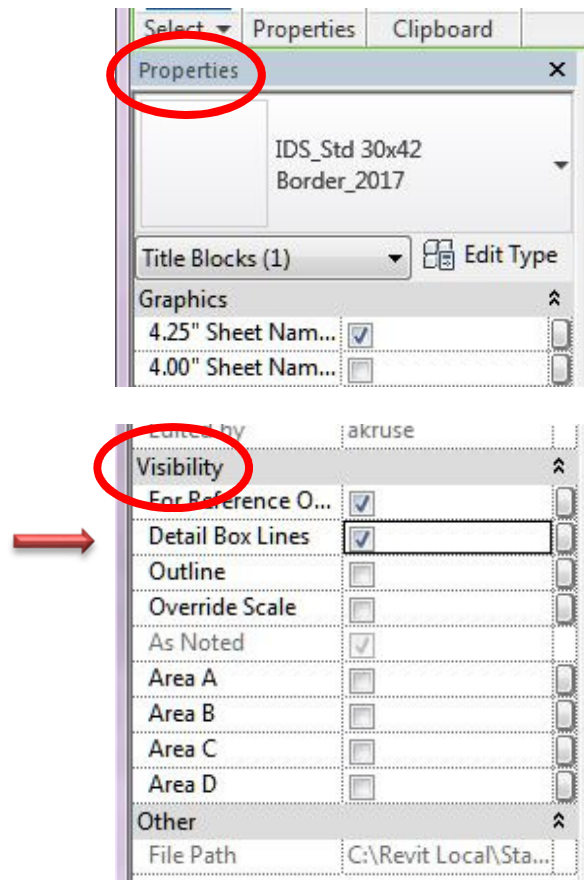
Drawing Information

Border – Plan Guide Points



Sections and Details are located on Drawings from the lower right corner of the sheet and are drawn from the bottom to the top of the sheet. The Border Family contains '**Detail Box Lines**' that can be used as a guide for laying out these Sections and Details. The '**Detail Box Lines**' help utilize the space of the drawing more efficiently, as well as help align items (example: Column Lines, Finish Floor Elevations..). For the Architectural Department '**Detail Box Lines**' are to be used for the Architectural Standard Details.

- The '**Detail Box Lines**' by default are turned off within the Project Model
- To turn on the '**Detail Box Lines**', highlight the Border, and in the Properties Menu under Visibility check the box '**Detail Box Lines**'
- Use the '**Detail Box Lines**' as a guide for laying out Sections, Details and Plan Details on the drawing
- Note: the '**Detail Box Lines**' will print. After locating Sections and Details on the drawing, uncheck the box for '**Detail Box Lines**' under Visibility



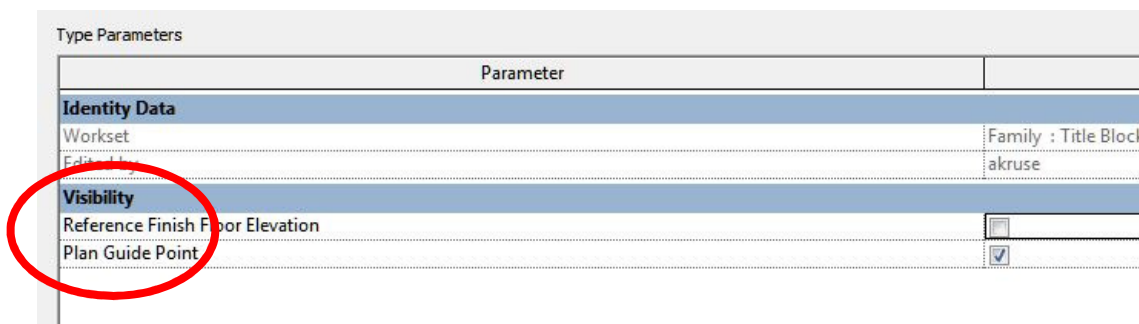
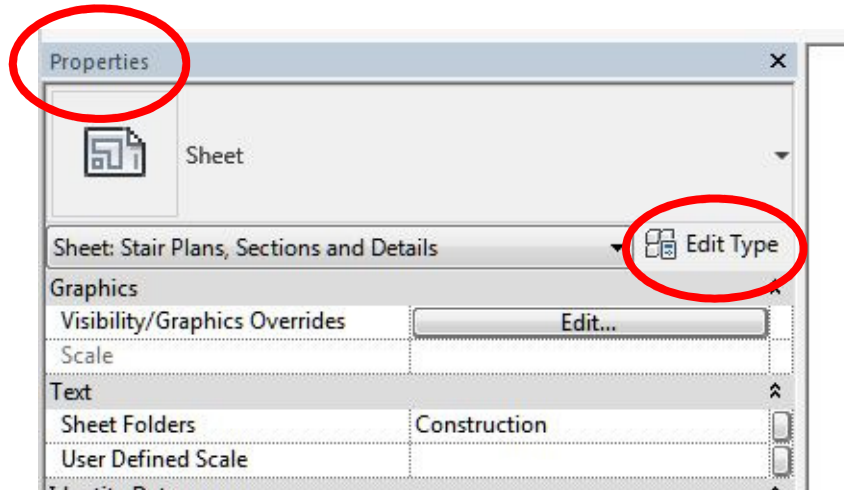
Drawing Information

Border – Plan Guide Points



Floor Plan Views are to be located on Drawings by all Disciplines using 'Plan Guide Points'. The Architectural Department will locate these points when setting up the Drawings for the Project. These points are used to align Floor Plan Views on Drawings so that the location is consistent throughout the project and between Disciplines.

- The 'Plan Guide Points' are located in the Border Family. By default, they are turned off within the Project Model.
- To turn on the 'Plan Guide Points', highlight the Border, and in the Properties Menu select Edit Type. In the Type Parameters under Visibility check the box for 'Plan Guide Point'.
- Place the Floor Plan View on the Drawing at the location of the 'Plan Guide Point'.
- Note: The 'Plan Guide Points' will print. After locating the Floor Plan View, uncheck the box for the 'Plan Guide Point' under Visibility in the Type Parameters Menu.



The Architectural, Mechanical, Electrical/Technology Reference information Drawings are pre-loaded into the Project Model for each Discipline. The following pages contain the IDS list of abbreviations for Architectural from the AR.0 Drawing

- **Note: IDS Abbreviations DO NOT contain periods**
- **Refer to this list when using abbreviations on all Drawings. If you need an abbreviation that is not on this list, talk with your Department Head first, and then it can be determined if it needs to be added to the Abbreviations List on the Department Reference Information Drawings**

Drawing Information

Reference Information – Abbreviations - Architectural



A

AB	ABUSE RESISTANT
ABRSV	ABRASIVE
ACOUS	ACOUSTIC, ACOUSTICAL
ACU	AIR CONDITIONING UNIT
ADJ	ADJACENT, ADJUSTABLE
AFF	ABOVE FINISH FLOOR
ALT	ALTERNATE
ALUM	ALUMINUM
ANOD	ANODIZED
ACS PNL	ACCESS PANEL
APPROX	APPROXIMATELY
ARCH	ARCHITECT, ARCHITECTURAL
AUTO	AUTOMATIC

B

BD	BOARD
BEV	BEVEL, BEVELED
BF	BARRIER FREE
BLDG	BUILDING
BLKG	BLOCKING
BN	BULLNOSE
BOT	BOTTOM
BRG	BEARING
BRKT	BRACKET
BSMT	BASEMENT
BUR	BUILT UP ROOFING SYSTEM
B/D	BOTTOM OF DECK

C

CAB	CABINET
CB	CATCH BASIN
CBB	CEMENT BACKER BOARD
CCT	CUBICLE CURTAIN TRACK
CG	CORNER GUARD
CHBD	CHALKBOARD
CHKD PL	CHECKERED PLATE
CJ	CONTROL OR CONSTRUCTION JOINT
CLG	CEILING
CMU	CONCRETE MASONRY UNIT
CO	CLEAN OUT
COL	COLUMN
COMP	COMPACTED
COMPO	COMPOSITION
CONC	CONCRETE
CONF	CONFERENCE
CONN	CONNECT, CONNECTION
CONSTR	CONSTRUCTION
CONT	CONTINUE, CONTINUOUS
CONTR	CONTRACTOR
CONV	CONVERTOR
COR	CORRIDOR
CORR	CORRUGATED
COORD	COORDINATE
CSWK	CASEWORK
CT	CERAMIC TILE
CSK	COUNTERSINK (SUNK)
CUH	CABINET UNIT HEATER

D

D	DEPTH
DBL	DOUBLE
DWTR	DUMBWAITER
DT DR	DUTCH DOOR
DEMO	DEMOLISH, DEMOLITION
DEPR	DEPRESSED
DEPT	DEPARTMENT
DET	DETAIL
DF	DRINKING FOUNTAIN
DIA	DIAMETER
DIAG	DIAGONAL
DIFF	DIFFUSER
DIM	DIMENSION
DIR	DIRECTORY
DEFS	DIRECT APPLIED EXT FINISH SYSTEM
DMPF	DAMP PROOFING SYSTEM
DMT	DEMOUNTABLE
DN	DOWN
DR OPNG	DOOR OPENING
DR	DOOR
DWG	DRAWING
DT	DRAIN TILE
DWL	DOWEL
DWR	DRAWER

E

EA	EACH
EF	EXHAUST FAN
EIFS	EXTERIOR INSULATION FINISH SYSTEM
EJ	EXPANSION JOINT
EL	ELEVATION
ELEC	ELECTRIC, ELECTRICAL
ELEV	ELEVATOR
ENCL	ENCLOSURE
ENTR	ENTRANCE, ENTRY
EP	ELECTRICAL PANEL
EQ	EQUAL
EQUIP	EQUIPMENT
EW	EACH WAY
EWV	ELECTRICAL WATER COOLER
EXIST	EXISTING
EXP	EXPANDED, EXPANSION
EXP BT	EXPANSION BOLT
EXT	EXTERIOR

F

FAC	FACTORY
FACP	FIRE ALARM CONTROL PANEL
FD	FLOOR DRAIN
FDC	FIRE DEPARTMENT CONNECTION
FDTN	FOUNDATION
FE	FIRE EXTINGUISHER
FEB	FIRE EXTINGUISHER AND BRACKET
FEC	FIRE EXTINGUISHER CABINET
FIN FLR	FINISH FLOOR
FH	FIRE HYDRANT

Drawing Information

Reference Information – Abbreviations - Architectural



F (CONT)

FHC	FIRE HOSE CABINET
FHR	FIRE HOSE RACK
FIN	FINISH, FINISHED
FLASH	FLASHING
FLR	FLOOR
FPRFG	FIREPROOFING
FR	FRAME
FRGM	FIRE RATED GLAZING MARKINGS
FRP	FIBERGLASS REINFORCED PANEL
FT	FEET, FOOT
FTG	FOOTING
FTR	FIN TUBE RADIATION
FVC	FIRE VALVE CABINET
FWC	FABRIC WALL COVERING

G

GA	GAGE, GAUGE
GALV	GALVANIZED
GRFC	GLASS FIBER REINFORCED CONCRETE
GRFG	GLASS FIBER REINFORCED GYPSUM
GI	GALVANIZED IRON
GL	GLASS
GR	GRADE
GRG	GLASS REINFORCED GYPSUM
GRL	GRILLE
GYP BD	GYPSUM BOARD

H

H	HIGH, HEIGHT
HB	HOSE BIBB
HC	HOLLOW CORE
HDWD	HARDWOOD
HDWE	HARDWARE
HM	HOLLOW METAL
HORIZ	HORIZONTAL, HORIZONTALLY
HORIZB	HORIZONTAL BLINDS
HP	HIGH POINT
HR	HOUR

I

ID	INSIDE DIAMETER
IE	INVERT ELEVATION
INCL	INCLUDE, INCLUDING
INFO	INFORMATION
IN	INCH, INCHES
INSUL	INSULATE, INSULATION
IR	IMPACT RESISTANT
INT	INTERIOR

J

JC	JANITOR CLOSET
JT	JOINT
JST	JOIST

K

KD	KNOCK DOWN
KIT	KITCHEN

L

L	LONG, LENGTH
LAB	LABORATORY
LAM	LAMINATE, LAMINATED
LAV	LAVATORY
LBL	LABEL
LBS	POUNDS
LF	LINEAR FOOT
LH	LEFT HAND
LHR	LEFT HAND REVERSE
LKR	LOCKER
LLH	LONG LEG HORIZONTAL
LLV	LONG LEG VERTICAL
LO	LOUVER OPENING
LP	LOW POINT
LPRF	LIGHT PROOF
LT WT	LIGHT WEIGHT

M

MAINT	MAINTENANCE
MATL	MATERIAL
MAX	MAXIMUM
MCC	MULTI COLOR COATING
MDS	METAL DIVING STRIP
MECH	MECHANICAL
MET	METAL OR METALLIC
MT	METAL THRESHOLD
MEZZ	MEZZANINE
MFR	MANUFACTURER
MH	MANHOLE
MIN	MINIMUM
MISC	MISCELLANEOUS
MKBD	MARKERBOARD
MLDG	MOULDING
MO	MASONRY OPENING
MRT	MARBLE THRESHOLD
MTD	MOUNTED
MULL	MULLION

N

NIC	NOT IN CONTRACT
NO	NUMBER
NOM	NOMINAL
NRC	NOISE REDUCTION COEFFICIENT
NTS	NOT TO SCALE

Drawing Information

Reference Information – Abbreviations - Architectural



O

OC	ON CENTER
OD	OUTSIDE DIAMETER
O/H	OVERHEAD
OPNG	OPENING
OPP HD	OPPOSITE HAND
ORN	ORNAMENTAL
OZ	OUNCE

P

PA	PUBLIC ADDRESS
PBD	PARTICLEBOARD
P/C	PRECAST
PC	PIECE
PORC EN	PORCELAIN ENAMEL
PERF	PERFORATED
PERIM	PERIMETER
PRKG	PARKING
PLBG	PLUMBING
PLAS	PLASTER
P LAM	PLASTIC LAMINATED
PLYWD	PLYWOOD
POL	POLISH, POLISHED
POC	POROUS
PORC	PORCELAIN
PR	PAIR
PREFAB	PREFABRICATION
PS	PROJECTION SCREEN
PSF	POUNDS PER SQUARE FOOT
PSI	POUNDS PER SQUARE INCH
PT	PAINT
PTN	PARTITION
PVC	POLYVINYLCHLORIDE
PVF	POLYVINYL FLUORIDE COATING (KYNAR)
PVW	PROTECTIVE VINYL WALL COVERING

Q

QT	QUARRY TILE
----	-------------

R

R	RISER
RAD	RADIUS
RC	RAIN CONDUCTOR
REF	REFER, REFERENCE
REFL	REFLECTED, RELECTIVE
REFRIG	REFRIGERATOR
REINF	REINFORCE, REINFORCEMENT, REINFORCING
REQD	REQUIRED
RESIL	RESILIENT
REV	REVISED, REVISION
RFG	ROOFING

R (CONT)

RH	RIGHT HAND
RHR	RIGHT HAND REVERSE
RO	ROUGH OPENING
ROW	RIGHT OF WAY
RR	RAILROAD
RS	ROOF SUMP
RSD	ROLLER SHADE
RT	RUBBER TILE

S

SC	SOLID CORE
SCHED	SCHEDULE
SCR	SHOWER CURTAIN ROD
SECT	SECTION
SF	SQUARE FEET (FOOT)
SGFT	STRUCTURAL GLAZED FACING TILE
SH/P	SHELF AND POLE
SIM	SIMILAR
SPEC	SPECIFICATION
SQ	SQUARE
SS	SERVICE SINK
STAG	STAGGERED
STC	SOUND TRANSMISSION CLASS
STD	STANDARD
STL	STEEL
STRUCT	STRUCTURAL
ST STL	STAINLESS STEEL
STN	STAIN
SURF	SURFACE
SUSP	SUSPEND, SUSPENSION
SYM	SYMBOL
SYMM	SYMMETRICAL

T

T	TREAD
T & B	TOP AND BOTTOM
T & G	TONGUE AND GROOVE
TKBD	TACKBOARD
T/C	TOP OF COVER OR CURB
TEL	TELEPHONE
TEMP GL	TEMPERED GLASS
TER	TERRAZZO
T/F	TOP OF FOOTING
THK	THICK, THICKNESS
TKSP	TACK STRIP
TOM	TOP OF MASONRY
TOS	TOP OF STEEL
TRANS	TRANSOM
TV	TELEVISION
TOW	TOP OF WALL
TYP	TYPICAL

Drawing Information

Reference Information – Abbreviations - Architectural



U

UC	UNDERCUT
UL	UNDERWRITERS LABORATORIES, INC.
UON	UNLESS OTHERWISE NOTED

V

VCT	VINYL COMPOSITION TILE
VERT	VERTICAL, VERTICALLY
VERTB	VERTICAL BLINDS
VIF	VERIFY IN FIELD
VIT	VITREOUS
VR	VAPOR RETARDER
VRS	VINYL REDUCER STRIP
VTR	VENT THRU ROOF
VWC	VINYL WALL COVERING

W

W	WIDE, WIDTH
WBR	WALL BUMPER RAIL
WSCT	WAINSCOTT
W/	WITH
WD	WOOD
WM	WIRE MESH
WO	WINDOW OPENING
W/O	WITHOUT
WP	WATERPROOF
WPF	WEATHERPROOF
WP	WORKING POINT
WSCT	WATERSTOP
WSTPG	WEATHERSTRIPPING
WWF	WELDED WIRE FABRIC

L

ANGLE

X

BY

CL

CENTERLINE

[

CHANNEL

°

DEGREE OR DEGREES

Ø

DIAMETER

'

FEET, FOOT

"

INCH, INCHES

#

NUMBER OR POUND

PL

PLATE

T

TEE

Drawing Information

Life Safety, Life Safety Code Information



Building Code Information

Drawing Information

Life Safety, Life Safety Code Information



PROJECT INFORMATION

Project Name:										
Project Address:										
Owner:										
Owner Contact:										
Owner Project Number:										
IDS Project Number:										
Principal-in-Charge:										
Project Administrator:										
Project Designer:										
Project Architect:										
Code Reviewer:										
Project Phase:										
☐	Schematic Design									
☐	Design Development									
☐	Construction Documents									
Bureau of Fire Services Consultation							Yes	No		
Date of Consultation										
Local Authority Having Jurisdiction Consultation							Yes	No		
Date of Consultation										

CODE INFORMATION

APPLICABLE CONSTRUCTION CODES AND STANDARDS										
Jurisdictional Authority:										
☐	Michigan Bureau of Construction Codes (BCC)									
☐	Michigan Bureau of Fire Services (BFS)									
☐	Local:									
☐	Other:									
Zoning Ordinance:										
☐	Municipality:									
	Classification:									
Building Codes:							Year:	Enforcing Agency:		
☐	Michigan Building Code (MBC)									
☐	Michigan Rehabilitation Code for Existing Buildings (MRCEB)									
☐	Fire Safety Rules for Schools, Colleges and Universities									
	NFPA 101									
☐	Fire Safety Rules for Health Care Facilities									
	NFPA 101									
☐	Dormitory Fire Safety for Schools, Colleges and Universities									
	NFPA 101									
Barrier Free:										
☐	Michigan Barrier Free Code (A117.1)									
☐	Uniform Federal Accessibility Standards									
☐	Americans with Disabilities Act									
Elevator:										
☐	Michigan Elevator Rules									
Structural:										
☐	Michigan Building Code									
Mechanical:										
☐	Michigan Mechanical Code									
Plumbing:										
☐	Michigan Plumbing Code									

Drawing Information

Life Safety, Life Safety Code Information



BUILDING INFORMATION

SINGLE USE AND OCCUPANCY				
Type of Construction			MBC	NFPA
Occupancy Group				
Tabular Building Area (MBC Table 503) (A)			0 SF/story	
Frontage Increase (MBC Section 506.2) (I)			0.00	
Building Perimeter that fronts a public way or open space			1 feet	
Perimeter of entire building			1 feet	
Width of public way or open space			1 feet	
Sprinkler Increase (I)			0	
Area increase factor due to sprinkler protection (MBC Section 506.3)			0 % increase	
Allowable Area (A _u)			0 SF/story	
Project Floor Area	Existing	Proposed	Renovated	Total
Basement	0 SF	0 SF	0 SF #DIV/0!	0 SF
First Floor	0 SF	0 SF	0 SF #DIV/0!	0 SF
Second Floor	0 SF	0 SF	0 SF #DIV/0!	0 SF
Third Floor	0 SF	0 SF	0 SF #DIV/0!	0 SF
Fourth Floor	0 SF	0 SF	0 SF #DIV/0!	0 SF
Penthouse	0 SF	0 SF	0 SF #DIV/0!	0 SF
Sub-total	0 SF	0 SF	0 SF #DIV/0!	0 SF
Tabular Allowable Building Height (MBC Table 503)			MBC	
Tabular Story Limitations (MBC Table 503)			0 Feet	
Automatic Sprinkler System Increase (MBC Section 504.2)				
Height Increase			0 Feet	
Story Limitation Increase			0 Stories above grade plane	
Total Allowable Building Height			0 Feet	
Total Story Limitations			0 Stories above grade plane	
Project Building Height			0 Feet	
Project Number of Stories above grade plane			0 Stories above grade plane	

BUILDING INFORMATION

MIXED USE AND OCCUPANCY, ACCESSORY				
Type of Construction			MBC	NFPA
Occupancy Group	Primary			
Occupancy Group	Accessory			
Tabular Building Area (MBC Table 503) (A)			0 SF/story	
Frontage Increase (MBC Section 506.2) (I)			0.00	
Building Perimeter that fronts a public way or open space			1 feet	
Perimeter of entire building			1 feet	
Width of public way or open space			1 feet	
Sprinkler Increase (I)			0	
Area increase factor due to sprinkler protection (MBC Section 506.3)			0 % increase	
Allowable Area (A _u)			0 SF/story	
Project Floor Area	Existing	Proposed	Renovated	Total
Basement	0 SF	0 SF	0 SF #DIV/0!	0 SF
First Floor	0 SF	0 SF	0 SF #DIV/0!	0 SF
Second Floor	0 SF	0 SF	0 SF #DIV/0!	0 SF
Third Floor	0 SF	0 SF	0 SF #DIV/0!	0 SF
Fourth Floor	0 SF	0 SF	0 SF #DIV/0!	0 SF
Penthouse	0 SF	0 SF	0 SF #DIV/0!	0 SF
Sub-total	0 SF	0 SF	0 SF #DIV/0!	0 SF
Tabular Allowable Building Height (MBC Table 503)			MBC	
Tabular Story Limitations (MBC Table 503)			0 Feet	
Automatic Sprinkler System Increase (MBC Section 504.2)				
Height Increase			0 Feet	
Story Limitation Increase			0 Stories above grade plane	
Total Allowable Building Height			0 Feet	
Total Story Limitations			0 Stories above grade plane	
Project Building Height			0 Feet	
Project Number of Stories above grade plane			0 Stories above grade plane	

BUILDING INFORMATION

MIXED USE AND OCCUPANCY, NONSEPARATED				
Type of Construction			MBC	NFPA
Occupancy Group	Most Restrictive			
Occupancy Group	Other			
Tabular Building Area (MBC Table 503) (A)			0 SF/story	
Frontage Increase (MBC Section 506.2) (I)			0.00	
Building Perimeter that fronts a public way or open space			1 feet	
Perimeter of entire building			1 feet	
Width of public way or open space			1 feet	
Sprinkler Increase (I)			0	
Area increase factor due to sprinkler protection (MBC Section 506.3)			0 % increase	
Allowable Area (A _u)			0 SF/story	
Project Floor Area	Existing	Proposed	Renovated	Total
Basement	0 SF	0 SF	0 SF #DIV/0!	0 SF
First Floor	0 SF	0 SF	0 SF #DIV/0!	0 SF
Second Floor	0 SF	0 SF	0 SF #DIV/0!	0 SF
Third Floor	0 SF	0 SF	0 SF #DIV/0!	0 SF
Fourth Floor	0 SF	0 SF	0 SF #DIV/0!	0 SF
Penthouse	0 SF	0 SF	0 SF #DIV/0!	0 SF
Sub-total	0 SF	0 SF	0 SF #DIV/0!	0 SF
Tabular Allowable Building Height (MBC Table 503)			MBC	
Tabular Story Limitations (MBC Table 503)			0 Feet	
Automatic Sprinkler System Increase (MBC Section 504.2)				
Height Increase			0 Feet	
Story Limitation Increase			0 Stories above grade plane	
Total Allowable Building Height			0 Feet	
Total Story Limitations			0 Stories above grade plane	
Project Building Height			0 Feet	
Project Number of Stories above grade plane			0 Stories above grade plane	

BUILDING INFORMATION

MIXED USE AND OCCUPANCY, SEPARATED				
Type of Construction				
Occupancy Group	Occupancy #1	Occupancy #2	Occupancy #3	Occupancy #4
Tabular Building Area (Table 503) (A)	0 SF/story	0 SF/story	0 SF/story	0 SF/story
Frontage Increase (Section 506.2) (I)	0.00	0.00	0.00	0.00
Building Perimeter that fronts a public way or open space	1 feet	1 feet	1 feet	1 feet
Perimeter of entire building	1 feet	1 feet	1 feet	1 feet
Width of public way or open space	1 feet	1 feet	1 feet	1 feet
Sprinkler Increase (I)	0	0	0	0
Area increase factor due to sprinkler protection (Section 506.3)	0 % increase	0 % increase	0 % increase	0 % increase
Allowable Area (A _u)	0 SF/story	0 SF/story	0 SF/story	0 SF/story
Separated Occupancies Allowable Area (Section 508.4.2)				
Occupancy #1	-- Group	0 Actual Floor Area	0 Allowable Area (A _u)	
Occupancy #2	-- Group	0 Actual Floor Area	0 Allowable Area (A _u)	
Occupancy #3	-- Group	0 Actual Floor Area	0 Allowable Area (A _u)	
Occupancy #4	-- Group	0 Actual Floor Area	0 Allowable Area (A _u)	
Sum of Ratios (shall not exceed 1.0)	#DIV/0!			
Project Floor Area	Existing	Proposed	Renovated	Total
Basement	0 SF	0 SF	0 SF	0 SF
First Floor	0 SF	0 SF	0 SF	0 SF
Second Floor	0 SF	0 SF	0 SF	0 SF
Third Floor	0 SF	0 SF	0 SF	0 SF
Fourth Floor	0 SF	0 SF	0 SF	0 SF
Penthouse	0 SF	0 SF	0 SF	0 SF
Sub-total	0 SF	0 SF	0 SF	0 SF
Tabular Allowable Building Height (MBC Table 503)			MBC	
Tabular Story Limitations (MBC Table 503)			0 Feet	
Automatic Sprinkler System Increase (MBC Section 504.2)				
Height Increase			0 Feet	
Story Limitation Increase			0 Stories above grade plane	
Total Allowable Building Height			0 Feet	
Total Story Limitations			0 Stories above grade plane	
Project Building Height			0 Feet	
Project Number of Stories above grade plane			0 Stories above grade plane	

Drawing Information

Life Safety, Life Safety Code Information



LIFE SAFETY SYSTEMS				
High-Rise Buildings				
Applicability			☐ Yes	
MBC Section 403.1			☐ No	
Lowest Level of Fire Department Vehicle Access	elevation	0.00 feet		
Highest Occupable Floor	elevation	0.00 feet		
		0.00 feet		
Fire Protection System Requirements				
Automatic Sprinkler Systems			☐ Full	
MBC Section 903			☐ Partial	
NFPA - See Occupancy Chapters & 9.7.1			☐ None	
Standpipe Systems			☐ Required	
MBC Section 905			☐ Not Required	
NFPA - See Occupancy Chapters				
NFPA 45				
Fire Pumps			☐ Required	
			☐ Not Required	
Fire Hazard Occupancy			☐ Light (Low)	
			☐ Ordinary (Moderate)	
			☐ Extra (High)	
Portable Fire Extinguishers			☐ Required	
MBC Section 906			☐ Not Required	
IFC Section 906			☐ Special Hazard Areas Only	
NFPA - See Occupancy Chapters & 9.7.4				
Fire Alarm and Detection System Requirements				
Manual Fire Alarm System			☐ Required	
MBC Section 907			☐ Not Required	
NFPA - See Occupancy Chapters & 9.9				
Emergency Voice/Alarm Communication System			☐ Required	
MBC Section 907.2.1.1			☐ Not Required	
MBC Section 907.5.2.2				
Elevator Requirements				
Ambulance Stretcher Compliance			☐ Yes	
MBC Section 3602.4			☐ No	
Accessible Means of Egress			☐ Yes	
MBC Section 607.2.1			☐ No	
Emergency and Standby Power System			☐ Required	
MBC Section 2702			☐ Not Required	

FIRE RATINGS AND SEPARATIONS				
		MBC		NFPA
Primary Structural Frame		☐ Table 601	☐ Table 601	NFPA 220
Bearing Walls		☐ Table 601	☐ Table 601	NFPA 220
Exterior		☐ Table 601	☐ Table 601	NFPA 220
Interior		☐ Table 601	☐ Table 601	NFPA 220
Nonbearing Walls and Partitions		☐ Table 602	☐ Table 602	NFPA 220
Exterior	Fire Separation Distance	☐ Table 601	☐ Table 601	NFPA 220
Interior		☐ Table 601	☐ Table 601	NFPA 220
Floor Construction and Associated Secondary Members		☐ Table 601	☐ Table 601	NFPA 220
Roof Construction and Associated Secondary Members		☐ Table 601	☐ Table 601	NFPA 220
Separation of Occupancies		☐ Table 508.3.3	☐ Table 508.3.3	See Occupancy Chapters
Allowable Area Separations (Fire Walls)		☐ Section 705	☐ Section 705	Section 8.2.1
Fire Area Separations (Fire Barriers)		☐ Section 706	☐ Section 706	Section 8.3
Corridors (Fire Partitions)	Smoke Tight	☐ Section 616	☐ Section 616	See Occupancy Chapters
Shaft Enclosures		☐ Section 707	☐ Section 707	Section 8.3
Smoke Compartments (Smoke Barriers)		☐ Section 709	☐ Section 709	Section 8.4
Incidental Use Areas		MBC Section 508	NFPA See Occupancy Chapters	
Furnace Room		☐ Table 601	☐ Table 601	
Boiler Room		☐ Table 601	☐ Table 601	
Refrigerant Machinery Room		☐ Table 601	☐ Table 601	
Hydrogen Cutoff Room		☐ Table 601	☐ Table 601	
Incinerator Room		☐ Table 601	☐ Table 601	
Plant Shops		☐ Table 601	☐ Table 601	
Laboratories and Vocational Shops		☐ Table 601	☐ Table 601	
Laundry Room > 1000sf		☐ Table 601	☐ Table 601	
Waste and Linen Collection Room		☐ Table 601	☐ Table 601	
Stationary storage battery systems		☐ Table 601	☐ Table 601	
Storage and Janitor Closets		☐ Table 601	☐ Table 601	
Maintenance Shops		☐ Table 601	☐ Table 601	

INTERIOR FINISH REQUIREMENTS

					NFPA
				MBC	See Occupancy Chapters
Interior Wall and Ceiling Finish Requirements			Table 803.9		
Interior exit stairways, ramps and passageways					
Corridors and exit access stairways and ramps					
Rooms and Enclosed Spaces					
					NFPA
				MBC	See Occupancy Chapters
			Section 804.4		
Interior Floor Finish Requirements					

The Architectural, Mechanical and Electrical Model by default is loaded into the project. During the Design process, views for different floor levels may be set up for your use or for you to duplicate and create your own.

- *Floor Plan Views are located on drawings by the Architectural Department. These locations need to be coordinated with the Mechanical and Electrical Department at the beginning of a project so that all the drawing requirements for each discipline are met. Once this location is coordinated, use the 'Plan Guide Point' to align the views from floor to floor or from one Series to the next. Each Discipline is to use this location for Floor Plans*

Architectural, Mechanical and Electrical Departments will have a Drawing created for each Sheet in the Drawing Series for their Discipline, (Refer to Section 1) pre-loaded into the project. Some of these Drawings will have views already placed on them with Information pertaining to these Sheets. (example: Legend, Notes, Keynotes, Schedules etc..). For smaller projects not all Sheets in a Drawings Series will be used. Delete the Sheets in the Drawings Series that do not pertain to your project.

The location for a Floor Plan View will need to allow space in the upper right corner of the Sheet for General Notes, Legend and Keynotes. Locate a corner of the Floor Plan (or column line intersection) in a location that allows all associated Floor Plan Views, (Example: New Work, Demolition, etc..) to fit at this location. Also use this location to align additional Floor Levels. (Example: Basement, Second Floor, Third Floor, Roof etc..) Place a 'Plan Guide Point', located in the Border Family, at this location (For 'Plan Guide Points' refer to page 2.5c). For Floor Plans with Areas, use 'Plan Guide Points' to locate the Floor Plan View for each Area on each Sheet.

Drawing Information

Floor Plans – Title Block



For the Floor Plan Drawings each Discipline will edit the Title Block with their Departments information. Follow the Standard Drawing Titles and Drawing Numbering for your Drawings.

- Edit the Project Team Names, Drawing Title and Drawing Number

→

EDIT THE PROJECT TEAM NAMES
USE FIRST INITIAL AND LAST NAME
USE UPPER AND LOWER CASE →

Project Administrator	Administrator
Project Designer	Designer By
Project Architect / Engineer	Proj Arch
Drawn By	
Q.M. Review	
Approved	App
Drawing Scale	As Noted
Issued for	Issue Date

→

EDIT DRAWING TITLE
FOLLOW THE STANDARDS
FOR DRAWING TITLES →

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IDS Drawing Title

Drawing Title

→

EDIT THE DRAWING NUMBER
FOLLOW THE STANDARDS
FOR DRAWING NUMBERS →

Project Number	Drawing Number
Project Number	Dwg No

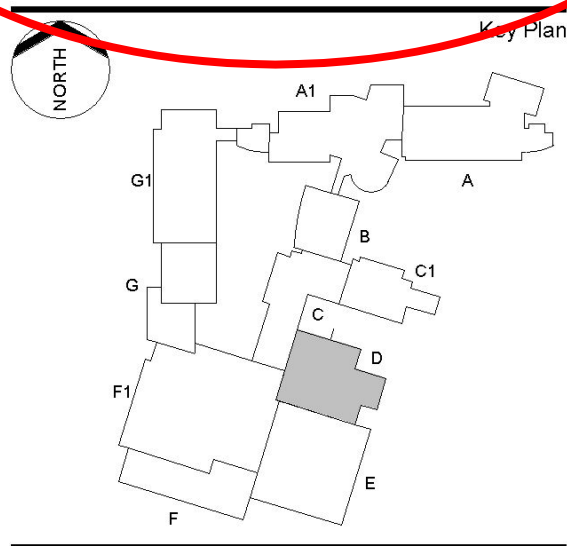
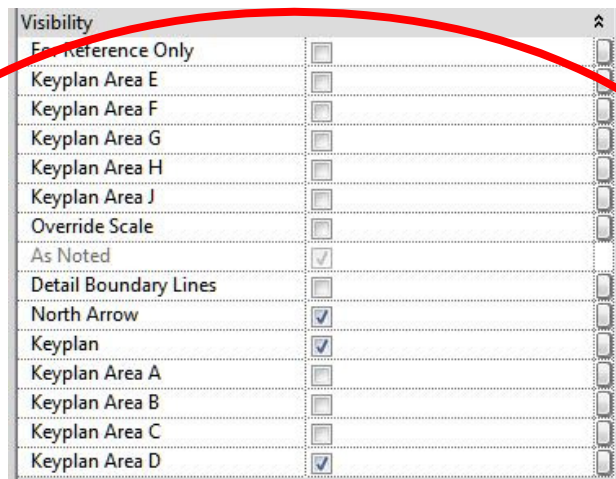
Drawing Information

Floor Plans – Key Plans



A Key Plan is created by the Architectural Department for a Project that is divided into Areas and/or has Matchlines. Smaller Projects where the Project has no Areas or Matchlines do not necessarily require a Key Plan. Edit the Key Plan on all Floor Plan Drawings to match the Floor Plan View that is placed on that drawing.

- Highlight the Border. Under Visibility in the Properties Menu locate the Key Plan Information
- Select the Key Plan, North Arrow, and the Area that applies to the View on the Drawing you are currently in



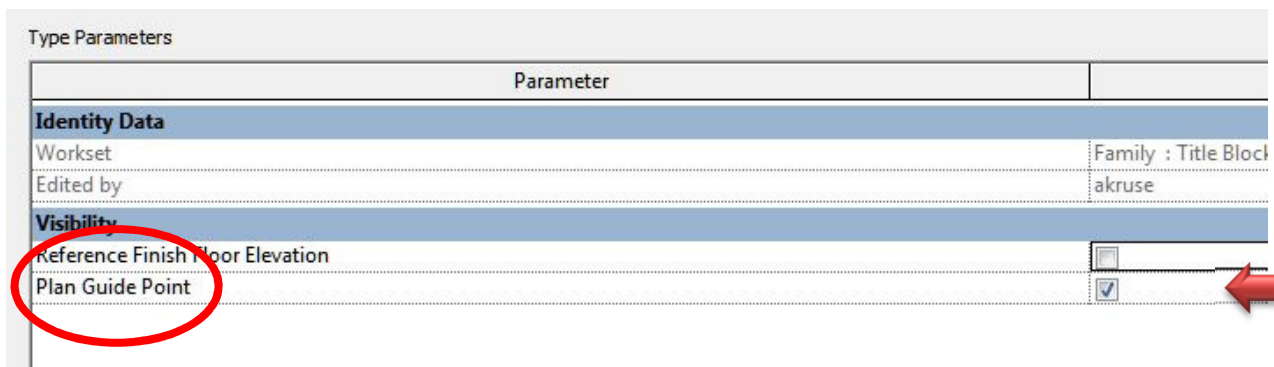
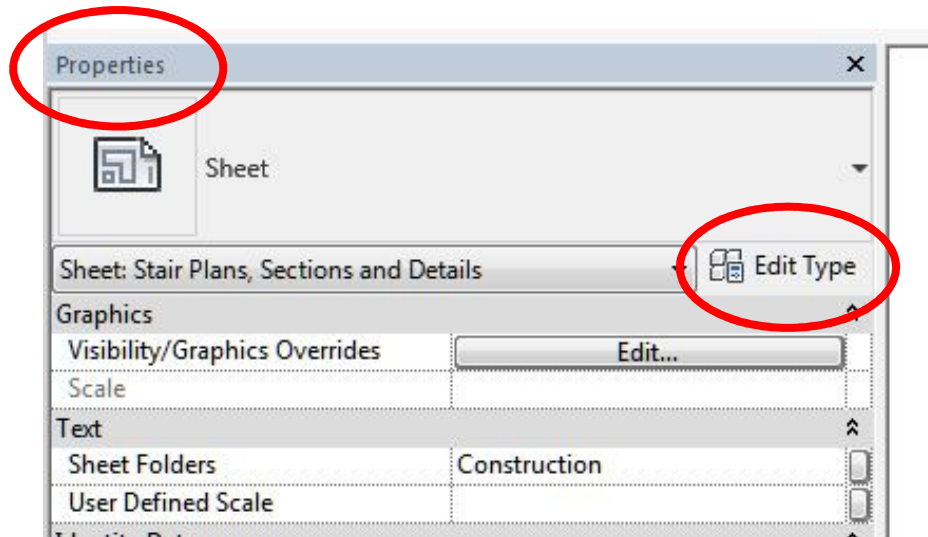
Drawing Information

Floor Plans – Plan Guide Points



Floor Plan Views are located on Drawings by the Architectural Department using Plan Guide Points. These points are used to align Floor Plan Views on drawings so that the location is consistent throughout the project and between Disciplines.

- The 'Plan Guide Points' are located in the Border Family. By default, they are turned off within the Project Model
- To turn on the 'Plan Guide Points', highlight the Border, and in the Properties Menu select Edit Type. In the Type Parameters under Visibility check the box for 'Plan Guide Point'

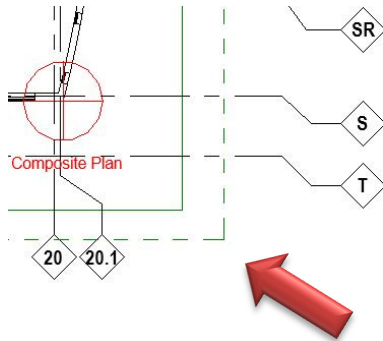


Drawing Information

Floor Plans – Plan Guide Points



- **Locate Floor Plan Views at the location indicated by the 'Plan Guide Points'.**



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IDS Drawing Title

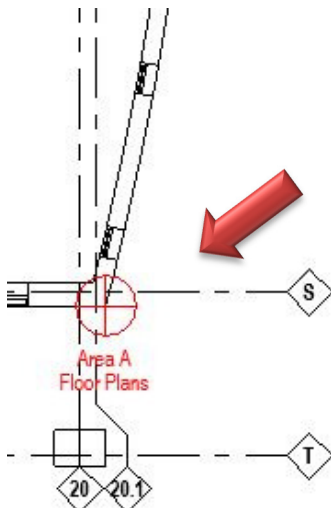
First Floor Composite Life Safety Plan

IDS Project Number

Drawing Number

16175-5000

LS0.1



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IDS Drawing Title

First Floor New Work Plan - Area A

IDS Project Number

Drawing Number

16175-5000

A2.1A

- **Note: the 'Plan Guide Points' will print. After locating the Floor Plan View, uncheck the box for the 'Plan Guide Point' under Visibility in the Type Parameters Menu.**

Drawing Information

Floor Plans – Drawing Scale



When placing Views on a drawing the **Drawing Scale** is determined by the View Template that is assigned to that view. When the View is placed, it will default to the assigned scale. The scale will display with the **View Title** when a Viewport under the Properties Menu containing **Scale** is selected. In the Title Block the **Drawing Scale**, by default, will display **As Noted**. Drawings that contain only one View and are not referenced from another View do not require a Drawing Title. The **As Noted** in the Title Block will need to be updated to reflect the Scale of the Drawing.

To change the **Drawing Scale** of a View you have placed you will need to change or create a New View Template. You can also change the **Drawing Scale** by changing the View Template to **None**.

- The Title Block **Drawing Scale** defaults to **As Noted** when placing Views on a Drawing

	Project Administrator
	Administrator
	Project Designer
	Designer
	Project Architect / Engineer
	Proj Arch
	Drawn By
	Author
	Q.M. Review
	QM
	Approved
	App
	Drawing Scale
	As Noted
Issued for	Issue Date



Drawing Information

Floor Plans – Drawing Scale



- To edit the 'Drawing Scale' in the Title Block, Highlight the Border and in the Properties Menu under Visibility select Override Scale. You can now edit the 'Drawing Scale' in the Title Block to read the correct Scale

Visibility	
For Reference Only	☐
Keyplan Area E	☐
Keyplan Area F	☐
Keyplan Area G	☐
Keyplan Area H	☐
Keyplan Area J	☐
Override Scale	☐
As Noted	☒
Detail Boundary Lines	☐
North Arrow	☐
Keyplan	☐
Keyplan Area A	☐
Keyplan Area B	☐
Keyplan Area C	☐
Keyplan Area D	☐



- To change the 'Drawing Scale' of the View you have placed on the Drawing, go to the Properties Menu and under Identity Data change the View Template to None. If you have created a New View Template with the desired scale, assign the New View Template

Identity Data	
View Template	<None>
View Name	110' - 0"
Dependency	Independent
Title on Sheet	
Sheet Number	A9.9
Sheet Name	Unnamed
Referencing Sheet	
Referencing Detail	
Workset	View "Sheet: A9.9 - Unna...
Edited by	

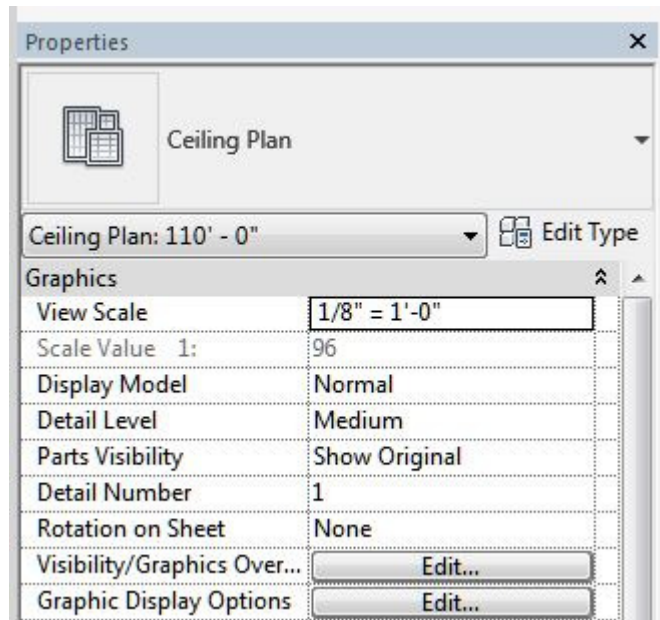


Drawing Information

Floor Plans – Drawing Scale



- Once you have changed the View Template to None you can change the 'Drawing Scale' of the View in the Properties Menu under Graphics. Select View Scale to change the 'Drawing Scale'



*Drawings that have Scheduled Information will locate the Schedule on the Drawing Number designated in the Drawing Series (Refer to Section 1, 1.1) (Example: Room Finish Schedule, Door Schedule, Equipment Schedule etc...) The **Start Location** for all Schedules is the **Upper Right Corner** of the Drawing. Multiple Schedules will start at the right side of the Drawing and Move downward. This location keeps all Scheduled information away from the bound side of the Construction Set*

- *Note: Notes related to the Schedule can be located to the right of the Schedule (Match Floor Plan Location) or directly below the Schedule*

Drawing Guidelines

Drawing Guidelines



<i>Index</i>	<i>Page</i>
Dimensioning.....	A3.1 A3.1a -A3.1d
Leaderlines.....	A3.2 A3.2a
Room Names.....	A3.3 A3.3a – A3.3d
Column Grid Bubbles	A3.4 A3.4a – A3.4b

The following are guidelines for dimensioning interior and exterior walls:

Accumulating Dimension Errors with Nominal Wall Dimensions

Examples:

- 8" CMU is actually 7 5/8" (3/8" error at each wall)
- 5" stud wall is actually 4 7/8" (1/8" error at each wall)
- Dimension strings at CMU walls should locate **ONE FACE ONLY** and be a **MASONRY DIMENSION**
- Dimension strings at stud walls should locate **ONE FACE ONLY**

Locating Doors, Windows and Wall Openings on Plans

- Door frame location dimension is not required when condition is covered by standard door jamb detail. (2" at stud walls and 4" at CMU walls)
- Wall opening dimension is not required when door or window is scheduled (i.e. HM frames are set prior to building CMU walls), thus making opening dimensions unnecessary.
- Exterior aluminum doors and windows are normally installed after the wall opening is constructed and therefore require opening dimensions.
- Continuous strings of dimensions are **NOT REQUIRED**. Locate doors, windows and openings to the nearest column centerline or corner.

Renovation Projects

- location may not be identifiable in the field. Use (+/-) dimension(s) if dimension strings are between two existing elements.
- Provide dimensions to underside of existing floor or roof decks to clarify height of partitions that extend to deck.
- Provide existing ceiling heights on Reflected Ceiling Plans to clarify height of new partitions that extend to underside of ceilings.

Wall Sections and Details

- Show column lines, floor lines, top of steel, etc., and identify
- Dimension exterior face of wall to column centerline.
- Dimension width of parapet wall.
- Dimension height of coping faces if non-standard.
- locate face of miscellaneous steel angles, etc., from column centerline or top of steel.

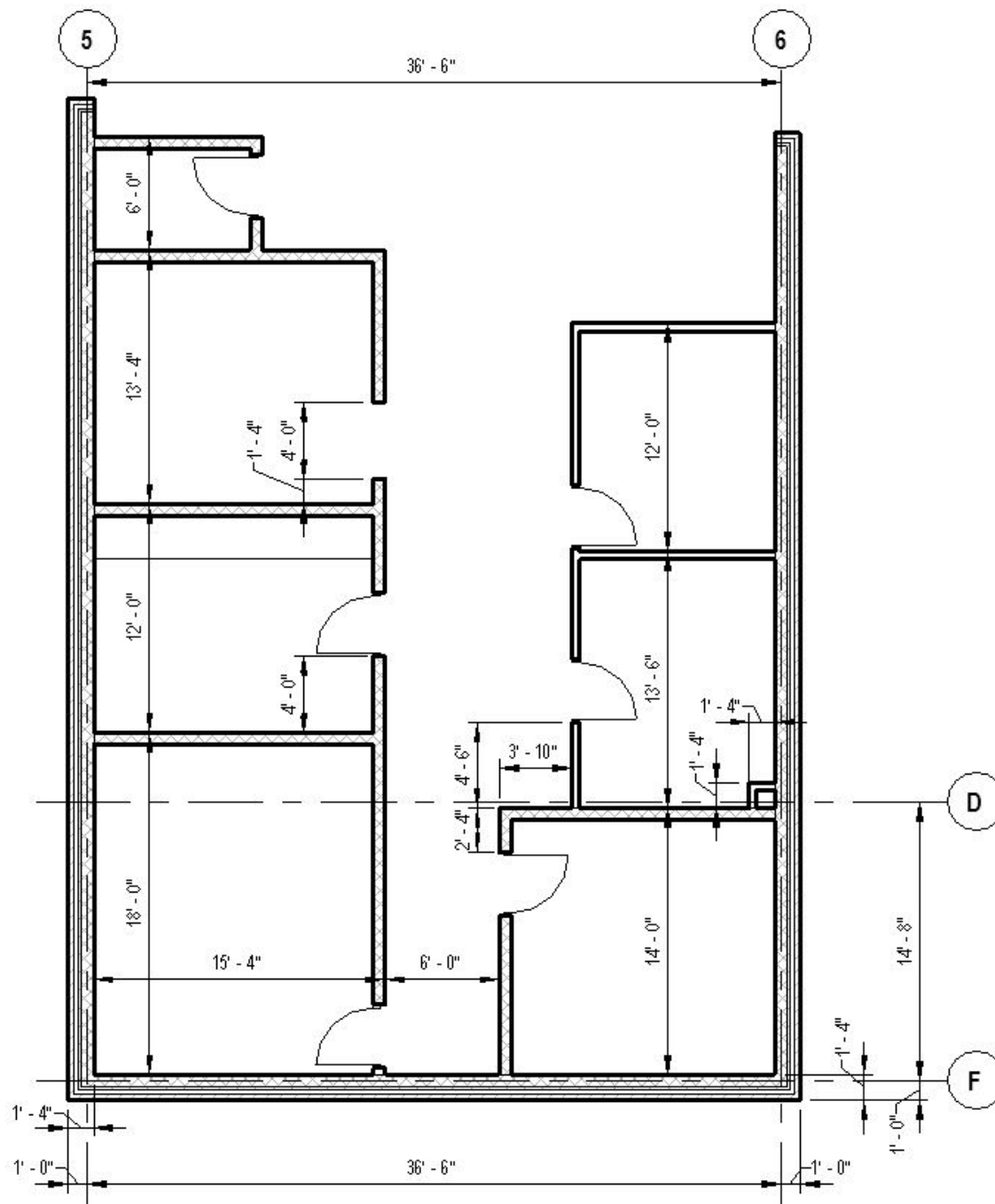
Reflected Ceiling Plans

- Dimension light fixtures in gypsum board ceilings if location is **NOT** centered.
- Dimension ceiling grid if location is **NOT** centered in room or border.
- Dimension ceiling drops, etc., if **NOT** related to wall

Dimensioning



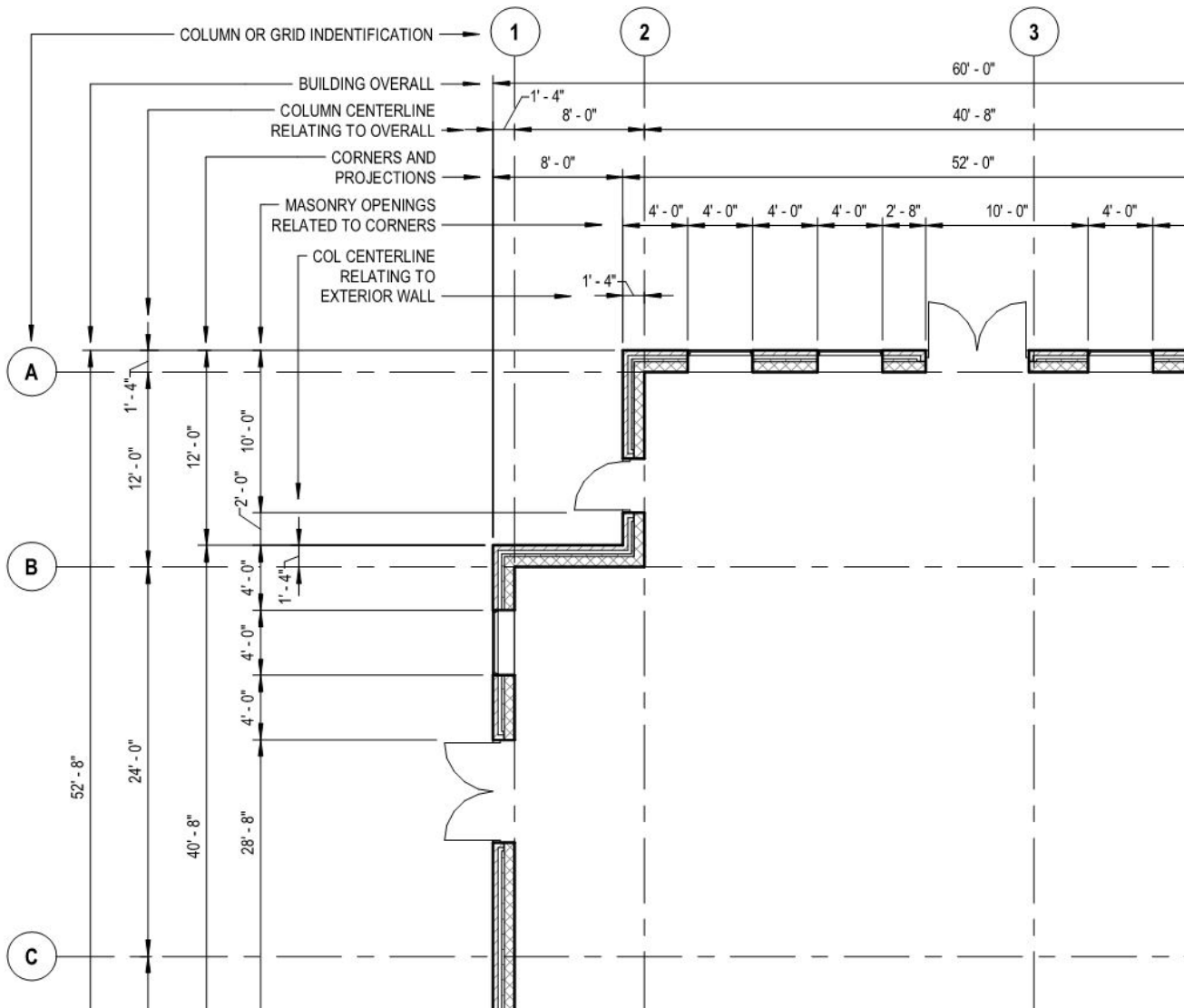
The following are guidelines for dimensioning interior walls:



Drawing Guidelines

Dimensioning

The following are guidelines for dimensioning exterior walls:



Drawing Guidelines

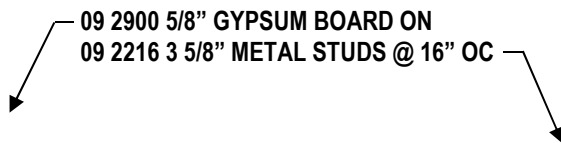
Leaderlines



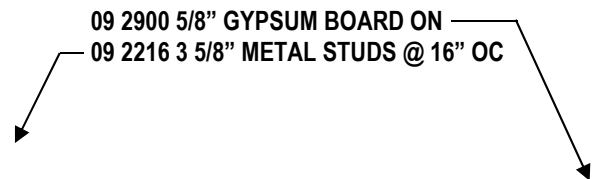
The following describes what is acceptable / unacceptable when drawing leader lines:

A leader line off the left side of a note is to start at the beginning of the note. A leader line off the right side of a note is to start at the end of the note, as shown below.

ACCEPTABLE

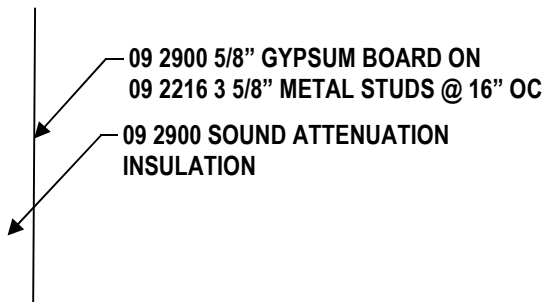


UNACCEPTABLE

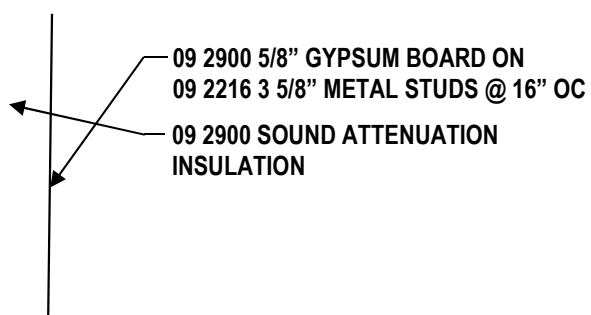


leader lines should NEVER cross:

ACCEPTABLE



UNACCEPTABLE



Drawing Guidelines

Room Names



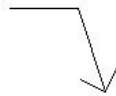
There are Standard Room Name Tags to use on Construction Documents; the Standard IDS Room Tag, IDS Room Tag w/ Long Box, and IDS Room Tag for Composite Plans.

- **Example Standard IDS Room Tag. Extend the Line under the Room Title to connect to leader under visibility settings under properties:**

INCORRECT

CONFERENCE

1450



CORRECT

CONFERENCE

1450



- **Example Standard IDS Room Tag w/ Long Box. Extend the Box w/ Room Number under visibility settings under properties:**

INCORRECT

CONFERENCE

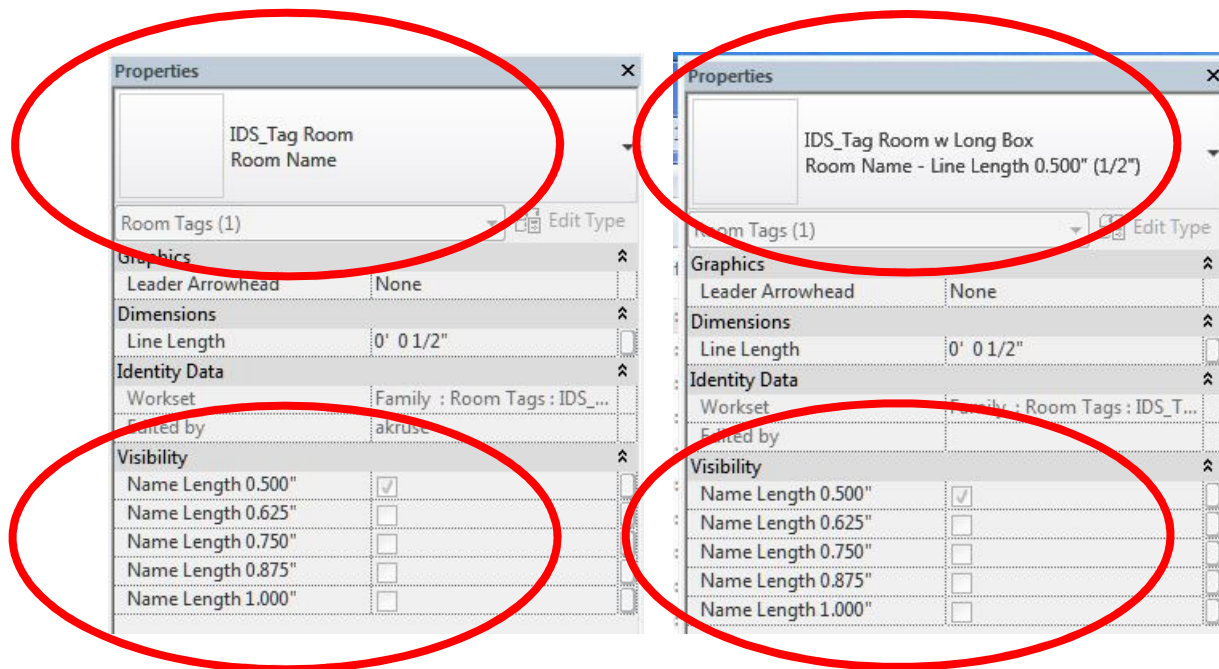
B1478B



CORRECT

CONFERENCE

B1478B



Drawing Guidelines

Room Names

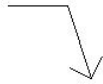


- **Example Standard IDS Room Tag for Composite Plans. Composite Room Tags are reduced in size to accommodate smaller scale Composite Drawings. Extend the Line under the Room Title to connect to leader under visibility settings under properties:**

INCORRECT

CONFERENCE

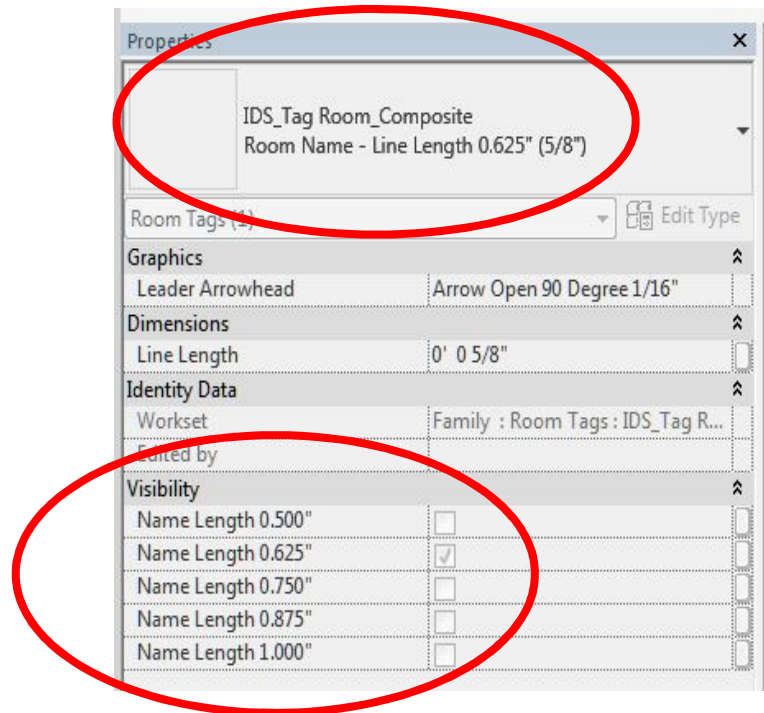
1450



CORRECT

CONFERENCE

1450



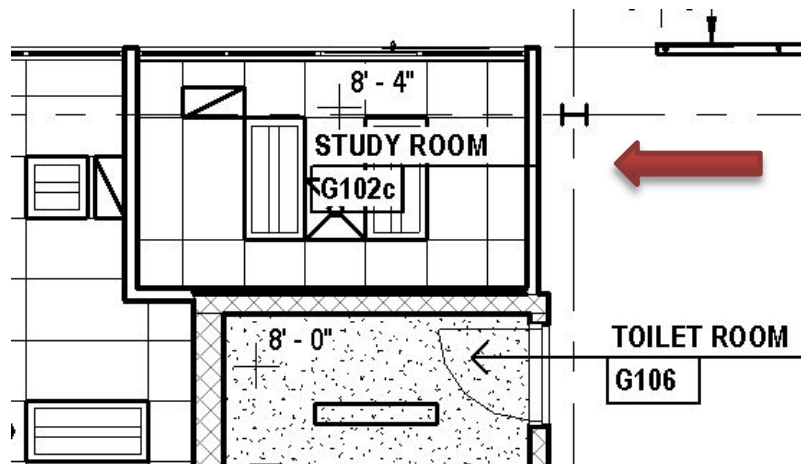
Drawing Guidelines

Room Names

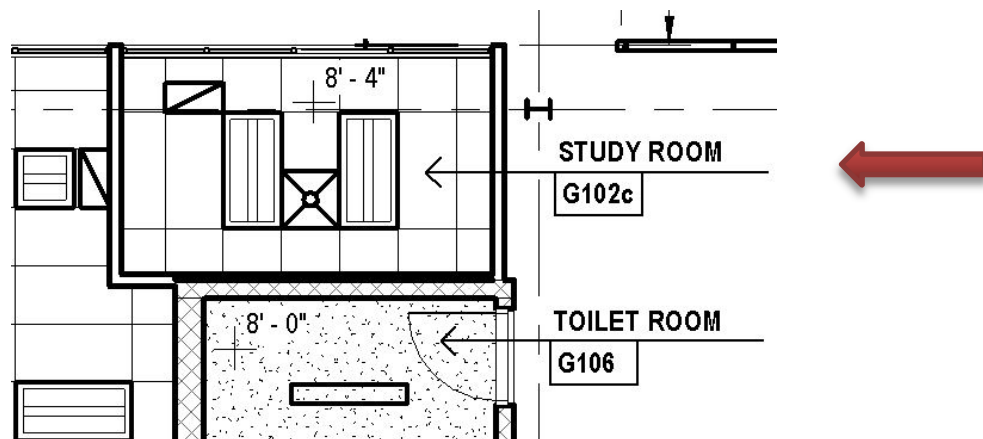


Room Name Tags automatically are placed inside Room Boundaries. In some cases Room Name Tags can interfere with important information you are trying to convey. When this occurs move the Room Name Tag outside the Room, but not in a location that can interfere with other Room information.

INCORRECT



CORRECT



Room Names

[illegible]

The floor plan shows a layout with several rooms and equipment. Key features include:

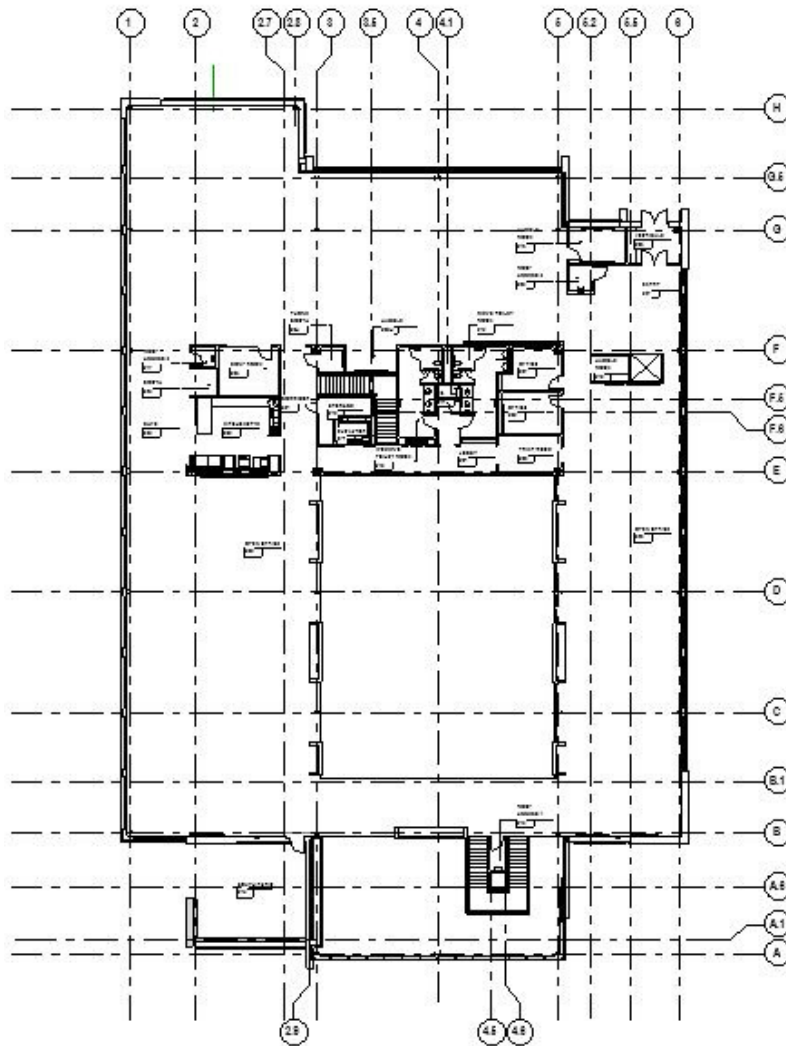
- WORKROOM STORAGE**: Located at the top right.
- ELEC** (Electrical) room: Located at the bottom right.
- Rooms and Equipment**:
 - G210a**: Located near the top left.
 - G210A**: Located near the top right.
 - G214**: Located near the bottom right.
 - A16**: Located on the left side.
 - A5.12**: Located in a circular room at the bottom left.
- Conduits and Connections**:
 - OB3**: Multiple locations, including near G210a and G214.
 - SB3**: Located near the top right and bottom right.
 - 1B3**: Multiple locations, including near G214 and the bottom left.
- Dimensions**: A dimension of **1' - 7"** is indicated near the left side.

Drawing Guidelines

Column Grid Bubbles



Vertical Column Grid Bubbles are located at the top of the Drawing and numbered consecutively. **Horizontal Column Grid Bubbles** are located at the right of the Drawing and lettered consecutively. Column Grids and Column Grid Bubbles are created by the Architectural Department on the z-Shared Levels and Grids Workset. Grids are visible when linked to other Models. When models are linked together the z-Shared Levels and Grids Workset is turned off so that only the grids that are live within the host model are displayed.

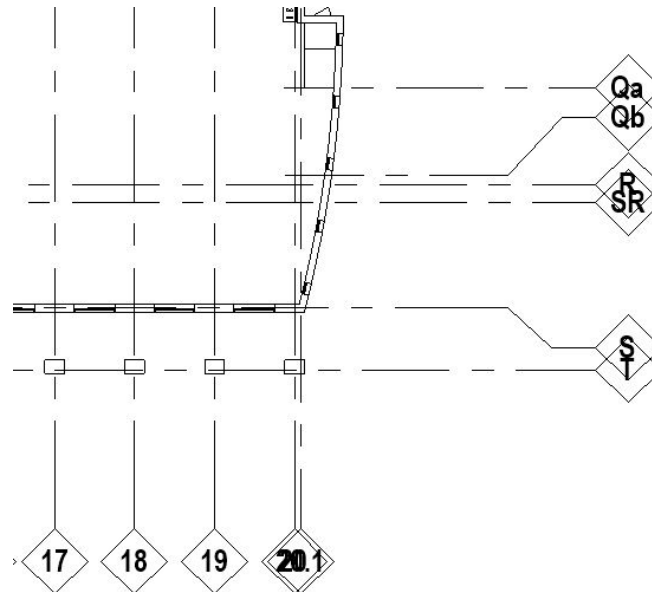


Drawing Guidelines

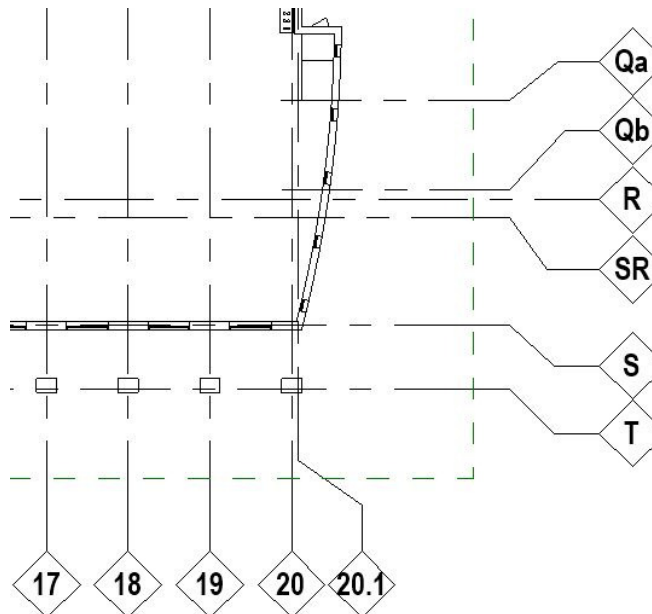
Column Grid Bubbles

- Adjust Column Grid Bubbles so they are readable

INCORRECT



CORRECT



Drawing Do's and Don'ts

Door Schedule, Room Names, Construction Documents



<i>Index</i>	<i>Page</i>
Door Schedule Do's and Don'ts	A4.1 A4.1a – A4.1b
Room Names Do's and Don'ts	A4.2 A4.2a
Room Names Do's and Don'ts	A4.3

Drawing Do's and Don'ts

Door and Door Schedule Do's and Don'ts



The following describes how to number and schedule doors and windows:

Floor Plans

DO number doors and HM borrowed lites (windows) to match room numbers (i.e. 101, 101a, 101b etc..)

DO number multiple doors separated by fixed mullions individually

DO number and schedule existing doors that are to be refinished, receive new hardware, or will have a floor material transition

DO NOT number and schedule aluminum storefront or curtainwall windows unless associated with a door

DO NOT number a pair of doors without a mullion or with a **REMOVABLE MULLION** individually

DO NOT indicate floor material transitions at doors. (This information is indicated by the Sill Detail in the door schedule)

Door Schedule

DO include (E) to door material and frame material to designate existing

DO include frame type designation for all doors in multiple door frames

DO include door material in addition to finish (ANOD, FAC, P LAM, PT, PVF and STN are all finishes, not materials)

DO note with a remark inactive leafs, removable mullions, undercuts, power operated doors, etc..

DO use fire rating designations

DO reference head, jamb and sill details that appear on wall sections, etc..

Drawing Do's and Don'ts

Door and Door Schedule Do's and Don'ts



Door and Frame Types

DO dimension door stiles, glass openings and transoms on Door Types

DO NOT dimension door sizes on Door Types

DO dimension mullion spacing and typical frame thickness on Frame Types

DO NOT dimension door openings on Frame Types

DO include CON DOC # with Frame Type designation

DO NOT include CON DOC # with Door Type

DO identify all glass with "GL" and types if other than 1/4" safety glass

DO NOT duplicate Frame Types that are opposite hand

DO cut Frame Profiles on Frame Types (Refer Frame Profile to sheet where section is cut on Frame Type)

Details

DO detail and reference unique head, jamb, mullion frame profiles

DO NOT detail or reference typical and/or sill or standard aluminum storefront and curtainwall frame profiles

DO group and create a separate block of numbers for frame profiles, HEAD, JAMB and SILL details so additional details may be added without renumbering

DO NOT detail or reference typical detail standard aluminum door stiles.

DO refer to "Door Schedule" for Typical HEAD, JAMB and SILL Details.

- **Frame Types are frame profiles. They ARE NOT Head, Jamb, and Sill Details**

Drawing Do's and Don'ts

Room Names



The following describes how to use and place Room Names:

Floor Plans

- | | |
|--|---|
| DO Identify Room Names and Numbers on all Floor Plan Drawings | DO NOT Abbreviate Room Names unless absolutely necessary |
| DO Place Room Name outside of Room w/ Leaderline for clarity | DO NOT Place Room Name over other annotation or drawing elements |

Redundancies and Over Drawing

- Select the best location for information and show it only once.
- Do not needlessly repeat notes and drawing detail just because CADD makes it easy to do so. This will only lead to mistakes and missed items when revisions have to be made.
- Cut plan details on plans.
- Cut wall sections on elevations.
- Do not abuse the note “REFER TO...” to reference another disciplines work or item. If it is really important, include a specific detail number and drawing location.

Drawing and Detail Notes

- Use the IDS Material Designation List as a guide for noting. Do not combine unlike materials under the same number.
- Use IDS standard abbreviations.
- Do not repeat typical notes on similar details on the same drawing. Reference one or two details for typical notes and only note unique items.
- Refer to partition type on details instead of noting every material.
- Do not note portions of details or plans that are drawn and noted elsewhere at a larger scale.
- Use General Notes to simplify demolition and floor plan notes and dimensions.
- Use Keynotes on plan drawings to reference repetitive items requiring a wordy note.
- Do not note ceiling materials on Reflected Ceiling Plans. This information is in the Room Finish Schedule.
- Avoid wordy notes. Use “REF 5/A9.1” instead of “REFER TO DETAIL 5 ON DRAWING A9.1”.
- Do not dimension vertical heights on exterior building elevations unless required for brick bands, etc. Use top of masonry (TOM) elevation, etc. instead.
- Limit the use of Building Sections to only those areas that have unique floor and/or ceiling levels. Keep detail to a minimum. In many cases an interior elevation can provide the necessary information.
- Be sure to include the type of floor/wall/ceiling/etc. material to be removed in demolition notes. Do not include the word “existing” in the description.

Detail Titles

INCORRECT

- DETAIL
- LARGE SCALE PLAN
- INTERIOR ELEVATION
- ELEVATIONS

CORRECT

WALL SECTION, PLAN DETAIL, COPING DETAIL,
HEAD, SILL JAMB etc.
(Use room name and number, i.e. CLASSROOM 101)
(Use room name and number, i.e. TOILET ROOM 201)
EXTERIOR ELEVATIONS

Drawing Titles

INCORRECT

- Partial Floor New Work Plan – Area B
- Door Schedule, Door and Frame Types and Details

CORRECT

First Floor New Work Plan -Area B
Door Schedule and Details