

Exhibit 1 to Attachment “A”
DFM DRAWING STANDARDS

The Project Architect/Engineer is responsible for the review of all drawing submissions. DFM will not accept any submission from contractors or consultants.

SCOPE:

Bid Document Submission

- a. One copy of paper drawings (bond paper)
- b. One copy of electronic drawings on compact disc (AutoCAD format)

Project Record Document Submission

- c. Two copies of paper drawings (bond paper)
- d. Three copies of electronic drawings on compact disc (two PDF, one AutoCAD)

GENERAL DRAWING STANDARDS:

Title Block

- 1) Each sheet (including all sketches) shall have a title block that includes the following items: project name, state project number, building name, building address, building number (if available), date of drawing, original drawing date and subsequent revision dates, type of document submission (Project Record, Bid Doc, etc), drawing scale, sheet title, sheet number, and a north arrow.

View Title

- 2) Each view (if multiple views on a sheet) shall be labeled with the following items: view number, view title, and a north arrow if not provided on the title block.

Text Size

- 3) All text shall be legible when plotted at full and half scale.

ELECTRONIC (PDF and AutoCAD) DRAWING STANDARDS:

Compact Discs

- 4) Disc(s) shall be labeled with the following information: project name, state project number, firm name, file format (AutoCAD or PDF) and submission type (Project Record, Bid Doc, etc). Discs shall be submitted in slim type jewel cases and will require no label for the case.

AutoCAD ONLY STANDARDS:

File Format

- 5) Drawings are to be submitted in AutoCAD 2006 file format (.dwg) or later.

Drawing Orientation

- 6) Drawings are not to be rotated. Upon opening a drawing (file), either Model Space or Paper Space shall show the sheet in the correct viewing orientation.

Scale and Units

- 7) Drawings are to be drawn at full scale and in Architectural Units.

Fonts

- 8) All font selections must be made from standard Windows and AutoCAD fonts.

External References

- 9) Each drawing shall have all external references (x-refs), attached images, and OLE objects bound to the drawing, using the “insert” option of the bind command.