

FINAL DELIVERABLES FOR VCU ARCHIVES

The standards listed below are the minimum deliverables required by the VCU Plan Room Archive for any project completed on the Monroe Park or VCUHS campus.



These deliverables MUST be turned in to the appropriate VCU Construction Management project manager within 90 calendar days of receiving the temporary Certificate of Occupancy, or final payment may be withheld.

All electronic requirements may be turned in on a CD or flash drive.

FINAL RECORD DRAWINGS / AS-BUILTS

PRINT:

- (1) complete full or half size drawing set labeled "VCU Plan Room Copy" on the cover page
- Each drawing in the set should be labeled "Record Document"
- Must be on paper or bond (no Mylar or Sepia will be accepted)

ELECTRONIC:

- (1) complete drawing set in EACH of the following formats (see naming convention below):

DWG

- DO NOT include X-REF on any drawings
- Must be purged of all layers, blocks, etc.
- Do not use the color yellow on any drawings
- There must be a continuous and closed "polyline" around each room. This line should extend from inside wall to inside wall within the room and reside on the layer "P-Space-Polyline." This layer's color should be "(3) Green" and line type should be "Continuous"
- All other layers should be based upon the AIA CAD Layer Guidelines

PDF

- All drawings should be black/white (monochrome)
- All drawings should be to the scale designated on the set

OPTIONAL FORMAT

- JPEG -Each individual JPEG file should be 300dpi resolution

NAMING CONVENTION FOR ALL ELECTRONIC DRAWINGS:

Project Number - Sheet Number example: 236-17896-E2 or 236-17896-E-2

SITE & CONCEPTUAL DESIGN

The following may be submitted in PDF, Excel, Word, or DWG format

- Executive Summary- goals, process, guiding principles, conclusions
- Program- tabular, graphic
- Utilization Assessment informing the program
- Concept Design Strategy- projected space allocation and design basis for new building(s), site analysis, two (2) conceptual renderings
- Systems Matrix and Sustainability Summary
- Preliminary Estimate of Construction Costs
- Schedule / Phasing Implications
- Appendix: Program Interview Summaries; Facility Assessment Findings
- Presentation to Senior Leadership

Please direct any questions to:

Betsy Moscoso
CAD Specialist, Building Document Archivist
(804) 828-2023
moscosobs@vcu.edu

June 2015

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RENDERINGS and VIRTUAL MODELS

PRINT:

(2) final renderings printed in color, size 24" x 36"

ELECTRONIC:

(1) complete set of all final renderings in TIFF format, minimum 600dpi resolution
(1) final model in its native format (example: Revit, Sketch-Up, Rhino, etc.)

** Please contact the VCU Plan Room for specific BIM requirements **

POWERPOINT PRESENTATIONS

ELECTRONIC:

(1) complete set of each presentation in Microsoft PowerPoint (PPT) format, version 2000 or later

All graphics used in presentation must be included in TIFF format, minimum 300dpi resolution

STUDIES AND MASTER PLANS

PRINT:

(2) complete sets, printed and bound on 8.5"x11" paper

ELECTRONIC:

(1) complete set in PDF format

All graphics used in study or Master Plan must be included in TIFF format, minimum 300dpi resolution

PROPERTY AND SITE SURVEYS (Must be on State Plan Coordinate Systems)

PRINT:

(1) complete set, labeled "VCU Plan Room Copy" on the cover page

SPECIFICATIONS, O&M MANUALS, WARRANTY INFORMATION

The project architect/engineer is responsible for ensuring that all specific deliverables stated in the contractor's contract are included in the Specifications/O&M Manual upon deliverance to the VCU project manager.

PRINT:

(1) complete set of each, printed and bound on 8.5"x11" paper

ELECTRONIC:

(2) cds/flash drives, each containing a complete set in PDF format

Please direct any questions to:

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