



Requirements for
University Archive Project Submittals

Facility Management’s University Planning department maintains and manages the University Construction Plan Archive. University Planning is also responsible for maintaining the OSU building inventory (which includes maintaining building names, numbering buildings, and numbering rooms for all renovation and construction projects). University Planning is the point of contact for the submittal of issued construction documents and record/as-built submittals for permanent storage.

The following requirements apply to all construction projects for all OSU System campuses, experiment stations, remote research sites, and other land or locations in which the OSU System has ownership of or lease interest in facilities. This includes facilities constructed on OSU-owned property that is leased to other parties for either short-term or long-term use of land and facilities intended for conveyance to the University.

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Building Names, Building Numbers, and Room Numbers

1. The Use of Building Names in Project Documents

Only official building names from OSU’s system of record for the University’s facilities inventory (maintained in AiM) should be used in all project communications. Official building names shall be incorporated into project cover sheets and other plan sheets.

Board of Regents policy stipulates that without specific Board action to adopt a name for a building, the name of a new building will be the name that appears on the construction documents at the time of bidding. Therefore, careful thought needs to be given to placing a new building name on a set of plans, especially on the cover sheet. University Planning will use the name on the cover sheet to assign the official name to the new building; and once the name is made official, it requires Board action to change it.

According to Board Policy, the project name for the new building will be assigned by Facilities Management (FM) or Long Range Facilities Planning (LRFP) during the design phase of the project in consultation with appropriate

University administrators and in consultation with the University department or departments sponsoring the project. Project managers are to coordinate with the University Planning CAFM Manager for the assignment of building names, building numbers, and room numbers.

2. The Assignment of Building Numbers

University Planning assigns building numbers to new buildings when they are added to the facilities inventory. New buildings are commonly added to the inventory once construction begins, however building numbers may be requested after the project design work has been authorized by the Board of Regents. Official building numbers shall be incorporated into project cover sheets and other plan sheets.

Note: University Planning maintains the facilities inventory of all campus buildings in the OSU System. University Planning assigns building numbers for new buildings at these sites. These sites include OSU-Stillwater, OSU-IT, OSU-OKC, OSU-Tulsa, OSU-CHS, all experiment stations, and remote research facilities.

3. The Assignment of Room Numbers

Project Managers shall provide the architectural firm with the OSU Room Numbering Procedures at the beginning of the design process and ensure compliance with all room numbering requirements throughout the project. All room numbers must be reviewed and approved by University Planning prior to being incorporated into construction documents, signage, and other project materials.

Notes: (1) Only official OSU room numbers shall be used to label rooms and building service panels. (2) Submit all door and wall changes to University Planning during construction and prior to labeling work. (3) Only room numbers issued or reviewed and approved by University Planning will be used in OSU's official inventory records and floor plans.

Note: University Planning does not assign room numbers for OSU-IT, OSU-OKC, OSU-CHS, or OSU-Tulsa.

4. The Assignment of Building Addresses

University Planning assigns addresses for new buildings on the OSU Stillwater campus. Addresses are commonly requested during the design phase of construction.

Submittals for Archiving

5. Archive PDF File Requirements

OSU requires that the issued drawings be printed directly to PDF from the CAD software used to produce the original drawings. Print such that layers, bookmarks, and comments are not included in individual PDF files. Drawings may be scanned to PDF on a high-quality large format scanner using the original, stamped, and issued plan sheets if that is required to display signatures and seals on the plan sheets. *Scanned PDFs of copies of originals are not acceptable as submittals.*

All Record/As-built PDF files shall display and print with a stamp stating, "Record Drawing" or "As-Built," as well as the record date on each PDF file (sheet) in the plan set. All files shall be produced and submitted as full-size sheets that both view on screen and print to the exact scale of the originally issued sheets.

Each drawing sheet in the plan set shall be submitted as a separate PDF file. Each separate PDF file shall be named using the sheet number and sheet description, as indicated in the sheet's title block. Example: The file for sheet "A101" in the plan set shall be named, "A101 FIRST FLOOR PLAN".

6. Place of Submittal

Documents shall be delivered to the OSU department managing the project (Long Range Facilities Planning or Facilities Management). The project manager will then send completed documents to the Digital Archivist of the Construction Plan Archive and send all AutoCAD (.dwg) files to the University Planning CAFM Technicians.

7. Submittal of Approved and Issued Plans and Specifications (Bid Documents)

Approved construction plans and specifications (bid documents), including pre-bid addendum, shall be sent to University Planning's Digital Archivist at the time of bidding for storage in the University's archives. **All items may be contained in one file.**

A. **To Be Delivered: Electronic PDF Issued Drawings** — The file should contain the complete set of electronic versions (PDF files) of the signed and sealed issued construction drawings.

B. To Be Delivered: Electronic PDF Issued Specifications — The file should contain a complete set of electronic versions (PDF files) of the issued specifications.

8. End-of-Project Record Submittals (As-Built)

At the end of construction, the project manager shall submit via USB, email, or file sharing platform final record (as-built) construction drawings, specifications, O&M manuals, and any addenda to the Digital Archivist of the Construction Plan Archive for storage in the University's archive. The project manager shall submit the following:

A. Record Drawings — The folder should contain a complete set of electronic versions (PDF files) of the record/as-built drawings that incorporate all addenda and any other modifications to the issued plans. *All record drawings are to be stamped "Record Drawings" or "As-Built" and include the record date.*

B. Record Specifications — The folder should contain a complete set of electronic versions (PDF files) of the record specifications to include addenda and any other modifications made. *The covers of the PDF record specification files shall display on screen and print with the label "Record Specifications" or "As-Built."*

C. O&M Manuals — The folder should contain a complete set of electronic versions (PDF files) of the Operation and Maintenance Manuals. Include Shop Drawings and Field Copy Drawings as applicable.

9. Submittal of As-built AutoCAD Floor Plans

At the end of Construction, the project manager shall submit via USB, email, or file sharing platform one AutoCAD drawing for each floor of the building included in the project to the University Planning CAFM technicians.

A. AutoCAD Files (.dwg) — Each drawing shall represent the as-built conditions of all building components to include the following: All 3D objects, including walls, columns, windows, and doors shall be flattened and reduced to basic AutoCAD linework representing the 2D views of the floors. Include in the drawings only walls, overhangs, columns, windows, doors, wall openings, casework, furniture, plumbing fixtures, handicap bars, and room labels. Remove all other extraneous data including, but not limited to, gridlines, plan notes, section cut lines, schedules, and note/schedule bubbles.

Note: All walls shall be drawn to actual dimensions of the building material, not to nominal dimensions.

10. Formats for Submittals

AutoCAD Files: When AutoCAD files are delivered for any reason, the drawings shall be submitted in a form that provides for each sheet within the plan set to be saved as a separate AutoCAD file with all cross-referenced files within the drawing file having been bound to the drawing using the "BIND" command with "Insert" as the "Option Type." This provides for all drawing layer names to be in their original form without the cross-referenced drawing name being tagged onto the layer names. For drawings that are part of a plan set, when each submitted drawing file is opened within AutoCAD for viewing, each drawing must appear visually identical to the contents of the drawing printed for the plan set.

Scanned PDF files submitted for project specifications and O&M manuals must be scanned to support OCR (Optical Character Recognition) or printed directly to PDF to provide character search capabilities within Adobe Acrobat Reader.

Note: All electronic files containing project submittals should be submitted to the Digital Archivist of the Construction Plan Archive (plans and documents) and the CAFM technicians (AutoCAD files).