



RECORD SET DELIVERABLE REQUIREMENTS

Campus Planning and Construction, Medical Center Space and Facilities Planning, and Office of Facilities Information Services

Requirements of Record Set as outlined in the Owner Architect Agreement as executed by the Architect and the Vanderbilt University.

This project has been determined to be substantially complete and ready for financial close out. In order to complete the library indexing of this project, Campus Planning and Construction, Medical Center Space and Facilities Planning, and Office of Facilities Information Services requires the following:

DIGITAL MANUALS

Project Manuals and Operations & Maintenance Manuals shall be submitted in digital format as PDF* files and PDF file naming convention† shall be used. The Project Manuals shall be submitted as 1(one) PDF file with each specification section bookmarked. Operations & Maintenance Manuals files shall be submitted as one file with each C.S.I. division bookmarked.

PDF file naming convention shall be as follows:

BLDG # – ARCHITECT PROJECT # – PM or OM. PDF

Examples: **135-9706-PM.PDF or 135-9706-OM.PDF**

DIGITAL PRINTS (PLOT FILES)

Digital Prints of the RECORD SET drawings shall be submitted in either HPGL/2 ‡ or CAL§ file format with a file extension of PLT, HPG, CAL, MIL, or HPGL. HPGL/2 is the preferred format. However CAL format is acceptable for scanned images, and when HPGL formatting is not readily available. File naming convention ** shall be used to identify files. Digital Prints shall be at the scale and size of the original bid documents, not to exceed 36" x 48". Each RECORD SET print shall include the term "RECORD SET", COSC Date††, and the sheet naming convention ‡‡ all electronically embedded and located within the title block as shown in **Figure 1** on page 2.

File naming convention shall be as follows:

BLDG # – ARCHITECT PROJECT # – PROJECT SECTION or PHASE # – SHEET #.(file ext.)

Example: **135-9706-02-A1.plt**

Sheet naming convention shall be as follows:

BLDG # – ARCHITECT PROJECT # – PROJECT SECTION or PHASE # – SHEET #

Example: **135-9706-02-A1**

* Adobe Acrobat Portable Digital Format (PDF).

† PDF file naming convention shall be as follows: building number†, architects project number, PM or OM (for Project Manual or Operations & Maintenance Manual).

‡ Hewlett Packard Graphic Language version 2. Vector file with raster capabilities.

§ Computer Aided Acquisition and Logistics Support. Bitmap raster file designed by US Dept. of Defense.

** File naming convention shall be as follows: building number, architects project number, project section or phase, sheet number. file extension

†† Certificate of Substantial Completion Date (COSC)

‡‡ Sheet naming convention shall be as follows: building number, architects project number, project section or phase, sheet number.

Table 1

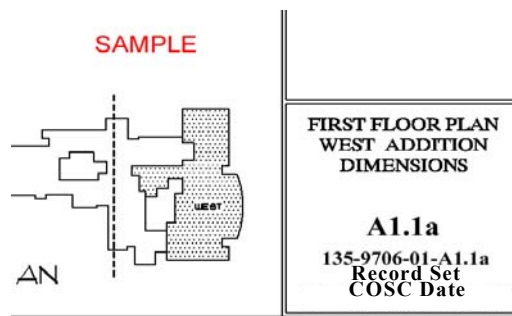
Bldg. Number	Project Type	Bldg. Number	Project Type
EQUIP	Equipment	GRAPH	Graphics
LAND	Landscaping	MAP	Maps
PARK	Parking, Roads, Sidewalks	SPORT	Sports Field
STUDY	Studies	UTIL	Utilities

Example: UTIL-9706-02-A1.plt

RECORD SET PRINTS

Bound prints of RECORD SET drawings with a maximum of 75 sheets per bundle on 18" x 24" paper: Printed drawings shall be submitted at a scalable reduction, compatible with an Architectural or Engineering scale, of the original bid documents. Drawings MAY NOT vary from this size without prior written permission from the Project Manager AND the Director of Office of Facilities Information Services. Each RECORD SET print shall include the term "RECORD SET", COSC Date, and the sheet naming convention all electronically embedded and located within the title block as shown in Figure 1.

Figure 1



SOURCE MATERIAL

All digital CAD related information, including but not limited to:

- A) Source drawings
- B) Reference drawings
- C) Font libraries
- D) Custom line style/codes

The drawings described above shall be submitted in any of the following formats and drawn in model space to a 1 to 1 scale. Each drawing shall be submitted as a separate file. These drawings shall follow the file naming convention and sheet naming convention as described in previous sections.

- A) AutoCad DWG^{§§}
- B) Microstation DGN
- C) Autocad/Microstation Compatible DXF

Note: When submitting AutoCad DWG files, all reference drawings shall be inserted as a permanent part of the AutoCad drawing.

^{§§} AutoCad DWG is the only format available for submittal to Vanderbilt University Medical Center Space and Facilities.

DELIVERABLE DIGITAL MEDIA

All digital items referenced shall be submitted on CD-ROM or data DVD. Zip files are not permitted for any category of deliverable. All digital items (ie: source material, digital prints, and pdf files) may be inclusive of one disk. Separate CD's are not required for each category of deliverable. The "Record Set" disk(s) and case(s) shall be labeled: RECORD SET, COSC Date, official project name, official project number and disk number. The "O&M Manual" disk(s) and case(s) shall be labeled: O&M Manuals, COSC Date, official project name, official project number and disk number.

Examples:

Record Set
COSC Date
Blair School of Music
Renovation and Addition
Phase 1
9706-01
Disk 1 of 1

O&M Manuals
COSC Date
Blair School of Music
Renovation and Addition
Phase 1
9706-01
Disk 1 of 1

OPERATION AND MAINTENANCE TRAINING VIDEO^{***}

When Operation and Maintenance training sessions are provided to the Owner, these sessions shall be recorded on video and submitted on a DVD. The training DVD must be on a disk(s) excluding all other materials. The disk(s) and case(s) shall be labeled: "O&M TRAINING", training date, official project name, official project number and disk number.

Example:

O&M TRAINING
Training Date
Blair School of Music
Renovation and Addition
Phase 1
9706-01
Disk 1 of 1

CHECK LIST^{†††}

Deliverable	University Projects	Medical Center Projects
O&M Manuals Printed	3 sets	None
O&M Manuals PDF	1 set	1 set
Project Manuals PDF	1 set	2 sets
Digital Prints	1 set	2 sets
Source Material	1 set	2 sets
Record Set Prints	1 set	2 sets
O&M Training DVD ^{†††}	1 set	2 sets

Should you have any questions, please contact the Office of Facilities Information Services at (615) 322-2715 or Medical Center Space and Facilities Planning at (615) 322-4962.

^{***} Project specific and may not be required of all projects as determined by Vanderbilt Project Manager.

^{†††} Separate CD's are not required for each category of deliverable. Zip files are not permitted.

^{†††} The training video DVD must be separate from all other disk and not include any other material.