

RECORD SET SUBMITTAL STANDARDS



VANDERBILT
UNIVERSITY

Agenda

11/06/2003

8:30 AM

OFFICES OF CAMPUS PLANNING
VANDERBILT UNIVERSITY
BRYAN BUILDING

TOPICS

- † INTRODUCTION & WELCOME
- † OVERVIEW OF RECORD SET DOCUMENTS
 - DIGITAL FILES: CAD, "PLOT", PDF
 - HARDCOPY DOCUMENTS
 - CDs
- † GETTING THE NECESSARY INFORMATION
 - BUILDING NUMBERS
 - PROJECT NUMBER
 - SHEET NUMBER
 - FILE EXTENSIONS
 - COSC DATE
- † USING THE RIGHT CONVENTIONS
 - THE DRAWING NAME: DIGITAL FILES & THE TITLE BLOCK
 - THE PDF NAME: PMs & OMs
 - THE CD NAME
 - MAKING THEM ALL MATCH
 - ACCEPTABLE PROGRAM FORMATS
- † ASSEMBLING THE FINAL PRODUCT
 - HARD COPY PRINT SPECIFICATIONS
 - CAD DRAWING SPECIFICATIONS
 - ARCOBAT SPECIFICATIONS
 - THE CD SPECIFICATIONS
 - TRAINING DVD SPECIFICATIONS
- † THE RECORD SET REVIEW PROCESS
- † QUESTIONS AND ANSWERS
- † CONCLUSION