

Drawings

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette.

PURPOSE OF DOCUMENT:	Show graphically or pictorially the design, location, and dimensions of the elements of a project.			
CROSS-REFERENCE TO FACILITIES MANUAL:	None			
CONTENTS:	Drawings (see Comment 1, below)			
FOR USE WITH: (Not applicable to Some Documents)		Long Form (LF)		Mini Form MBF
COMPLETED BY:	√	Filling in		No Data Required
ITS USE IS:	√	Required		Optional

Completion Instructions:

1. The design professional usually prepares the Drawings.
2. Drawings are grouped by category, presented in the following order: Title Sheets, Civil Drawings, Landscape, Architectural, Structural, Mechanical, Plumbing, Electrical, Kitchen, and Other Drawings. The title block must contain the following information: project name, drawing title, revision number, issue date, and the design professional's signature and certificate number.
3. In accordance with the California Business and Professions Code, the professional registration stamp—with signature and expiration date—of the individual who prepared the Drawings, or of the responsible architect or engineer of the firm or Facility that prepared these documents, must be affixed on each original drawing.

Modifications and Additions:

Alternates. If alternates are used (see [I]:5.4.2), each drawing cross-referenced in Specifications, Division 1, Section 01100, should note which alternate is applicable. The alternate's identification on each drawing should be clear so that the selection of any one alternate, or combination of alternates, will allow the Facility to select the lowest responsible bidder without confusion and with minimum risk of bid protest.

Separate Bids and Combined Bids. If separate bids and combined bids are used (see [I]:5.4.18), the Drawings must clearly delineate the limits of each separate bid.

Drawings

Comments:

1. Due to their size and quantity, the Drawings are usually provided separately from the other bound construction documents. For convenience, small drawings (e.g., bills of materials) may be placed with the other construction documents; otherwise, the Drawings document location is left vacant in the bound set.