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## DRAFTING STANDARDS AND SPECIFICATIONS

Drawings prepared by the Contractor shall be in compliance with the following:

### 1. Existing Drawings

1.1. Any existing drawing (electronic or manual) requested by the Contractor will be scanned and sent via email, FTP site or CD via mail.

1.2. The Contractor shall make all changes to these drawings in this format:

- Color **Red (AutoCAD color 242)** Any additions
  - Color **Green (AutoCAD color 82)** Any deletions
  - Color **Blue (AutoCAD color 160)** General notes to explain change.
- (Note: These will not be added to the final drawing.)

1.3. Approved District Format: Electronic file format shall be Autodesk® AutoCAD® DWG (\*.dwg) 2010, Autodesk® DWF Viewer DWF (\*.dwf). The District's preference is to receive .DWG (\*.dwg) files, but .DXF (\*.dxf) or .TIF (\*.tif) files may be accepted with the District's **prior** approval.

1.4. Revision tracking shall be done in capital alpha character, after the initial numeric revision provided (i.e., revisions to 'Rev 4.0' would be 'Rev 4.0A', 'Rev 4.0B', etc.).

1.5. The Contractor shall provide a softcopy in approved format (see "Approved District Format" above) of **all** drawings on CD (with all image reference files included) and a full size hardcopy.

### 2. New Drawings

2.1. Approved District Format: Electronic file format shall be as described in 1.1.3 above. The District's preference is to receive .DWG files (\*.dwg), but .DXF (\*.dxf) or .TIF (\*.tif) files may be accepted with the District's **prior** approval.

2.2. The Contractor shall comply with the latest revision of the National CAD Standard in these areas:

- CAD Layering Guidelines
- Tri-Services Plotting Guidelines (plot file will be provided by the District.)
- Drafting Conventions
- Terms & Abbreviations
- Symbols

2.3. Exceptions to the National CAD Standard shall be as follows:

- All CAD files shall be drawn at full scale (1:1) in Model Space.
- Acceptable hard copy size shall be as defined in ANSI Y14.1: B-size 11" x 17", C-size 18" x 24", D-size 22" x 34", or F-size 30" x 42". Preferred size will be at the **District's** discretion.
- Font shall be **simplex.shx** (provided by District).
- At delivery of final drawings, any use of cross-references ("X-REF") shall be bound within each drawing.
- The District's title block, border, and numbering system shall be used and will be provided by the District. (DO NOT MODIFY TITLE BLOCK. *Other than populating existing attributes*)
- At delivery of final drawings, all CAD files shall be individually named and numbered per sheet with a distinct drawing number per sheet.  
EXAMPLE: Drawing file name: 0505-61WD-0001.dwg Drawing Number: 0505-61D-0001. Only one (1) drawing per file will be accepted.
- All sections, views and details shall be referenced to and from each appropriate sheet using the District's drawing number.

2.4. The Contractor shall provide a softcopy of all drawings on CD (with all reference files included) and a hardcopy.

2.5. The Contractor shall be responsible to make sure **all** Subcontractors conform to these same standards.

2.6. If drawings pertain to a District bid or small works project, the correct bid or small works number shall appear in "Title Line 4" on each drawing. This will be provided by the Project Engineer.