RECORD SET DELIVERABLE REQUIREMENTS

This project has been determined to be substantially complete and ready for financial close out. In order to complete the University's indexing and archiving of this project, Vanderbilt requires the following Record Set Deliverables as outlined in the Owner Architect Agreement as executed by the Architect and Vanderbilt.

Note: The examples below are for all disciplines for example: Architectural, Civil, Structural and MP&E's.

1. GENERAL NAMING CONVENTION[*]

Always contact the Architectural Records Library (ARL) for University and Real Estate buildings to confirm the use of the appropriate naming conventions. Please refer to the appropriate naming conventions sections and examples in the Record Set Examples Documentation section of the Closeout Request packet. The general naming convention is as follows:

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

Building # = Assigned by Vanderbilt and should be verified by ARL

Architect Project # = the Architect of Record's initiated project number[†] and match exactly character for character.

Project Section or Phase # = A Project Section or Phase number is only to be used when a project is divided into multiple stages (-01, -02, -03). Do not use -00 when the project is unique / individual with no following phases/sections to be completed. Should any additional "side work" be performed and its documents included under the scope of the original project, then no section or phase number is required.

Sheet # = the sheet number assigned by an Architect or Engineering firm. The sheet number should match the drawing sheet number exactly, character for character.

   A. **File naming convention**:
   BLDG # – PROJECT # – PROJECT SECTION or PHASE # – SHEET #
   The file naming convention shall be used to identify each file within the directory structure, with the corresponding cad file and corresponding plot file. The file naming convention should be identical to the sheet naming convention and carry the correct file extension for its file type (dwg, dgn, cal).

   B. **Sheet naming convention within the drawing sheet/image:** [CAD and plot files]
   BLDG # – PROJECT # – PROJECT SECTION or PHASE # – SHEET #
   The sheet naming convention shall be used to identify each drawing sheet/image with the corresponding CAD and plot files. The sheet naming convention shall be electronically embedded and located within or adjacent to the title block. The following shall be electronically embedded and located within or adjacent to the title block in addition to the sheet name:
- Include the term "**Record Set**."
- Include the term "**COSC**"[‡] and the date of the Certificate of Substantial Completion (C.O.S.C.) formatted as **Month-Day-Year** (example: 1-15-2023. Note: the year shall be 4 digits)

   C. **Digital Manual file naming convention for PDF manuals:**
   The Digital manual file naming convention shall be used to identify the pdf of the Closeout manual(s) and/or the pdf of the Project manual(s) within the directory structure.
   BLDG # – PROJECT # – PROJECT SECTION or PHASE # – OM and/or
   BLDG # – PROJECT # – PROJECT SECTION or PHASE # – PM
   File name examples: 777-02196-VOL1-OM, 777-02196-VOL1-PM

---

[*] Refer to the "Record Documentation Example" for acceptable naming convention examples or contact ARL to confirm the use of appropriate naming conventions. ie: OM, PM, and drawing file and sheet naming conventions.
[†] Number should be exact as it appears on drawing sheet/image.
[‡] Certificate of Substantial Completion Date and must be formatted as **Month-Day-Year** (year is to be 4 digits).

2. COORDINATE SYSTEM

The Tennessee State Plane Coordinate System (FIPS zone 4100); North American Horizontal Datum, NAD 83 (90 Epoch); North American Vertical Datum, NAVD 88 in U.S. feet and inches shall be used for the following drawings:
   A. All Surveys
   B. All drawings containing a building footprint shall be drawn so that at least two points of the building's footprint are referenced to the Tennessee State Plane Coordinate System.
   C. All drawings, containing above ground or underground utilities, shall be drawn so that at least two points of a permanent structure (one that will remain after the construction, preferably the building footprint) are referenced to the Tennessee State Plane Coordinate System.

3. SOURCE MATERIAL

Source material shall be defined as all digital related information deemed necessary by the Architect of Record and Project Manager to correctly portray construction of a project. These items shall include but are not limited to:
   • Source drawings or models
   • Reference drawings or models
   • Font libraries
   • Custom line style/codes or families
   • Graphic files (tiff, jpeg, etc.)

The drawings described above shall be submitted in any of the following formats:
   • AutoCad DWG
   • Autocad Compatible DXF
   • Autodesk Revit or other BIM modeling software.

If CAD drawings are to be submitted, each shall be submitted as a separate CAD file. If BIM models are to be submitted, each shall be detached from the central model.

Additional CAD file Requirements are:
   A. All External Reference drawings (X-refs) shall be bound or inserted as a permanent part of the CAD drawing.
   B. Any graphics used (jpeg, tiff, bitmap) included in the source folder but are not required to be bound to the CAD file.
   C. Be drawn in <u>model space</u> to a 1:1 scale.
   D. Contractor **Fire Protection and Irrigation** drawings (if applicable to the project) included in the source material folder.
   E. Each CAD file shall include the **sheet naming convention** and the terms "**RECORD SET**", and "**COSC**" Date§ electronically embedded and located within or adjacent to the title block.
   F. Each CAD file shall include the **file naming convention.**

Refer to the "Record Documentation Example" for approved file and sheet naming convention examples or contact ARL.
Include contractor Fire Protection and Irrigation CAD files in CAD folder (if applicable to the project).

4. DIGITAL PRINTS (PLOT FILES)

   A. All plot files and .cal files shall be generated from the original Native Source material.
   B. Plot files of the RECORD SET drawings shall be submitted as a PDF the preferred format or CAL files formats with a file extension of PDF, CAL.
   C. Digital prints shall be at the scale and size of the original bid documents, and not to exceed 24" x 36".
   D. Set as layout 1:1 scale.
   E. Each Plot file shall include the **sheet naming convention** and the terms "**RECORD SET**", and "**COSC**" Date electronically embedded and located within or adjacent to the title block.
   F. Each Plot file shall include the **file naming convention.**

Refer to the "Record Documentation Example" for approved file and sheet naming convention examples or contact ARL for guidance.
*Include contractor Fire Protection and Irrigation Digital files in Digital folder (when applicable to the project).

---

§ Certificate of Substantial Completion Date (COSC) and must be formatted as **Month-Day-Year** (year is to be 4 digits).

5. DIGITAL MANUALS

Digital Manuals shall consist of Project Manuals and Closeout Manuals (including but not limited to Operations and Maintenance manuals)

    A. The Project Manual shall be submitted as 1(one) PDF file containing multiple pages with each specification division and section bookmarked. Project Manuals should be submitted with addenda in their original form, no revisions to the Project Manual are required.

    B. Closeout Manual shall be submitted as 1 (one) PDF file containing multiple pages with each C.S.I. division and section bookmarked. Refer to the Closeout manual checklist for the required material for this manual.

    C. Digital Manuals shall be text searchable.

    D. Each Digital Manual shall use the Digital Manual file naming convention. Refer to examples in the "Record Documentation Example".

    E. Manuals shall not exceed 250 mb file size. Files larger than 250mb +/- shall be divided into multiple volumes. Refer to examples in the "Record Documentation Example" for Digital manual file naming conventions for multiple volumes or contact ARL at (615) 343-2627

6. DELIVERABLE DIGITAL MEDIA

University and Real Estate projects – If your (Close Out documents) files exceed eBuilder's files uploading max, you may submit your large files by electronic file transfer to the Architectural Records Library (ARL).

    A. The following is required of the Electronic File Transfer to documents folders in eBuilder:

        I. The file structure[**] of the Electronic File Transfer to documents folders in eBuilder shall be:
- One folder labeled "CAD FILES" (to contain source drawings/drawing files)
- One Sub-folder within the "CAD FILES" folder, labeled "SOURCE MATERIAL[††]" (to contain all the CAD source related material including but not limited to Font libraries and Custom line style/code)
- One folder labeled "PLOT FILES" (to contain the digital prints/Plot files)
- Pdf of the Project manual and labeled according to the file naming convention (no folder is necessary)
- Pdf of the Closeout manual and labeled according to the file naming convention (no folder is necessary)

       II. Zip files or any other type of compression files are not permitted for any category of deliverables.

      III. CDs are not accepted for each category of deliverables. All digital items (ie: Source material, Reference files, Digital prints, and Digital manuals) should be inclusive to eBuilder.

Contact ARL to send test examples for each project if needed for approval, prior to submitting records.
Please contact the following with questions or comments:
Architectural Records Library (ARL) at (615) 343-2627.

<u>Note</u>:

GIS Standards for project submittal:

1. Should be in a shapefile or feature class format. If in feature class, please include in a file Geodatabase with feature classes.
2. Projection should be: NAD 1983 StatePlane Tennessee FIPS 4100 (US Feet)
3. Lines, points, and polygons should be symbolled correctly, please include .lyr file if applicable.
4. Layer must include necessary attributes for each layer which include at a minimum a feature type.
5. Layer must include Z values.
6. Metadata will be given in FGDC format.

[**] Refer to the Record Set documentation examples for approved options for file structure.

[††] Files that might be needed for a true visual reproduction of the drawing as seen and drawn by the originating firm or designer and may cause a loss of design intent if not used.

Received Project Examples

For The

Architetural Records Library (ARL)

Files should be named as follows: Building Number - Project Number - Sheet Number. DWG (Extension).

See example: **88-2014121-A1.01.DWG.**

- *File Formats that are allowed: DWG, RVT, PDF, and CAL.*

Below are examples of what ARL I should receive in your Record Set of drawings.

Name	Date modified	Type	Size
📁 AutoCAD Files	3/15/2016 2:47 PM	File folder	
📁 Plot Files	3/15/2016 2:47 PM	File folder	
📄 88-2014121-OM Pt.1.pdf	3/8/2016 12:55 PM	Adobe Acrobat D...	240,335 KB
📄 88-2014121-OM Pt.2.pdf	3/8/2016 12:56 PM	Adobe Acrobat D...	251,322 KB
📄 88-2014121-PM.pdf	1/13/2016 4:05 PM	Adobe Acrobat D...	11,895 KB

- *The above <u>AutoCAD Files</u> shall consist of the following file format: .DWG.*

See example below:

Name	Date modified	Type	Size
📁 Source Material	3/15/2016 2:47 PM	File folder	
📄 88-2014121-A1.00.dwg	1/14/2016 11:11 AM	DWG File	3,559 KB
📄 88-2014121-A1.01.dwg	1/14/2016 10:53 AM	DWG File	2,845 KB
📄 88-2014121-A2.01.dwg	1/14/2016 11:14 AM	DWG File	2,092 KB
📄 88-2014121-A3.10.dwg	1/14/2016 11:15 AM	DWG File	966 KB
📄 88-2014121-A3.20.dwg	1/14/2016 11:16 AM	DWG File	975 KB
📄 88-2014121-A4.10.dwg	1/14/2016 1:02 PM	DWG File	3,408 KB
📄 88-2014121-A5.10.dwg	1/14/2016 1:03 PM	DWG File	3,909 KB

Note: Please include all reference files.

Plot Files

- _The above Plot Files shall consist of the following file format: pdf or cal._

See example below:

Name	Date modified	Type	Size
88-2014121-A1.00.pdf	1/14/2016 11:11 AM	Adobe Acrobat D...	421 KB
88-2014121-A1.01.pdf	1/14/2016 11:12 AM	Adobe Acrobat D...	166 KB
88-2014121-A2.01.pdf	1/14/2016 11:14 AM	Adobe Acrobat D...	411 KB
88-2014121-A3.10.pdf	1/14/2016 11:15 AM	Adobe Acrobat D...	1,672 KB
88-2014121-A3.20.pdf	1/14/2016 11:16 AM	Adobe Acrobat D...	322 KB
88-2014121-A4.10.pdf	1/14/2016 1:02 PM	Adobe Acrobat D...	300 KB
88-2014121-A5.10.pdf	1/14/2016 1:03 PM	Adobe Acrobat D...	540 KB
88-2014121-A6.10.pdf	1/14/2016 1:04 PM	Adobe Acrobat D...	393 KB
88-2014121-A6.11.pdf	1/14/2016 1:18 PM	Adobe Acrobat D...	268 KB
88-2014121-A7.01.pdf	1/14/2016 1:20 PM	Adobe Acrobat D...	270 KB
88-2014121-A8.01.pdf	1/14/2016 1:20 PM	Adobe Acrobat D...	395 KB

File Formats that are allowed: DWG, PDF's, RVT and CAL.

*Note: Revit Files (rvt) are included. The format is: bldg #-project #-model-discipline.rvt. See example below:

31-14017-Model-Electrical.rvt

*Note: CDs are no longer accepted, we prefer Electronic File Transfers submitted to eBuilder for all projects.

Thank you.

Architectural Records Library

Revised 4/3/2025.