

REQUIREMENTS for ELECTRONIC SUBMISSIONS from CONSULTANTS

DSS DIGITAL FILE STANDARDS

All titles to be in UPPER CASE.

All specifications are to be submitted in a single PDF file.

a.1 with REGARDS to TENDER DRAWINGS

- .1 A folder to be known as the *project folder* and is to be created for each job, and titled as per this example.

BLDG No. / YEAR / DSS PROJECT No. / PROJECT TITLE
103 1995 YAB514 EXTERIOR RENOVATIONS

The project title should be no longer than 30 characters including spaces.

- .2 Both a *DWG* and a *PLT* file is to be submitted for each drawing and placed in separate folders stored under the *project folder*, and titled as per this example.

103 YAB514 DWG TENDER
103 YAB514 PLT TENDER

If *PDF* files are required, they are also to be placed in a separate folder and titled as per this example.

103 YAB514 PDF TENDER

- .3 Each electronic drawing regardless of format (dwg, plt, or pdf) is to be named as per this example:

BLDG. No. / Y. No. / SHEET No. / DRAWING TITLE
103 YAB514 A01 ELEVATIONS, PLANS & DETAILS.dwg
103 YAB514 A01 ELEVATIONS, PLANS & DETAILS.plt
103 YAB514 A01 ELEVATIONS, PLANS & DETAILS.pdf

Drawing titles are to be no longer than 30 characters including spaces.

Multiple Drawings Sheet File (dwg, plt, or pdf) is to be named as per this example:

BLDG. No. / Y. No. / SHEET No. / DRAWING TITLE
103 YAB514 A01 – A04 ELEVATIONS, PLANS & DETAILS.dwg
Drawing titles are to be no longer than 30 characters including spaces.

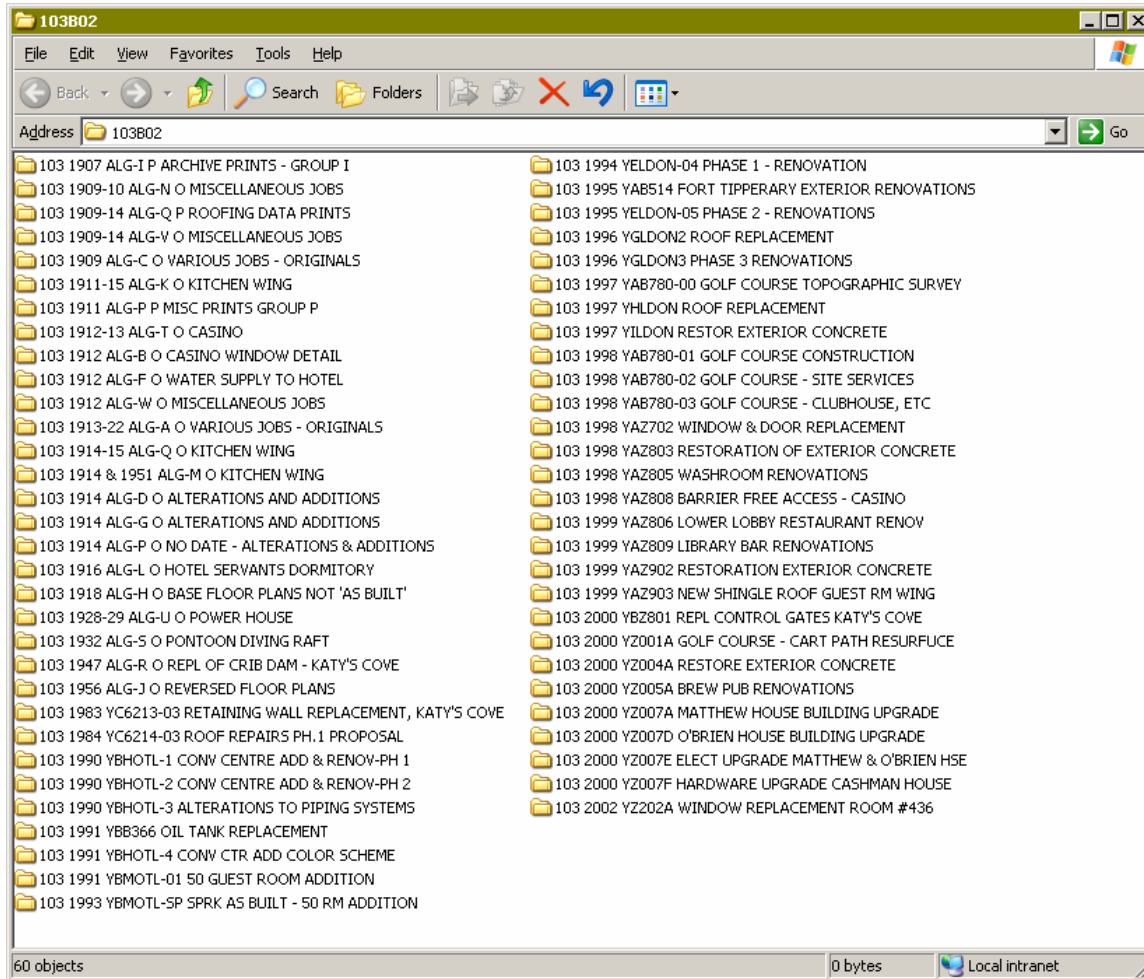
a.2 WITH REGARDS TO RECORD DRAWINGS

1. A *dwg* and *plt* file is to be submitted for each drawing and placed in folders similar to those indicated above for Tender submissions. The term RECORD is to be indicated, as per this example:

103 YAB514 DWG RECORD DRAWING
103 YAB514 PLT RECORD DRAWING

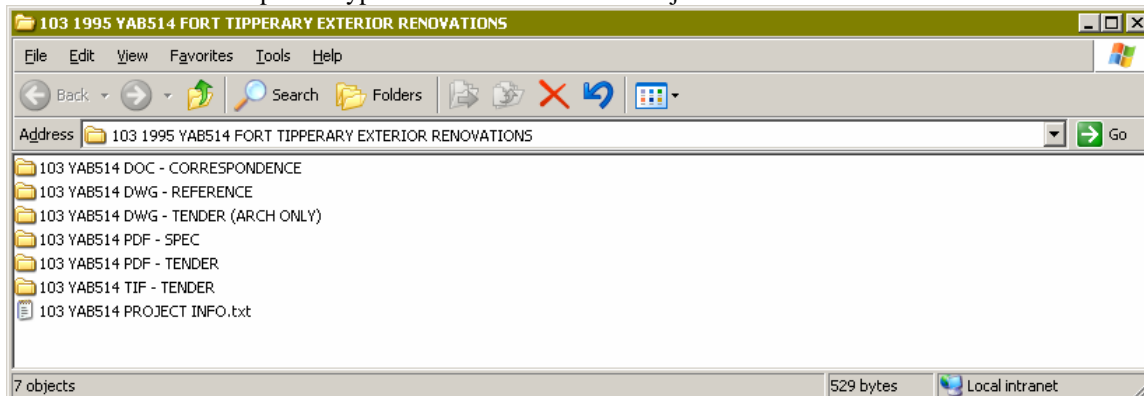
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a.3 BUILDING FOLDER (Internal Filing for DSS – NOT required by Consultants)



a.4 PROJECT FOLDER 103 1995 YAB514 EXTERIOR RENOVATIONS

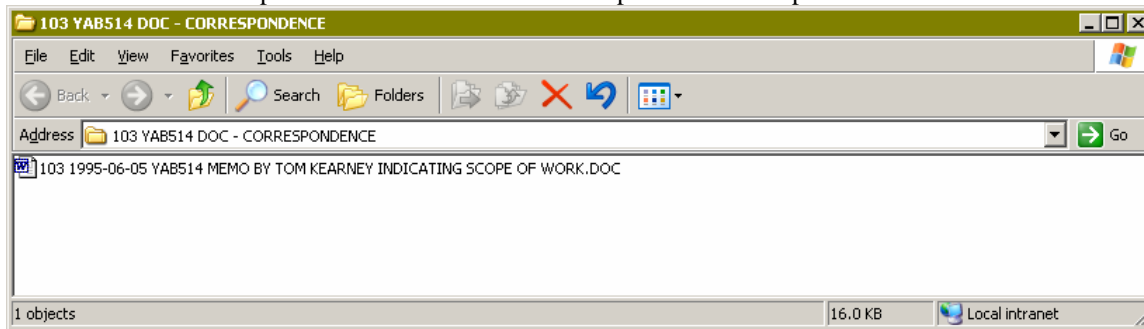
Examples of typical folders found in the Project Folder.



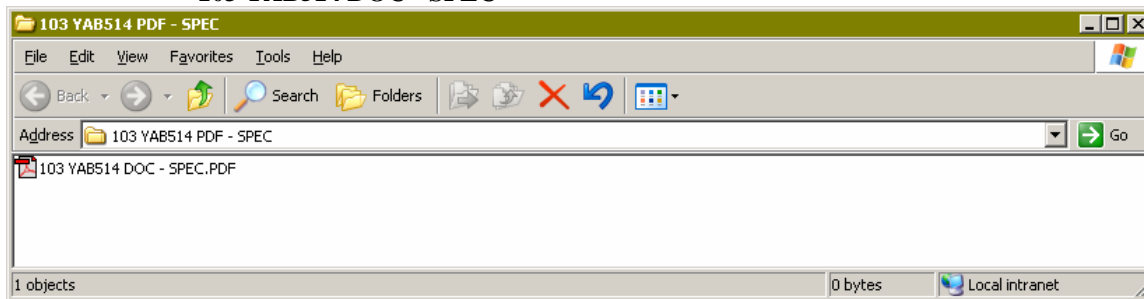
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a.5 CORRESPONDENCE FOLDER 103 YAB514 DOC - CORRESPONDENCE

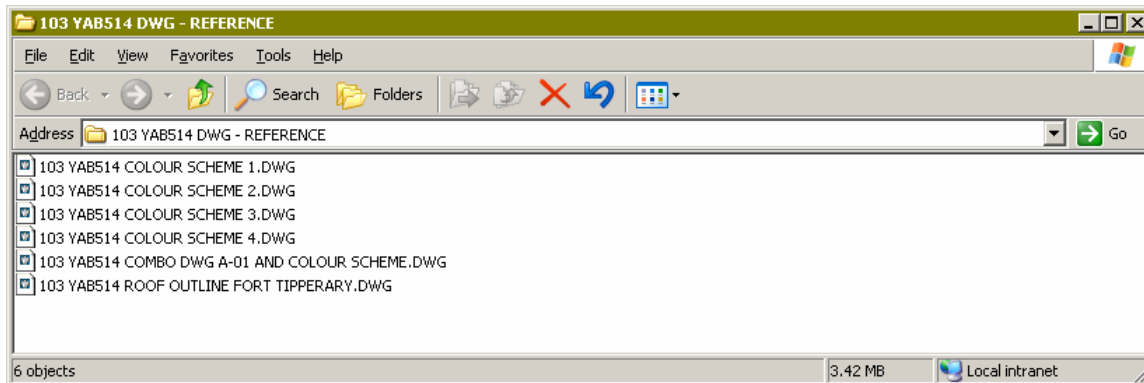
Example of document which would be placed in Correspondence Folder.



a.6 SPECIFICATION FOLDER 103 YAB514 DOC - SPEC

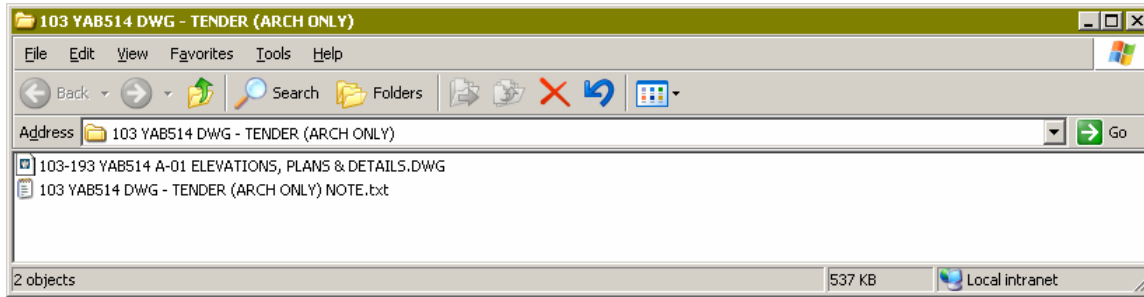


a.7 REFERENCE DRAWINGS FOLDER 103 YAB514 DWG - REFERENCE

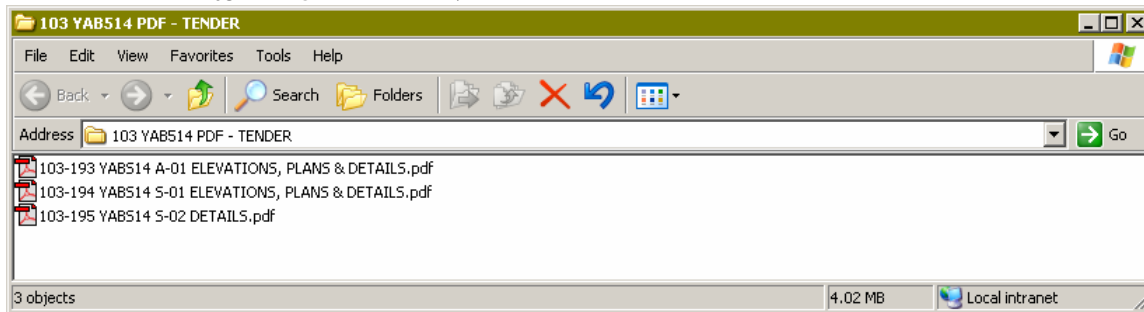


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a.8 DWG TENDER DRAWINGS FOLDER 103 YAB514 DWG TENDER



a.9 PDF TENDER DRAWINGS FOLDER 103 YAB514 PDF TENDER



a.10 TIF TENDER DRAWINGS FOLDER 103 YAB514 TIF TENDER

