

NC State University Design and Construction Guidelines

Division 01 Final Documentation Deliverables

1.0 Purpose

- A. The following guidelines identify deliverable requirements by the Designer, CM or GC at the conclusion of construction to NC State in addition to SCO requirements for project related materials, not including the drawing set, CADD source files, or Building Information Modeling.

2.0 General Requirements

- A. Operations and Maintenance Manuals
 - 1. The manuals shall be submitted in .pdf format with each CSI division bookmarked.
 - 2. File naming –
 - a) All lower case text shall be used.
 - b) In the case of more than one document with the same file name, a numerical designation at the end of the file name shall be used.
 - c) Typical file naming shall be as follows-
bldg #_ncsu project number_om.file extension
Example:
135_201300001_om.pdf
- B. Operations and Maintenance Training Video
 - 1. Operations and Maintenance training sessions shall be recorded on video and submitted to NC State on DVD. The training DVD must be on a disk(s) excluding all other materials.
 - 2. Typical file naming shall be as follows using all lower case text-
bldg #_ncsu project number_training.file extension
Example:
135_201300001_training.pdf
- C. Project Manual (specifications)
 - 1. The hard copy shall be submitted with the following information on the cover –
 - a) Project Manual
 - b) NC State Building Number(s)
 - c) NC State Building Name(s)
 - d) NC State Project Name
 - e) NC State Project Number

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- f) Manual # of #
- 2. Electronic copy
 - a) The electronic copy shall be submitted in pdf format with each specification section bookmarked.
 - b) File naming –
 - (1) All lower case text shall be used.
 - (2) In the case of more than one document with the same file name, a numerical designation at the end of the file name shall be used.
 - (3) Typical file naming shall be as follows-
bldg #_ncsu project number_pm.file extension
Example:
135_201300001_pm.pdf

D. Digital Photographs

- 1. Electronic photograph files shall be submitted with the following minimum resolution size per photo type.
 - a) Utility (util) – 2200 x 1700
 - b) Aerial (aerial) – 2200 x 1700
 - c) Building Details (bldg) – 2560 x 1920
- 2. Digital photographs can be submitted in TIFF, JPG, or RAW.
- 3. File naming –
 - a) All lower case text shall be used.
 - b) In the case of more than one document with the same file name, a numerical designation at the end of the file name shall be used.
 - c) Typical file naming shall be as follows-
bldg #_ncsu project number_photo type_photo#.file extension
d) Example:
135_201300001_util_1.jpg

E. Submission Transmittal

- 1. Hard Copy and Electronic Files shall be accompanied by a transmittal with the following information:
 - a) Item included (for example, O&M Training Video)
 - b) Date (Training Date or Submittal Date)
 - c) NC State Project Number
 - d) NC State Project Name

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- e) NC State Building Number(s)
 - f) NC State Building Name
 - g) NC State Project Manager's Name and Phone Number
 - h) Submitting Professional's Name and Address
 - i) Listing of documents included in submission
2. Electronic Files
- a) The electronic files shall be submitted on CD or DVD disk(s).
 - b) The disk and case shall be labeled with the following information –
 - (1) Item name (i.e. Training Video, Project Manual)
 - (2) Date (or Training Date)
 - (3) NC State Building Number
 - (4) NC State Building Name
 - (5) NC State Project Name
 - (6) NC State Project Number
 - (7) Disk # of #