

**PART 3: DELIVERABLE FILE REQUIREMENTS**

Amended: 09-19-2022 See Underlined Text

**1. SCOPE:**

- 1.1. This part outlines the requirements for the preparation and submission of the non CAD/RVT type files to UMB, for all UMB's Projects.

**2. PREPERATION:**

- 2.1. **Deliverable Preparation:** All files shall be submitted to UMB shall be free of viruses, using the latest version of virus cleaning and scanning software.

**3. FILE FORMATS AND SUBMISSIONS**

- 3.1. **File Formats:** All non CAD/RVT construction document files shall be submitted in "doc" and "pdf" file formats to the UMB Project Manager.

- 3.2. **Submissions:** Unless otherwise directed elsewhere in these standards submit the following:

- a. **Doc File Format Submission:** Unless otherwise directed by the UMB PM this submission shall be limited to 100% CD Submission and As-build files for project specifications.
- b. All other non CAD file submissions shall be in PDF file format.

- 3.3. **Bookmarks:** All non CAD PDF files submitted to UMB shall include bookmarks as defined in the "UMB Standard PDF File Bookmarks for A/E Submissions" in the Appendix.

**4. FILE TRANSMISSION:**

- 4.1. **File Transmission:** Transmit non CAD/RVT files to the UMB Project Manager by uploading files in appropriate project file folders in ebuilder. Send UMB PM a transmission notification by email when the files are uploaded in ebuilder.

**5. PROJECT CLOSEOUT:**

- 5.1. **Project Closeout:** Before a project can be closed out and final payment from UMB rendered, all specified materials must be submitted to the UMB Project Manager in accordance with these Design Standards, the Procedure Manual and with production standards and special instructions described throughout this Section.

END OF CHAPTER 4 EF – ELECTRONIC FILES – GENERAL FILES – PART 3

END OF GENERAL FILE DIVISION