

CHAPTER FIVE – ATTACHMENTS

1. **GENERAL REQUIREMENTS:** [Amended 1-18-22 See Pages 1 and 28-31](#)
- 1.1. **A/E Requirements:** When required by the University the Architect/Engineer (A/E) assigned by contract to a given project shall utilize the attachments as identified in previous Chapters.
2. **ATTACHMENTS:**
 - 2.1. **Forms:** The following forms are modeled after the attachments in the DGS Procedure Manual, July, 2003 Edition.
 - a. Summary – Areas, Volume & Efficiency Form
 - b. Tabulation of Gross Area Form
 - c. Summary – Net Assignable Areas Form
 - d. University Standard Construction Document Change Form
 - e. Engineer’s and Developer’s Certification Form
 - f. Building Code Study Data Forms
 - g. Project Description Forms
 - h. Directions for Completing the Project Description Forms
 - i. See pages 2 through 14 for the samples of the forms and related instructions.
 - 2.2. **University Standard Cover Sheets and Drawing List:**
 - a. **Cover Sheet - Bound Documents:** The University Standard Cover Sheet shall be used on all projects for all bound specifications, reports, studies etc. prepared by the A/E and submitted to UMB. See page 17 for a sample of the cover sheet.
 - b. **Cover Sheet - Drawings:** The University Standard Cover Sheet shall be used on all projects for all bound drawing sets prepared by the A/E and submitted to UMB. See pages 15 & 16 a sample of the drawing template and cover sheet.
 - c. **Standard Sheet Title and Drawing Number List:** The University Standard Sheet Title and Drawing Number List shall be used on all projects for all bound drawing sets prepared by the A/E and submitted to UMB. See pages 18 to 27 for a sample of the sheet numbers and sheet titles.
 - 2.3. **Availability:** Up to date forms, cover sheets and drawing list are available electronically on the UMB [D & C](#) Web Site @ <https://www.umaryland.edu/designandconstruction/design-and-construction-documents/> [Choose the appropriate “View UMB..... Current Edition” for the desired file.](#)
 - 2.4. **Bookmarks:** [See pages 28 – 31 for bookmark requirements for PDF File Submissions from consultants.](#)

CHAPTER FIVE – ATTACHMENTS

SUMMARY - AREAS, VOLUME & EFFICIENCY

PROJECT: _____ UNIVERSITY PROJECT NO: _____

FACILITY: _____ DATE: _____

ARCHITECT/ENGINEER: _____

ITEM	AREA SQ. FT.					
	PROGRA M	SD	DD	50%	95%	100%
GROSS AREA (Notes 1 & 2)						
NET ASSIGNABLE AREA (Notes 1 & 2) (Sh. 3 to incl.)						
GROSS FACTOR (Note 1)						
EFFICIENCY FACTOR (Note 3) % EFFICIENCY (Note 4)						
SUBMISSION DATE (Note 5)						

NOTES:

1. Gross Areas, Net Assignable Areas and Volumes shall be calculated in strict accordance with the University Procedure Manual.
2. Attach additional sheets as follows: Sheet 2 - Tabulation of Gross Areas; Sheet 3 and subsequent sheets - Tabulation of Net Assignable Areas (Room by Room).
3. To obtain Efficiency Factor: Divide Gross Area by Net Assignable Area (e.g. 49,209 SF Gross Area divided by 33,705 SF Net Assignable Area = 1.46).
4. To obtain % Efficiency: Divide Net Assignable Area by Gross Area and multiply by 100 (e.g. 33,705 SF Net Assignable Area divided by 49,209 SF Gross Area multiplied by 100 = 68.5% Efficiency)
5. Submit in triplicate to the University Project Manager with each phase submission of the review documents. Figures shall be shown for all previous phases as well as the current phase submitted.

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TABULATION OF GROSS AREA

PROJECT: _____ UNIVERSITY PROJECT NO: _____

FACILITY: _____ DATE: _____

ARCHITECT/ENGINEER: _____

DESCRIPTION	GROSS AREA (SF)					
	PROGRA M	SCHEMATI C	DD	50%	95%	100 %
Utility Tunnels (Within 10 feet)						
Crawl Space (6 feet or more high)						
Sub-Basement						
Basement						
Ground Floor						
Mezzanine						
Balcony						
Fixed Bleachers (w/rooms below)						
1st Floor						
2nd Floor						
3rd Floor						
4th Floor						
Other						
Other						
Mezzanine (Boiler or Equip. Room)						
Penthouses (Stairs, Elev., Mech.)						
Areaways (1/2)						
Canopies (1/2)						
Roof or Floor						
Overhangs (1/2)						
Open piazza under bldg. (1/2)						
Covered Balcony (1/2)						
Loading Dock (1/2)						
TOTALS						

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**UNIVERSITY of MARYLAND, BALTIMORE
CONSTRUCTION DOCUMENT CHANGE (CDC)**

Construction Document Change	CDC #:
Project Title:	UMB Project #:
Prepared By:	Date Prepared:

PROPOSED CHANGES TO THE CONTRACT DOCUMENTS:

Provide all labor, materials, equipment, and services necessary to accomplish the following changes to the contract documents. If it is concluded that incorporation of the changes included herein will result in a change to the contract amount and/or schedule, please submit an itemized change order proposal indicating all changes to the contract amount and/or contract schedule. This is not a contract change order or contract amendment. This is not a direction to proceed with work described herein, unless it is agreed that there is no change to the contract amount and schedule. Include all changes authorized to be performed in the set of Record Documents.

UMB Project Manager: _____ **Date:** _____

The modifications to the contract documents as a result of this Construction Document Change include the following:

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ENGINEER’S AND DEVELOPER’S CERTIFICATION

ENGINEER’S CERTIFICATION

I (We), _____, do hereby certify that the sediment control provisions shown on this plan are designed in accordance with the guidelines, standards and specifications for soil erosion and sediment control issued by the Maryland Department of the Environment, latest edition.

Signature

Title

Date

Printed Name

MD Registration No.

P.E., R.L.S. or R.L.A.

(Circle)

UNIVERSITY/DEVELOPER’S CERTIFICATION

I/We hereby certify that:

- A. All development and construction will be done in accordance with this sediment and erosion control plan and further authorize the right of entry for periodic on-site evaluation by the State of Maryland Department of the Environment enforcement inspectors.

- B. Any responsible personnel involved in the construction project will have a certificate of attendance at a Department of the Environment approved training program for the control of sediment and erosion before beginning the project.

Signature

Date

Printed Name and Title

Card No.

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BUILDING CODE STUDY DATA

DESIGN PHASE: __ SD __ DD __ CD DATE: _____

1) PROJECT: _____ PROJECT NO. _____

FACILITY: _____

2) APPLICABLE CODES:

- A) Building Code: IBC – 2006
- B) Fire Code: NFPA – 2006
- C) International Mechanical Code: IMC – 2006
- D) National Standard Plumbing Code: NSPC – 2003
- E) National Electric Code: NEC – 2005
- F) ASHRAE: Latest
- G) Elevator and Escalator Safety Code: ASME A17.1.2000 (with addenda)

3) BUILDING USE, CONSTRUCTION CLASSIFICATIONS AND HEIGHT

	<u>IBC</u>	<u>NFPA</u>
Use Group (Section 302) _____ :	_____	_____
Special Use and Occupancy __ __ (Chapter 4):	_____	_____
Incidental Use Areas _____ (Table 508.2):	_____	_____
Proposed Type of Construction __ (Table 503):	_____	_____
Building Height Allowance _____ (Table 503):	_____	_____
Additional Credit for Fully Sprinklered Building _____ (Section 504.2):	_____	_____
Actual Building Height _____ :	_____	_____
Number of Stories _____ (Table 503):	_____	_____

4) BUILDING AREAS:

BUILDING ACTUAL CROSS AREAS:

First Floor : _____

Second Floor : _____

Third Floor : _____

Mechanical Penthouse: _____

Total (GSF) : _____

MAXIMUM ALLOWABLE AREAS:

Per IBC Table 503: _____ +
Automatic Sprinkler System Increase – 504.2 _____

5) OCCUPANCY LOADS:

USE: IBC (Table 1004.4.1): Life Safety (Table 7.3.1.2):
_____ _____ _____

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6) EGRESS WIDTH:

	IBC (Table 1004.4.1):	Life Safety (Table 7.3.1.2):
Egress Width at Stairs:	_____	_____
Egress Width at Doors:	_____	_____
Egress Width at Corridors:	_____	_____

7) OCCUPANCY LOADS AND EGRESS REQUIREMENTS:

Location (Spaces)	:	_____
Area in Sq. Feet	:	_____
Maximum Floor Area	:	_____
Allowance per Occupant	(1004.1.1):	_____
Egress Width Required	(1005.1) :	_____
Egress Width Provided	(In Inches):	_____
Number Exits Required	(1019.1) :	_____
Number Exits Provided	:	_____

8) FIRE PROTECTION SYSTEM REQUIREMENTS:

	IBC (Yes/No)	System Req'd. Reference	IBC 2006 101-2006	NFPA 101-2006
Automatic Sprinkler	(Sec 903): _____	_____	_____	_____
Fire Extinguishers	(Sec 903): _____	_____	_____	_____
Standpipe System	(Sec 903): _____	_____	_____	_____
Portable Fire Extinguishers	(Sec 903): _____	_____	_____	_____
Fire Alarm System	(Sec 903): _____	_____	_____	_____
Emergency Alarm System	(Sec 903): _____	_____	_____	_____
Smoke Control System	(Sec 903): _____	_____	_____	_____
Smoke and Heat Vents	(Sec 903): _____	_____	_____	_____
Fire Command Center	(Sec 903): _____	_____	_____	_____
Fire Dept. Connection	(Sec 903): _____	_____	_____	_____

9) MAXIMUM DEAD END/DISTANCE:

Use Group	:	_____
IBC – 2006 (1016.3)	:	_____
NFPA – 2006	:	_____

10) INTERIOR FINISH REQUIREMENTS:

	Class	Flame Spread	Smoke Development
IBC – 2006 (Table – 803.5):	_____	_____	_____
NFPA – 2006 (Chapter 10):	_____	_____	_____

11) MAXIMUM TRAVEL DISTANCE TO EXIT:

	IBC 2006 (Table – 1015.1)	NFPA - 2006
Allowable:	_____	_____

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12) MAXIMUM CORRIDOR WIDTH REQUIREMENTS:

Location	Width	IBC Reference (1017.2)	NFPA-Reference
_____	_____	_____	_____

13) PANIC HARDWARE:

Location	Required	IBC Reference (1008.1.9)	NFPA-Reference
_____	_____	_____	_____

14) STAIR DATA: (Section 1009)

Stair Width:	_____
Capacity:	_____
Rated Enclosure:	_____

15) BUILDING FIRE RATINGS:

	IBC – 2006 (601-602)	NFPA - 2006 (Chapter 8)
STRUCTURAL FRAME Including Columns, Girders, Trusses	: _____	_____
EXTERIOR BEARING WALL	: _____	_____
EXTERIOR NON-BEARING WALL :	_____	_____
INTERIOR BEARING WALL	: _____	_____
FLOOR CONSTRUCTION Including Support Beams and Joist	: _____	_____
ROOF CONSTRUCTION Including Support Beams and Joist	: _____	_____
FIRE WALLS – USE GROUP :	_____	_____
Protective Opening Rating (Section 705 & 715)		
VERTICAL EXIT ENCLOSURE :	_____	_____
Protective Opening Rating (Section 704.4)		
SHAFTS AND ELEVATOR HOIST WAYS:	_____	_____
Protective Opening Rating (Section 707.4)		
EXIT ACCESS CORRIDORS :	_____	_____
Protective Opening Rating (Section 1017.1)		
SMOKE BARRIER :	_____	_____
Protective Opening Rating (Section 709)		

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PROJECT DESCRIPTION SHEET

DESIGN PHASE	__ DD	__ 95% CD	__ 100% CD	DATE: _____
PROJECT:	_____		PROJECT NUMBER:	_____
FACILITY:	_____			
ARCHITECT:	_____			
ENGINEERS:	_____			

A. DESCRIPTION:	_____			

B. OCCUPANCT:	_____			

C.	Gross Area (SF)	Net Assignable Area (SF)	Perimeter Walls (SF)
Basement			
Floor 1			
Mezzanine			
Floor 2			
Floor 3			
Penthouse			
Covered Atrium			
Totals			

D. TOTAL VOLUME: _____ cubic feet

E. EFFICENCY:

$$\frac{\text{Assignable Area}}{\text{Gross Area}} = \frac{\quad}{\quad} \times 100 = \quad \% \text{ E Eff.}$$

$$\frac{\text{Gross Area}}{\text{Assignable Area}} = \frac{\quad}{\quad} \text{ Efficiency Factor.}$$

F. REMARKS: _____

G. HANDICAPPED: _____

H. HASBESTOS REMOVAL REQUIRED: _____

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PROJECT DESCRIPTION SHEET

CONSTRUCTION

1. Foundation	
2. Structural	
3. Exterior Walls	
4. Partitions	
5. Floors	
6. Floors Finish	
7. Ceilings	
8. Roof	
9. Roof Finish	
10. Wall Finish	
11. Doors & Frames	
12. Windows	
13. Toilet Room Partitions	
14. Plumbing	Total # of Fixtures WC SH DF _____ LAV SS UR OTHER
15. Sewers	Sanitary: Storm: Septic:
16. Water Supply	
17. Fire Protection	
18. Heating	
19. Heating Plant	
20. Ventilation	
21. Air Conditioning	Tons: %
22. Electric	
23. Special Electric	
24. Site Electric	
25. Elevators	
26. Parking Lots	
27. Roads	Curbs:
28. Walks & Steps	
29. Built-in Equipment	
30. Site Specialties	

SKETCH

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DIRECTIONS FOR COMPLETING PROJECT DESCRIPTION SHEET

The project Architect/Engineer shall complete a separate Project Description Sheet (Attachment #6) for each building of a project and submit the original with 2 copies to the Department of General Services:

- (1) to accompany the design development plans,
- (2) to accompany the final plans (prior to bid, after all revisions.) And
- (3) at such other times as requested.

Keep description brief, use abbreviations.

GENERAL

- A. Give brief description of structure. When project has more than one building, give building title here.
- B. State occupancy:
 - Garage or Parking number of vehicles;
 - Nursing Home, Dormitory or Hospital number of student or patient beds;
 - Auditorium or Gym number of seats;
 - Housing number of rental units;
 - Library number of volumes, number of carrels, number of seats,
(including carrels);
 - Dining Hall serving capacity per hour, number of seats;
 - Kitchen meal capacity;
 - University Academic Buildings number students each building,
number of classrooms, number of faculty offices;
 - Public Schools number of pupils, number of faculty offices,
number of classrooms;
 - Office of Administration Building number of personnel; etc;
 - Court Houses number of courtrooms, number of seats;
- C. Give gross area in square feet, assignable area in square feet and length of perimeter walls in linear feet for each floor or level. Gross and Assignable Areas shall be figured on the basis of Assignable Area and Supporting (unassignable) Areas as defined in appendix D of this manual.
- D. State gross volume of structure in cubic feet. Use height from underside of lowest floor construction system to average top of finished roof surface for each portion of areas above. For slabs on grade, use height from bottom of gravel.
- E. Figure efficiency both ways as indicated: as a percent and as a factor (e.g. 60% and 1.67).
- F. For additional information or continuation of other items.
- G. State whether facilities for the handicapped are included.
- H. State whether asbestos abatement is required.

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- I. Draw a one-line plan view to a small scale; give basic dimensions and indicate number of stories of each portion of facility.

CONSTRUCTION

1. State types - spread footings, caissons, piles (timber, pipe, h, precast concrete, cast-in place, pressure injected, etc.), grade beams, etc. If footings are on engineered fill, so state.
2. State types - structural steel, reinforced concrete, precast units, wall bearing or structural frame, timber, post-tensioned, etc.
3. State type and materials - curtain or bearing, solid or cavity, brick, brick and block, precast, metal, wood frame, with or without insulation, etc.
4. State type and materials - fixed or movable, bearing or non-bearing, brick, block, tile, metal, precast, gypsum, metal or wood stud and sheet-and-rock, concrete, etc.
5. State type and materials - precast or poured-in-place concrete, steel deck or form with concrete fill, steel or wood joist, flat slab, etc.
6. State finish materials - resilient flooring, concrete, carpeting, terrazzo, etc. (State total square yard area of carpeting and terrazzo). (Do not include toilet rooms in this item.)
7. State finish materials. (Do not include toilet rooms in this item.)
8. State construction - flat or pitched, wood, concrete or steel framing, metal deck, concrete slab, precast, gypsum plank, etc.
9. State materials - built-up, slate, asphalt shingles, galvanized, copper, etc.
10. State finish materials - paint, epoxy coatings, ceramic tile, glazed block, wainscots, plaster, etc. (Do not include toilet rooms in this item.)
11. State type and material - hollow metal or wood, solid core wood, glass aluminum and glass, overhead, roll-up, revolving, etc. (Include type of frames - hollow metal, steel, wood, etc.)
12. State type and material - fixed double hung, projected, casement, sliding, awning, pivoted, window wall, aluminum, wood, steel, stainless steel, bronze, etc.
13. State types and materials of construction and finishes for floor, walls, ceiling, including wainscots, type of toilet partitions, etc.
14. State number of each type plumbing fixture; give total number. Add types not listed in places provided. Give size and type of domestic water heater. Use the following abbreviations:

WC - toilet	SS - service sink	Lav - lavatory
UK - unit kitchen	U - urinal	LS - Lab sink
SH - shower head	KS - kitchen sink	SC - shower compartment
PS - pot sink	BT - bathtub	DS - dish sink
LT - laundry tub	FD - food waste disposal	SB - special bath
BP - bed pan sterilizer	HB - hose bibb	DF - drinking fountain

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WH - water heater WTC - water cooler

15. State type of material, size and length (over 10 feet from building) for each type and size of sewer. State the type and capacity (gallons) of septic system.
16. State type of materials, size and length (over 10 feet from building) of water lines. If from wells, state number and capacity. Include hot and cold water lines from a central facility.
17. State types and locations - sprinklers, standpipes, smoke or heat detectors, fire alarm system, extinguishers, hydrants, Fire Department connections, etc.
18. State types of systems including types of temperature control systems.
19. State whether plant is individual (state fuel) or central. State size and length (over 10 feet from building) of each outside line (steam, hot water, cold water, etc.) from a central plant.
20. Brief description. State cubic feet per minute quantities of total outside air and total exhaust air.
21. State types of systems, air conditioning tonnage, percentage of building that is air conditioned.
22. State service, distribution and utilization voltages, phase, amperage, overhead or underground service (give length over 10 feet from building), wiring method of building such as type, concealed or exposed, etc.
23. State electrical specialties such as audio-visual, stage lighting, lightning protection, intrusion protection, communication systems, emergency systems (e.g. battery units or generator), time system, power for computers, etc.
24. State items of site electric, such as exterior lighting, sub-station, etc.
25. State type and number of elevators, dumbwaiters, moving stairs, etc.
26. State type of construction, area in square yards and number of vehicles.
27. State type of construction and area in square yards. Give type of curbs and length in feet.
28. State type of construction and area in square yards.
29. State what built-in-equipment is included in project such as kitchen, snack bar, exhaust hood, special refrigeration, cabinet work, laboratory equipment, library stacks, wardrobes, special exhaust or waste systems, chalk and tack boards, draperies, pedestal floor (give area), etc.



UNIVERSITY of MARYLAND
BALTIMORE

ADMINISTRATION & FINANCE


DESIGN AND CONSTRUCTION

OFFICE OF FACILITIES MANAGEMENT
620 W. LEXINGTON STREET, 6TH FLOOR
BALTIMORE, MARYLAND 21201
PHONE NO. (410) 706-7740
FAX NO. (410) 706-8547

PROJECT TITLE

BUILDING NAME
BUILDING STREET ADDRESS
BALTIMORE, MARYLAND 21201

UM Project No.: 00-000
A/E Project No.: 00-000
CM Project No.: 00-000

UMB PROJECT NO. : XX-XXXX		BUILDING NO. : XXXX		UMB SKETCH :	
PROJECT TITLE : PROJECT TITLE				000	
 UNIVERSITY of MARYLAND BALTIMORE ADMINISTRATION & FINANCE DESIGN AND CONSTRUCTION OFFICE OF FACILITIES MANAGEMENT 620 W. LEXINGTON STREET, 6TH FLOOR BALTIMORE, MARYLAND 21201 PHONE NO. (410) 706-8547/FAX NO. (410) 706-8547		A/E CONSULTANT:		SHEET REFERENCE NO. :	
				000	
				CAD FILE NUMBER: 8.5x11 UMB Cover Sheet Templates	
		DATE : xx/xx/xx		SHEET NO. :	
		SCALE : AS NOTED		X OF X	



UNIVERSITY of MARYLAND BALTIMORE

ADMINISTRATION & FINANCE

DESIGN AND CONSTRUCTION

SPECIFICATIONS FOR THE CONSTRUCTION OF NEW ADMINISTRATION BUILDING AT THE UNIVERSITY OF MARYLAND

**UNIVERSITY PROJECT # 06-418
BUILDING INVENTORY No. 8100**

BID PACKAGE 3a-Superstructure

VOLUME 1 OF 2: PROJECT SPECIFICATIONS

March 16, 2007

Owner

University of Maryland, Baltimore
Design and Construction
620 W. Lexington Street, 6th Floor
Baltimore, Maryland 21201

Board of Public Works

*Lawrence J. Hogan Jr., Governor
Peter Franchot, Comptroller
Nancy K. Kopp, Treasurer*

Maryland General Assembly

*Thomas V. Miller Jr, Senate President
Michael Erin Busch, House Speaker*

Architect

*Design Collective, Inc.
100 East Pratt Street, 14th Floor
Baltimore, MD 21202*

Civil/Site Engineer

*Site Resources, Inc.
14307 Jarrettsville Pike
Phoenix, Maryland 21131*

Structural Engineer

*RESTL Designers, Inc.
13 Firstfield Road, Suite 200
Gaithersburg, MD 208781*

Information Technology

*Convergent Technologies
426 Evesham Avenue
Baltimore, MD 21212*

MEP Engineer

*BKM & Associates
1423 Clarkview Rd., Suite 500
Baltimore, MD 21209*

Construction Manager

*Barton Malow Company
971 Corporate Boulevard
Suite 400
Linthicum, MD 21090*

A/E – Edit Italic Text for project. Cover sheet shall be used for all bound documents submitted to UMB.

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A/E Note - Edit each discipline drawing number and sheet title for the project requirements. When additional drawing numbers and sheet titles are required modify each discipline accordingly conforming to the drawing numbering system below.

Example: Adding a 7th & 8th Floor use A107 & A108 for the Floor Plans and the Roof Plan becomes A109, etc. For Renovation Projects the floor plan sheet numbers for each discipline start with 100. Example: AD100, A100, MD100 (Ductwork), M100 (Ductwork), MD200 (HVAC Piping), M200 (HVAC Piping), ED100 (Power), E100 (Power), ED200 (Lighting), E200 (Lighting) etc.

UMB STANDARD SHEET NUMBERS AND SHEET TITLES

GENERAL

G000 UMB STANDARD COVER SHEET

CIVIL

CD100 CIVIL DEMOLITION

C100 SITE PLAN

C200 STREETScape PLAN

C201 STREETScape DETAILS

C202 PUBLIC CURB/SIDEWALK REPLACEMENT PLAN

C203 PUBLIC CURB/SIDEWALK REPLACEMENT PLAN

C300 PUBLIC WATER PLAN AND PROFILES

C301 PUBLIC STORM DRAIN PLAN AND PROFILES

C302 SANITARY PLAN AND PROFILES

C303 ELECTRICAL DUCTBANK PROFILES

C400 STORMWATER MANAGEMENT DRAINAGE STUDY AREA

C401 STORMWATER MANAGEMENT DETAILS

LANDSCAPE

LD100 LANDSCAPE DEMOLITION

L001 LANDSCAPE AND IRRIGATION NOTES AND SYMBOLS

L100 LANDSCAPE AND IRRIGATION SITE PLAN

L200 LANDSCAPE AND IRRIGATION GRADING PLAN

L300 LANDSCAPE AND IRRIGATION PLANT PLAN

L400 LANDSCAPE AND IRRIGATION DETAILS

STRUCTURAL

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S001 GENERAL NOTES, CODE & ENGINEERING DATA
S002 GENERAL NOTES

SD100 BASEMENT FLOOR DEMOLITION PLAN
SD101 FIRST FLOOR DEMOLITION PLAN
SD102 SECOND FLOOR DEMOLITION PLAN
SD103 THIRD FLOOR DEMOLITION PLAN
SD104 FOURTH FLOOR DEMOLITION PLAN
SD105 FIFTH FLOOR DEMOLITION PLAN
SD106 SIXTH FLOOR DEMOLITION PLAN
SD107 ROOF DEMOLITION PLAN

S100 FOUNDATION AND BASEMENT FLOOR FRAMING PLAN
S101 FIRST FLOOR FRAMING PLAN
S102 SECOND FLOOR FRAMING PLAN
S103 THIRD FLOOR FRAMING PLAN
S104 FOURTH FLOOR FRAMING PLAN
S105 FIFTH FLOOR AND LOW ROOF FRAMING PLAN
S106 SIXTH FLOOR FRAMING PLAN
S107 ROOF AND MACHINE ROOM FRAMING PLAN
S108 ROOF FRAMING PLAN

S200 FOUNDATION WALL ELEVATIONS AND SECTIONS

S300 TYPICAL DETAILS
S301 TYPICAL DETAILS
S302 TYPICAL DETAILS

S400 SECTIONS AND DETAILS
S401 SECTIONS AND DETAILS
S402 SECTIONS AND DETAILS
S403 SECTIONS AND DETAILS

S500 COLUMN SCHEDULE

ARCHITECTURAL

A001 GENERAL NOTES SYMBOLS AND ABBREVIATIONS
A002 CODE ANALYSIS, FEDERAL ACCESSIBILITY STANDARDS, AND
BUILDING CONSTRUCTION STANDARDS
A003 LIFE SAFETY BASEMENT AND FIRST FLOOR PLANS
A004 LIFE SAFETY SECOND AND THIRD FLOOR PLANS
A005 LIFE SAFETY FOURTH AND FIFTH FLOOR PLANS
A006 LIFE SAFETY SIXTH FLOOR AND ROOF PLANS

ASD100 ARCHITECTURAL DEMOLITION SITE PLAN
AS100 ARCHITECTURAL SITE PLAN

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- AD100 BASEMENT FLOOR DEMOLITION PLAN
- AD101 FIRST FLOOR DEMOLITION PLAN
- AD102 SECOND FLOOR DEMOLITION PLAN
- AD103 THIRD FLOOR DEMOLITION PLAN
- AD104 FOURTH FLOOR DEMOLITION PLAN
- AD105 FIFTH FLOOR DEMOLITION PLAN
- AD106 SIXTH FLOOR DEMOLITION PLAN
- AD107 ROOF DEMOLITION PLAN

- A100 BASEMENT FLOOR PLAN
- A101 FIRST FLOOR PLAN
- A102 SECOND FLOOR PLAN
- A103 THIRD FLOOR PLAN
- A104 FOURTH FLOOR PLAN
- A105 FIFTH FLOOR PLAN
- A106 SIXTH FLOOR PLAN
- A107 PENTHOUSE FLOOR PLAN
- A108 ROOF PLAN

- A120 BASEMENT FLOOR REFLECTED CEILING PLAN
- A121 FIRST FLOOR REFLECTED CEILING PLAN
- A122 SECOND FLOOR REFLECTED CEILING PLAN
- A123 THIRD FLOOR REFLECTED CEILING PLAN
- A124 FOURTH FLOOR REFLECTED CEILING PLAN
- A125 FIFTH FLOOR REFLECTED CEILING PLAN
- A126 SIXTH FLOOR REFLECTED CEILING PLANS
- A127 PENTHOUSE REFLECTIVE CEILING PLAN

- A130 BASEMENT FLOOR FINISH PLAN AND KEY PLAN
- A131 FIRST FLOOR FINISH PLAN AND KEY PLAN
- A132 SECOND FLOOR FINISH PLAN AND KEY PLAN
- A133 THIRD FLOOR FINISH PLAN AND KEY PLAN
- A134 FOURTH FLOOR FINISH PLAN AND KEY PLAN
- A135 FIFTH FLOOR FINISH PLAN AND KEY PLAN

- A140 BASEMENT FLOOR SIGNAGE PLAN
- A141 FIRST FLOOR SIGNAGE PLAN
- A142 SECOND FLOOR SIGNAGE PLAN
- A143 THIRD FLOOR SIGNAGE PLAN
- A144 FOURTH FLOOR SIGNAGE PLAN
- A145 FIFTH FLOOR SIGNAGE PLAN
- A146 SIXTH FLOOR AND ROOF SIGNAGE PLANS

- A200 EXTERIOR ELEVATIONS
- A201 ELEVATIONS
- A202 ELEVATIONS

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A210	EXTERIOR ENLARGED ELEVATIONS
A211	EXTERIOR ENLARGED ELEVATIONS
A220	INTERIOR ELEVATIONS
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- MD101 FIRST FLOOR DEMOLITION PLAN – HVAC
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- MD103 THIRD FLOOR DEMOLITION PLAN – HVAC
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- MD105 FIFTH FLOOR DEMOLITION PLAN – HVAC
- MD106 SIXTH FLOOR DEMOLITION PLAN – HVAC
- MD107 ROOF DEMOLITION PLAN – HVAC

- M100 BASEMENT FLOOR PLAN – HVAC
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- M102 SECOND FLOOR PLAN - HVAC
- M103 THIRD FLOOR PLAN - HVAC
- M104 FOURTH FLOOR PLAN - HVAC
- M105 FIFTH FLOOR PLAN - HVAC
- M106 SIXTH FLOOR PLAN - HVAC
- M107 PENTHOUSE FLOOR PLAN – HVAC
- M108 ROOF PLAN – MECHANICAL

- MD200 BASEMENT FLOOR DEMOLITION PLAN – HVAC PIPING
- MD201 FIRST FLOOR DEMOLITION PLAN – HVAC PIPING
- MD202 SECOND FLOOR DEMOLITION PLAN – HVAC PIPING
- MD203 THIRD FLOOR DEMOLITION PLAN – HVAC PIPING
- MD204 FOURTH FLOOR DEMOLITION PLAN – HVAC PIPING
- MD205 FIFTH FLOOR DEMOLITION PLAN – HVAC PIPING
- MD206 SIXTH FLOOR DEMOLITION PLAN – HVAC PIPING
- MD207 ROOF DEMOLITION PLAN – HVAC PIPING

- M200 BASEMENT FLOOR PLAN – HVAC PIPING
- M201 FIRST FLOOR PLAN – HVAC PIPING
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- M203 THIRD FLOOR PLAN – HVAC PIPING
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M502 MECHANICAL DETAILS

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M701 MECHANICAL SCHEDULES

M702 MECHANICAL SCHEDULES

M703 MECHANICAL SCHEDULES

M800 USER DEFINED

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P001 PLUMBING LEGEND & GENERAL NOTES

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PD101 FIRST FLOOR DEMOLITION PLAN – PLUMBING

PD102 SEOND FLOOR DEMOLITION PLAN – PLUMBING

PD103 THIRD FLOOR DEMOLITION PLAN – PLUMBING

PD104 FOURTH FLOOR DEMOLITION PLAN – PLUMBING

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P101 FIRST FLOOR PLAN – PLUMBING

P102 SECOND FLOOR PLAN - PLUMBING

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P104 FOURTH FLOOR PLAN - PLUMBING

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- FPD101 FIRST FLOOR DEMOLITION PLAN – SPRINKLER
- FPD102 SEOND FLOOR DEMOLITION PLAN – SPRINKLER
- FPD103 THIRD FLOOR DEMOLITION PLAN – SPRINKLER
- FPD104 FOURTH FLOOR DEMOLITION PLAN – SPRINKLER
- FPD105 FIFTH FLOOR DEMOLITION PLAN – SPRINKLER
- FPD106 SIXTH FLOOR DEMOLITION PLAN – SPRINKLER
- FPD107 ROOF DEMOLITION PLAN – SPRINKLER
- FP100 BASEMENT FLOOR PLAN – SPRINKLER
- FP101 FIRST FLOOR PLAN – SPRINKLER
- FP102 SECOND FLOOR PLAN - SPRINKLER
- FP103 THIRD FLOOR PLAN - SPRINKLER
- FP104 FOURTH FLOOR PLAN - SPRINKLER
- FP105 FIFTH FLOOR PLAN - SPRINKLER
- FP106 SIXTH FLOOR PLAN – SPRINKLER
- FP107 PENTHOUSE FLOOR PLAN – SPRINKLER
- FP108 ROOF PLAN – SPRINKLER

- FP400 PART PLAN – SPRINKLER

- FP500 SPRINKLER DETAILS

- FP600 FIRE PROTECTION RISER DIAGRAM

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- E001 LEGEND, ABBREVIATIONS & ELECTRICAL ENGINEERING DATA

- ED100 BASEMENT FLOOR DEMOLITION PLAN – POWER
- ED101 FIRST FLOOR DEMOLITION PLAN – POWER
- ED102 SEOND FLOOR DEMOLITION PLAN – POWER
- ED103 THIRD FLOOR DEMOLITION PLAN – POWER
- ED104 FOURTH FLOOR DEMOLITION PLAN – POWER
- ED105 FIFTH FLOOR DEMOLITION PLAN – POWER

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- ED106 SIXTH FLOOR DEMOLITION PLAN – POWER
- ED107 ROOF DEMOLITION PLAN – POWER

- E100 BASEMENT FLOOR PLAN – POWER
- E101 FIRST FLOOR PLAN – POWER
- E102 SECOND FLOOR PLAN – POWER
- E103 THIRD FLOOR PLAN – POWER
- E104 FOURTH FLOOR PLAN – POWER
- E105 FIFTH FLOOR PLAN – POWER
- E106 SIXTH FLOOR PLAN – POWER
- E107 PENTHOUSE FLOOR PLAN – POWER
- E108 ROOF PLAN – POWER

- ED200 BASEMENT FLOOR DEMOLITION PLAN – LIGHTING
- ED101 FIRST FLOOR DEMOLITION PLAN – LIGHTING
- ED202 SEOND FLOOR DEMOLITION PLAN – LIGHTING
- ED203 THIRD FLOOR DEMOLITION PLAN – LIGHTING
- ED204 FOURTH FLOOR DEMOLITION PLAN – LIGHTING
- ED205 FIFTH FLOOR DEMOLITION PLAN – LIGHTING
- ED206 SIXTH FLOOR DEMOLITION PLAN – LIGHTING
- ED207 ROOF DEMOLITION PLAN – LIGHTING

- E200 BASEMENT FLOOR PLAN – LIGHTING
- E201 FIRST FLOOR PLAN – LIGHTING
- E202 SECOND FLOOR PLAN – LIGHTING
- E203 THIRD FLOOR PLAN – LIGHTING
- E204 FOURTH FLOOR PLAN – LIGHTING
- E205 FIFTH FLOOR PLAN – LIGHTING
- E206 SIXTH FLOOR PLAN – LIGHTING
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- E300 ELECTRICAL DETAILS

- E500 BASEMENT FLOOR PLAN – FIRE ALARM
- E501 FIRST FLOOR PLAN – FIRE ALARM
- E502 SECOND FLOOR PLAN – FIRE ALARM
- E503 THIRD FLOOR PLAN – FIRE ALARM
- E504 FOURTH FLOOR PLAN – FIRE ALARM
- E505 FIFTH FLOOR PLAN – FIRE ALARM
- E506 SIXTH FLOOR PLAN – FIRE ALARM
- E507 PENTHOUSE FLOOR PLAN – FIRE ALARM
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E600 ONE-LINE RISER DIAGRAM
E601 FIRE ALARM RISER DIAGRAM
E602 FIRE ALARM GRAPHIC ANNUNCIATOR

E700 ELECTRICAL PANEL SCHEDULE
E710 LIGHTING SCHEDULE

E800 USER DEFINED

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TA001 AUDIO VISUAL AND TELECOMMUNICATIONS TITLE SHEET

TASD100 TELECOMMUNICATION DEMOLITION SITE PLAN

TAS100 TELECOMMUNICATION SITE PLAN

TA101 TELECOMMUNICATIONS SYSTEM OSP

TA200 AUDIO VISUAL AND TELECOMMUNICATIONS BASEMENT FLOOR
PLAN

TA201 AUDIO VISUAL AND TELECOMMUNICATIONS FIRST FLOOR PLAN
TA202 AUDIO VISUAL AND TELECOMMUNICATIONS SECOND FLOOR PLAN
TA203 AUDIO VISUAL AND TELECOMMUNICATIONS THIRD FLOOR PLAN
TA204 AUDIO VISUAL AND TELECOMMUNICATIONS FOURTH FLOOR PLAN
TA205 AUDIO VISUAL AND TELECOMMUNICATIONS FIFTH FLOOR PLAN
TA206 AUDIO VISUAL AND TELECOMMUNICATIONS SIXTH FLOOR PLAN

TA300 TELECOMMUNICATIONS RACK ELEVATIONS
TA301 TELECOMMUNICATIONS RACK ELEVATIONS

TA500 TELECOMMUNICATIONS DETAILS

TA600 TELECOMMUNICATIONS RISER DETAILS

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TY001 SYMBOLS, LEGENDS & ABBREVIATIONS – SECURITY

TY100 BASEMENT FLOOR PLAN - SECURITY
TY101 FIRST FLOOR PLAN – SECURITY
TY102 SECOND FLOOR PLAN – SECURITY
TY103 THIRD FLOOR PLAN – SECURITY
TY104 FOURTH FLOOR PLAN – SECURITY
TY105 FIFTH FLOOR PLAN – SECURITY
TY106 SIXTH FLOOR PLAN – SECURITY
TY107 ROOF PLAN – SECURITY

TY500 DETAILS, DOORS AND RACK ELEVATION

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TY501 DETAILS – CCTV CAMERAS

TY600 RISERS – SECURITY

TY601 RISERS – SECURITY DOOR DEVICES

TY602 RISERS – SECURITY SYSTEM

UMB STANDARD BOOKMARKS FOR PDF FILE SUBMISSIONS BY CONSULTANTS

Note: The intent of this document is to identify and standardize bookmarks for pdf files submitted to the University by Consultants. See examples below.

Bookmarks: Bookmarks shall be Set Up as Document Outlines. Thumbnails are not required.

EXAMPLE: PDF DRAWING FILE SUBMISSION

Document Outline: (List each drawing number – sheet title for the project in each discipline)

(See Drawing Index and UMB Standard Drawing Numbers and Sheet Titles)

Architectural

- G000 – Cover Sheet
- A002 – Code Analysis
- AD100 – Basement Floor Demolition Plan
- A100 – Basement Floor Plan

Mechanical

- M001 – Symbols and Abbreviations
- MD100 – Basement Floor Demolition Plan – HVAC
- M100 – Basement Floor Plan – HVAC
- MD200 – Basement Floor Demolition Plan – HVAC Piping
- M200 – Basement Floor Plan – New Work – HVAC Piping

Plumbing

- P001 – Symbols and Abbreviations
- PD100 – Basement Floor Demolition Plan – Plumbing
- P100 – Basement Floor Plan - Plumbing

Fire Protection

- FP001 – Symbols and Abbreviations
- FPD100 – Basement Floor Demolition Plan - Sprinkler
- FP100 – Basement Floor Plan - Sprinkler

Electrical

- E001 – Symbols and Abbreviations
- ED100 – Basement Floor Demolition Plan – Power
- E100 – Basement Floor Plan – Power
- ED200 – Basement Floor Demolition Plan – Lighting
- E200 – Basement Floor Plan – Lighting

Telecomm

- E001 – Symbols and Abbreviations

UMB STANDARD BOOKMARKS FOR PDF FILE SUBMISSIONS BY CONSULTANTS

ED100 – Basement Floor Demolition Plan
E100 – Basement Floor Plan – Power

Fire Alarm

FA001 – Symbols and Abbreviations
FAD100 – Basement Floor Demolition Plan

EXAMPLE: PDF SPECIFICATION FILE SUBMISSION – USING FULL SPECIFICATIONS

Document Outline:

Cover Sheet

Table of Contents

(Full Specs - List each specification section for the project in each Division)

Division 01

010100 – Summary of Work
010200 – Allowances

Division 08

081113 – Hollow Metal Doors and Frames
081416 – Flush Wood Doors

Division 21

210000 – Basic Mechanical Requirements – Fire Protection
210513 – Motor Requirements for Fire Protection Equipment

Division 22

220000 – Basic Mechanical Requirements – Plumbing
220513 – Motor Requirements for Plumbing Equipment

Division 22

220000 – Basic Mechanical Requirements – HVAC
220513 – Motor Requirements for HVAC Equipment

(Do Not Include Bookmarks for Articles, Paragraphs, Subparagraphs in Full Specification Sections)

EXAMPLE: PDF SPECIFICATION FILE SUBMISSION – USING FULL SPECIFICATION DIVISION 01 & CONDENSED SPECS

Document Outline:

Cover Sheet

Table of Contents

CHAPTER FIVE – ATTACHMENTS

UMB STANDARD BOOKMARKS FOR PDF FILE SUBMISSIONS BY CONSULTANTS

(Full Specs - List each specification section for the project in each Division)

Division 01

- 010100 – Summary of Work
- 010200 – Allowances

Division 08

- 081113 – Hollow Metal Doors and Frames
- 081416 – Flush Wood Doors

(Do Not Include Bookmarks for Articles, Paragraphs, Subparagraphs in Full Specification Sections)

(Condensed Specs - List each article for project in each Part in each Division)

Division 21 (Cond Spec) [List each article in each Part]

- Part 1 - General
 - 1.1 Related Documents
 - 1.2 Scope
- Part 2 - Products
- Part 3 - Execution

Division 22 (Cond Spec)

- Part 1 - General
 - 1.1 Related Documents
 - 1.2 Scope
- Part 2 - Products
 - 2.1 Listed Manufacturers
 - 2.2 Fire Stops, Smoke Seals and Wall and Floor Sleeve Applications
- Part 3 – Execution
 - 3.1 General Requirements – Execution
 - 3.2 Connections and Alterations to Existing Work

Division 23 (Cond Spec)

- Part 1 - General
 - 1.1 Related Documents
 - 1.2 Scope
- Part 2 - Products
 - 2.1 Listed Manufacturers
 - 2.2 Fire Stops, Smoke Seals and Wall and Floor Sleeve Applications
- Part 3 – Execution
 - 3.1 General Requirements – Execution
 - 3.2 Connections and Alterations to Existing Work

UMB STANDARD BOOKMARKS FOR PDF FILE SUBMISSIONS BY CONSULTANTS

Division 26 (Cond Spec)

Part 1 - General

- 1.1 Related Documents
- 1.2 Scope

Part 2 - Products

- 2.1 Listed Manufacturers
- 2.2 Fire Stops, Smoke Seals and Wall and Floor Sleeve Applications

Part 3 – Execution

- 3.1 General Requirements – Execution
- 3.2 Sleeves

(Condensed Specs: Do Not Include Bookmarks for Paragraphs and Subparagraphs Parts 1 - 3)

EXAMPLE: PDF STUDY / REPORT FILE SUBMISSION

Document Outline:

- Cover Sheet
- Table of Contents
- Executive Summary
- Existing Conditions
 - Physical Conditions
 - Environmental Conditions
- Design Options
 - Option – 1
 - Option – 2
- Recommendations
- Appendices
 - Appendix A
 - Appendix B
- Tables
 - Table 1
 - Table 2
- Figures
 - Figure 1
 - Figure 2

(Study / Report: Actual bookmarks may vary, depending on the type of Study / Report. See actual study / report Table of Contents for bookmarks.)

**END OF CHAPTER 5
END OF UMB PROCEDURE MANUAL**