

**GUIDE TO COMPUTER  
AS BUILT DRAWINGS  
PF-E/P10.0**

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**PLEASE NOTE:** This document is part of our quality management systems documentation.  
This document is numbered pages 2 to 3 inclusive.

## **1.0 GENERAL INFORMATION**

The term as built documentation includes all drawings, operating and maintenance manuals, specifications and schedules produced by consultants and contractors describing the project at the stage of Practical Completion. This procedure is concerned only with the as built drawings.

The term drawing includes transparency or film or hard copy printed or plotted documents and digital computer file drawings on disk prepared by the use of a proprietary CAD system. All as built drawings produced for the project by either consultants or contractors is to have a corresponding CAD file.

All as built CAD drawings are to be portable to the AutoCAD 2010 .DWG format. Submit all CAD drawing files including the complete support information on CD-R, or DVD-R data media to the Project Manager at Property & Facilities in accordance with the relevant Conditions of Contract. CAD drawing files are to have ALL x-refs bound (AutoCAD BIND command) and saved into the original drawing file. CAD drawing file support information is to include all text fonts, shape files, plot configuration files and plot style table files necessary for the drawing to be opened and plotted without errors.

All other file formats including .PDF files and .PLT files are NOT acceptable as CAD as built drawings. Drawings produced by a CAD system other than AutoCAD will only be accepted if prior arrangement has been made with the CAD Coordinator, and all drawing information is able to be successfully imported.

## **2.0 FILE REGISTER**

The submission of the as built CAD drawing files is to be accompanied by a CAD drawing file register. As a minimum requirement, the file register will list the drawing number and drawing description of the complete set of documentation. The file register may be a separate word or text file or alternatively, can be included on a drawing file EG. a cover sheet.

## **3.0 FILE REQUIREMENTS**

All as built CAD drawings are to be drawn at a scale of 1 to 1 (eg. 1 drawing unit = 1 millimetre or 1 metre etc.) and not scaled for plotting. Text, hatching, dimensions and other information is then added in a size determined by the final plot scale of the drawing.

The drawing is to be structured so that data not specifically relating to the particular consultants or contractors' extent of work can be easily removed. Where the plan of another level, elevation, section or detail is part of the same drawing, their full extent must be shown and they are not to exist on the same layers as the main plan.

## **4.0 LAYER NAMING**

The layer naming system used for as built CAD drawings will be based on the following guidelines.

- No drawing entities, block insertions or referencing to be done on layer **0**. It is to be kept free.
- All drawing entities showing or referring to one particular group of drawing objects are to be drawn onto one distinct and separate layer name only. This includes text, hatching, dimensions, symbols, blocks, borders, and title sheets. Layer names are to be consistent throughout all drawings for the project.

- Layer names are to be based on an **abbreviated descriptive name** and not a layer/level number. Where the CAD software being used only provides for a layer/level numbering system (and a layer renaming facility is not available) the company will provide to Property and Facilities a typed detailed description of the objects drawn on each layer/level number. This will be provided with the CAD drawings for the project.

## 5.0 STANDARD SYMBOLS

All symbols used in as built CAD drawings are to conform to those recommended in the current Australian Standard. Refer to

AS 1100.301-1985 Architectural Drawing.

AS 1100.401-1984 Engineering survey and engineering survey design drawing.

AS 1100.501-1985 Structural engineering drawing.

AS 1101.5 -1984 Piping, ducting and mechanical services for buildings.

## 6.0 TEXT FONTS

All text noted in as built CAD drawings should be confined to the following sizes when plotted.

Small = 2.5mm plotted size.

Medium = 3.5mm plotted size.

Large = 5.0mm plotted size.

X Large = 7.00mm plotted size

## 7.0 PLOTTING

Drawings are to be plotted to sheet sizes as described in Australian Standard AS1100.101.

The plotted scale of drawings is to comply with Australian Standard AS1100, Part 101, Section 5, Table 5.2 - Architectural and Building Drawings.

## 8.0 TITLE SHEETS

The University of Queensland logo and Property & Facilities details are to appear in the title blocks of all as built CAD drawings. An electronic file containing this University of Queensland logo and Property & Facilities details (UQClient.jpg) can be downloaded from the following P&F web page [www.pf.uq.edu.au/contractors](http://www.pf.uq.edu.au/contractors). This image can be inserted into the drawing title block for your particular firm.