UCLA Capital Programs

TO	Design Professionals
FROM	UCLA Capital Programs
SUBJECT	UCLA Design Phase Back Check Submittal Guidelines

1. Drawing and Specification Submittal Requirements

Electronic Design Phase Deliverables

1. Bluebeam Software must be used for all University Drawing and Specification submittal review and back check sessions at each design phase milestone. The Design Professional is required to address University review comments and coordinate responses with their consultants, consistent with the project schedule milestones using Bluebeam Software.

2. The Design Professional and its Consultants must have access to Bluebeam Vu or Revu software. Design Phase Deliverables Record Submissions must meet the following criteria:

Adobe PDF Record Submission Conventions for Drawings:

1. Provide Optical Character Recognition (OCR) readable files. Open drawings in Bluebeam to ensure that text is readable/selectable so that sheet number, sheet index and details can be hyperlinked.

2. Provide unencrypted files with no password security.

3. Provide Drawing files no larger than ARCH D (24 x 36") or ANSI E (34 x 44"). (Adobe and Bluebeam are unable to OCR documents larger then 45".) Drawing file sizes must be consistent across disciplines.

4. TrueType fonts should be used for text on drawings across all disciplines to avoid AutoCAD SHX text from appearing as comments. Before submittal, open drawings in Bluebeam and if AutoCAD SHX appears in the Markups List, print to Bluebeam/Adobe PDF and then OCR. Additional information can be found here: https://knowledge.autodesk.com/support/autocad/troubleshooting/caas/sfdcarticles/sfdcarticles/Drawing-text-appears-as-Comments-in-a-PDF-created-by-AutoCAD.html

5. **Drawings:** A single combined pdf file including all design disciplines for drawing sets up to 250 pages. Larger Drawing sets must be split into volumes with a sheet index in each.
   a. Each Drawing Sheet must be bookmarked by Sheet Number, then Sheet Title.
      i. For Example: G0.01 PROJECT DATA, CODE ANALYSIS
   b. Each sheet label/bookmark must include the Drawing Sheet Number and Drawing Title.
      i. For Example: G0.01 SHEET INDEX (no dashes or # signs in Sheet Number)

6. File names, sheet titles and bookmarks must not contain "special characters": *, ! @ # $ % ^ & * ( )*.

7. All Drawing Title Blocks must be formatted consistently across disciplines with Sheet Number and Sheet Title in the same location in the Title Block.

Adobe PDF Record Submission Conventions for Specifications:

1. Provide Optical Character Recognition (OCR) readable files. Text must be selectable.

2. Provide unencrypted files with no password security.

3. **Specifications:** A single combined pdf file including all divisions up to 500 pages. Files that exceed 500 pages must be split into numbered volumes with a Table of Contents in each.
   a. Each Specification Division shall be bookmarked as in the Table of Contents.