

DCCCD – Package Standards

The following Auto Cad standards are required for all Venders of Facilities Management Department for the Dallas County Community College District. These concepts should be used by the entire design team prior to submitting to DCCCD.

- 1) Draw all plans to scale.
- 2) Show the right information the least number of times preferably only once.
- 3) Keep the same orientation on all plans.
- 4) Use consistent terminology between the plans and specifications.
- 5) Avoid vague notes such as "see architectural" or "see structural".
- 6) If possible avoid match-lines.
- 7) Show all wall sections at relative elevations to each other on the same sheet.
- 8) Avoid the word "new".

Each discipline drawing shall comply with these abbreviations. Other abbreviations may be added as the DCCCD project matures. Periods are to be used where an abbreviation would otherwise spell a word. The use of abbreviations shall be minimized except where instances of word (s), length, repetition, standard industry practice, or clarity make the use advantageous. All abbreviations used on contract drawings shall be defined on a standard drawing (s) in that contract set. Any other method of definition requires prior DCCCD approval.

Sheet Order

Utilizing a standard ordering of sheets assists everyone, especially our repeat consultants and general contractors, to understand the manner in which the drawings work. The typical order of drawings is as follows:

- A0.X Standard Details/Guidesheets
- A1.X Site Plans/Key Plans
- A2.X Floor Plans, Roof Plans, Finish Plan and Schedules
- A3.X Enlarged Floor Plans, Plan Details, Interior Elevations
- A4.X Reflected Ceiling Plans (RCP's)
- A5.X Building Elevations
- A6.X Exterior Wall Sections/Section Details and Interior Wall Sections
- A7.X Stairs/Elevators
- A8.X Millwork/Casework (if needed)

Use your best judgment on smaller jobs. Some jobs may only require as little as 2-4 sheets, which may function better as being numbered A1, A2, A3, etc...

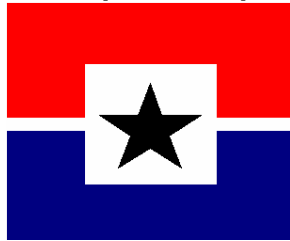
Sheet Composition

The following information shall be included in the *Title Block* section located at the right end of all sheets. (Cover sheet excluded)

TITLE BLOCK BODY

Top right:

a Dallas County Community College District



b Drawing description

c Company logo

d Revision Scheduled

e Campus location & Logo

f ARCHITECT/ENGINEER SEAL

g Job #:
Date:
Drawn By:
Checked By:
Sheet Number X of XX

SHEET A0.1

Top of next Row:

h GENERAL NOTES

Bottom of Row:

i KEY PLAN

Drawing Field Set up:

All work entries (**column 01, 02, 03, 04**) shall start at Top Left of each sheet flowing from left to right. Additional rows (**05, 06, 07, 08**) shall start in order from left to right also.

Supplemental Geotechnical Data Report has been completed.
"Geotechnical Basis of Design and Construction Specifications" has been completed.

Landscaping

City and other government agency landscape requirements and city staff zoning requirements have been incorporated into design.
Proposed trees near electrical lines have been selected to meet Electric Co. criteria.
Planting/Landscaping plans have been completed.
Landscape irrigation layout has been completed.
Tree Mitigation Plan completed.

Architecture

All plans, elevations and sections have been completed.
Station amenities have been finalized.
Site adaptation is complete.
ADA/TAS accessibility has been addressed and compliance has been met.
CADD Standards are within compliance with DCCCD CADD Standards.
Drawings plotted to scale and meet approval per city permits department.
All details reference to plans and/or sections.

Structural

Foundation plans and sections have been completed.
Layout and design of all elements are complete.

Electrical

Layout for conduits is shown in the plans.
Communication Interface Cabinet location is shown in the plans.
Communications elements are shown in the plans.
Fare collections and other systems equipment are shown in the plans.
Power and phone equipment are shown in the plans.
Breaker panels are shown in the plans.
Site lighting has been completed, and coordinated with Landscaping Plans.
Conduit, light and other schedules have been completed.

Mechanical and Plumbing

Plumbing design is complete.
Plumbing schedules are complete.
HVAC design is complete.
All electrical, mechanical and systems elements and conduits/pipe routing are shown on plans.

Specifications

Standard Specifications have been reviewed and supplemental Specifications have been completed.
Bid Schedule has been prepared in accordance with Specifications pay items.

General

Design calculations have been provided.
Quantities have been provided.
Cost estimate has been provided.
Design Report has been completed.

Sheet Index has been updated.
Abbreviations and Symbols have been provided.
All standard drawings included.
Dimensional Control for all disciplines has been coordinated and completed.
Design has been performed in accordance with DCCCD Design Criteria.
All in-progress design checklist items have been completed.
All electronic files have been submitted.
All work has been reviewed for completeness, competency, quality, consistency, adherence to criteria/codes and in compliance with the established budget.
