

DFD CAD STANDARDS CHECKLIST

February 13, 2015

This checklist is to assist A/E's in preparing and submitting electronic drawing files to DFD. For further explanation on the checklist items, reference the DFD Cad Standards Manual and the AE Policy and Procedure Manual.

- Drawings prepared and scaled in model space and paper (layout) space correctly as required by DFD Cad Standards.
- Standard Autocad fonts were used. Custom fonts are not allowed by DFD Cad Standards.
- Layer naming format per DFD Cad Standards.
- X-References are bound to drawing files.
- Individual drawings saved as separate files.
- File naming standard followed.
- A single hard copy set of bid drawings and specifications submitted to the DFD Project Manager.
- Electronic bid drawings and specifications provided in acceptable file formats per the AE Policy and Procedure Manual. (Adobe Acrobat [.pdf])
- Electronic bid drawings and specifications uploaded to the DFD SharePoint site.
- A single hard copy set of record drawings submitted to the DFD Project Manager.
- Electronic record drawings and specifications provided in acceptable file formats per the AE Policy and Procedure Manual. (AutoCad 2000 or later [.dwg] and Adobe Acrobat [.pdf])