ANNEX A

PROJECT SUBMISSION SCHEDULE

Project Name	
Estimated Construction Start Date	
Estimated Construction Completion Date	

Submission for:	When Required	Information Required	File Format	Size	Notes	Approx. Submission Date	Date Received
A - Room and Door Number Assignment by Facilities Management	Prior to end of 100% design development (Brock Assignments must be indicated on the "Issued for Tender" set)	- Floor Plans - Architectural (All Levels) - Roof Plan - Architectural	PDF	11" x 17"			
B - Contract Document Set for Facilities Management record		All disciplines - 1 set Drawings - bound - 1 set Specifications - bound	Hard copy	18" x 24"			
C - Used by Facilities Management for Auto CAD Configuration, Database Link	1 month after start of construction	**Submissions C & D** - Floor Plans - Architectural (All Levels) - Roof Plan - Architectural - Site Plan - Architectural - Site Plans - Mechanical, Electrical, Civil	PDF & DWG + Xrefs bound	24" x 36" preferred	**Notes for Submissions C and D** - Current Auto CAD file conditions as they exist on consultant computer - Changes must be incorporated to CAD files during construction and therefore should be suitable for update purposes		
D - Used by Facilities Management for Auto CAD Configuration, Database Link and Keying Process	2 months prior to construction completion (ensures construction changes have been updated)						
E - Final Revision Set Project Close-Out for Facilities Management record	Maximum time of 2 months after Project Close-Out	All disciplines - 2 sets Drawings - do not bind - 2 sets Specifications including all Addenda - bound	Hardcopy	24" x 36" preferred	**Notes for Submission E** - 1 PDF per drawing - PDF has correct orientation - PDF is black and white (shades of grey) including title block & company logos - PDF is flat - created without retaining layer structure - PDF is not locked in any way (files will be renamed by Facilities Management for file protocol)		
		- All Drawings, as noted above (separate PDF file for each hardcopy) - Specifications, and all Addenda (one PDF file per discipline)	PDF on CD & DWG + Xrefs bound on CD	24" x 36" preferred			
		- Drawing List of PDF file submission - 4 columns - Drawing Number, Drawing Title, Revision, File Name	Excel Application on CD	8½" x 11"			
		- Maintenance Manuals		8½" x 11"			