

CHAPTER FIVE – ATTACHMENTS

1. **GENERAL REQUIREMENTS:** [Amended 1-18-22 See Pages 1 and 28-31](#)
- 1.1. **A/E Requirements:** When required by the University the Design Build Architect/Engineer (DBA/E) assigned by contract to a given project shall utilize the attachments as identified in previous Chapters.
2. **ATTACHMENTS:**
 - 2.1. **Forms:** The following forms are modeled after the attachments in the DGS Procedure Manual, July, 2003 Edition.
 - a. Summary – Areas, Volume & Efficiency Form
 - b. Tabulation of Gross Area Form
 - c. Summary – Net Assignable Areas Form
 - d. University Standard Construction Document Change Form
 - e. Engineer’s and Developer’s Certification Form
 - f. Building Code Study Data Forms
 - g. Project Description Forms
 - h. Directions for Completing the Project Description Forms
 - i. See pages 2 through 14 for the samples of the forms and related instructions.
 - 2.2. **University Standard Cover Sheets and Drawing List:**
 - a. **Cover Sheet - Bound Documents:** The University Standard Cover Sheet shall be used on all projects for all bound specifications, reports, studies etc. prepared by the A/E and submitted to UMB. See page 17 for a sample of the cover sheet.
 - b. **Cover Sheet - Drawings:** The University Standard Cover Sheet shall be used on all projects for all bound drawing sets prepared by the A/E and submitted to UMB. See pages 15 &16 a sample of the drawing template and cover sheet.
 - c. **Standard Sheet Title and Drawing Number List:** The University Standard Sheet Title and Drawing Number List shall be used on all projects for all bound drawing sets prepared by the A/E and submitted to UMB. See pages 18 to 27 for a sample of the sheet numbers and sheet titles.
 - 2.3. **Availability:** Up to date forms, cover sheets and drawing list are available electronically on the UMB D & C Web Site @ <https://www.umaryland.edu/designandconstruction/design-and-construction-documents/> Choose the appropriate “View UMB..... Current Edition” for the desired file.
 - 2.4. **Bookmarks:** See pages 28 – 31 for bookmark requirements for PDF File Submissions from consultants.

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SUMMARY - AREAS, VOLUME & EFFICIENCY

PROJECT: _____ UNIVERSITY PROJECT NO: _____

FACILITY: _____ DATE: _____

ARCHITECT/ENGINEER _____

ITEM	AREA SQ. FT.					
	PROGRAM	SD	DD	50%	95%	100%
GROSS AREA (Notes 1 & 2)						
NET ASSIGNABLE AREA (Notes 1 & 2) (Sh. 3 to incl.)						
GROSS FACTOR (Note 1)						
EFFICIENCY FACTOR (Note 3) % EFFICIENCY (Note 4)						
SUBMISSION DATE (Note 5)						

NOTES:

- Gross Areas, Net Assignable Areas and Volumes shall be calculated in strict accordance with the University Procedure Manual.
- Attach additional sheets as follows: Sheet 2 - Tabulation of Gross Areas; Sheet 3 and subsequent sheets - Tabulation of Net Assignable Areas (Room by Room).
- To obtain Efficiency Factor: Divide Gross Area by Net Assignable Area (e.g. 49,209 SF Gross Area divided by 33,705 SF Net Assignable Area = 1.46).
- To obtain % Efficiency: Divide Net Assignable Area by Gross Area and multiply by 100 (e.g. 33,705 SF Net Assignable Area divided by 49,209 SF Gross Area multiplied by 100 = 68.5% Efficiency)
- Submit in triplicate to the University Project Manager with each phase submission of the review documents. Figures shall be shown for all previous phases as well as the current phase submitted.

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TABULATION OF GROSS AREA

PROJECT: _____ UNIVERSITY PROJECT NO: _____

FACILITY: _____ DATE: _____

ARCHITECT/ENGINEER: _____

DESCRIPTION	GROSS AREA (SF)					
	PROGRAM	SCHEMATIC	DD	50%	95%	100%
Utility Tunnels (Within 10 feet)						
Crawl Space (6 feet or more high)						
Sub-Basement						
Basement						
Ground Floor						
Mezzanine						
Balcony						
Fixed Bleachers (w/rooms below)						
1st Floor						
2nd Floor						
3rd Floor						
4th Floor						
Other						
Other						
Mezzanine (Boiler or Equip. Room)						
Penthouses (Stairs, Elev., Mech.)						
Areaways (1/2)						
Canopies (1/2)						
Roof or Floor						
Overhangs (1/2)						
Open piazza under bldg. (1/2)						
Covered Balcony (1/2)						
Loading Dock (1/2)						
TOTALS						

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UNIVERSITY of MARYLAND, BALTIMORE CONSTRUCTION DOCUMENT CHANGE (CDC)

Construction Document Change	CDC #:
Project Title:	UMB Project #:
Prepared By:	Date Prepared:

PROPOSED CHANGES TO THE CONTRACT DOCUMENTS:

Provide all labor, materials, equipment, and services necessary to accomplish the following changes to the contract documents. If it is concluded that incorporation of the changes included herein will result in a change to the contract amount and/or schedule, please submit an itemized change order proposal indicating all changes to the contract amount and/or contract schedule. This is not a contract change order or contract amendment. This is not a direction to proceed with work described herein, unless it is agreed that there is no change to the contract amount and schedule. Include all changes authorized to be performed in the set of Record Documents.

UMB Project Manager: _____ **Date:** _____

The modifications to the contract documents as a result of this Construction Document Change include the following:

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6) EGRESS WIDTH:

IBC (Table 1004.4.1): Life Safety (Table 7.3.1.2):

Egress Width at Stairs: _____
 Egress Width at Doors: _____
 Egress Width at Corridors: _____

7) OCCUPANCY LOADS AND EGRESS REQUIREMENTS:

Location (Spaces) : _____
 Area in Sq. Feet : _____
 Maximum Floor Area : _____
 Allowance per Occupant (1004.1.1): _____
 Egress Width Required (1005.1) : _____
 Egress Width Provided (In Inches): _____
 Number Exits Required (1019.1) : _____
 Number Exits Provided : _____

8) FIRE PROTECTION SYSTEM REQUIREMENTS:

	IBC	System Req'd. (Yes/No)	IBC 2006 Reference	NFPA 101-2006
Automatic Sprinkler	(Sec 903):	_____	_____	_____
Fire Extinguishers	(Sec 903):	_____	_____	_____
Standpipe System	(Sec 903):	_____	_____	_____
Portable Fire Extinguishers	(Sec 903):	_____	_____	_____
Fire Alarm System	(Sec 903):	_____	_____	_____
Emergency Alarm System	(Sec 903):	_____	_____	_____
Smoke Control System	(Sec 903):	_____	_____	_____
Smoke and Heat Vents	(Sec 903):	_____	_____	_____
Fire Command Center	(Sec 903):	_____	_____	_____
Fire Dept. Connection	(Sec 903):	_____	_____	_____

9) MAXIMUM DEAD END/DISTANCE:

Use Group : _____
 IBC – 2006 (1016.3) : _____
 NFPA – 2006 : _____

10) INTERIOR FINISH REQUIREMENTS:

	Class	Flame Spread	Smoke Development
IBC – 2006 (Table – 803.5):	_____	_____	_____
NFPA – 2006 (Chapter 10):	_____	_____	_____

11) MAXIMUM TRAVEL DISTANCE TO EXIT:

Actual: Show on Life Safety Plan

IBC 2006 (Table – 1015.1)

NFPA - 2006

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Allowable: _____

12) MAXIMUM CORRIDOR WIDTH REQUIREMENTS:

Location	Width	IBC Reference (1017.2)	NFPA-Reference
_____	_____	_____	_____

13) PANIC HARDWARE:

Location	Required	IBC Reference (1008.1.9)	NFPA-Reference
_____	_____	_____	_____

14) STAIR DATA: (Section 1009)

Stair Width : _____
 Capacity : _____
 Rated Enclosure: _____

15) BUILDING FIRE RATINGS:

	IBC – 2006 (601-602)	NFPA - 2006 (Chapter 8)
STRUCTURAL FRAME Including Columns, Girders, Trusses	:	_____
EXTERIOR BEARING WALL	:	_____
EXTERIOR NON-BEARING WALL :	_____	_____
INTERIOR BEARING WALL	:	_____
FLOOR CONSTRUCTION Including Support Beams and Joist	:	_____
ROOF CONSTRUCTION Including Support Beams and Joist	:	_____
	:	_____
FIRE WALLS – USE GROUP :	_____	_____
Protective Opening Rating (Section 705 & 715)		
VERTICAL EXIT ENCLOSURE :	_____	_____
Protective Opening Rating (Section 704.4)		
SHAFTS AND ELEVATOR HOIST WAYS:	_____	_____
Protective Opening Rating (Section 707.4)		
EXIT ACCESS CORRIDORS :	_____	_____
Protective Opening Rating (Section 1017.1)		

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SMOKE BARRIER : _____
Protective Opening Rating (Section 709)

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PROJECT DESCRIPTION SHEET

DESIGN PHASE	__ DD	__ 95% CD	__ 100% CD	DATE: _____
PROJECT:	_____		PROJECT NUMBER:	_____
FACILITY:	_____			
ARCHITECT:	_____			
ENGINEERS:	_____			

A. DESCRIPTION:	_____			

B. OCCUPANCT:	_____			

C.	Gross Area (SF)	Net Assignable Area (SF)	Perimeter Walls (SF)
Basement			
Floor 1			
Mezzanine			
Floor 2			
Floor 3			
Penthouse			
Covered Atrium			
Totals			

D. TOTAL VOLUME: _____ cubic feet

E. EFFICENCY:
 Assignable Area = _____ x 100 = _____ % E Eff.
 Gross Area
 Gross Area = _____ Efficiency Factor.
 Assignable Area

F. REMARKS: _____

G. HANDICAPPED: _____

H. ASBESTOS REMOVAL REQUIRED: _____

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PROJECT DESCRIPTION SHEET

CONSTRUCTION

1. Foundation	
2. Structural	
3. Exterior Walls	
4. Partitions	
5. Floors	
6. Floors Finish	
7. Ceilings	
8. Roof	
9. Roof Finish	
10. Wall Finish	
11. Doors & Frames	
12. Windows	
13. Toilet Room Partitions	
14. Plumbing	Total # of Fixtures WC SH DF _____ LAV SS UR OTHER _____
15. Sewers	Sanitary: Storm: Septic:
16. Water Supply	
17. Fire Protection	
18. Heating	
19. Heating Plant	
20. Ventilation	
21. Air Conditioning	Tons: %
22. Electric	
23. Special Electric	
24. Site Electric	
25. Elevators	
26. Parking Lots	
27. Roads	Curbs:
28. Walks & Steps	
29. Built-in Equipment	
30. Site Specialties	

SKETCH

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- I. Draw a one-line plan view to a small scale; give basic dimensions and indicate number of stories of each portion of facility.

CONSTRUCTION

1. State types - spread footings, caissons, piles (timber, pipe, h, precast concrete, cast-in place, pressure injected, etc.), grade beams, etc. If footings are on engineered fill, so state.
2. State types - structural steel, reinforced concrete, precast units, wall bearing or structural frame, timber, post-tensioned, etc.
3. State type and materials - curtain or bearing, solid or cavity, brick, brick and block, precast, metal, wood frame, with or without insulation, etc.
4. State type and materials - fixed or movable, bearing or non-bearing, brick, block, tile, metal, precast, gypsum, metal or wood stud and sheet-and-rock, concrete, etc.
5. State type and materials - precast or poured-in-place concrete, steel deck or form with concrete fill, steel or wood joist, flat slab, etc.
6. State finish materials - resilient flooring, concrete, carpeting, terrazzo, etc. (State total square yard area of carpeting and terrazzo). (Do not include toilet rooms in this item.)
7. State finish materials. (Do not include toilet rooms in this item.)
8. State construction - flat or pitched, wood, concrete or steel framing, metal deck, concrete slab, precast, gypsum plank, etc.
9. State materials - built-up, slate, asphalt shingles, galvanized, copper, etc.
10. State finish materials - paint, epoxy coatings, ceramic tile, glazed block, wainscots, plaster, etc. (Do not include toilet rooms in this item.)
11. State type and material - hollow metal or wood, solid core wood, glass aluminum and glass, overhead, roll-up, revolving, etc. (Include type of frames - hollow metal, steel, wood, etc.)
12. State type and material - fixed double hung, projected, casement, sliding, awning, pivoted, window wall, aluminum, wood, steel, stainless steel, bronze, etc.
13. State types and materials of construction and finishes for floor, walls, ceiling, including wainscots, type of toilet partitions, etc.
14. State number of each type plumbing fixture; give total number. Add types not listed in places provided. Give size and type of domestic water heater. Use the following abbreviations:

WC - toilet	SS - service sink	Lav - lavatory
UK - unit kitchen	U - urinal LS -	Lab sink
SH - shower head	KS - kitchen sink	SC - shower compartment

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PS - pot sink BT - bathtub DS - dish sink
LT - laundry tub FD - food waste disposal SB - special bath
BP - bed pan sterilizer HB - hose bibb DF - drinking fountain
WH - water heater WTC - water cooler

15. State type of material, size and length (over 10 feet from building) for each type and size of sewer. State the type and capacity (gallons) of septic system.
16. State type of materials, size and length (over 10 feet from building) of water lines. If from wells, state number and capacity. Include hot and cold water lines from a central facility.
17. State types and locations - sprinklers, standpipes, smoke or heat detectors, fire alarm system, extinguishers, hydrants, Fire Department connections, etc.
18. State types of systems including types of temperature control systems.
19. State whether plant is individual (state fuel) or central. State size and length (over 10 feet from building) of each outside line (steam, hot water, cold water, etc.) from a central plant.
20. Brief description. State cubic feet per minute quantities of total outside air and total exhaust air.
21. State types of systems, air conditioning tonnage, percentage of building that is air conditioned.
22. State service, distribution and utilization voltages, phase, amperage, overhead or underground service (give length over 10 feet from building), wiring method of building such as type, concealed or exposed, etc.
23. State electrical specialties such as audio-visual, stage lighting, lightning protection, intrusion protection, communication systems, emergency systems (e.g. battery units or generator), time system, power for computers, etc.
24. State items of site electric, such as exterior lighting, sub-station, etc.
25. State type and number of elevators, dumbwaiters, moving stairs, etc.
26. State type of construction, area in square yards and number of vehicles.
27. State type of construction and area in square yards. Give type of curbs and length in feet.
28. State type of construction and area in square yards.
29. State what built-in-equipment is included in project such as kitchen, snack bar, exhaust hood, special refrigeration, cabinet work, laboratory equipment, library stacks, wardrobes, special exhaust or waste systems, chalk and tack boards, draperies, pedestal floor (give area), etc.



UNIVERSITY of MARYLAND
BALTIMORE

ADMINISTRATION & FINANCE


DESIGN AND CONSTRUCTION

OFFICE OF FACILITIES MANAGEMENT
620 W. LEXINGTON STREET, 6TH FLOOR
BALTIMORE, MARYLAND 21201
PHONE NO. (410) 706-7740
FAX NO. (410) 706-8547

PROJECT TITLE

BUILDING NAME
BUILDING STREET ADDRESS
BALTIMORE, MARYLAND 21201

UM Project No.: 00-000
A/E Project No.: 00-000
CM Project No.: 00-000

UMB PROJECT NO. : XX-XXX		BUILDING NO. : XXXX		UMB SKETCH :	
PROJECT TITLE : PROJECT TITLE				000	
 UNIVERSITY of MARYLAND BALTIMORE ADMINISTRATION & FINANCE DESIGN AND CONSTRUCTION OFFICE OF FACILITIES MANAGEMENT 620 W. LEXINGTON STREET, 6TH FLOOR BALTIMORE, MARYLAND 21201 PHONE NO. (410) 706-2605/FAX NO. (410) 706-8547		A/E CONSULTANT:		SHEET REFERENCE NO. :	
				000	
				CAD FILE NUMBER: B.5x11 UMB Cover Sheet Templates	
		DATE : xx/xx/xx		SHEET NO. :	
		SCALE : AS NOTED		X OF X	



ADMINISTRATION & FINANCE

DESIGN AND CONSTRUCTION

**SPECIFICATIONS FOR THE
CONSTRUCTION OF
NEW ADMINISTRATION BUILDING
AT THE UNIVERSITY OF MARYLAND**

**UNIVERSITY PROJECT # 06-418
BUILDING INVENTORY No. 8100**

BID PACKAGE 3a-Superstructure

VOLUME 1 OF 2: PROJECT SPECIFICATIONS

March 16, 2007

Owner

University of Maryland, Baltimore
Design and Construction
620 W. Lexington Street, 6th Floor
Baltimore, Maryland 21201

Board of Public Works

*Lawrence J. Hogan Jr., Governor
Peter Franchot, Comptroller
Nancy K. Kopp, Treasurer*

Maryland General Assembly

*Thomas V. Miller Jr., Senate President
Michael Erin Busch, House Speaker*

Architect

*Architecture, Inc.
100 Main Street,
Baltimore, MD 21202*

Civil/Site Engineer

*Dirt, Inc.
230 Invert Ave.
Anywhere, Maryland 21201*

Structural Engineer

*Steel & Concrete, Inc.
13 First Street, Suite 200
Downtown, MD 21201*

Information Technology

*Technologies Unlimited
1 Internet Highway
Hypersphere, N/A*

MEP Engineer

*MEP Associates
1300 Shady Lane
Springfield, MD 21201*

Construction Manager

*Acme Builders
100 1/2 Corporate Boulevard
Suburban, MD 21201*

A/E – Edit Italic Text for project. Cover sheet shall be used for all bound documents submitted to UMB.

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A/E Note - Edit each discipline drawing number and sheet title for the project requirements. When additional drawing numbers and sheet titles are required modify each discipline accordingly conforming to the drawing numbering system below.

Example: Adding a 7th & 8th Floor use A107 & A108 for the Floor Plans and the Roof Plan becomes A109, etc. For Renovation Projects the floor plan sheet numbers for each discipline start with 100. Example: AD100, A100, MD100 (Ductwork), M100 (Ductwork), MD200 (HVAC Piping), M200 (HVAC Piping), ED100 (Power), E100 (Power), ED200 (Lighting), E200 (Lighting) etc.

UMB STANDARD SHEET NUMBERS AND SHEET TITLES

GENERAL

G000 UMB STANDARD COVER SHEET

CIVIL

CD100 CIVIL DEMOLITION

C100 SITE PLAN

C200 STREETScape PLAN

C201 STREETScape DETAILS

C202 PUBLIC CURB/SIDEWALK REPLACEMENT PLAN

C203 PUBLIC CURB/SIDEWALK REPLACEMENT PLAN

C300 PUBLIC WATER PLAN AND PROFILES

C301 PUBLIC STORM DRAIN PLAN AND PROFILES

C302 SANITARY PLAN AND PROFILES

C303 ELECTRICAL DUCTBANK PROFILES

C400 STORMWATER MANAGEMENT DRAINAGE STUDY AREA

C401 STORMWATER MANAGEMENT DETAILS

LANDSCAPE

LD100 LANDSCAPE DEMOLITION

L001 LANDSCAPE AND IRRIGATION NOTES AND SYMBOLS

L100 LANDSCAPE AND IRRIGATION SITE PLAN

L200 LANDSCAPE AND IRRIGATION GRADING PLAN

L300 LANDSCAPE AND IRRIGATION PLANT PLAN

L400 LANDSCAPE AND IRRIGATION DETAILS

STRUCTURAL

S001 GENERAL NOTES, CODE & ENGINEERING DATA

S002 GENERAL NOTES

SD100 BASEMENT FLOOR DEMOLITION PLAN

SD101 FIRST FLOOR DEMOLITION PLAN

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- SD102 SECOND FLOOR DEMOLITION PLAN
- SD103 THIRD FLOOR DEMOLITION PLAN
- SD104 FOURTH FLOOR DEMOLITION PLAN
- SD105 FIFTH FLOOR DEMOLITION PLAN
- SD106 SIXTH FLOOR DEMOLITION PLAN
- SD107 ROOF DEMOLITION PLAN

- S100 FOUNDATION AND BASEMENT FLOOR FRAMING PLAN
- S101 FIRST FLOOR FRAMING PLAN
- S102 SECOND FLOOR FRAMING PLAN
- S103 THIRD FLOOR FRAMING PLAN
- S104 FOURTH FLOOR FRAMING PLAN
- S105 FIFTH FLOOR AND LOW ROOF FRAMING PLAN
- S106 SIXTH FLOOR FRAMING PLAN
- S107 ROOF AND MACHINE ROOM FRAMING PLAN
- S108 ROOF FRAMING PLAN

- S200 FOUNDATION WALL ELEVATIONS AND SECTIONS

- S300 TYPICAL DETAILS
- S301 TYPICAL DETAILS
- S302 TYPICAL DETAILS

- S400 SECTIONS AND DETAILS
- S401 SECTIONS AND DETAILS
- S402 SECTIONS AND DETAILS
- S403 SECTIONS AND DETAILS

- S500 COLUMN SCHEDULE

ARCHITECTURAL

- A001 GENERAL NOTES SYMBOLS AND ABBREVIATIONS
- A002 CODE ANALYSIS, FEDERAL ACCESSIBILITY STANDARDS, AND BUILDING CONSTRUCTION STANDARDS
- A003 LIFE SAFETY BASEMENT AND FIRST FLOOR PLANS
- A004 LIFE SAFETY SECOND AND THIRD FLOOR PLANS
- A005 LIFE SAFETY FOURTH AND FIFTH FLOOR PLANS
- A006 LIFE SAFETY SIXTH FLOOR AND ROOF PLANS

- ASD100 ARCHITECTURAL DEMOLITION SITE PLAN
- AS100 ARCHITECTURAL SITE PLAN
- AD100 BASEMENT FLOOR DEMOLITION PLAN
- AD101 FIRST FLOOR DEMOLITION PLAN
- AD102 SECOND FLOOR DEMOLITION PLAN
- AD103 THIRD FLOOR DEMOLITION PLAN
- AD104 FOURTH FLOOR DEMOLITION PLAN
- AD105 FIFTH FLOOR DEMOLITION PLAN
- AD106 SIXTH FLOOR DEMOLITION PLAN
- AD107 ROOF DEMOLITION PLAN

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A100	BASEMENT FLOOR PLAN
A101	FIRST FLOOR PLAN
A102	SECOND FLOOR PLAN
A103	THIRD FLOOR PLAN
A104	FOURTH FLOOR PLAN
A105	FIFTH FLOOR PLAN
A106	SIXTH FLOOR PLAN
A107	PENTHOUSE FLOOR PLAN
A108	ROOF PLAN
A120	BASEMENT FLOOR REFLECTED CEILING PLAN
A121	FIRST FLOOR REFLECTED CEILING PLAN
A122	SECOND FLOOR REFLECTED CEILING PLAN
A123	THIRD FLOOR REFLECTED CEILING PLAN
A124	FOURTH FLOOR REFLECTED CEILING PLAN
A125	FIFTH FLOOR REFLECTED CEILING PLAN
A126	SIXTH FLOOR REFLECTED CEILING PLANS
A127	PENTHOUSE REFLECTIVE CEILING PLAN
A130	BASEMENT FLOOR FINISH PLAN AND KEY PLAN
A131	FIRST FLOOR FINISH PLAN AND KEY PLAN
A132	SECOND FLOOR FINISH PLAN AND KEY PLAN
A133	THIRD FLOOR FINISH PLAN AND KEY PLAN
A134	FOURTH FLOOR FINISH PLAN AND KEY PLAN
A135	FIFTH FLOOR FINISH PLAN AND KEY PLAN
A140	BASEMENT FLOOR SIGNAGE PLAN
A141	FIRST FLOOR SIGNAGE PLAN
A142	SECOND FLOOR SIGNAGE PLAN
A143	THIRD FLOOR SIGNAGE PLAN
A144	FOURTH FLOOR SIGNAGE PLAN
A145	FIFTH FLOOR SIGNAGE PLAN
A146	SIXTH FLOOR AND ROOF SIGNAGE PLANS
A200	EXTERIOR ELEVATIONS
A201	ELEVATIONS
A202	ELEVATIONS
A210	EXTERIOR ENLARGED ELEVATIONS
A211	EXTERIOR ENLARGED ELEVATIONS
A220	INTERIOR ELEVATIONS
A221	INTERIOR ELEVATIONS
A300	BUILDING SECTIONS EAST - WEST
A301	BUILDING SECTIONS NORTH - SOUTH
A310	EXTERIOR WALL SECTIONS
A311	EXTERIOR WALL SECTIONS
A312	EXTERIOR WALL SECTIONS

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- A320 INTERIOR WALL SECTIONS

- A400 STAIR #1 FLOOR PLANS AND SECTION
- A401 STAIRS #2, 3 AND 4 FLOOR PLANS AND SECTIONS

- A410 STAIR DETAILS
- A420 ELEVATOR FLOOR PLANS AND SECTION
- A430 ENLARGED LOBBY AND TOILET ROOM FINISH PLANS
- A440 ENLARGED FLOOR PLANS AND INTERIOR ELEVATIONS

- A500 PLAN DETAILS
- A501 PLAN DETAILS

- A510 REFLECTED CEILING PLAN DETAILS

- A520 SECTION DETAILS
- A521 SECTION DETAILS

- A530 PARTITION TYPES AND DETAILS
- A540 DOOR DETAILS
- A550 WINDOW DETAILS
- A560 STOREFRONT AND LOUVER DETAILS

- A600 USER DEFINED

- A700 DOOR SCHEDULES
- A710 WINDOW SCHEDULES
- A720 STOREFRONT AND LOUVER SCHEDULES

- A800 USER DEFINED

MECHANICAL

- M001 MECHANICAL LEGEND ABBREVIATIONS, MECHANICAL ENGINEERING DATA AND GENERAL NOTES
- MSD100 MECHANICAL DEMOLITION SITE PLAN
- MS100 MECHANICAL SITE PLAN

- MD100 BASEMENT FLOOR DEMOLITION PLAN – HVAC
- MD101 FIRST FLOOR DEMOLITION PLAN – HVAC
- MD102 SECOND FLOOR DEMOLITION PLAN – HVAC
- MD103 THIRD FLOOR DEMOLITION PLAN – HVAC
- MD104 FOURTH FLOOR DEMOLITION PLAN – HVAC
- MD105 FIFTH FLOOR DEMOLITION PLAN – HVAC
- MD106 SIXTH FLOOR DEMOLITION PLAN – HVAC
- MD107 ROOF DEMOLITION PLAN – HVAC

- M100 BASEMENT FLOOR PLAN – HVAC
- M101 FIRST FLOOR PLAN – HVAC
- M102 SECOND FLOOR PLAN - HVAC

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M103	THIRD FLOOR PLAN - HVAC
M104	FOURTH FLOOR PLAN - HVAC
M105	FIFTH FLOOR PLAN - HVAC
M106	SIXTH FLOOR PLAN - HVAC
M107	PENTHOUSE FLOOR PLAN – HVAC
M108	ROOF PLAN – MECHANICAL
MD200	BASEMENT FLOOR DEMOLITION PLAN – HVAC PIPING
MD201	FIRST FLOOR DEMOLITION PLAN – HVAC PIPING
MD202	SEOND FLOOR DEMOLITION PLAN – HVAC PIPING
MD203	THIRD FLOOR DEMOLITION PLAN – HVAC PIPING
MD204	FOURTH FLOOR DEMOLITION PLAN – HVAC PIPING
MD205	FIFTH FLOOR DEMOLITION PLAN – HVAC PIPING
MD206	SIXTH FLOOR DEMOLITION PLAN – HVAC PIPING
MD207	ROOF DEMOLITION PLAN – HVAC PIPING
M200	BASEMENT FLOOR PLAN – HVAC PIPING
M201	FIRST FLOOR PLAN – HVAC PIPING
M202	SECOND FLOOR PLAN – HVAC PIPING
M203	THIRD FLOOR PLAN – HVAC PIPING
M204	FOURTH FLOOR PLAN – HVAC PIPING
M205	FIFTH FLOOR PLAN – HVAC PIPING
M206	SIXTH FLOOR PLAN – HVAC PIPING
M207	PENTHOUSE FLOOR PLAN – HVAC PIPING
M208	ROOF PLAN – HVAC PIPING
M300	MECHANICAL SECTIONS
M400	MECHANICAL ROOM PART PLANS
M410	AIR HANDLING UNIT PLANS & ELEVATIONS
M500	MECHANICAL DETAILS
M501	MECHANICAL DETAILS
M502	MECHANICAL DETAILS
M600	MECHANICAL CONTROLS
M610	COOLING SYSTEM SCHEMATIC DIAGRAM
M620	HEATING SYSTEM SCHEMATIC DIAGRAM
M630	ENERGY RECOVERY SCHEMATIC DIAGRAM
M640	AIR DISTRIBUTION SCHEMATIC DIAGRAM
M700	MECHANICAL SCHEDULES
M701	MECHANICAL SCHEDULES
M702	MECHANICAL SCHEDULES
M703	MECHANICAL SCHEDULES
M800	USER DEFINED
PLUMBING	
P001	PLUMBING LEGEND & GENERAL NOTES

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PD100	BASEMENT FLOOR DEMOLITION PLAN – PLUMBING
PD101	FIRST FLOOR DEMOLITION PLAN – PLUMBING
PD102	SEOND FLOOR DEMOLITION PLAN – PLUMBING
PD103	THIRD FLOOR DEMOLITION PLAN – PLUMBING
PD104	FOURTH FLOOR DEMOLITION PLAN – PLUMBING
PD105	FIFTH FLOOR DEMOLITION PLAN – PLUMBING
PD106	SIXTH FLOOR DEMOLITION PLAN – PLUMBING
PD107	ROOF DEMOLITION PLAN – PLUMBING
P100	BASEMENT FLOOR PLAN – PLUMBING
P101	FIRST FLOOR PLAN – PLUMBING
P102	SECOND FLOOR PLAN - PLUMBING
P103	THIRD FLOOR PLAN - PLUMBING
P104	FOURTH FLOOR PLAN - PLUMBING
P105	FIFTH FLOOR PLAN - PLUMBING
P106	SIXTH FLOOR PLAN – PLUMBING
P107	PENTHOUSE FLOOR PLAN – PLUMBING
P108	ROOF PLAN – PLUMBING
P400	PART PLANS – PLUMBING
P500	PLUMBING DETAILS
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P620	STORM WATER RISER DIAGRAM
P630	LABORATORY COMPRESSER AIR AND VACUUM SYSTEM DIAGRAMS
P640	RO / DI WATER SYSTEM DIAGRAMS
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P800	USER DEFINED
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FP001	FIRE PROTECTION LEGEND, GENERAL NOTES
FPD100	BASEMENT FLOOR DEMOLITION PLAN – SPRINKLER
FPD101	FIRST FLOOR DEMOLITION PLAN – SPRINKLER
FPD102	SEOND FLOOR DEMOLITION PLAN – SPRINKLER
FPD103	THIRD FLOOR DEMOLITION PLAN – SPRINKLER
FPD104	FOURTH FLOOR DEMOLITION PLAN – SPRINKLER
FPD105	FIFTH FLOOR DEMOLITION PLAN – SPRINKLER
FPD106	SIXTH FLOOR DEMOLITION PLAN – SPRINKLER
FPD107	ROOF DEMOLITION PLAN – SPRINKLER
FP100	BASEMENT FLOOR PLAN – SPRINKLER
FP101	FIRST FLOOR PLAN – SPRINKLER
FP102	SECOND FLOOR PLAN - SPRINKLER
FP103	THIRD FLOOR PLAN - SPRINKLER
FP104	FOURTH FLOOR PLAN - SPRINKLER

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FP105 FIFTH FLOOR PLAN - SPRINKLER
FP106 SIXTH FLOOR PLAN – SPRINKLER
FP107 PENTHOUSE FLOOR PLAN – SPRINKLER
FP108 ROOF PLAN – SPRINKLER

FP400 PART PLAN – SPRINKLER

FP500 SPRINKLER DETAILS

FP600 FIRE PROTECTION RISER DIAGRAM

ELECTRICAL

E001 LEGEND, ABBREVIATIONS & ELECTRICAL ENGINEERING DATA

ED100 BASEMENT FLOOR DEMOLITION PLAN – POWER
ED101 FIRST FLOOR DEMOLITION PLAN – POWER
ED102 SEOND FLOOR DEMOLITION PLAN – POWER
ED103 THIRD FLOOR DEMOLITION PLAN – POWER
ED104 FOURTH FLOOR DEMOLITION PLAN – POWER
ED105 FIFTH FLOOR DEMOLITION PLAN – POWER
ED106 SIXTH FLOOR DEMOLITION PLAN – POWER
ED107 ROOF DEMOLITION PLAN – POWER

E100 BASEMENT FLOOR PLAN – POWER
E101 FIRST FLOOR PLAN – POWER
E102 SECOND FLOOR PLAN – POWER
E103 THIRD FLOOR PLAN – POWER
E104 FOURTH FLOOR PLAN – POWER
E105 FIFTH FLOOR PLAN – POWER
E106 SIXTH FLOOR PLAN – POWER
E107 PENTHOUSE FLOOR PLAN – POWER
E108 ROOF PLAN – POWER

ED200 BASEMENT FLOOR DEMOLITION PLAN – LIGHTING
ED101 FIRST FLOOR DEMOLITION PLAN – LIGHTING
ED202 SEOND FLOOR DEMOLITION PLAN – LIGHTING
ED203 THIRD FLOOR DEMOLITION PLAN – LIGHTING
ED204 FOURTH FLOOR DEMOLITION PLAN – LIGHTING
ED205 FIFTH FLOOR DEMOLITION PLAN – LIGHTING
ED206 SIXTH FLOOR DEMOLITION PLAN – LIGHTING
ED207 ROOF DEMOLITION PLAN – LIGHTING

E200 BASEMENT FLOOR PLAN – LIGHTING
E201 FIRST FLOOR PLAN – LIGHTING
E202 SECOND FLOOR PLAN – LIGHTING
E203 THIRD FLOOR PLAN – LIGHTING
E204 FOURTH FLOOR PLAN – LIGHTING
E205 FIFTH FLOOR PLAN – LIGHTING
E206 SIXTH FLOOR PLAN – LIGHTING
E207 PENTHOUSE FLOOR PLAN – LIGHTING

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E208	ROOF PLAN – LIGHTING
E300	ELECTRICAL DETAILS
E500	BASEMENT FLOOR PLAN – FIRE ALARM
E501	FIRST FLOOR PLAN – FIRE ALARM
E502	SECOND FLOOR PLAN – FIRE ALARM
E503	THIRD FLOOR PLAN – FIRE ALARM
E504	FOURTH FLOOR PLAN – FIRE ALARM
E505	FIFTH FLOOR PLAN – FIRE ALARM
E506	SIXTH FLOOR PLAN – FIRE ALARM
E507	PENTHOUSE FLOOR PLAN – FIRE ALARM
E508	ROOF PLAN – FIRE ALARM
E600	ONE-LINE RISER DIAGRAM
E601	FIRE ALARM RISER DIAGRAM
E602	FIRE ALARM GRAPHIC ANNUNCIATOR
E700	ELECTRICAL PANEL SCHEDULE
E710	LIGHTING SCHEDULE
E800	USER DEFINED

AUDIO VISUAL AND TELECOMMUNICATIONS

TA001	AUDIO VISUAL AND TELECOMMUNICATIONS TITLE SHEET
TASD100	TELECOMMUNICATION DEMOLITION SITE PLAN
TAS100	TELECOMMUNICATION SITE PLAN
TA101	TELECOMMUNICATIONS SYSTEM OSP
TA200	AUDIO VISUAL AND TELECOMMUNICATIONS BASEMENT FLOOR PLAN
TA201	AUDIO VISUAL AND TELECOMMUNICATIONS FIRST FLOOR PLAN
TA202	AUDIO VISUAL AND TELECOMMUNICATIONS SECOND FLOOR PLAN
TA203	AUDIO VISUAL AND TELECOMMUNICATIONS THIRD FLOOR PLAN
TA204	AUDIO VISUAL AND TELECOMMUNICATIONS FOURTH FLOOR PLAN
TA205	AUDIO VISUAL AND TELECOMMUNICATIONS FIFTH FLOOR PLAN
TA206	AUDIO VISUAL AND TELECOMMUNICATIONS SIXTH FLOOR PLAN
TA300	TELECOMMUNICATIONS RACK ELEVATIONS
TA301	TELECOMMUNICATIONS RACK ELEVATIONS
TA500	TELECOMMUNICATIONS DETAILS
TA600	TELECOMMUNICATIONS RISER DETAILS

SECURITY

TY001	SYMBOLS, LEGENDS & ABBREVIATIONS – SECURITY
TY100	BASEMENT FLOOR PLAN - SECURITY

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TY101	FIRST FLOOR PLAN – SECURITY
TY102	SECOND FLOOR PLAN – SECURITY
TY103	THIRD FLOOR PLAN – SECURITY
TY104	FOURTH FLOOR PLAN – SECURITY
TY105	FIFTH FLOOR PLAN – SECURITY
TY106	SIXTH FLOOR PLAN – SECURITY
TY107	ROOF PLAN – SECURITY
TY500	DETAILS, DOORS AND RACK ELEVATION
TY501	DETAILS – CCTV CAMERAS
TY600	RISERS – SECURITY
TY601	RISERS – SECURITY DOOR DEVICES
TY602	RISERS – SECURITY SYSTEM

UMB STANDARD BOOKMARKS FOR PDF FILE SUBMISSIONS BY DB CONSULTANTS

Note: The intent of this document is to identify and standardize bookmarks for pdf files submitted to the University by Consultants. See examples below.

Bookmarks: Bookmarks shall be Set Up as Document Outlines. Thumbnails are not required.

EXAMPLE: PDF DRAWING FILE SUBMISSION

Document Outline: (List each drawing number – sheet title for the project in each discipline)

(See Drawing Index and UMB Standard Drawing Numbers and Sheet Titles)

Architectural

- G000 – Cover Sheet
- A002 – Code Analysis
- AD100 – Basement Floor Demolition Plan
- A100 – Basement Floor Plan

Mechanical

- M001 – Symbols and Abbreviations
- MD100 – Basement Floor Demolition Plan – HVAC
- M100 – Basement Floor Plan – HVAC
- MD200 – Basement Floor Demolition Plan – HVAC Piping
- M200 – Basement Floor Plan – New Work – HVAC Piping

Plumbing

- P001 – Symbols and Abbreviations
- PD100 – Basement Floor Demolition Plan – Plumbing
- P100 – Basement Floor Plan - Plumbing

Fire Protection

- FP001 – Symbols and Abbreviations
- FPD100 – Basement Floor Demolition Plan - Sprinkler
- FP100 – Basement Floor Plan - Sprinkler

Electrical

- E001 – Symbols and Abbreviations
- ED100 – Basement Floor Demolition Plan – Power
- E100 – Basement Floor Plan – Power
- ED200 – Basement Floor Demolition Plan – Lighting
- E200 – Basement Floor Plan – Lighting

Telecomm

- E001 – Symbols and Abbreviations

UMB STANDARD BOOKMARKS FOR PDF FILE SUBMISSIONS BY DB CONSULTANTS

ED100 – Basement Floor Demolition Plan
E100 – Basement Floor Plan – Power

Fire Alarm

FA001 – Symbols and Abbreviations
FAD100 – Basement Floor Demolition Plan

EXAMPLE: PDF SPECIFICATION FILE SUBMISSION – USING FULL SPECIFICATIONS

Document Outline:

Cover Sheet

Table of Contents

(Full Specs - List each specification section for the project in each Division)

Division 01

010100 – Summary of Work
010200 – Allowances

Division 08

081113 – Hollow Metal Doors and Frames
081416 – Flush Wood Doors

Division 21

210000 – Basic Mechanical Requirements – Fire Protection
210513 – Motor Requirements for Fire Protection Equipment

Division 22

220000 – Basic Mechanical Requirements – Plumbing
220513 – Motor Requirements for Plumbing Equipment

Division 22

220000 – Basic Mechanical Requirements – HVAC
220513 – Motor Requirements for HVAC Equipment

(Do Not Include Bookmarks for Articles, Paragraphs, Subparagraphs in Full Specification Sections)

EXAMPLE: PDF SPECIFICATION FILE SUBMISSION – USING FULL SPECIFICATION DIVISION 01 & CONDENSED SPECS

Document Outline:

Cover Sheet

Table of Contents

CHAPTER FIVE – ATTACHMENTS

UMB STANDARD BOOKMARKS FOR PDF FILE SUBMISSIONS BY DB CONSULTANTS

(Full Specs - List each specification section for the project in each Division)

Division 01

- 010100 – Summary of Work
- 010200 – Allowances

Division 08

- 081113 – Hollow Metal Doors and Frames
- 081416 – Flush Wood Doors

(Do Not Include Bookmarks for Articles, Paragraphs, Subparagraphs in Full Specification Sections)

(Condensed Specs - List each article for project in each Part in each Division)

Division 21 (Cond Spec) [List each article in each Part]

- Part 1 - General
 - 1.1 Related Documents
 - 1.2 Scope
- Part 2 - Products
- Part 3 - Execution

Division 22 (Cond Spec)

- Part 1 - General
 - 1.1 Related Documents
 - 1.2 Scope
- Part 2 - Products
 - 2.1 Listed Manufacturers
 - 2.2 Fire Stops, Smoke Seals and Wall and Floor Sleeve Applications
- Part 3 – Execution
 - 3.1 General Requirements – Execution
 - 3.2 Connections and Alterations to Existing Work

Division 23 (Cond Spec)

- Part 1 - General
 - 1.1 Related Documents
 - 1.2 Scope
- Part 2 - Products
 - 2.1 Listed Manufacturers
 - 2.2 Fire Stops, Smoke Seals and Wall and Floor Sleeve Applications
- Part 3 – Execution
 - 3.1 General Requirements – Execution
 - 3.2 Connections and Alterations to Existing Work

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Division 26 (Cond Spec)

Part 1 - General

- 1.1 Related Documents
- 1.2 Scope

Part 2 - Products

- 2.1 Listed Manufacturers
- 2.2 Fire Stops, Smoke Seals and Wall and Floor Sleeve Applications

Part 3 – Execution

- 3.1 General Requirements – Execution
- 3.2 Sleeves

(Condensed Specs: Do Not Include Bookmarks for Paragraphs and Subparagraphs Parts 1 - 3)

EXAMPLE: PDF STUDY / REPORT FILE SUBMISSION

Document Outline:

- Cover Sheet
- Table of Contents
- Executive Summary
- Existing Conditions
 - Physical Conditions
 - Environmental Conditions
- Design Options
 - Option – 1
 - Option – 2
- Recommendations
- Appendices
 - Appendix A
 - Appendix B
- Tables
 - Table 1
 - Table 2
- Figures
 - Figure 1
 - Figure 2

(Study / Report: Actual bookmarks may vary, depending on the type of Study / Report. See actual study / report Table of Contents for bookmarks.)

END OF CHAPTER 5