



MULTNOMAH COUNTY

CAD STANDARD 2015

Facilities & Property Management

INTRODUCTION

Multnomah County Oregon (hereafter referred to as the County) establishes these standards to provide general directions and minimum requirements for producing Computer-Aided Drafting (CAD) documents for Multnomah County Facilities and Property Management Division’s projects. Organizations contracted to provide such services are hereafter referred to as the AE Service Provider. AE Service Providers are organizations contracted to provide planning and/or design services and shall include, but are not limited to, architects, engineers, consultants, drafting services, furniture installers, interior designers, space planners, or design-build contractors (who have professional liability insurance and the capability to produce digital documents).

GENERAL OBJECTIVES

The County issues these standards to:

- 1. Ensure the successful use and control of CAD systems and building data for all Multnomah County owned and leased facilities.
- 2. Establish minimum requirements for consistent format, professional appearance, and data interchangeability among CAD files and drawing documents.
- 3. Create accurate, accessible, and current documentation.
- 4. Expedite project delivery.

CROSS-REFERENCE

- 1. National CAD Standard Version 5
- 2. Standard Method For Measuring Floor Area In Office Buildings (June 1996)
- 3. Multnomah County AE Project Document Standards (Revised July 2014)
- 4. Multnomah County Specifications Standards (Revised April 2014)
- 5. Multnomah County Signage Standards (Revised August 2008)
- 6. Multnomah County Space Allocation Policy (Revised July 2007)
- 7. LEED Gold & High Performance Green Building Policy (Resolution No. 08-004)
- 8. Multnomah County Healthcare Design Guidelines (Issued May 2006)

CHANGES FROM PREVIOUS VERSION

If the AE Service Provider has a question, finds conflict, believes that these standards do not address a particular need or issue or is requesting a deviation from these standards, the AE Service Provider is encouraged to contact the County Building Data Management Center to seek resolution.

- 1. Updated the overall style of the CAD Standard to match The County Style Guide.
- 2. Reorganized the CAD Standard to align with The County Technical Review Checklist.

SUPPLEMENTAL MATERIAL

The County issues the Multnomah County CAD Templates Package. The AE Service Provider is responsible for obtaining a copy of the National CAD Standard Version 5 (NCS) available for purchase at the National Institute of Building Sciences (NIBS) website www.nationalcadstandard.org or by writing to:

Stephen Chater
Building Data Management Center
(503) 988-7035
Stephen.chater@multco.us
Multnomah County Oregon
Facilities and Property Management Division
401 N. Dixon Street
Portland, OR 97227-1865

The National Cad Standard
National Institute Of Building Sciences
1090 Vermont Avenue, NW Suite 700
Washington, DC 20005-4905.

A. BASIC DRAFTING GUIDELINES

1. Avoid redundant lines resulting where multiple line segments are drawn over each other.
2. Include building grids, overall dimensions, room name and room number in each plan and section view. For elevations include building grid and overall dimensions.
3. Standardize View Scale for full plans, partial plans (e.g. restrooms), interior and exterior elevations and wall and building sections.
4. Standardize, where possible, the view size of each drawing type (e.g. plans, elevations and sections).
5. On Project Drawings, clearly differentiate between existing and new features in the drawing (and between background and foreground elements). Use half tone and screening to achieve this clarity.
6. Ensure that only one insertion occurs for each block location.
7. Produce clean and closed line intersections.

COMPLIANCE GUIDELINES

1. Comply with AIA Guidelines.
2. Comply with Tri-Service Plotting Guidelines.
3. Comply with most recent National CAD Standard where requirements are not provided by the County.
4. Adhere to the Multnomah County AE Project Document Standard.

B. CAD FORMAT

1. Use the **Multnomah County CAD Template package** available at <https://multco.us/facilities-and-property-management>.
2. Produce drawings in **AutoCAD 2010** or later.
3. Package files and deliver via **E-Transmit**.
4. Use the Title Block Template and Title Block Attributes.
5. WARNING: DO NOT EXPLODE Title Block and Title Attribute Block.
6. Use full scale for all elements in Model Space at 1' = 1'-0".
7. Match the annotation scale in Paper Space to the viewport scale.
8. Assign the **"BYLAYER"** setting to all elements for object color.
9. Use the same Architectural Base Floor Plan for each discipline.
10. Use the entire existing base floor plan to generate the project drawings.
11. Locate elements in the correct space, Paper Space or Model Space.
 - A. Model Space Elements include:
 - a. Base Floor Plans
 - b. Callouts and Symbols
 - c. Drafting Specific Elements (Walls, Doors, Windows, Equipment, Lighting, etc.)
 - B. Paper Space Elements include:
 - a. Title Block
 - b. Title Block Attributes
 - c. Title Marks.
 - d. Notes (General, Sheet Specific, etc.)
 - e. Symbol Lists, Schedules, or any other text that is not directly related to drafting specific elements.
12. Use Paper Space for all Title Marks from the County Template.
13. Use the Room Naming Conventions for all Spaces and Objects.
14. Clearly differentiate between existing, demo and new features.
15. Purge unused elements and layers.
16. Use only one insertion for each block location.
17. Do not use nested blocks or references.

EXTENERAL REFERENCES (XREF)

1. Insert all external references at (0, 0).
2. "ATTACH" xref to the drawing file. Do not use the BIND function.
3. Set the "XREFCTL" system variable to "1" to automatically create the log file (.xlg) to track external reference operations.

BASE PLAN COMPONENTS

Architectural Base (AB)

1. Grids (Marks, Lines, Dimensions, Ceiling Systems, Floor Systems)
2. Tags (Rooms, Doors, Windows, Finishes)
3. Enclosures (Columns, Walls, Partial Walls, Railings, Fences, Headers, Soffits)
4. Elevations (Ramps, Steps, Slopes, Directional Arrows)
5. Openings (Doors, Windows, Roof Hatches, Skylights)
6. Fixed Furniture (Benches, Lockers, Toilet Compartments); Fixed Fixtures (Casework, Bollards, Pallet Racks); Fixed Equipment (Garment Conveyors, Motorized Projection Screens, Waste Compactors)
7. MVP (Dumbwaiters, Elevators, Stairs, Atriums, Shafts)

Base Plans DO NOT include project-specific information, such as:

1. Title blocks
2. Schedules and diagram
3. Construction lines and guidelines
4. Objects in the file associated with demolition
5. General notes, keynotes, and symbol legends
6. Notes and annotations that give specific direction for construction
7. Polylines that inscribe areas for area calculations
8. Hatches used to distinguish new work from existing conditions
9. Duplicate items such as grid bubbles and room tags
10. Detail, section, elevation, and reference tags associated with construction
11. Drawings other than floor plans (e.g. wall sections, door details, elevations)

C. CAD LAYERS

- 1. Layers shall be named according to the AIA CAD Layer Guidelines.
- 2. Assign elements to correct layers.
- 3. Insert all blocks on Layer “0”.

D. FILE NAMING

- 1. Confirm that the File Name is the same as the Sheet Identification.
- 2. Name external reference files correctly.
- 3. Note: Delete all nested references.
- 4. Note: Delete unused blocks and external references.
- 5. External Reference File Naming:
 - A. Name the external reference floor plan base drawing using the following format:
 - a. Building Code-FP-Floor Level.dwg (e.g.:X-101-FP-01).
 - B. Simplify the external reference file naming with prefix X and an unique sheet identification to comply with merging layer standards.
 - C. The Sheet Identification has three designators: Discipline [XX], Abbreviation Terms [XXXX] and Floor Level [XXX].
 - a. Separate each level with a placeholder (hyphen) for clarity or
 - b. Omit the level if it’s not applicable.
- 6. Reference External Base Designators:
 - A. Floor Plan Base = FP
 - B. Architectural Site Base = AS
 - C. Civil = CB
 - D. Landscape = LB
 - E. Architectural = AB
 - F. Interiors = IB
 - G. Plumbing = PB
 - H. Mechanical = MB
 - I. Electrical = EB

FILE NAMING			
NOTE: USE THE SHEET IDENTIFICATION AS THE FILE NAME FOR THE DRAWING SHEET			
SHEET ID	SHEET NAME		
SHEET IDENTIFICATION	DISCIPLINE DESIGNATOR	SHEET TYPE DESIGNATOR	SHEET CONTENT DESCRIPTION
G-001	General	(leave blank)	Cover Sheet
A-001	Architectural	(leave blank)	Title Sheet
A-101-0A	Architectural	Plans	Lower Level One
A-102-00	Architectural	Plans	Basement
A-103-M2	Architectural	Plans	Second Floor Mezzanine
A-601	Architectural	Schedules	Door and Finish

EXTERNAL REFERENCE NAMING				
PREFIX	SHEET NAME			SHEET CONTENT DESCRIPTION
	DISCIPLINE DESIGNATOR	ABBREVIATION TERMS	FLOOR LEVEL	
X-	[XX]	[XXXX]	[XXX]	Follow character limits indicated by X's
X-	A	FP	A01	First Floor Architectural Partial First Floor Plan
X-	A	ELEV	BLANK	Elevation Plan
X-	M	HVAC	01	First Floor Mechanical HVAC Plan
X-	A	ROOF	BLANK	Architectural Roof Plan
X-	EL	BLANK	01	First Floor Electrical Lighting Plan
X-	BLANK	ANNO	BLANK	Annotation

E. FORMAT REQUIREMENTS

1. Use Sheet Size ANSI D (22" x 34"). Contact BDMC Technical Review Unit at 503-988-7035 for an exemption for this requirement.
2. Use Font Style Arial and Uppercase
3. Use Font Size 1/8"
4. Format Project Sheet Contents (**REFERENCE EXHIBIT 3 – PROJECT SHEET**)
 - A. Project Team
 - B. Project Sheet Index
 - C. General Notes
 - D. Project Description
 - E. Project Location
 - F. Vicinity Map
 - G. Key Plan
5. Format Discipline Sheet Contents (**REFERENCE EXHIBIT 4 – [DISCIPLINE] SHEET**)
 - A. Discipline Sheet Index
 - B. General [Discipline] Notes
 - C. Abbreviations
 - D. Graphic Legend
6. Include General Notes
7. Express scale both numerically and graphically for all drawings in paper space.
Refer to Figure 1 – Sample Title Mark and North Arrow.
8. Place Title Marks from the County Template in Paper Space
9. Include Drawing Orientation and North Arrow
 - A. Place the North Arrow at the lower right of the drawing. Use the Title Mark with North Arrow provided in the **Multnomah County CAD Template Package**. Plan North Arrow always points to the top of the drawings.
 - B. Adjust the True North Arrow so that the building grid and the Plan North Arrow are parallel to the sheet orientation.
 - C. Orient the view to maximize the size of the floor plan.
 - D. Comply with NCS Version 5 (UDS Section 4.2). *Refer to Figure 2 – Sample Plan Orientation.*
10. Identify True North
11. Include Wall and Height Symbols
 - A. Break the symbol boundary lines when the referenced sheet number exceeds the space allotted.
 - B. Use the room identifier symbol without the finish information.
 - C. Use Wall Type Indicator – *Reference Figure 3 – Wall Type Indicator.*
 - D. Identify Wall Type: Reference the wall type.
 - E. Structural Size: Indicate size/width and unit measure of concrete, furring, masonry, stud, or other structure to which the wall skin and appurtenances are attached.
 - F. Height Type – Identify the wall height as follows:
 - G. U = Underside of Structure
 - H. T = Through Ceiling
 - I. C = Underside of Ceiling
 - J. P = Partial height, indicate wall height elsewhere in the drawing set.
 - K. Indicate fire-resistive rating and unit measure (in hours) of the wall assembly.
12. Drawing Set shall be published as if it were a single package by a single organization
13. Cover Sheet is optional. (**REFERENCE EXHIBIT 2 – COVER SHEET**)

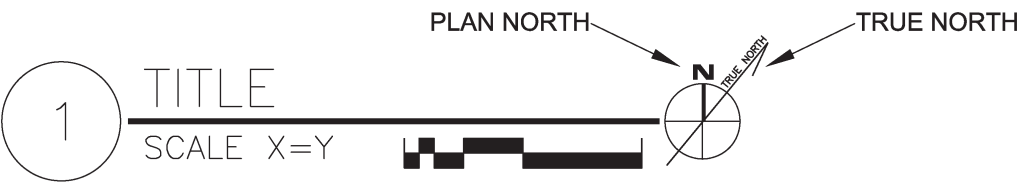


Figure 1 - Sample Title Mark and North Arrow

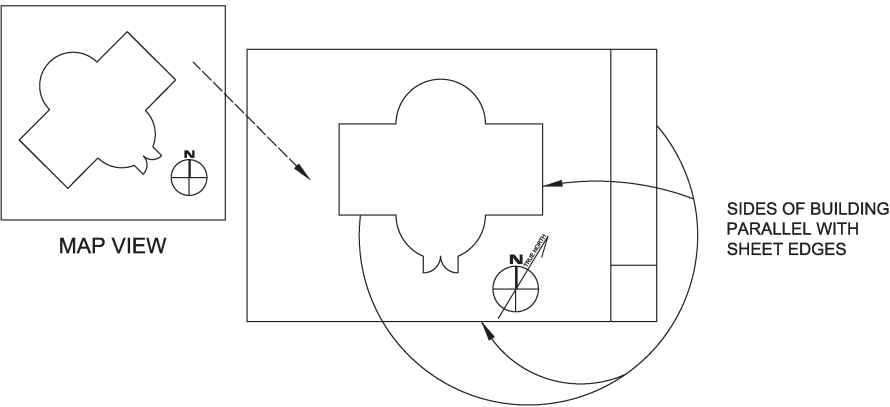


Figure 2 - Sample Plan Orientation

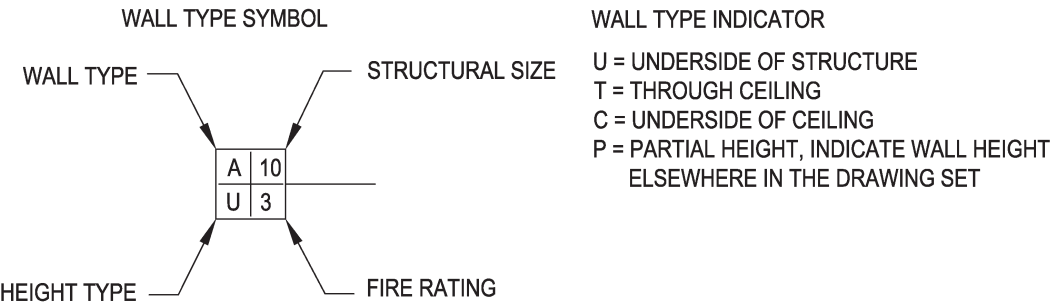


Figure 3 - Wall Type Indicator

SHEET TYPE 0 - GENERAL				
EXHIBITS ARE LOCATED IN THIS DOCUMENT AND ON THE MULTNOMAH COUNTY TEMPLATE				
GENERAL SHEET STANDARDS	PROJECT SHEET	[DISCIPLINE] SHEET	[STANDARD] SHEET	TYPICAL SHEET LAYOUT
Information: Index Legend Abbreviations	List all drawing sheets in the drawing set. This applies to the entire project.	List all drawing sheets of a single discipline subset.	List all graphic symbols, patterns, tags, abbreviations.	N/A
Location: Index Legend	Right side of the sheet.	Right side of the sheet.	Right side of the sheet.	N/A
Line Spacing: Index	2 blank lines between discipline subsets and 1 blank line between views.	1 blank line between sheet views.	N/A	N/A
Layout: Index	Arrange in tabular form with all columns and rows in alignment.	Arrange in tabular form with all columns and rows in alignment.	Arrange Abbreviations Alphabetically.	Alphabetically (to distinguish them from Keynotes).
Notations: General Notes Notes	Refer UDS Section 7.3 Alphabetically.	Refer UDS Section 7.3 Alphabetically.	N/A	N/A
Project Team	See note (1)	N/A	N/A	N/A
Project Location	Vicinity map, legal description, address.	N/A	N/A	N/A
Project Description	1 paragraph of project scope.	N/A	N/A	N/A

F. TITLE BLOCK REQUIREMENTS

1. Use the Title Block Template which includes the Title Block Attributes already placed in “Paper Space” at (0,0). Do Not Explode Title Block and Title Block Attributes Block. **(REFERENCE EXHIBIT 1 – TITLE BLOCK)**
2. Place the AE Service Provider Identification Block.
3. Place the Project Identification Block.

Note: County Project Manager to provide this information for the AE Service Provider.

4. Populate the Issue Block with the Phase, Addendum and Revision Dates.
5. Populate the Management Block:
 - A. Consultant Project Number
 - B. CAD File Drawing Name
 - C. Drawn By/Checked By/Approved By
 - D. County Building Number – Project Number

Note: The County Project Manager will provide the County Building Number and Project Number (E.g. 614 – CP14.01.01)

6. Populate the Sheet Title Block with the Discipline, Sheet Type, and Specific Contents for the Sheet.
7. Populate the Sheet Identification with the Date of Drawing, Sheet Number, Discipline Designator and the Sheet Number of Total Sheets.

Note: the Sheet Number of Total Sheets is not by Discipline.

G. SHEET IDENTIFICATION

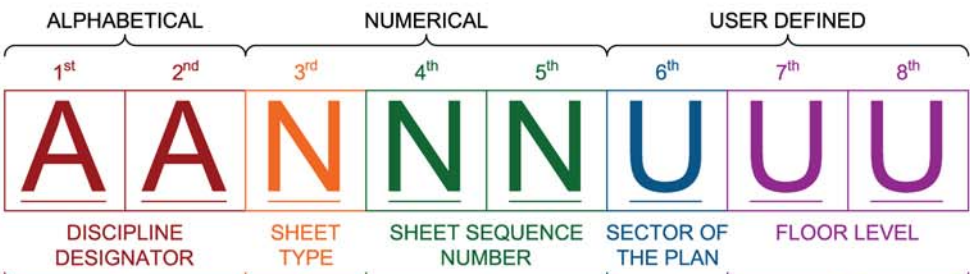
Discipline Designator (1 st & 2 nd Characters)				
Discipline (1 st Character)	Designator		Sub Discipline (2 nd Character)	Designator
G	General		I	Information
A	Architectural		D	Demolition
M	Mechanical		H	HVAC
E	Electrical		P	Power
P	Plumbing		E	Elements
S	Structural		F	Framing
V	Survey/Mapping		S	Site
B	Geotechnical		G	Grading
C	Civil		A	Alarm
L	Landscape	L	Lighting	
Y	Security	P	Piping	
F	Fire Protection	Q	Equipment	
T	Telecom	-	No Sub Discipline	
Exceptions To Assigned Discipline Designators				
Discipline Designator		Use		
H - Hazardous Materials		Do Not Use		
B - Geotechnical		Do Not Use		
W - Civil Works		Do Not Use		
D - Process		Do Not Use		
Z - Contractor/Shop		Do Not Use - Incorporate the discipline subset in which the work is associated.		
O - Operations		Do Not Use		

Sheet Type Designator (3 rd Character)	
Sheet Type (3 rd Character)	Designator
0	General (Symbols, legend, note, etc.)
1	Plans (Horizontal Views)
2	Elevations (Vertical Views)
3	Sections (Sectional Views)
4	Large Scale Views (Plans, elevations or sections that are not details)
5	Details
6	Schedules & Diagrams
7	User Defined (or Type that does not fall in other categories)
8	User Defined (or Type that does not fall in other categories)
9	3D Representations (Isometric, perspectives, photographs)

MULTNOMAH COUNTY SHEET IDENTIFICATION



****SEE "CAD STANDARD - EXHIBIT 3 - PROJECT SHEET" FOR SHEET IDENTIFICATION SAMPLES****



DWG File Naming (Matches Sheet Identification)	
Sheet ID	Filename (.dwg)
G-001	G-001.dwg
A-101-01	A-101-01.dwg
MH101-01	MH101-01.dwg
Base Floor Plan	101-FP-01.dwg

Floor Level Designator (7 th & 8 th Characters)	
Floor Level (7 th & 8 th Characters)	Designator
0A	Lower Level 1
00	Basement
01	First Floor
02	Second Floor
M2	Second Floor Mezzanine
03	Roof (the next number from the top floor plan)

NOTE: Use only when floor plan is present on sheet.

Floor Number/Floor Prefix	Floor Level Description
01	First Floor (or ground level) that directly accesses grade
00	One level below the first floor will be Basement (or grade level)
0A, 0B, 0C	Multi-Levels below the first floor will be Lower Level 1, Lower Level 2, Lower Level 3,...
02, 03, 04,...	All floor levels above first floor shall be numbered sequentially starting with the second, third, fourth floor,...
M1, M2, M3,...	Partial levels such as Mezzanine will be numbered with a preceding letter "M" followed by the number of the floor below
The next number in sequence from the floor below. Do not use "R" as a prefix.	Roof Level
The next number in sequence from the floor below. Do not use "M" or "P" as prefix.	Any mechanical or penthouse

Sheet Sequence Number (4 th & 5 th Characters)	
Sequence Number	Notes
00	00 Is Not Permitted (i.e. G-000, A-000,...)
01	The sheet sequence number is a two-digit number that identifies each sheet in a series of the same discipline and sheet type. Sequence numbering starts with 01...
02, 03, 04,...	and continues with 02, 03, 04,...
99	Up to 99

Plan Sector Designator (6 th Character)			
Sheet ID	Sheet Name		
Sheet Identification (6 th Character)	Discipline Designator	Sheet Type Designator	Sheet Content Description
AD101A00	Architectural Demolition	Plans	Basement - Sector A
AD101B00	Architectural Demolition	Plans	Basement - Sector B
AD101-00	Architectural Demolition	Plans	No Sector

The plan is separated into sectors when the plan is too large to fit on a single drawing sheet at a readable scale.

H. SHEET CONTENT

- 1. Populate Room Names (*Reference the Naming Convention below.*)
- 2. Drawing Numbering format is from top down, right to left so that the lowest numbers appear first as the sheet is opened. (Pertains to details and elevations.) (**REFERENCE EXHIBIT 6 – TYPICAL SHEET**)
- 3. Place the County Hazardous Materials stamp in the lower right-hand corner on all demolition drawings. *Refer to Figure 4 – Hazardous Materials Stamp.*
- 4. Place the County Project Record Drawings stamp on the Record Drawings. *Refer to Figure 5 – Project Record Drawings Stamp.* Record Drawings are Construction Documents revised to show significant changes made during the construction process, usually based on the marked-up prints, drawings, and other data a furnished by the contractor to the architect. (Dictionary of Architecture and Construction).
- 5. Populate the Sheet Content appropriately for the Sheet Type.
- 6. Each Floor requires its own individual sheet.
- 7. Floor Levels, Room Numbers and Door Numbers should be correctly assigned.
- 8. A Key Plan is required for all partial floor plans. For entire floor plans indentify the work area. *Refer to Figure 6 – Key Plan.*

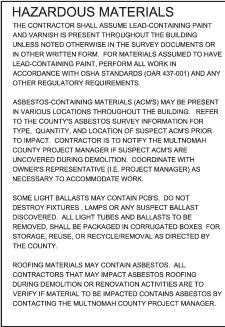


Figure 4 - Hazardous Materials Stamp



Figure 5 - Project Record Drawings Stamp

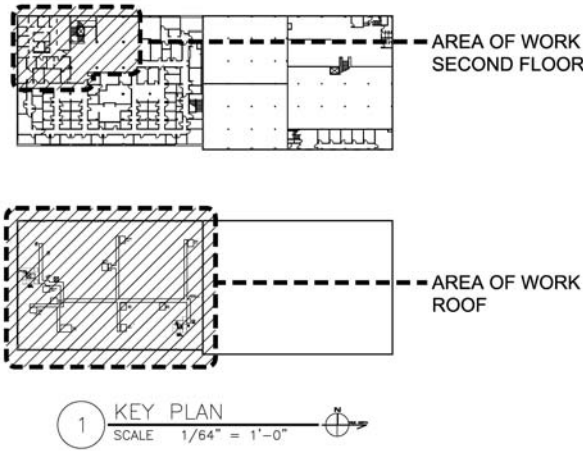


Figure 6 - Key Plan

NAMING CONVENTION

- 1. Multnomah County standardizes names for functional locations and equipment in County owned and leased space as described below.
- 2. Multnomah County assigns a name for each room (e.g. Conference). Label each room in accordance to its primary function. The table below lists “Room Name” labels to be indicated on drawings and specifications.

Naming Conventions	
APPROVED ROOM NAME	ROOM DESCRIPTION
ACCESS	Space to access or service building systems
ACTIVITY	Room designed for programmed and extracurricular activities
ARCADE	Exterior covered passageway between buildings or entry to a building
ATM	Separate space for an automatic teller machine
ATRIUM	A many storied court in a building usually with a skylight
ATTIC	Unused, accessible space above occupied room or area
AUDITORIUM	Large meeting space with fixed podium, or raised stage
BEDROOM	Room with 1 -2 beds [See DORM]
BIKE	Bike storage
BOAT STORAGE	A shelter for boats. [See GARAGE]
BOILER	Room for boiler equipment
BREAK	Separate room with tables, chairs, appliances or vending machines for employee use
CELL	Single, group or special purpose detention room
CHAPLAIN	Room assigned to house a chaplain or related activities.
CHILLER	Room for chiller equipment
COMMUNICATIONS ENTRANCE FACILITY	Room where outside plant and intra-building communication services interconnect
COMPRESSOR	Room dedicated to compressor equipment

Naming Conventions	
APPROVED ROOM NAME	ROOM DESCRIPTION
CONFERENCE	6 person or more meeting area
CONTROL	Room with multiple control systems (e.g. DDC and Fire Control Panel)
COOLER	Room to store refrigerated food storage or material (e.g. evidence)
COPY	Room for copiers only with associated supplies or copier/mail arrangements [See MAIL]
COURTROOM	Court space including bench, jury box, tables, and public area
COURTYARD	Open uncovered space unobstructed to sky, bounded on three or more side
CRAWL SPACE	Unused, accessible space below occupied space
CRY ROOM	A support room where parents may sit with their infants
CUSTODIAL	Room for custodial service or custodial supply storage
DAY CARE	Room to oversee child care
DAY ROOM	Common area for detainees to mingle outside of individual cells
DDC CONTROL	Room for Direct Digital Controls (DDC)
DINING	Separate eating area associated with cafeteria or kitchen
DISPATCH	Room for organizing and conveying the delivery goods or services. (E.g. FPM Dispatch, Help Desk.)
DOCK	Specialty space designed to load and unload material
DORM	Three or more beds in a single room [See BEDROOM]
DRESS	Room for disrobing and gowning
DROP	Specialty space designed for collection and sorting of deposits (E.g. ballots, books)
ELECTRICAL	Room for gear, panels, and other electrical equipment
ELEVATOR EQUIPMENT	Room for elevator and related equipment only (i.e. dumbwaiter)
EXAM	Space designed for dental or health examination
EXERCISE	Space designed for fitness or wellness sessions, including gymnasiums
FIRE CONTROL	Room for the fire alarm control panel

Naming Conventions	
APPROVED ROOM NAME	ROOM DESCRIPTION
FIRE PUMP	Room for the building master fire pump and main shut-off
FOYER	A transitional space from the exterior to the interior of a building. [Use HALL for a main or intermediate room for passage between rooms. Do not use Vestibule.]
FREEZER	Specialty space designed to store frozen material (e.g. evidence)
FUEL STORAGE	Room housing main fuel tank for emergency generator. [See BOAT STORAGE, GENERATOR, STORAGE]
GARAGE	A shelter for automotive vehicles (includes carport and indoor parking). [See BOAT STORAGE]
GENERATOR	Room for emergency generator and related equipment only
GRAND JURY	Room assigned to Grand Jury proceedings
GUARD STATION	Occupied room designed to secure populations
HALL	Main or intermediate passageway between rooms. [Use FOYER for a transitional space from the exterior to the interior of a building. Do not use Vestibule.]
HEARING	Specially-designed 10-20 person space for public appeal or informal proceedings
HOISTWAY	Shaft for the travel of elevators or dumbwaiters (includes pit)
HUDDLE	Less than 6 person meeting area
INTERVIEW	Specially-designed 3-4 person meeting space (e.g. depositions, counsel)
JUDGE CHAMBER	Private and secure office area for judge
JURY ROOM	Separate private and secure deliberation room used by Jury
KENNEL	Shelter for animals
KITCHEN	Room to prepare meals
LAB	Specialty space designed for testing and analysis
LAUNDRY	Specialty space designed to wash and dry clothing or linens (includes garment conveyors)
LIVING	Separate space for congregation in a residential facility.

Naming Conventions	
APPROVED ROOM NAME	ROOM DESCRIPTION
LOBBY	A centrally located room at the entrance of a building or an office that serves as a gathering or waiting area.
LOCKER	Unisex locker and storage area
LOUNGE	Room designated for a specific function (e.g. Victim's Lounge)
MAIL	Room for mail collection and distribution only [See COPY]
MECHANICAL	Room for fans, pumps, and other HVAC equipment
MEN	Toilet area or space for urinal sample collection for men only
MEN'S LOCKER	Locker area for men
MEN'S SHOWER	Shower area for men
MULTIPURPOSE	Large space usable or modifiable for more than one purpose
NURSE STATION	Separate room for nurses and practitioners to collaborate in a semi-private atmosphere
OFFICE	Room less than 1,000 SF and less than 5 desk or cubicle workspace use for bureaucratic and clerical functions as opposed to specific programmed functions (e.g. exam, shop, retail, storage, or judge chambers)
OPEN BELOW	Indicates an open area, such as an atrium space or major vertical penetration.
OPEN OFFICE	Office area that exceeds the requirements for OFFICE
PATIO	An exterior surface at grade that is designed and intended for recreational use by people rather than as a parking space
PHARMACY	Specialty space designed for drug storage and dispensing
PREP	A room for organization and preparation
READING	Room designated for reading material or records (adjacent to Records or Resource)
RECEPTION	Separate room for employee-occupied built-desk or counter area (use Hall or Lobby for public side)
RECORDS	Separate file storage area or secured file storage room

Naming Conventions	
APPROVED ROOM NAME	ROOM DESCRIPTION
RECYCLE	Separate material recycling storage area only. [Use WASTE for a separate room for waste containment and recycling.]
RESCUE	Separate room used as an area of Rescue Assistance
RESOURCE	Separate material and equipment resource storage and use area
RESTROOM	Unisex toilet area or space for urinal sample collection
RETAIL	Multiple areas, spaces or rooms (leased out space only, not contracted services)
ROOF	Exterior top of building
SALLYPORT	Specially spaces designed for secure vehicle loading/unloading
SAUNA	Separate room for spa or sauna
SECURITY CONTROL	Unoccupied room for security system building controls
SERVERY	Room for Food Service
SHAFT	Interior vertical penetration for air movement, piping or conduits
SHOP	Shared workspace for manufacture, repair, test, and maintenance
SHOWER	Unisex shower area
SPRINKLER	Sprinkler main, riser, shutoff, or emergency fire pump
STAGE	Space within building utilized for entertainment and presentations
STAIRS	Separate room for each floor-to-floor vertical stair run
STORAGE	Space designed to store material (including coats) or equipment (room, shed, trailer). [See FUEL STORAGE, BOAT STORAGE]
SUITE	A group of rooms occupied as a unit
TANK	Cell or enclosure used especially for receiving prisoners.
TELECOM	Separate room for telephone, data, and network equipment
TRAINING	Specially-equipped room (e.g. computer, presentation). Includes classroom.
TRASH	Separate room for waste containment, or waste containment and recycling. [Use RECYCLE for a separate room for recycling only.]

Naming Conventions	
APPROVED ROOM NAME	ROOM DESCRIPTION
UNUSABLE	Unused, inaccessible space above or below occupied space
UPS	Separate room for uninterruptible power supplies
UTILITY	Separate space that houses more than one building support function. For example, custodial sink, telecom, fire pump and/or sprinkler valve.
VENDING	Vending machine area
VISITING	Specialty spaces designed for secure visitations
WATER	Water meters, pumps, and/or valves
WOMEN	Toilet area or space for urinal sample collection for men only
WOMEN'S LOCKER	Locker area for women
WOMEN'S SHOWER	Shower area for women
WORKROOM	A room that is not task specific and may accommodate multiple tasks (e.g. sorting records, project planning, etc.)

- ## DRAWING AREA

PROJECT PHASE

- Cover sheet is optional
- Use ANSI D (22"x34") sheet size only.
- Exhibits are available in CAD format in the Multnomah County CAD Template package.



BUILDING NAME - BUILDING NUMBER

STREET ADDRESS
CITY, STATE, ZIP CODE

COUNTY PROJECT NAME
COUNTY PROJECT NUMBER
DATE OF ISSUE



PROJECT TEAM

OWNER

MULTNOMAH COUNTY OREGON
401 N. DIXON STREET
PORTLAND, OREGON 97227
TEL: 503-988-3322
FAX: 503-988-5643
CONTACT:

A/E SERVICE PROVIDER

NAME

STREET ADDRESS

CITY, STATE, ZIPCODE

TEL:

FAX:

CONTACT:

GENERAL CONTRACTOR

NAME

STREET ADDRESS

CITY, STATE, ZIPCODE

TEL:

FAX:

CONTACT:

STRUCTURAL ENGINEER

NAME

STREET ADDRESS

CITY, STATE, ZIPCODE

TEL:

FAX:

CONTACT:

MECHANICAL ENGINEER

NAME

STREET ADDRESS

CITY, STATE, ZIPCODE

TEL:

FAX:

CONTACT:

ELECTRICAL ENGINEER

NAME

STREET ADDRESS

CITY, STATE, ZIPCODE

TEL:

FAX:

CONTACT:

PLUMBING/ FIRE PROTECTION ENGINEER

NAME

STREET ADDRESS

CITY, STATE, ZIPCODE

TEL:

FAX:

CONTACT:

PROJECT SHEET INDEX

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G-000

COVER SHEET

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G1002

FIRE/LIFE SAFETY-SUMMARY

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DEMOLITION-PLAN-FOURTH FLOOR

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AE106-05

PLAN-FIFTH FLOOR

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AE108-07

PLAN-SEVENTH FLOOR

AE109-08

PLAN-EIGHTH FLOOR (ROOF)

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AE111-01

PLAN-RCP-FIRST FLOOR

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ELEVATIONS-INTERIOR

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AE207

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AE504

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AE505

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AE506

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AE507

DETAILS-DOOR & FRAME

AE508

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MD105-04

DEMOLITION-PLAN-FOURTH FLOOR

MD106-05

DEMOLITION-PLAN-FIFTH FLOOR

MD107-06

DEMOLITION-PLAN-SIXTH FLOOR

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ED104-03

THIRD FLOOR DEMOLITION PLAN - LIGHTING

ED105-04

FOURTH FLOOR DEMOLITION PLAN - LIGHTING

ED106-05

FIFTH FLOOR DEMOLITION PLAN - LIGHTING

ED107-06

SIXTH FLOOR DEMOLITION PLAN - LIGHTING

ED108-07

SEVENTH FLOOR DEMOLITION PLAN - LIGHTING

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ED110-01

FIRST FLOOR DEMOLITION PLAN - POWER

ED111-02

SECOND FLOOR DEMOLITION PLAN - POWER

ED112-03

THIRD FLOOR DEMOLITION PLAN - POWER

ED113-04

FOURTH FLOOR DEMOLITION PLAN - POWER

ED114-05

FIFTH FLOOR DEMOLITION PLAN - POWER

ED115-06

SIXTH FLOOR DEMOLITION PLAN - POWER

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ED119-02

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ED120-03

THIRD FLOOR DEMOLITION PLAN - AUXILIARY

ED121-04

FOURTH FLOOR DEMOLITION PLAN - AUXILIARY

ED122-05

FIFTH FLOOR DEMOLITION PLAN - AUXILIARY

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ED124-07

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LIGHTING-PLANS-FIRST FLOOR

EL103-02

LIGHTING-PLANS-SECOND FLOOR

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LIGHTING-PLANS-THIRD FLOOR

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LIGHTING-PLANS-FOURTH FLOOR

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EP105-04

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POWER-PLANS-FIFTH FLOOR

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POWER-PLANS-SIXTH FLOOR

EP108-07

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EP601

POWER-SCHEDULES & DIAGRAMS-ONE-LINE

EP602

POWER-SCHEDULES & DIAGRAMS-ONE-LINE

EP603

POWER-SCHEDULES & DIAGRAMS-ONE-LINE

EP604

POWER-SCHEDULES & DIAGRAMS-PANEL

EP605

POWER-SCHEDULES & DIAGRAMS-PANEL

EP606

POWER-SCHEDULES & DIAGRAMS-PANEL

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TELECOM-PLANS-SECOND FLOOR

ET104-03

TELECOM-PLANS-THIRD FLOOR

ET105-04

TELECOM-PLANS-FOURTH FLOOR

ET106-05

TELECOM-PLANS-FIFTH FLOOR

ET107-06

TELECOM-PLANS-SIXTH FLOOR

ET108-07

TELECOM-PLANS-SEVENTH FLOOR

EY101-00

AUXILIARY-PLANS-BASEMENT FLOOR

EY102-01

AUXILIARY-PLANS-FIRST FLOOR

EY103-02

AUXILIARY-PLANS-SECOND FLOOR

EY104-03

AUXILIARY-PLANS-THIRD FLOOR

EY105-04

AUXILIARY-PLANS-FOURTH FLOOR

EY106-05

AUXILIARY-PLANS-FIFTH FLOOR

EY107-06

AUXILIARY-PLANS-SIXTH FLOOR

EY108-07

AUXILIARY-PLANS-SEVENTH FLOOR

GENERAL NOTES

A. REFER TO UDS-07 FOR A GENERAL DESCRIPTION OF THE DESTINCTION AND CONTENTS OF GENERAL NOTES.

B. LABEL PROJECT NOTES ALPHABETICALLY.

PROJECT DESCRIPTION

THIS IS A ONE PARAGRAPH DESCRIPTION OF THE PROJECT SCOPE. IT MATCHES THE DESCRIPTION FOUND IN THE PROJECT SPECIFICATIONS.

PROJECT LOCATION

LEGAL DESCRIPTION:THIS IS A LEGAL DESCRIPTION OF THE PROJECT LOCATION.

STREET ADDRESS:
PROVIDE THE STREET ADDRESS
CITY, STATE, AND ZIPCOPE

PROJECT NAME 1

PROJECT NAME 2

BUILDING NAME

STREET ADDRESS

CITY, STATE, ZIP CODE

Map

Date

Description of Revision

By

Consultant Project No:

CONSULTANT PROJ#

Drawn By:

FILE NAME

Drawn By:

Checked By:

APPROVED BY

NO BLDG# - PROJ#

Sheet Title

DISCIPLINE

SHEET TYPE

SHEET CONTENT 1


SHEET CONTENT 2

DATE OF DRAWING

SFN

DD Sheet: SN of TNS

VICINITY MAP



N.T.S.

The Project Sheet is the title sheet for the entire drawing set.

The Project Sheet indentifies the building, project, and provides the reader with the necessary information to navigate the accompanying drawings.

Exhibits are available in CAD format in the Multnomah County CAD Template package.

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EXHIBIT 3 - Project Sheet

[illegible]

GENERAL SHEET NOTES

1. REFER TO UDS-07 FOR A GENERAL DESCRIPTION OF THE DESTINATION AND CONTENTS OF GENERAL NOTES.

SHEET KEYNOTES

① REFER TO UDS-07 FOR A GENERAL DESCRIPTION OF THE DESTINATION AND CONTENTS OF SHEET KEYNOTES.

DATE OF ISSUE

9 TITLE
SCALE: X = Y

5 TITLE
SCALE: X = Y

1 TITLE
SCALE: X = Y

On each drawing the numbering sequence is from top to bottom, right to left.

10 TITLE
SCALE: X = Y

6 TITLE
SCALE: X = Y

2 TITLE
SCALE: X = Y

11 TITLE
SCALE: X = Y

7 TITLE
SCALE: X = Y

3 TITLE
SCALE: X = Y

12 TITLE
SCALE: X = Y

8 TITLE
SCALE: X = Y

4 TITLE
SCALE: X = Y

Exhibits are available in CAD format in the Multnomah County CAD Template package.

PROJECT PHASE

PROJECT NAME 1
PROJECT NAME 2
BUILDING NAME
STREET ADDRESS
CITY, STATE, ZIP CODE

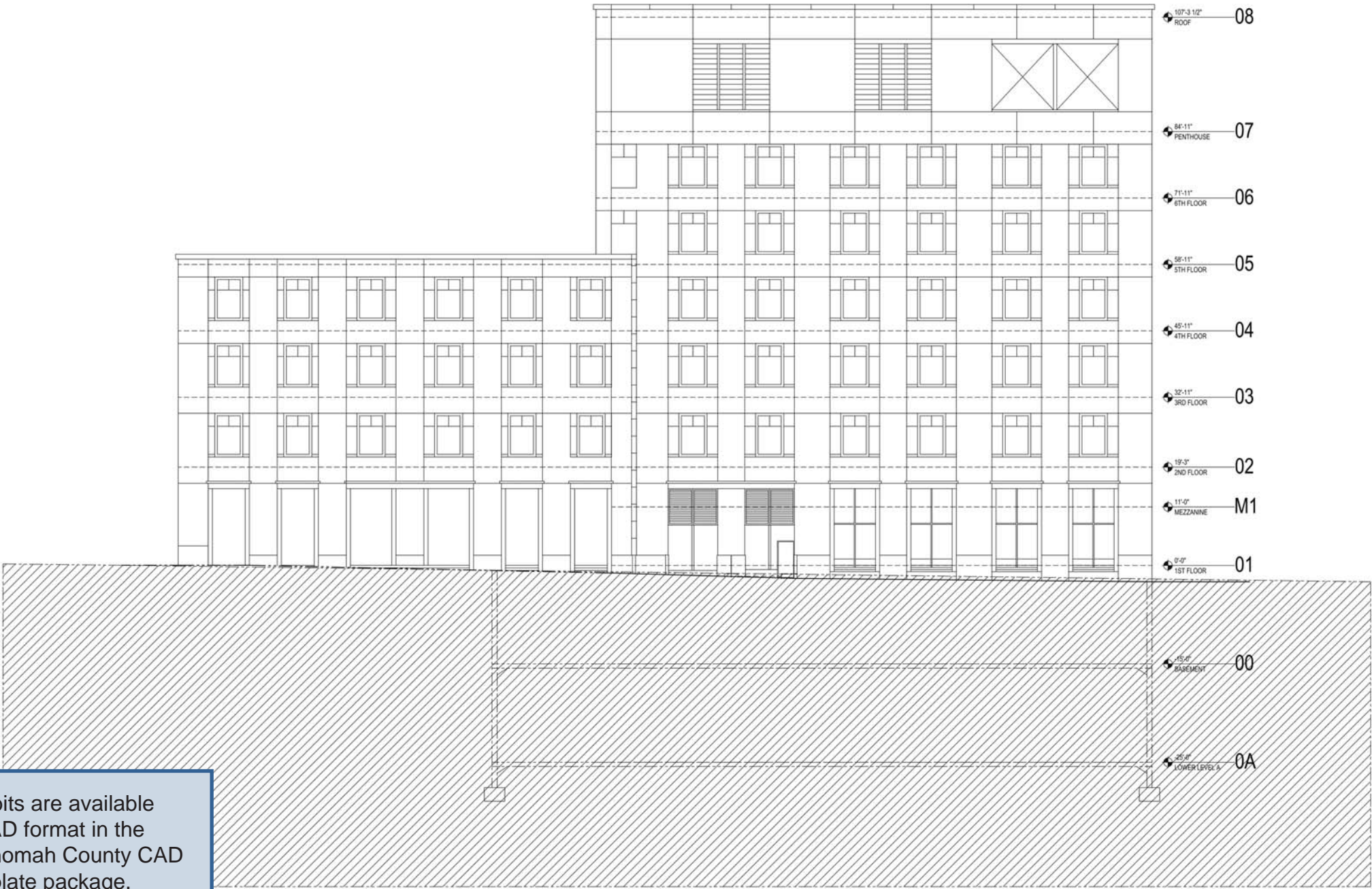
DATE OF DRAWING
SFN
DD Sheet SN of TNS

EXHIBIT 6 - Typical Sheet

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DATE OF ISSUEDATE OF ISSUEDATE OF ISSUEDATE OF ISSUEDATE OF ISSUEDATE OF ISSUE

EXHIBIT 7 - Banner Examples



Exhibits are available in CAD format in the Multnomah County CAD Template package.

EXHIBIT 8 - Floor Level Example