

B. Quality Assurance CAD Standard Checklist

All CAD drawings delivered to Duke University at closeout must be accompanied by this Quality Assurance CAD Standard Checklist. This signed and submitted checklist ensures the AEC firm has met the format requirements set forth in the CAD Standards Guideline provided by Duke University. If received documentation does not comply with the following standards, final payment may be delayed until documents conform to requirements.

File Format and Setup

- Electronic File Format
 - AutoCAD® and Adobe® PDF
- Scale, Units, and Tolerance
 - Full Scale
 - Architectural Units
 - Tolerance within Standard of Care
- Fonts and Text Styles
 - No Post Script Fonts
 - Native AutoCAD fonts, linetypes, and hatch patterns
- Block Definitions – Created on layer 0
- Paper Size – 24x36 or 30x42 (preferred size)

Titleblock

- One per File
- Inserted in Paper Space
- Insertion Coordinate of (0,0,0)
- Required Project and Sheet Information

Layers

- Comply with the AIA and Duke CAD Layer Standards
- Layer Naming Formatting
- Attributes (Colors, Linetypes, Pen Weight)

Drawing Environment

- Xref and Image File Policy
- Model Space and Paper Space Policy
 - Purged of empty, unused, or nonessential drawing data
 - If project is designed in phases, merge together all layers with the same entity into one layer.
 - One variation of the drawing, at full scale, in model space
 - One titleblock, at 1:1, in paper space

CAD Drawings Closeout Documentation

- Translating from Other CAD Software
 - Full AutoCAD® Compliance
 - Translation/Conversion Test
 - No loss of project data
- MEP Critical System Deliverable?
 - Yes; include Q/A CSB Checklist
 - No

Electronic Deliverables

- Duke Naming Convention
- Drawings Adhere to AIA and Duke CAD Standards
- Electronic File Index Filled Out and Included
- Submission – one (1) full set of DWGs and one (1) full set of PDFs.
- File Delivery – CD/DVD, Thumbdrive, or uploaded to an FTP Site

Printed Name of AEC Firm Representative

Signature & Date of AEC Firm Representative