C. Quality Assurance MEP Critical Systems Checklist

All electronic deliverables associated with a Critical Systems building must be accompanied by this Quality Assurance MEP Critical Systems Checklist. This signed and submitted checklist ensures the Engineering firm has met the format requirements pertaining to Critical Systems Deliverables 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.

MEP Critical Systems CAD Standards

- ☐ Follow general CAD standards set forth in Duke's CAD Standard Guideline

File Format and Setup

- ☐ Latest version of AutoCAD®
- ☐ Abbreviations, symbols, and line types formatted to the latest version of ASHRAE®

Layers

- ☐ Comply with Duke and the AIA CAD Layer Standards
- ☐ Standard MEP Layer Naming Convention
  - ☐ Each Critical System on Separate Layers
  - ☐ Text Pertaining to each Critical System on Separate Layers
  - ☐ Each System Broken into Separate Color Attributes

Drawing Environment

- ☐ One Floor per File
- ☐ 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.

Drawing Requirements

- ☐ Floorplans
  - ☐ All Systems in One-Line Format
  - ☐ Field Verified
  - ☐ Duke Equipment Nomenclature
  - ☐ Approximate routing indicated
  - ☐ Flow path indicated
- ☐ Schematic/ 1-Line Diagrams
  - ☐ One system per 24x36 sheet
  - ☐ Each system documented separately

CSB Closeout Documentation

- ☐ Scaled Floorplans
- ☐ Diagrams
- ☐ 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

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Printed Name of AEC Firm Representative

Signature & Date of AEC Firm Representative