

ELECTRONIC FILE SUBMISSION GUIDELINES



DEFINITIONS OF TERMS USED HEREIN

Technical Drawing: A drawing expressing dimensions, scale, and/or precise relationships among objects intended for architectural, engineering, and/or construction purposes.

Scaled Drawing: A technical drawing making use of a specific relative scale (i.e., 1/8"=1', 1=30, etc.).

Shop Drawing: A technical drawing provided by a subcontractor, supplier, manufacturer, or fabricator emphasizing a particular product, system, process, assembly, and/or installation not specifically detailed in drawings submitted by an architect or engineer.

Presentation Drawing: Drawing expressing general design concepts intended for presentation purposes only.

Originator: The party submitting a drawing or document.

ACCEPTED FILE FORMATS

In order to ensure consistent print quality and ease of use, Lamar Construction Company requires that all drawings be submitted in **PDF**, **PLT**, or **TIF** format. Unless specifically requested, native CAD files (i.e., DWG, DXF, etc.) will *not* be accepted unless also accompanied by copies in one of the three accepted file formats.



COLORS

Technical drawings are to consist of solid black or gray-scaled lines (no lighter than a 25% screen).

SHEET SIZE

Scaled drawings must be submitted on a sheet size allowing them to be printed *to scale* at 100%. Reduced or enlarged versions of drawings will not be accepted.

TITLE BLOCKS

All drawings (including shop and presentation drawings) submitted to Lamar Construction Company must make use of a title block of some kind. Title blocks must contain, *at minimum*, the following information:

- Project Name
- Originator's Company Name & Contact Information
- Drawing Title
- Release Date
- Scale (if applicable)
- Sheet Number (if applicable)

Drawings submitted to Lamar Construction Company that make use, in whole or in part, of previously released drawings from a different initial originator (i.e., an architectural floor plan modified to depict HVAC or electrical details) must contain an appropriately updated title block.

FILE NAMING PROTOCOL

For each project, Lamar Construction Company maintains an electronic archive of drawings and related documents. In the interest of minimizing confusion and filing errors, the names of all technical drawing files submitted to Lamar Construction Company are to consist only of the sheet number (if applicable) followed by the release date. The sheet number and the date must be separated by either a space or a dash.

EXAMPLES: A2 4-22-08.pdf
A2-042208.pdf
A2 (04-22-08).pdf

Drawings and other documents that do not contain a sheet number should be given unique, descriptive names that include the release date.

EXAMPLES: ABC Industries Spec Book 4-22-08.pdf
ABC 3D-Model Images 4-22-08.pdf
ABC Cabinetry Shops 4-22-08.pdf

Drawings submitted to Lamar Construction Company that make use, in whole or in part, of previously released drawings from a different initial originator must be appropriately *re-named* to reflect their content.

Questions or concerns may be directed to:

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