

MSU Electronic Document Submittal Standards

September 27, 2007

Version 1

Electronic documents must be accompanied by a transmittal letter which clearly identifies the firm submitting the electronic documents, the firm's internal project identification and MSU's Capital Project number. The submittal of electronic documents shall take the form of AutoCAD files in .dwg format. Electronic submittals are acceptable on media such as CDs or DVDs. Electronic documents will not be accepted via email or FTP.

Electronic documents shall follow the following guidelines:

1. A set of drawings for all applicable disciplines shall be submitted in AutoCAD 2000 DWG format or later. DXF and DWF are not acceptable.
2. If converting from a format other than DWG, ensure all graphic elements are preserved.
3. External references should not be bound.
4. PDF or TIF files may accompany the submittal, but may not be submitted in lieu of DWGs.
5. The electronic documents must be saved and submitted with the layer state used to plot the hardcopy.
6. Drafting Guidelines
 - a. All lines must be snapped and or closed.
 - b. Drawings shall not contain multiple overlaid lines or lines with multiple segments unless overlaid lines or adjacent line segments are assigned to different layers.
 - c. Drawings shall be purged of empty, unused, or non-essential drawing data.
 - d. PLINES should be used where appropriate instead of LINES.
 - e. All drawings will be developed in full scale format (one foot = one foot).
 - f. Entity colors shall be defined "by layer."
 - g. Blocks shall be created on layer 0. Use 1:1 scale to create blocks and insert at the appropriate scale.
 - h. Attributes shall be defined on layer 0 (zero).
 - i. AIA layering standards are recommended but not required.
 - j. Only native AutoCAD fonts, line types, and hatch pattern shall be used.

The deliverable package shall comply with the following requirements:

1. Submitted on CD or DVD labeled with project name, project number, drawings included, date, company name, contact name and telephone number.
2. Zipped files should be named "Project name.exe" and not MSU.exe. Only self-extracting archives should be used. Directions must be included with the transmittal and electronically in the root directory of the electronic media in *.txt format.
3. All XREFs shall be included in the submittal package. XREFs shall be inserted on a collection of XREF designated layers and should be included in the same directory as the referencing file or if file folders are used, they shall be constructed with relative paths (i.e. ..\..\XREFname) in lieu of hardcoded letter drives and paths. (Do not use C:\myXREFs\XREFname). Do not bind or insert XREFS into drawings.
4. All font files and line types shall be included in the submittal package. The consultant is responsible for transfer of license for any purchased line types or fonts.
5. All color table books (.ctb files) used for plotting colors and line weights shall be included in the submittal package.
6. Metadata shall also include project information, dates and contact information. Metadata shall be provided to allow MSU to understand the CAD standards used. The metadata should describe each drawing, how it is referenced by other drawings, the layering standards used, block names and meanings, and any other information which may assist MSU in understanding the drawing set composition.

If you have questions about electronic submittals, please contact the MSU Engineering & Architectural Services Cad Administrator at (517) 353-3268.