

STANDARD OPERATING PROCEDURE # FAC 2.007**Subject: Campus Building Roof Plans**

Purpose: Develop a standard CAD roof drawing template to be used for each campus building. The roof drawings will be developed utilizing building roof plans, warranty information, and infrared reports. The individual roof drawings give a complete installation history and material composition of the roof in a single sheet (drawing). The drawings will be maintained on the Facilities secure server and the printed drawings, all current warranty documentation, and roof reports will be contained in a notebook in the CAD File Room for Project Manager and Maintenance access.

Policy: All building roof plans will be maintained by the CAD Manager. The CAD Manager will maintain the Roof Notebook with the current roof drawing, warranty documents, and roof reports. The CAD Manager will maintain the “Roofs At-a-Glance” spreadsheet.

Procedures:

1. Building roof plans received from consultants will be converted to the standard CAD roof template by the CAD Manager. Items to be included are: composite roof materials, square feet of roof areas, color, manufacturer, company performing installation and date of installation, all warranty documentation, and any roof reports.
2. CAD Manager will create and maintain all building roof plans on the Facilities secure server and in the Roof Notebook. The CAD Manager will maintain the “Roofs At a Glance” spreadsheet.
3. Building roof plans shall adhere to specific CAD standards (file naming, CAD layer names, CAD line types and text fonts).
4. CAD Manager will maintain all 11 x 17 (not to scale) roof plan layouts.
5. Building roof plans will be given the “read-only” file attribute and revisions will be the responsibility of the CAD Manager.

6. All building roof plans will be kept on the Facilities secure server in the designated directory. The printed roof drawings, warranty documents, and reports will be kept in the Roof Notebooks located in the Facilities Design & Survey Records Archives.

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