**List of Drawings**

|  |  |
| --- | --- |
| **Cover Sheet and Instructions** | APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette. |
|  |  |
| **PURPOSE OF DOCUMENT:** | Provides a list of drawings used in the construction documents |
| **CROSS-REFERENCE TO FACILITIES MANUAL:** | None |
| **CONTENTS:** | List of Drawings form |
| **FOR USE WITH:****(Not applicable to Some Documents)** |  | Long Form(LF) |   | Brief Form(BF) |  | Mini Form(MF) |
| **COMPLETED BY:** | √ | Filling in |   | Adding Text |  | No Data Required |
| **ITS USE IS:** | √ | Required |  | Optional |

**Completion Instructions:**

1. Fill in the blank space for “Project No.”
2. The design professional usually prepares the List of Drawings with input from the Facility. All drawings contained in the construction documents must be listed. Drawings must be listed by category (using only the categories that apply) in the following order, with associated prefixes:

***Drawing Categories (with Prefix in Parentheses):***

Title Sheets (T)

Civil Drawings (C)

Landscape (L)

Architectural (A)

Structural (S)

Mechanical (M)

Plumbing (P)

Electrical (E)

Kitchen (K)

Other Drawings (Provide prefix not previously used.)

1. Within each category, the drawings must be listed in numerical sequence. Each drawing must include its number, title, and issue date. If the dates of all drawings in one category are the same, a statement to that effect may be included (e.g., “All architectural drawings are dated June 15, 1994”). If the dates of all drawings in all categories are the same, a statement to that effect may be included (e.g., “All drawings are dated June 15, 1994”).
2. In accordance with the California Business and Professions Code, the professional registration stamp—with signature and expiration date—of the individual who prepared the Drawings, or of the responsible architect or engineer of the firm or Facility that prepared these documents, must be affixed on each original drawing.

**Modifications and Additions:**

*Alternates.* If alternates are used (see **[I]:5.4.2**), each drawing cross-referenced in Specifications, Division 1, Section 01100, should note which alternate is applicable. The alternate's identification on each drawing should be clear so that the selection of any one alternate, or combination of alternates, will allow the Facility to select the lowest responsible bidder without confusion and with minimum risk of bid protest.

*Separate Bids and Combined Bids.* If separate bids and combined bids are used (see **[I]:5.4.18**), the Drawings must clearly delineate the limits of each separate bid.

**Comments:**

1. Due to their size and quantity, the Drawings are usually provided separately from the other bound construction documents. For convenience, small drawings (e.g., bills of materials) may be placed with the other construction documents; otherwise, the Drawings document location is left vacant in the bound set.
2. The University does not list the drawings in the Agreement; Instead, the University includes the List of Drawings as a construction document. Make certain that all drawings are included in the List of Drawings and that all drawings listed there are included in the construction documents.

**END OF COVERSHEET AND INSTRUCTIONS**

EXHIBIT

LIST OF DRAWINGS

{THE APPROPRIATE FORMAT FOR LISTING THE DRAWINGS MUST BE DEVELOPED AS REQUIRED FOR EACH PROJECT AND PLACED HERE FOR USE BY CONTRACTOR.}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** |  | **Title** |  | **Date** |
|  |  |  |  |  |
|  |  |  **Architectural** |  |  |
| A-1 |  |  |  |  |
| A-2 |  |  |  |  |
| A-3 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  **Structural** |  |  |
|  |  |  |  |  |
| S-1 |  |  |  |  |
| S-2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  **Mechanical** |  |  |
|  |  |  |  |  |
| M-1 |  |  |  |  |
| M-2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  **Plumbing** |  |  |
|  |  |  |  |  |
| P-1 |  |  |  |  |
| P-2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  **Electrical** |  |  |
|  |  |  |  |  |
| E-1 |  |  |  |  |
| E-2 |  |  |  |  |
|  |  |  |  |  |