

A. The following is a partial list (in random order) of the various agencies having jurisdiction over, and the applicable codes governing the construction of this project:

- Florida Building Code Latest Adopted Edition
- National Fire Prevention Association Latest Adopted Edition
- Agency for Health Care Administration for the State of Florida
- Occupational Safety and Health Administration
- Alachua County Public Works Standards and Practices
- Alachua County Code Enforcement Division
- City of Gainesville Public Works Standards and Practices
- City of Gainesville Code Enforcement Division
- University of Florida Environmental Health and Safety Regulations:
<https://www.ehs.ufl.edu/programs/buildcode/codes/>
- St. Johns River Water Management District
- Florida Department of Environmental Protection
- Joint Commission on Accreditation of Hospitals
- State Fire Marshall
- <https://www.flrules.org/>

B. Final cleaning

1. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
2. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
3. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or designated portion of Project:
 - a. Clean Project site, yard and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains and other foreign deposits.
 - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics and similar spaces.
 - f. Sweep concrete floors broom clean in unoccupied spaces.
 - g. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
 - h. Clean transparent materials, including mirrors and glass. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - i. Remove labels that are not permanent.
 - j. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings and other foreign substances.
 - k. Clean plumbing fixtures to a sanitary condition, free of stains.
 - l. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers and grills.
 - m. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.
 - n. Clean HVAC system in compliance with NADCA ACR 2013. Provide written report on completion of cleaning.
 - o. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
 - p. Leave project clean and ready for occupancy.

C. Electronic File Guidelines (Revised March 2023)

All Owner-Architect Agreements of which Shands is a party require the submission of electronic documents in accordance with the format and requirements set forth in this document. Preliminary Architectural electronic files shall be submitted to the owner's representative by the Construction Document stage of the project. Record Drawings shall be completed and forwarded to the Owner's Representative within 30 days of final walk-through, including all changes.

Any questions concerning form or content of Record Drawings or guidelines should be referred to:

Juan Guevara (Designer) or Joseph Doyle (CAFM/CAD Manager) Facilities Development
UF Health Shands Hospital PO Box 100366
Telephone (352)-594-5066 or 594-5067

I. Shands Facilities Development Responsibility

1. Full Scale Building Plan Electronic File

- a. Owner's Representative project manager shall supply the most current or up-to-date full-scale building plan electronic file on CD or by Internet for each project upon request. Due to the constant updating of the Shands Facilities Development database, a new full-scale electronic file shall be supplied at the beginning of every project. This file will contain current building plan information including layer standards, text styles, and commonly used blocks. All information in this file will be oriented to a 0.0 insertion point that references to the main Shands Facilities Development database.
 1. File shall be .dwg format
 2. File shall be compatible with AutoCAD 2018
 3. File shall be a full-scale (1=1) drawing

2. Other Media

- a. Owner's Representative (project manager) shall supply the most current list of Shands Facilities Development standard building information layer names with corresponding line types, colors, and descriptions.
- b. Owner's representative (project manager) shall supply the most current Shands standard blocks.
- c. Owner's representative (project manager) shall supply the most current Shands Piping Standards in .dwg format.

II. Architect/Engineer Responsibility

1. Resource Information

- a. Architect/Engineer shall be responsible for obtaining the most current or up- to-date full-scale building plan electronic file on CD, or by Internet from the Owner's Representative (project manager) at the beginning of each project. See I.A.1 of Shands Facilities Development responsibilities in previous section of electronic file guidelines.
- b. Architect/Engineer shall be responsible for obtaining Shands standard Layers & Blocks.
- c. Architect/Engineer shall be responsible for obtaining Shands Piping Standards in .dwg format.

2. Submittal Format

1. Electronic files shall be submitted to the owner's representative on CD disk or through internet and shall contain both record drawing electronic files and full scale building plan file(s).
2. Record Drawings shall be contained within a file labeled, "Record Drawings". Full scale building plan files shall be contained within a folder labeled, "Full Scale".

C. Plot Sheet Electronic Files

1. File Format

- a. Record Drawing sheets shall be individual files (1 plot sheet per file) that correspond to each construction document sheet as specified in 13.3 (2), Attachment 2, Article 12 of the Owner - Architect Agreement.
 1. File shall be .dwg format and .pdf format
 2. File shall be compatible with AutoCAD 2018

3. File shall be a full-scale (1=1) drawing based on sheet size. Shands Facilities Development project number shall appear on each sheet.
4. All xrefs, and any other externally attached files, shall be bound to their applicable Record Drawing file.

D. Full Scale Building Plan Electronic Files

1. File Format

- a. A new building plan file (multiple files for multiple floors) shall be submitted to the owner's representative at completion of project. File shall contain only existing and new building plan information for insertion into the main Shands Facilities Development database. No notes, leaders, dimensions, hatch patterns, attributes, or symbols that do not symbolize building information (e.g., elevation symbols, section marks) shall be contained in this file. Pipe size text, HVAC, duct size text, and a.t. box designations are considered to be building information and shall be drawn on their corresponding Shands Facilities Development standard building information layers.
 - a. file shall be .dwg format
 - b. file shall be compatible with AutoCAD 2018
 - c. file shall be a full scale (1=1) drawing.
- b. All building plans, where modifications are made to existing buildings, shall be oriented to the same 0,0 insertion point as the original building information file supplied by Shands Facilities Development. Information in this file will be reinserted into the main Shands Facilities Development database and shall not be moved, scaled, or rotated from its original orientation. Architect/Engineer shall be responsible for field verification of building information pertaining to scope of project in file supplied from Shands Facilities Development.
- c. All building plans for new buildings shall be oriented to a 0,0 point specified by Shands Facilities Development.
- d. All building information shall be inserted onto its Shands Facilities Development standard layer (see layer descriptions on printed list supplied by Shands Facilities Development). Only Shands Facilities Development standard layers shall be used. No additional layers shall be added to file.
- e. All building information shall be submitted in 2D format in compliance to Shands CAD Guidelines.
- f. In addition, any construction documents completed in a 3d format, such as but not limited to Revit, shall be submitted as supplemental documents.
- g. Architect/Engineer shall be responsible for ensuring that all blocks, leaders and any other applicable information in their Full Scale Building Plan Electronic Files inserts back into each original Shands Healthcare database drawing without modifying that information (redefining, changing scale, etc.) in any way.
- h. The Architect/Engineer shall erase and purge all Shands facilities management layers (those beginning with "Tri" from the files) and all unused layers/blocks before submitting any electronic files to Shands.

2. Block Format

- a. Shands Facilities Development standard blocks shall be used in all files unless there is no Shands Facilities Development standard block that represents a new installation. These blocks shall not be substituted or modified in any way.
- b. Architect/Engineer shall be responsible for updating all Shands Facilities Development standard block attributes with the appropriate information.
- c. All new blocks shall be created on "0" layer and inserted on their appropriate building information layer (see layer descriptions on printed list supplied by Shands Facilities Development).
- d. All attributes contained within new blocks shall have color "by layer" layer "0".

3. Labeling Format

- a. Architect/Engineer shall be responsible for inserting all new pipe labels according to the Shands Piping Standards.

4. Text Format

- a. Only Romans text (and font) style shall be used in the new building information file.

5. Area Enclosure

- a. A room outline polyline shall be drawn around the perimeter of any space that has been two dimensionally modified. The polyline shall have 0 width and shall be drawn on layer a-xx-area. If the building exterior has been two dimensionally modified, then a polyline of 0 width shall be drawn on the exterior architectural building perimeter on layer c-ex-bldg.

6. Room Numbers

- a. ONLY Shands Facilities Development CAFM/CAD Manager shall assign room numbers. All newly assigned room numbers shall be on layer A-NW-RMNO.
- b. Architect/Engineer shall be responsible for any cost incurred if room numbers are assigned by other than Shands Facilities Development.
- c. Architect/Engineer shall submit a copy of construction documents to CAFM/CAD Manager prior to commencement of project.