

PART 1: GENERAL REQUIREMENTS - Amended 09-19-2022, See underlined text

1. SCOPE:

- 1.1. This division of the electronic files outlines the minimum requirements for non CAD/RVT type electronic files and establishes the protocol for the creation, and submission to UMB, of electronic files created by architects, and engineers hired by UMB for campus design projects. Hereinafter where inserted the term “contractor” shall represent the architects, and engineers referenced herein.

2. UMB INTENT:

- 2.1. It is UMB’s intent to have the contractors submit Non CAD/RVT type electronic files to UMB for each project, along with the “Record Documents” documentation as required by the UMB Procedure Manual for Professional A/E Services, Latest Edition.
- 2.2. The Non CAD type electronic files are to be submitted in Microsoft Word “doc file” format, XL spreadsheet or pdf file formats.
- 2.3. All pdf files created from doc or XL files must include bookmarks, searchable text and be legible.
- 2.4. All XL files must be legible and include searchable text and have the page(s) set up so each full page will print on a sheet of paper.
- 2.5. If provided hyperlinks shall only link to the information within the document. Do not use hyperlinks to web sites or file storage utility networks.

3. UMB PROJECT AND FILE DEFINITIONS:

- 3.1. **Projects:** UMB Projects are defined as follows:

- a. **New Construction Projects:** These projects include new building construction and additions to campus existing buildings and/or renovation projects for buildings.
- b. **Renovation Projects to Existing Buildings:** These projects include various types of renovations ranging from small room revisions to complete floor renovations and revisions to the building infrastructure for plumbing, fire protection, HVAC, and electrical systems.

- 3.2. **Files:** Non CAD/RVT files are defined as files that include project studies, reports, and project specifications.

4. COMPLIANCE WITH THESE STANDARDS:

- 4.1. All final electronic files created by contractors for submission to UMB must comply with these Standards.
- 4.2. All final electronic files submitted to UMB that are not in compliance with these non CAD/RVT deliverable standards will be returned to the contractor for corrections. All corrective action will be completed by the contractor at no

additional cost to UMB. All files returned to the contractor must be corrected and returned to UMB within thirty (30) days of receipt of files from UMB.

5. OWNERSHIP:

- 5.1.** UMB, for itself and such others as it deems appropriate, will have unlimited rights to all information and materials developed under contract and furnished to UMB. This includes any documentation thereof, reports and listings, and all other items pertaining to the work and services. Unlimited rights under this contract are rights to use, duplicate, or disclose data and information, in whole or in part, in any manner and for any purpose whatsoever without compensations to or approval from the contractor. UMB will, at all reasonable times have the right to inspect the work and will have access to and the right to make copies of the above-mentioned items. All digital files, associated data, and other products generated under the contract shall become the property of UMB.

END OF CHAPTER 4 EF – ELECTRONIC FILES – GENERAL FILES – PART 1