



University of Missouri
Campus Facilities
Planning Design and Construction

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the Document.
 - a. Drawings shall indicate as-built conditions at final

xerographic equipment.

IV. **Electronic Document Format and Criteria**

A. Generally Applicable Electronic File Submittal Requirements

1. Check with the MU Project Manager if there are any questions as to the format of any given submittal.
2. Please use following file naming convention:
 - a. ProjectNumber_Bldg_BidSet_[Drwg/Spec]_[Vol_01_of_X].pdf
(1) EX. CP100581_MUPC_Bid_Dwg_Vol_01.pdf
 - b. Please do not use any spaces or special characters in the file name. Consider abbreviating long project names.
 - c. Use the volume indicator only if there is more than one volume for the plans or specs.
3. The target file size for electronic files is 50 MB. This is a loose target to be used as a guideline, in particular, when determining how to split drawings or specifications into volumes.
 - a. Compressed files are not acceptable.
4. Contact the Campus Facilities, PD&C Document Center for assistance
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B. Adobe ® Acrobat ® PDF Files

1. PDF files are the **preferred** media container format unless otherwise specified (e.g., DWG, DOC, etc.), and it is highly encouraged that PDFs always be provided in addition to any files that are requested in other formats.
2. Please note that some versions of drawing software may encounter errors when converting to PDF. Please print your documents after converting to PDF in order to check for errors *prior* to submitting the document to the University.

C. Word processing files

1. When word processing files are requested, Microsoft Word® *.doc or .docx extensions are acceptable.
2. File names must be descriptive of the document content.
 - a. For example, when naming specification sections, the file name should closely track the Table of Contents information, e.g.,
3' LYL VLR Q ± QX PWH BQ 7LWOH
3. In naming files, make sure file name is in compliance with Microsoft Windows standards.

D. CAD files

1. AutoCAD® DWG file format

- a. If DWG conversion is not available, files may be submitted in AutoCAD® compatible DXF file format. All files must be readable by the Owner; any files not readable or corrupted shall be resubmitted.
- b. If Revit® was used for the project, both the Revit ® drawing and one DWG file should be submitted for each Record drawing sheet.

2. File Names

- a. CAD files must follow the U.S. National CAD Standard current version for file naming.
- b. The file name must be descriptive of document content, containing the design discipline and sheet number.
 - (1) An example of a descriptive file name would be ***CP150001_A01.dwg*** for the Architectural sheet file for drawing A-1 of the set.

3. Plot Control Files

- a. A copy of the AutoCAD® .PC* files shall be included with all drawings. One PC file should be included for each plot setup and

