

Composite Overlay Instructions

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As an integral part of our Quality Assurance program, coordination meetings with all consultants will be scheduled at the 60% milestone of the Design Development and Construction Document phases. The purpose of these meetings is to identify areas of conflict among disciplines. This process will be guided by a CADD drawing wherein each discipline's work is in a different color.

It is common knowledge that the majority of change orders on any project are the result of poor coordination among disciplines. These overlay meetings seek to minimize those conflicts, produce higher quality documents, save everyone time in the construction phase and better represent our clients.

Following are the required plans, content, and color standards for the overlay drawing file:

General:

Each discipline will prepare their scope of work in the colors noted below to be xref'd into a base plan. Consultant xrefs should be created at same insertion point as architectural base plan (0,0,0). Consultant xrefs shall not contain architectural base information

The drawings will be stripped of unnecessary linework, symbols, references, dimensions and notations except those notes necessary for coordination with the work of others. Please bring a copy of your regular documents to the meeting as reference.

The architect will compile the composite plan, print it in color, and distribute it to each consultant ahead of the meeting date. Consultants are expected to review the plan in preparation for the meeting.

Site Plan:

A. Drawing Content:

1. Architecture
 - a. Base site plan without notations, references or dimensions.
 - b. Site signage; particularly footings and electrical needs.
 - c. Flag poles and monuments, etc.
 - d. Roof and canopy outlines.
 - e. Site amenities (particularly those requiring footings).
 - f. Exterior columns (with footings from structural).
 - g. Fire access lane.
2. Civil
 - a. All utilities without notations and invert elevations.
 - b. All points of connection for utilities.
 - c. All fire department required connections.
 - d. Grades (as applicable).

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- e. Retaining walls.
 - f. All drainage systems.
 - g. Easements and setbacks.
3. Landscape Architecture
- a. Irrigation point of connection and requirements.
 - b. Irrigation mains that may conflict with underground utilities.
 - c. Plant material that may affect underground utility locations or conflict with lighting.
4. Electrical
- a. Site lighting; particularly foundation depths and height to lamp.
 - b. Power to site signage, flag pole lights, etc.
 - c. Conduit routing.
 - d. Power, data, CATV, etc. routing.
 - e. Transformer(s), switch gear, etc.
 - f. Points of connection.
 - g. All connections from building for power, data, CATV, etc.
5. Mechanical
- a. All ground-mounted equipment.
6. Plumbing
- a. Hydronic piping; sizes and elevations.
 - b. All connections from building for roof drainage, water, sewer and gas; particularly required invert elevations.
- B. Colors:
1. Architectural site plan
- a. Base - **grayscale**
2. Civil
- a. Storm water - **dark blue**
 - b. Domestic water - **light blue**
 - c. **Fire water - d**
 - d. Sewer - **green**
 - e. Gas - **orange**
3. Electrical; **red**
4. Landscape
- a. Irrigation - **blue**
 - b. Landscape - **green** (50% screen)
5. Mechanical/Plumbing
- a. Hydronic piping- **aqua**
 - b. Utility stubs; see floor plan color code for applicable utility stub type
- C. Coordinate:

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All

- Match lines, limits of work, etc.
- Conflicts with easements and setbacks

Civil

- Utility lines conflicting with trees, light poles, hydrants, and signage.
- Utility crossings elevation conflicts.
- Conflicts with the connections from site utilities to building utilities.

Landscape

- Irrigation main line conflicts with other utilities.
- Verify adequacy of irrigation service size.
- Verify location of backflow.
- Locate irrigation controller and ensure there is power and data as required.

Architect

- Verify slopes for accessible path of travel.
- Ensure monument and other signage are engineered and have power as required.

Structural

- Proximity of trenching, conduits, drain lines, etc. to building foundation tributary area.

Mechanical

- Ground mounted mechanical equipment conflicting with site utilities.
- Power ratings of equipment match the electrical service.

Plumbing

- Conflicts with the connections from building utilities to site utilities.
- Verify adequacy of sewer, storm sewer, water and fire water service size.

Electrical

- Conflicts with the connections from building utilities to site utilities.
- Verify adequacy of electrical service size.

Technology

Foundation / Floor Plan:

A. Drawing Content:

1. Architecture
 - a. Base floor plan and grid.
 - b. No furniture or equipment.
 - c. Change in floor elevations.
 - d. Gridlines.