

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
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1.0 PURPOSE

To define the requirements for the preparation, review, approval and control of drawings of record prepared by the Facilities Maintenance and Engineering (FME) organization.

2.0 GENERAL

2.1 Control of Drawings of Record Using Document Logs

Drawings of record created by FME are to be controlled in accordance with Section 3.4 of the FME procedure, FMEP-A-0010, Processing of Design and Miscellaneous Documents.

2.2 Background

The background for the drawings in use by the FME organization is identified below.

- (a) The original drawings for some of the facilities at Ft. Detrick were created as long as 40 years ago.
- (b) The process of issuing drawings, which provided the renovation configuration, was to create a drawing showing the renovation configuration and using the drawing identification system shown in Procedure FMEP-P-0240, Document Numbering. Obviously, additional drawings were being added to the pile of drawings for a specific building, which made the research for creation of additional renovation drawings more cumbersome as time progressed.
- (c) A recent attempt was made to stop the addition of new drawings into the system, by the creation of a modification drawing, which is based on an existing drawing, and which shows the renovation configuration. Upon renovation completion, the information contained in the modification drawing would be placed back into the existing drawing. This attempt would halt the creation of new drawings. However, there would still be the pile of drawings to review for research on the next upcoming renovation.
- (d) This procedure discusses the concept of the creation of drawings of record. These drawings would be created on a building basis, and would contain an index sheet which would identify all of the drawings for that specific building. The individual drawings, for a specific building, would have a pre-determined logic, for retrievability. For example, the predetermined logic could be by discipline, floor wing, floor level, etc.

2.3 Definition

Drawings of record are a group of drawings, for a specific building, that depicts the configuration (physical or functional) for that building. The drawings of record consist of an index sheet, which identifies all of the associated building drawings created with a pre-determined logic, and contains all of the drawings identified on the index sheet.

2.4 Signature and Date Requirements

- (a) All signature and dates are to be made using black ink or a grade of lead pencil that allows the signature and date to be reproducible.

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(b) “Initials” may be used in lieu of “signature” requirements in this procedure.

2.5 Drawings of Record Numbering Scheme

The drawings of record numbering scheme is as follows:

xxxxx-R-yyyyy

xxxxx is the building number

R means record

yyyyy is the logic for the drawing sheets

INDEX means index which is the cover sheet.

A01 would be the first architectural drawing.

E01 would be the first electrical drawing

2.6 Incorporation Information

The initial issuance of the drawings of record or a revision to existing drawings of record are to contain (as appropriate):

(a) all field mark ups to the issued for construction drawing.

(b) all design change notices (see procedure number FMEP-P-0320) issued against the issued for construction drawings.

(c) all approved design change requests (see procedure number FMEP-P-0320) which identify a design document requiring a revision.

(d) all deficiency reports (see procedure number FMEP-P-0320) which identify a design document requiring a revision.

(e) the information identified in the modification drawing (see procedure number FMEP-P-0300A).

3.0 PROCEDURE

3.1 Initial Issuance of the Drawings of Record

3.1.1 Newer Buildings

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- (a) review all of the existing drawings associated with the building.
- (b) establish the drawing numbering logic.
- (c) create the drawings of record using the numbering scheme identified in Section 2.5

3.1.2 Older Buildings

The creation of the drawings of record for an older building will probably start when completion of a renovation, which utilized a modification drawing (see procedure number FMEP-P-0300A), has been accomplished.

Perform the below listed functions for the completed renovation identified in the issued modification drawing.

- (a) establish the drawing numbering logic.
- (b) create the drawings of record using the numbering scheme identified in Section 2.5
- (c) Refer to section 2.6 for incorporation information.

Note: The drawings of record completed at this stage may only represent a small portion of the building configuration. Additional information will be placed into the drawings of record as additional renovations are completed.

3.2 Checking

All FME created drawings of record shall receive an independent check by an individual who has adequate qualifications to have originated the drawings of record. The Manager of Engineering is responsible for the assignment of checkers.

Drawings of record shall be checked for:

- Correctness and completeness
- Incorporation of all outstanding approved changes
- Incorporation of all field mark ups

The checker, when satisfied that the drawings of record are correct, shall sign in the appropriate title block location.

3.3 Signature Requirements

The signature requirements for an FME produced drawings of record are identified below.

Drawn By Completed by SAIC

Design Originator Completed by SAIC

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Checker	Completed by SAIC
Approver	Completed by SAIC
Drafting	Completed by SAIC
Project Manager	Completed by SAIC
COTR	Completed by SAIC
Manager of Engineering	Completed by SAIC

3.1 Signature Responsibilities

The responsibilities of those signing for the FME created drawings of record are identified below:

<u>Title</u>	<u>Responsibility</u>
Drafter	Signoff indicates that the drawings of record are complete, satisfying drafting requirements, and complies with requirements provided by the responsible engineer.
Design Originator	Signoff indicates the drawings of record drawing reflects the incorporation of field mark ups, design change notices, design change requests, deficiency reports, and modification drawings.
Design Checker	Signoff indicates the drawings of record are complete.
Approver	See Manager of Engineering below.
Drafting	Signoff indicates the drawings of record satisfy the drafting requirements.
Project Manager	Signoff indicates compliance with contract requirements.
COTR	Correctness of the drawings of record in reflecting field configuration.
Manager of Engineering	Signoff indicates: <ul style="list-style-type: none"> (a) All signoffs have been completed. (b) Release of the drawings of record.

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4.0 CONTROL

Drawings of record are to be issued as identified below.

(a) Revised areas on the drawings of record shall be clearly identified. Circle the changes made to the drawings of record in the revision being issued. Revision indicators from previous drawing revisions should be removed.

(b) The "Revision Description" portion of the drawings of record shall include a brief statement of the purpose of the revision; e.g., Issued to Incorporate Modification Drawing XXXX Incorporates _____.