

# **FACILITIES SERVICES ELECTRICAL SYSTEMS RECORD DRAWINGS AND PROJECT DOCUMENTS**

## **Responsibilities**

|   |  |
|---|--|
| Manager:  | Assure that the Electrical Systems Record Drawings and Project Documents work practice is understood and implemented by employees.   |
| Facilities Records:                                 | Maintain and update drawings and documents.  |
| Supervisor/Lead/<br>Zone Maintenance<br>Coordinator | Review the Electrical Systems Record Drawings and Project Documents work practice with all affected employees.<br>Develop drawings as needed.<br><br>Assure that employees have documented installations or alterations on drawings/project documents, including circuit ID.<br><br>Forward drawings/project documents to Facilities Records |
| Employee  | Document final installations and alterations to electrical systems as indicated in this work practice.<br><br>Submit documentation to Supervisor/Lead/Zone Maintenance Coordinator.  |

## **Purpose**

Establish standards for the documentation of installation or alteration of electrical systems by Facilities Services. Work covered includes changes to an existing electrical system or installation of a new system by Maintenance electricians, Alterations electricians, Signal Systems control technicians, or other qualified electrical workers. Complete and accurate documentation is necessary to actually accomplish shutdowns so that future work can be accomplished in an electrically safe manner.

## **Practice**

Facilities Records maintains documents under two categories, Record Drawings and Project Documents. Record Drawings are maintained and updated by Facilities Records. Information for Record Drawings is taken from project documents completed by Capital Projects (Design Services and design consultants), Facilities Services (Engineering Services, Campus Operations, and Maintenance & Alterations), Environmental Health & Safety, and Computing and Communications.

Project Documents are as-built construction drawings, specifications, Operations and Maintenance manuals, engineering, commissioning, air balancing and soils reports and contractor shop drawings from specific projects. These documents are from projects completed by, Facilities Services (Engineering Services, Campus Operations, and

Maintenance & Alterations), Capital Projects (Design Services, consultants, and contractors), Environmental Health & Safety, and Computing & Communications.

Employees must follow the requirements for documentation described below whenever they install or alter electrical systems.

#### Drawing and Document Requirements

Acceptable standard sized documents: 8-1/2" x 11", 11" x 17", 17" x 22", 18" x 24", 22" x 34", 30" x 42", or 36" x 48". Deviation from these standard sizes requires approval from the Facility Records Manager.

Title: Provide title block with project name, project number, FacNum, and name of the person authorizing the drawing.

Drawings may be hand drawn, printed or electronic and must include the circuit identification.

Text size shall be a minimum of 1/8", no smaller.

Refer to Computer Aided Design (CAD) standards in the Facility Design Information Manual (FDI Manual) for Record Architectural Drawings.

CAD electronic submittals should be in DWG or DXF format.

Drawings and project documents should be submitted to Facilities Records, Box 352215. Architectural background drawings can be requested online at <http://www.washington.edu/admin/facserv/records/services.html> by using the Document Search feature. The title block information must be updated to reflect who recorded and approved the information. The work request number may be used as the new drawing number.