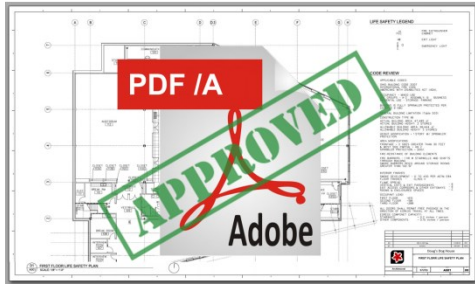


# DFS Document Preparation Services



## Standardized PDF File Conversion

Although PDF has become a standard in the construction industry, there are many versions and types of PDF files. When utilizing DFS Document Preparation Services all Drawings, Specifications and Sketches will be converted to an ANSI Standard PDF/A format for maximum compatibility.

## Single Page Drawing Files

The design team may deliver the drawing files as a single PDF containing all sheets, a PDF Digest, or individual files. DFS Document Preparation Services will convert all drawings into a single PDF file for each drawing. All drawings will be rotated to the proper orientation for easy viewing.

	Drawing #	Revision	Name	Issue Name
➔	G000	01	TITLE SHEET	Addenda 1
➔	A000	00	SYMBOLS AND ABBREVIATIONS	100 Percent CD
➔	A001	01	FIRST FLOOR LIFE SAFETY PLAN	Addenda 1
➔	A002	00	SECOND FLOOR LIFE SAFETY	Addenda 1
➔	A003	00	THIRD FLOOR LIFE SAFETY PLAN	Addenda 1
➔	A101	01A	ARCHITECTURAL FIRST FLOOR PLAN	Bulletin 1
➔	A102	01	ARCHITECTURAL SECOND FLOOR PLAN	Addenda 1
➔	A103	00	ARCHITECTURAL THIRD FLOOR PLAN	100 Percent CD
➔	A121	00	ROOF PLAN	100 Percent CD
➔	A201	00	EXTERIOR ELEVATIONS	100 Percent CD
➔	A205	00	SITE STRUCTURES	100 Percent CD

Number	Name	Issue Name
000000	Cover	GMP Issue Set
000001	Table of Contents	GMP Issue Set
033000	Cast-In-Place Concrete	GMP Issue Set
042200	Concrete Unit Masonry	GMP Issue Set
051200	Structural Steel Framing	GMP Issue Set
053100	Steel Decking	GMP Issue Set
055000	Metal Fabrications	GMP Issue Set
055113	Metal Pan Stairs	Issued for Permit - Structural
078100	Applied Fireproofing	GMP Issue Set
078400	Penetration and Perimeter Joint Firestopping Systems	GMP Issue Set
092116	Gypsum Board Shaft Wall Assemblies	GMP Issue Set

## Specifications By Section

When utilizing DFS Document Preparation Services, all specifications files will be converted into a separate PDF file for each specification section. This approach makes it much easier for users to find the specific information they need. Also, when updates are delivered, the users will be able to access only the sections that have changed.

## Document Quality Control

All Drawings and Specifications will be cross checked to the drawing index and the narrative documents to make sure that all of the proper information has been received and matches the cover sheet / drawing index. If any discrepancies are detected, a list of issues will be returned to the design team for reconciliation.

Document Issue Discrepancy Report	
Project:	Doug's Dog House
Issue Name:	Eric Schriener
Issue Contact:	Doug Brewer
Issue Date:	6/9/2013
Discrepancy	
Drawing #	Discrepancy
A101	Drawing Discrepancy - Drawing Not Individual Files. - The Drawing was provided as a single or combined file. They need to be released as separate files to allow proper version control. Please provide all drawings as individual files.
M003	Transmittal Discrepancy - Missing Files. The file for the Drawing Number was listed on the transmittal, but no file was included. Please contact the drawing file or correct the transmittal. This file should be included in the next Transmittal/Drawing Index. Please advise if this drawing should be included in the next Transmittal/Discrepancy. Error File. The file for the Drawing Number was not included in the list of drawings on the Drawing List Discrepancy - Missing Transmittal/ Drawing List. The list of Drawings on the Drawing Index does not match the drawing listed on the Transmittal/ Number. Please correct this discrepancy.
E101	Drawing List Discrepancy - Missing Drawing Number. The drawing number does not contain a revision number in the drawing file block. Please add the revision to the file block. Drawing List Discrepancy - Missing Revision Numbers. The drawing number does not contain a revision number in the drawing file block. Please add the revision to the file block. Drawing Sheet Incorporation Discrepancy. A set revision of the drawing was released without indicating which sheets were incorporated in the new revision. Please provide a list of the sheets incorporated into the drawing revision.
Specifications	
Specification #	Discrepancy
	Specification Discrepancy - Sections Not Individual Files. - The specification sections were provided as a single or combined file. They need to be released as separate files to allow proper version control. Please provide all specifications as individual files.



## Fast, Consistent, EASY!

The DFS Document Preparation Services are performed by highly skilled and experienced technicians utilizing advanced software tools to quickly and efficiently process even the largest document sets. Now your project documents can be perfect without you lifting a finger!