DRAWING FILE LOG

UNIVERSITY OF HOUSTON
FACILITIES PLAANING AND CONSTRUCTION

Prototype Name:
File Name:
Log Revision Date:
Description:
Directory:
Project No.: Project Name:
Consultant:

LAYER NAME	COLORS	LINE TYPE	REMARKS

X-Ref Drawings		UNIVERSITY OF HOUSTON FACILITIES PLANNING AND CONSTRUCTION	
NO	DIRECTORY	FILE NAME	DESCRIPTION

PLOTTING

Size: ☐ 24 x 36 ☐ 11 x 17 ☐ 30 x 42

Scale: ☐ 18 x 24 ☐ 13 x 19 ☐

Scale: ☐ 1 : 1 ☐ 2 : 1 ☐

Plot File Name: _____

Miscellaneous

CADD FILE TRANSMITTAL	UNIVERSITY OF HOUSTON FACILITIES PLANNING AND CONSTRUCTION

TO:

Project Manager Project:	Document Control #:

FROM:

Consultant:	Project Number:	Transmittal #:

Purpose of Transmittal (e.g. % Review):

Media Type and Count:

Attach a computer printout to this form showing the file name, size in bytes or blocks, and the date last modified for each file.

NO	FILE SAVE NAME	DRAWING NUMBER	REVISION	PLOT SIZE

CADD FILE ACCEPTANCE	UNIVERSITY OF HOUSTON FACILITIES PLANNING AND CONSTRUCTION

BY:

Project Manager Project:	Document Control #:

FROM:

Consultant:	Project Number:	
Date Transmittal Received:	Transmittal Dated:	Referenced Transmittal #:
Purpose of Transmittal (e.g. % Review):		
Media Type and Count:		

ACCEPTANCE CHECKLIST

	Verify media type, count, and proper media labels.		
	Compare list of file on Transmittal Form to required computer printout. Make sure that plots are attached as indicated.		
	Retrieve files from media.		
	For each file, compare the name, size, and date last modified to the computer printout.		
	Bring each file up on a graphics terminal for verification.		
	Plot each file, or		File not plotted.
	Compare each plot to transmitted drawing, or		Comparison not done.

NOTE ANY PROBLEMS OR EXCEPTIONS	ACTION / BY WHOM

Verified by:

		Date:
Printed	Signature	

Rev. 06/15/08