



Purpose

Instructions to forward to the Owner (Michigan State University) one complete set of Record Drawings that incorporate all the mark-ups from construction. We require both digital copies and hard copies to be submitted. Final Payments will be held until the final record set is submitted. See below for detailed instructions.

Procedure

Use the marked-up as-built drawing set(s) and any information forwarded by the contractor to prepare a **complete set** of record drawings.

- Incorporate all mark-ups or red-lines from the contractors, sub-contractors, etc.
- In the revisions portion of the title block, please label all drawings “RECORD” and include the date.
- Verify the project title and project number are correct
- Update all sheet numbers to reflect the entire set (x of x)

Paper and electronic documents must be accompanied by a transmittal letter which clearly identifies the firm submitting the electronic documents, the firm’s internal project identification and MSU’s project number.

Hard Copy Drawings

MSU requires one hard copy set of the record drawings on [vellum or translucent bond paper](#).

- Print on VELLUM or TRANSLUCENT BOND and deliver to:

Kendra Schroeder
Facilities Information Services
1147 Chestnut Rd, Room 103R
East Lansing MI 48824

Digital Drawings

MSU requires one complete set of AutoCAD files and one complete set of PDF files. If a Revit model was created, please also include that in your submission.

Digital file submittals are acceptable on flash drives or through SharePoint sites or FTP sites. Email to Kendra Schroeder at kingkend@msu.edu.

Standard Requirements (PDF):

1. PDF files should not be locked or be password protected.
2. One complete, multi-page PDF file of the entire set can be submitted.

Standard Requirements (AutoCAD and Revit):

1. A set of drawings for all applicable disciplines shall be submitted in appropriate AutoCAD compatible format as listed below:
 - a. Minimum of 2020 - 2024 Autodesk products (Note: MSU is currently using Autodesk 2024 products)
 - b. Civil/Site drawings: AutoCAD Civil 3D
 - c. Architectural drawings: Revit or Architecture
2. If converting from a format other than DWG, ensure all graphic elements are preserved.
3. External references should not be bound.
4. The electronic documents shall be saved and submitted with the layer state used to plot the hardcopy.
5. Drafting Guidelines
 - a. All lines must be snapped and or closed.
 - b. Drawings shall not contain multiple overlaid lines or lines with multiple segments unless overlaid lines or adjacent line segments are assigned to different layers.
 - c. Drawings shall be purged of empty, unused, or non-essential drawing data.
 - d. PLINES should be used where appropriate instead of LINES.
 - e. All drawings will be developed in full scale format (one foot = one foot) and will be maintained as an integrated whole with individual drawings plotted using paper space.
 - f. Entity colors shall be defined "by layer."
 - g. Blocks shall be created on layer 0. Use 1:1 scale to create blocks and insert at the appropriate scale.
 - h. Attributes shall be defined on layer 0 (zero).
 - i. AIA/NCS layering standards are recommended but not required.
 - j. Only native AutoCAD fonts, line types, and hatch pattern shall be used.

Discipline Specific Requirements:

Civil/Site Components to be included:

1. Points and Point Groups.
2. A single, full developed TIN surface model, including features used to define surface.
 - a. Break lines, spot elevations, etc.
3. Alignments
4. Pipe networks

The deliverable package shall comply with the following requirements:

3. Drawings should exactly match hard copy documents. The engineer's stamp may be omitted.
4. Submitted via flash drive, SharePoint or FTP site and labeled with project name, project number, drawings included, date, company name, contact and telephone number.
5. Drawing names should be identical to hard copy drawings, (i.e. A-1.DWG, E-1.DWG). Special characters should be limited to dashes or underscores.
6. Zipped files should be named "Project name.exe" and not MSU.exe. Only self-extracting archives should be used. Directions must be included with the transmittal and electronically in the root directory of the electronic media in *.txt format.
7. All XREFs shall be included in the submittal package. XREFs shall be inserted on a collection of XREF designated layers and should be included in the same directory as the referencing file or if file folders are used, they shall be constructed with relative paths (i.e. ..\..\XREFname) in lieu of hardcoded letter drives and paths. (Do not use C:\myXREFs\XREFname). Do not bind or insert XREFS into drawings.
8. All font files and line types shall be included in the submittal package. The consultant is responsible for transfer of license for any purchased line types or fonts.
9. All color table books (.ctb files) used for plotting colors and line weights shall be included in the submittal package.
10. Metadata shall be provided for all submitted files including:

File name (ME45689.dwg)

 - a. Corresponding hard copy drawing name.

- b. Description (Mechanical Piping Drawing)
- c. All Layer names and descriptions.
- d. XREF file names and descriptions.
- e. Project description information, dates and contact information.

If you have questions about **electronic AutoCAD or Revit submittals**, please contact the Infrastructure Planning and Facilities, Facilities Information Services CAD Manager, Scott Friend, at (517) 353-3268.

If you have questions regarding the **as-built record drawings (PDF and Hard Copies)**, please contact Infrastructure Planning and Facilities, Facilities Information Services Supervisor, Kendra Schroeder, (517) 432-0325.

Revision History and Owner of Document

Created: December 6, 2021

Updated: ~~June 2, 2023~~ ~~October 13, 2025~~ ~~October 29, 2025~~, February 25, 2026

Facilities Information Services | fissupport@ipf.msu.edu | [FIS Support](#) | 517-353-3434