

FTP Site Request Form

Project Name: _____

Date/Time Needed: _____

Min. 3-4 weeks for comprehensive QA

Today's Date: _____

Project Number: _____

Requestor: _____

Bldg/Lot/Utility Code/Number: _____

Bldg/Feature Name: _____

Scope Statement:

Focus on:

PSC Selection

- ☒ 1. PSC Templates & Downloads folder (logos & wordmark; sample folder structure) (automatically added to FTP Site)
- ☐ 2. Current Campus Map (entire campus)
- ☐ 3. Current Utility Site Plan (project area only) (with: ☐ aerial photo, ☐ topo)
- 4. Current Configuration Drawings:
 - ☐ a. Floor Plans
 - ☐ b. Fire Alarm Drawings
 - ☐ c. Card Access Drawings
 - ☐ d. Fan Maps (showing fan service areas)
- ☐ 5. Space Data (gross sq. ft. & net assignable sq. ft.; and room list with number, floor, use, and dept.)
- ☐ 6. Record Drawings
- ☐ 7. Project Folders (includes Project Manuals, Submittals, Test & Balance Reports, available cad files, & more)
- ☐ 8. Reports & Studies
- ☐ 9. Hazardous Materials documentation (asbestos & lead)
- ☐ 10. Elevator Data (Specify Elevator #____)
- ☐ 11. Active Project #'s: _____
- 12. Other (example: Soil Borings, specific test reports, specific O&M Manuals or shop drawings):

- ☐ 13. Equipment List (List of existing equipment in AiM. Not all assets have been identified and entered.)
- ☒ 14. Division of Responsibility (DOR) (Current building specific DOR, plus Standard Boilerplate Document)

Note 1: Not everything requested may be available.

Note 2: All ftp sites will have our standard "Disclaimer" (over).

Return to Facilities Information Resources: Beth Leitz.

Disclaimer

Please Note: Information provided by the University of Illinois is the property of the University and should be used solely for work authorized by and executed on behalf of the University. Reproduction or redistribution of this information beyond the scope of the specified project is prohibited. In providing documents to you, the University does not vouch for the accuracy of scale, content, or layout. The University attempts to provide the best available information, but many plans/maps are based on information which may or may not reflect all renovations or modifications to a building/site or to University or municipal utilities infrastructures serving the campus. Consequently, documents should not be used for design without first being field measured and verified.

About F&S Files

Note: We do not maintain current system configuration drawings for any systems except architectural floor plans, Fire Alarm systems, Card Access, and Fan Maps (with very few exceptions). This means you must "piece together" the history of a mechanical, electrical or other system from the past projects.

1. PSC Templates & Downloads folder – U of I logos and wordmark files for use on documents submitted to the U of I for the U of I, sample submittal folder structure, and Generic PSC Delivery Requirements.
2. Current Campus Map – an AutoCAD map of the entire campus (output from GIS), showing buildings, roads, and other major site features, but no utilities.
3. Current Utility Site Plan – a current site plan with underground utilities included. Utility types are indicated in the CAD layer naming conventions, which are based on AIA. A pdf version is also included.
4. Current Configuration Drawings:
 - a. Floor Plans – otherwise known as “small scales,” these drawings show building layout including locations of rooms and stairs, doors, windows, and other fixed features. Available in AutoCAD and pdf.
 - b. Fire Alarm Drawings – shows current fire alarm systems for a building.
 - c. Card Access Drawings – shows current card access controls.
 - d. Fan Maps – shows which rooms are served by which air handling unit or fan.
5. Space Data – Exported from the UofI space data system Archibus into excel, it can include anything Archibus holds, but typically includes building gross square footage, net assignable square footage, and a room list with number, floor, use, and department assigned.
6. Record Drawings – are pdfs of our record drawings, or the most recent copy we have (which may be bid or construction drawings).
7. Project Folders – include scanned copies of Project Manuals (aka “specs”), construction Submittals, Test & Balance Reports (TABs), any cad or native files we have available, and any other files we have for a specific project. These are NOT comprehensive, but represent only what we have scanned. Interest in specific items must be indicated for a check of the paper documents to take place.
8. Reports & Studies – these cover anything from feasibility studies to departmental master plans to space use studies, for buildings, departments, utility or infrastructure systems, or areas of campus.
9. Hazardous Materials – Data on asbestos or lead, including (if available) Asbestos Management Plans (produced primarily during the mid 1990’s to 2001 by CDB), Lead Paint Surveys, and asbestos and lead test reports. These are maintained by F&S Safety & Compliance – for more information, contact Jeremy Neighbors (217-265-6084, jneighbo@illinois.edu).
10. Elevator Data – maintained and provided by the Elevator Shop.
11. Current Projects – this information would be for projects currently going on, but not yet closed out.
12. Other – Could include anything specifically requested, such as soil borings for a specific area, specific test reports (like concrete compression tests), specific O&Ms or equipment cut sheets, or shop drawings.
13. Equipment List – Provided by Maintenance. “Data Collection Template MASTER” is available for PSC use for the required excel equipment schedules submittals, but is not required to be used.
14. DOR – Provided by Maintenance.