

# Drawing & Document Searching

Shop 03 - Electricians

**Beth Leitz**

5/18/2021

~2006-present – with F&S

2003-2006 – Librarian at Abbott Power Plant

Master's in Library & Information Science, University of Illinois at Urbana-Champaign

Undergrad: English and History (with archaeology emphasis)

**Point being ... NOT an electrician, architect, or engineer!**

SESSION WILL BE RECORDED

**NOTE:** J drive is not breakable!

(You cannot write to it (only the Transfer folder), so you cannot change anything accidentally.)

## How to look for construction drawings

1. Look up building number (and date built ... and note the previous names, acronyms, AKA)
2. No current configuration electrical drawings (except 0017, 0060, 0563, 1095 (2015-2016) )
  - a. "Electric Panel Locations" drawings done inhouse for 8 buildings (1990)  
("Project Title" column) (NOTE: no one is keeping these up-to-date)
3. Therefore – have to figure out project needed:
  - a. Current Project? (or very recent ... no record docs)
  - b. Closed project?
  - c. Look at additions cheat sheet for where you are in the building.
  - d. Go to original drawings for the section of the building you are in, or
  - e. look for a later comprehensive project that may cover your work ... or
  - f. look for your project if you know which is applicable.
4. Use the drawing indexes to locate appropriate drawings:
  - a. Limit by building number (or infrastructure code – note COMP category) or project name, or
  - b. Search by:
    - i. Project name or number
    - ii. Room numbers (remember that room numbers change – use current floor plans, and construction architectural drawings to cross-reference)
    - iii. Floor (those can differ from original construction to current terms)
5. Note: Sometimes mechanical equipment is put in with a utility distribution project, and you might need to check the "Infrastructure.xlsx" index

## Buildings – Numbers and Names

### Notes:

1. Numbers were not assigned to buildings in the order they were built
2. Numbers are not unique over time, though we treat them that way now. We do NOT re-use numbers, though they have in the past.

### Official Building Names

The complete official building name can be found in AiM. (Archibus also holds it but has a character limit so names may have to be shortened, and the F&S website also has it but is updated monthly so updates could be pending.)

My Building List links to AiM, so contains a copy of the complete official building name.

### Building List:

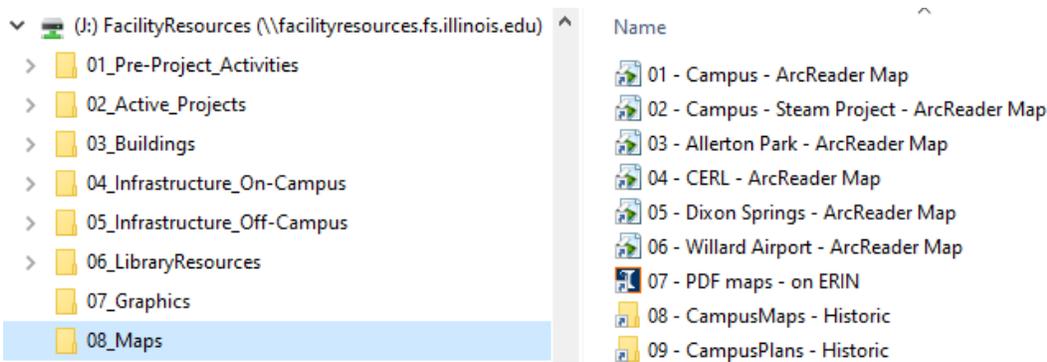
[J:\02\\_Active\\_Projects\0000\\_Project\\_Lists\Beths\\_Building\\_List\\_live.xlsm](J:\02_Active_Projects\0000_Project_Lists\Beths_Building_List_live.xlsm)

Ties to the official number and name listing in AiM, but contains additional information, like:

- Previous names
- Acronyms (in the AKA field)
- Also known as (in the AKA field)  
(e.g., 143 “608 S. Mathews Ave” (Building name) houses “School of Social Work” (AKA))
- Notes (e.g. building was moved, merged with another building, etc.)
- Build date
- Razed buildings

### Map:

- |              |   |         |
|--------------|---|---------|
| 1. ArcReader |   |         |
| 2. GIS-148   | All of campus (including south farms) with no look-up | on ERIN |
| 3. GIS-333   | Core campus with dual look-up                         | on ERIN |

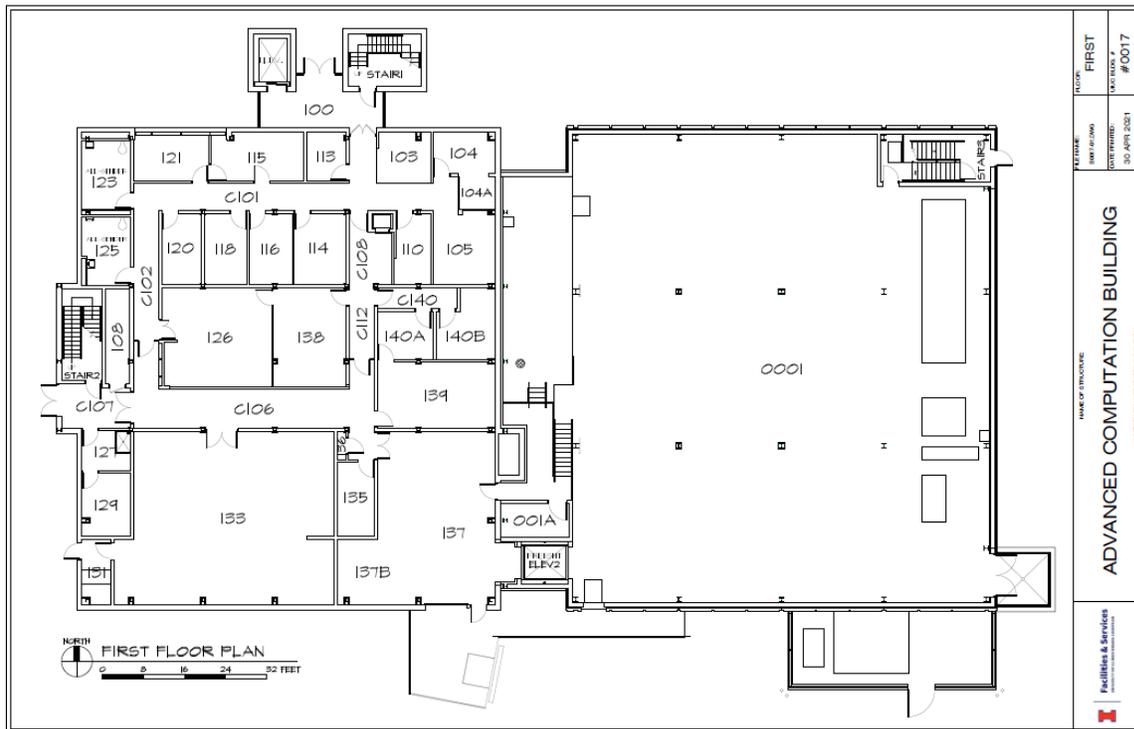


## Buildings – Current Floor Plans (aka “Small Scales”)

[\\archibusPROfiles.fs.illinois.edu\Drawings\pdf\\_format\combined\\_pdfs](\\archibusPROfiles.fs.illinois.edu\Drawings\pdf_format\combined_pdfs)

- ▼ (J:) FacilityResources (\\facilityresources.fs.illinois.edu)
  - > 01\_Pre-Project\_Activities
  - > 02\_Active\_Projects
  - ▼ 03\_Buildings
    - 0000\_BasicFloorPlans\_(no-MEP-information)

### Example (0017):



### Roof Plans:

Space does not maintain roof plans (no assignable space on roofs) ... options:

1. Find original construction architectural (or electrical, or mechanical roof plan), or
2. Look for a “Roof Survey” plan (in “Project Title” column).

## Current Projects (primarily Capital + larger Construction Services)

(J:) FacilityResources (\\facilityresources.fs.illinois.edu)

- 01\_Pre-Project\_Activities
- 02\_Active\_Projects

**TIP:** Projects could be complete but in the "Active Projects" folder because we have not yet received record documents.

**Folder naming convention:** bldg.#/utilitycode\_project#\_projectname

- 0003\_U18064\_FanCoilReplacement
- 0004\_4336\_HVAC\_Mods
- 0005,0021\_U21003\_ElectricalUpgrades
- 0006\_3576\_Suite257\_Upgrade
- 0006\_4236\_NewScoreboard
- 0006\_U20039,830-010-348\_Roof&Masonry
- 0007,0044,0124,0336\_U21006\_FireAlarmUpgrades
- 0007\_10714531\_AuditoriumLightingReplacement

**Example:**

- 0257\_U20034\_Expansion
  - 00\_ProjectInfo
  - 01\_SD
  - 02\_DD
  - 03\_50%\_BP3
  - 04\_95%\_BP1
  - 04\_95%\_BP2
  - 04\_95%\_BP3
  - 06\_Bid\_BP1
  - 06\_Bid\_BP2
  - 06\_Bid\_BP3
  - 07\_Construction\_BP1
  - 08\_Closeout
  - Variances
  - U20034 BP explanation.docx
  - U20034 BP submittal schedule.docx
  - U20034SubmittalLog\_RPMLD.xlsx

The most recent folder will likely be what you are looking for, and it is always the last numbered folder

Shop drawings are in these two folders.  
Construction = reviewed shop drawings  
Closeout = O&Ms (and sometimes all approved shop drawings)

(FYI – the PM is on the log)

### Shop Drawings

Construction shop drawings – use the spec section to look up your number.

Closeout – use the discipline to look up your O&M manual (sometimes you need your spec section, too).

## J Drive Structure

**000\_ProjectInfo** [Executed Scope / Program Statement, Executed RPMLD, Kick-off Meeting Minutes (optional)]

### **00\_Concept**

**01\_SD** [Schematic Design]

**02\_DD** [Design Development]

**03\_50%**

**04\_95%**

**05\_100%** [shouldn't have 100% anymore but leaving this as a placeholder]

### **06\_Bid**

Addenda [example subfolder structure] Addenda NEVER replace the Bid set – they are in addition to the Bid set

Add1

Add2

Drawings

cad

pdf

ProjectManual ["Specs" go in here]

pdf

word

**07\_Construction** [these replace the Bid set]

Drawings [example subfolder structure]

ProjectManual

Submittals [construction submittals in here]

**08\_Closeout** [these are "Record Documents"]

Drawings

As-builts [these are red-lines – field mark-ups. We don't always get them.]

ProjectManual

Submittals [such as O&Ms]

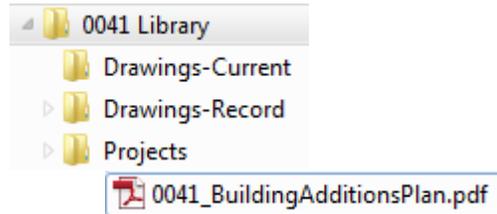
## Building Addition Plans

Made as needed.

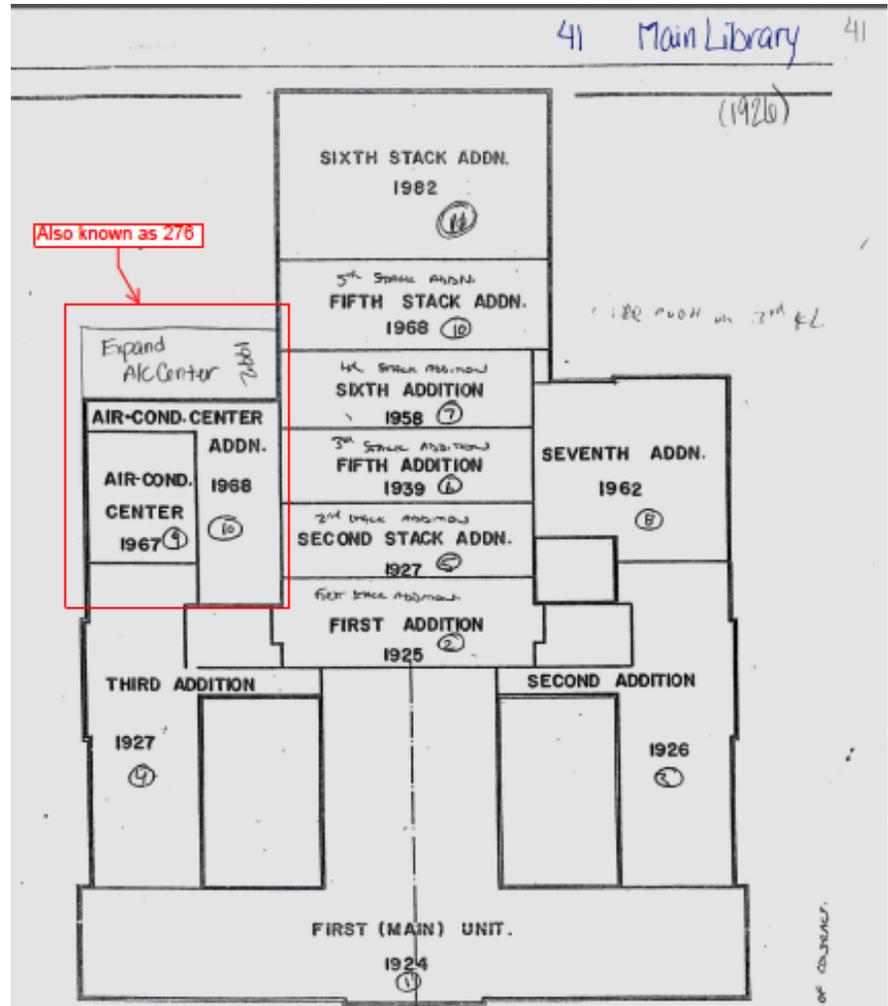
Not available for all buildings.

At the top level of the building folder.

Example:



These show building additions (not remodels).  
They usually contain a year, and a project number and/or name.



These allow you to find the associated set of construction drawings, and know that if your question involves items from a later addition, you can skip all the previous drawings in your search.

## Buildings – Current Configuration Drawings (“Drawings-Current” folder)

- 0041 Library
- Drawings-Current**
- Drawings-Record
- Projects

### Current configuration drawings actively being maintained:

Fan Maps	92+	on J	(see Paul Foote with questions)
Card Access Maps	55+	on J	(see Ravi Ramrattan with questions)
Fire Alarm	200+	on L	(see Brian L Johnson with questions)
Small Scales (basic floor plans)	800+		(see Kimberly McLaughlin with questions)

### Current configuration drawings NOT actively being maintained:

Electrical one-lines	4 buildings	on J & AiM
Chilled Water Riser Diagrams	_____	
Roof Plans	_____ (many)	on J
Electric Panel Locations	8 buildings	on J

### Example:

(J:) FacilityResources (\\facilityresources.fs.illinois.ec  
 << 03\_Buildings > 0001 Davenport Hall > Drawings-Current  
 Name  
 CC-0001\_09\_V-700\_RCX.pdf  
 CC-0001\_09\_V-800\_OMA.pdf  
 CC-0001\_14\_CA.pdf  
 CurrentFloorPlans  
 Fire Alarm Drawings

CC = Current Configuration drawings  
 0001 = building number  
 09 = sort order number  
 V = Vent  
 RCx = Retrocommissioning unit  
 CA = Card Access

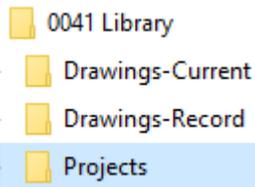
### Index:

[J:\03\\_Buildings\0000\\_Drawing\\_Index\CurrentConfigurationDrawings.xlsx](J:\03_Buildings\0000_Drawing_Index\CurrentConfigurationDrawings.xlsx)

### Current Configuration Index

Current Configuration		363	<-Count of Drawings/Sets			
Bldg.	Building Name	Discipline	Drawing Number	E-copy	Revision Da	Drawing Description
0001	Davenport Hall	CA	CA-001 to CA-501	E-COPY	11/6/2012	Floor Plans, Panel Layout, Wiring Details
0001	Davenport Hall	VENT	V-800_OMA	E-COPY	7/3/2013	
0001	Davenport Hall	VENT	V-700_RCX	E-COPY	7/25/2017	Preliminary
0003	McKinley Health Center	CA	CA-001 to CA-501	E-COPY	11/6/2012	Floor Plans, Panel Layout, Wiring Details

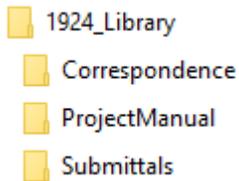
## Buildings – Projects folder



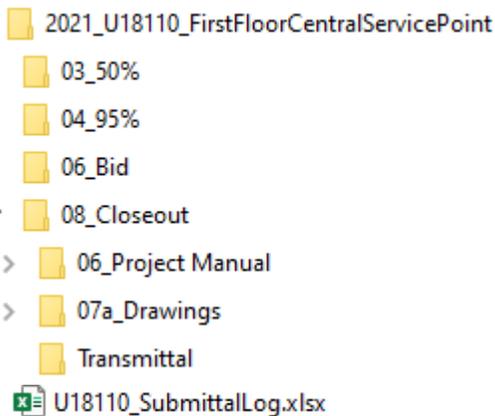
### Projects folders have:

- Project Manuals
- Shop drawings, O&MS, and any other construction submittal
- Cad files
- Admin files
- Anything else available for the project

### Old project example:



### New project example:



Project folders SOMETIMES contain pdf record drawings, but NOT ALWAYS, because record drawings are always in the "Drawings-Record" folder.

(We used to MOVE them to the "Drawings-Record" folder, but now only COPY them.)

## Buildings – Record Drawings (“Drawings-Record” folder)

- 0041 Library
- Drawings-Current
- Drawings-Record**
- Projects

### New folder structure:

- Drawings-Record
  - 1923\_Library\_Design
  - 1924\_Library
    - 1924\_Trace Originals
    - 1925\_First Addition\_First Stack
    - 1926\_Second Addition
    - 1927\_Addition3

#### Filed by project name and year completed

### Old folder structure:

- 0056 Vivarium
  - Drawings-Current
  - Drawings-Record
    - FC
    - InHouse
    - ISR\_FF
    - Stick 56

#### Filed by location of physical item

FC = File Cabinet (physically 11x17 or smaller) in upper right vault  
 InHouse = drafted inhouse with old 56-001 numbering system  
 ISR\_FF = Illinois Street Residence Hall Flat File  
 Stick = drawing hanging stick here at PPSB  
 MF = microfiche here at PPSB

### Combination folder structure:

- 0037\_Everitt
  - Drawings-Current
  - Drawings-Record
    - 1947\_Plumbing Diagrams
    - 1949\_OriginalBuilding
    - 1961\_Addition
    - 1962\_Antenna Laboratory
    - 1963\_8337\_HVAC
    - 1995\_830-010-503
    - 2018\_5272\_Lab2117A\_BSL2\_Renovation
    - 2018\_5489\_Lab1126B\_ElectricalRemodel
    - 2019\_EntryRepairs
    - 2020\_U14088\_BioengineeringGraingerEngineering
      - FC
      - InHouse
        - stick 37A
        - stick 37B
        - stick 37C
        - stick 37D

We are in the process of transferring all Drawings-Record folders to the new structure, but are not complete. So you will see all three of these types of folder structures on J drive at this time:  
 New  
 Old  
 Combination

## Contract Drawings

### Indexes:

1. **Buildings** – Drawing Index
2. (Buildings – Drawing Index for **Inactive & Razed**)
3. **Infrastructure** – Drawing Index

### What's included ... what's not:

Includes contract drawings .... NOT shop drawings.

Drawing Index: J:\03\_Buildings\0000\_Drawing\_Index\Drawings.xlsx

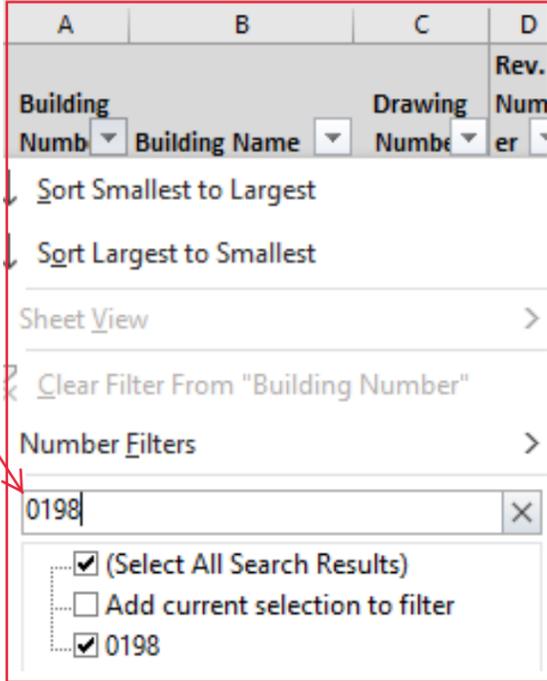
Infrastructure Index: J:\04\_Infrastructure\_On-Campus\Infrastructure.xlsx

Building Number	Building Name	Drawing Number	Rev. Number	Revision Date	Drawing Title	Drawing Description	Company/Creator	Project Title	UofI Project Number	CDB Project Number	Company Project Number	Discipl	c.1 PPSB Stick	c.2 PPSB InHous	c.3 PPSB File
0001	Davenport Hall	A3	E-COPY	7/22/1900		BUILDING A - EAST ELEVATION, TRANSVERSE SE	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							
0001	Davenport Hall	A4	E-COPY	7/22/1900		BUILDING A - PLAN OF BASEMENT & FOUNDATI	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							
0001	Davenport Hall	A5	E-COPY	7/22/1900		BUILDING A - PLAN OF FIRST FLOOR	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							
0001	Davenport Hall	A6	E-COPY	7/22/1900		BUILDING A - PLAN OF SECOND FLOOR	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							
0001	Davenport Hall	A7	E-COPY	7/22/1900		BUILDING A - PLAN OF THIRD FLOOR	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE				HEAT			
0001	Davenport Hall	A8	E-COPY	7/22/1900		BUILDING A - PLAN OF ROOF	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							
0001	Davenport Hall	A9	E-COPY	7/22/1900		BUILDING A - FRAMING PLAN OF FIRST FLOOR	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							
0001	Davenport Hall	A10	E-COPY	7/22/1900		BUILDING A - FRAMING PLAN OF SECOND FLOOR	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							

- Building Number** Current number
- Building Name** Current building name
- Drawing Number** Drawing sheet number
- Revision Number** Drawing revision number or letter
- E-copy** Hyperlink to drawing on J drive
- Revision Date** Latest revision date on the drawing
- Drawing Title** Verbatim title off the drawing
- Drawing Description** Unverified title of the drawing, OR additional information added by PPSB (FIR Records indexing staff) to help with understanding what is on the drawing
- Company/Creator** Usually only the primary Architect or Engineering Firm
- Project Title** Title of the Project NOTE: words in [brackets] are added by PPSB (FIR Records indexing staff) to help with identifying the project
- U of I Project Number** capital project number, AiM 4 digit project number, F&S work order number
- CDB Project Number** Capital Development Board (CDB) project number, always in this format: 830-010-099
- Company Project No** The primary architect or engineering firm's project number
- Discipline** A field not used at this time, but would identify all disciplines shown on a drawing
- C.1 PPSB Stick** Location of physical drawing if on a PPSB hanging stick in PPSB room 117
- C.2 PPSB InHouse** Location of physical drawing if on a PPSB InHouse hanging stick (upper left mezzanine room in room 117)
- C.3 PPSB File Cabinet** Location of physical drawing if 11x17 or smaller, in a file cabinet (upper right mezzanine room in room 117)

Filter results using the arrows. It helps to filter the building number first, and then search (ctrl + F) or browse (just look through) the filtered results.

Once you click on the drop-down arrow, then in the box, type in the 4-digit number of the building, and press "enter".



Path Name	File Name
J:\03_Buildings\0001 Davenport Hall\Drawings-Record\1900_AgricultureBuilding\	0001_1900_AgricultureBuilding_003_A3.pdf
J:\03_Buildings\0001 Davenport Hall\Drawings-Record\1900_AgricultureBuilding\	0001_1900_AgricultureBuilding_004_A4.pdf

- Path Name** Location of digital file on J drive
- File Name** File name of digital drawing file

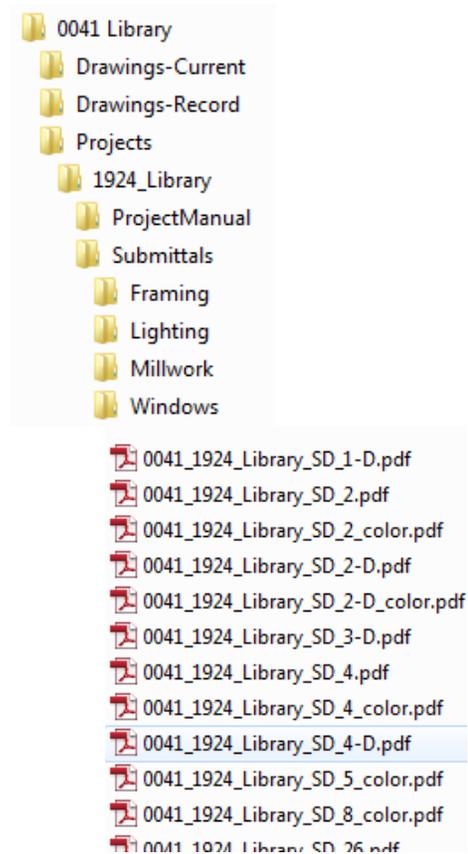
**Poor Quality Scan??**  
 We can likely improve it - just ask us:  
 fandfire@illinois.edu or 217-333-0923

## Shop Drawings & Cut Sheets

Old projects – by subject

New projects – by spec section

### Old Example:



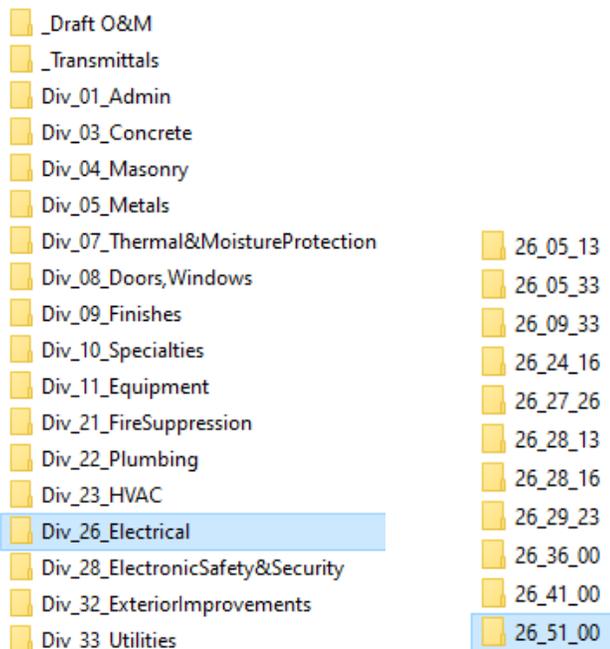
### Old Examples:

These are for older projects not created under CSI specification section guidelines (or specification sections are not associated with the document), so are filed by subject.

### New Examples:

These are current projects created while the CSI specification section guidelines were in place and the spec section was associated with the document.

### New Example:



## Building Floor Plans by Department / Use (Archibus)

**Archibus Web Central** (holds all the data, and creates color-coded floor plans on-the-fly)

<https://fs.illinois.edu/services/FIR/products-collections/archibus>

Send a blank email to Kimberly McLaughlin with subject line: "Request F&S access to Archibus Web Central"

Schedule 1 hour training with Kimberly McLaughlin.

1. Building Information
  - a. Full/Correct Name
  - b. Address
  - c. Exterior GSF (Gross Square Footage)
  - d. NASF (Net Assignable Square Footage)
2. Floor Information
  - a. Exterior GSF
  - b. NASF
3. Room Information
  - a. Official room number (All room numbers are a minimum of 4 characters Ex: 100 = 0100)
  - b. Use Category Code (315 = Office Service)
  - c. Actual Room Use (31545 = Office Service – Storage Room)
  - d. Room Use Description (Office Service – Storage Room)
  - e. College, Sub-College and Department Occupant
  - f. Room Area = NASF
  - g. Split/Shared Percentage
4. Highlighted Floor Plans per Floor
  - a. By Sub-College or Department (Division)
  - b. By Use Category or Actual Room Use
5. Employees in Space
  - a. Look up employee location by
    - i. UIN
    - ii. Last Name
    - iii. NetID
  - b. Floor Plan showing employee locations per floor (Seating Chart)
6. Request Floor Plan Changes
  - a. Create a request to update floor plans. Upload your own plans or redline markup existing plans. Monitor and track your floor plan requests.
  - b. View all floor plan requests currently in the portal and check status.



# By Division



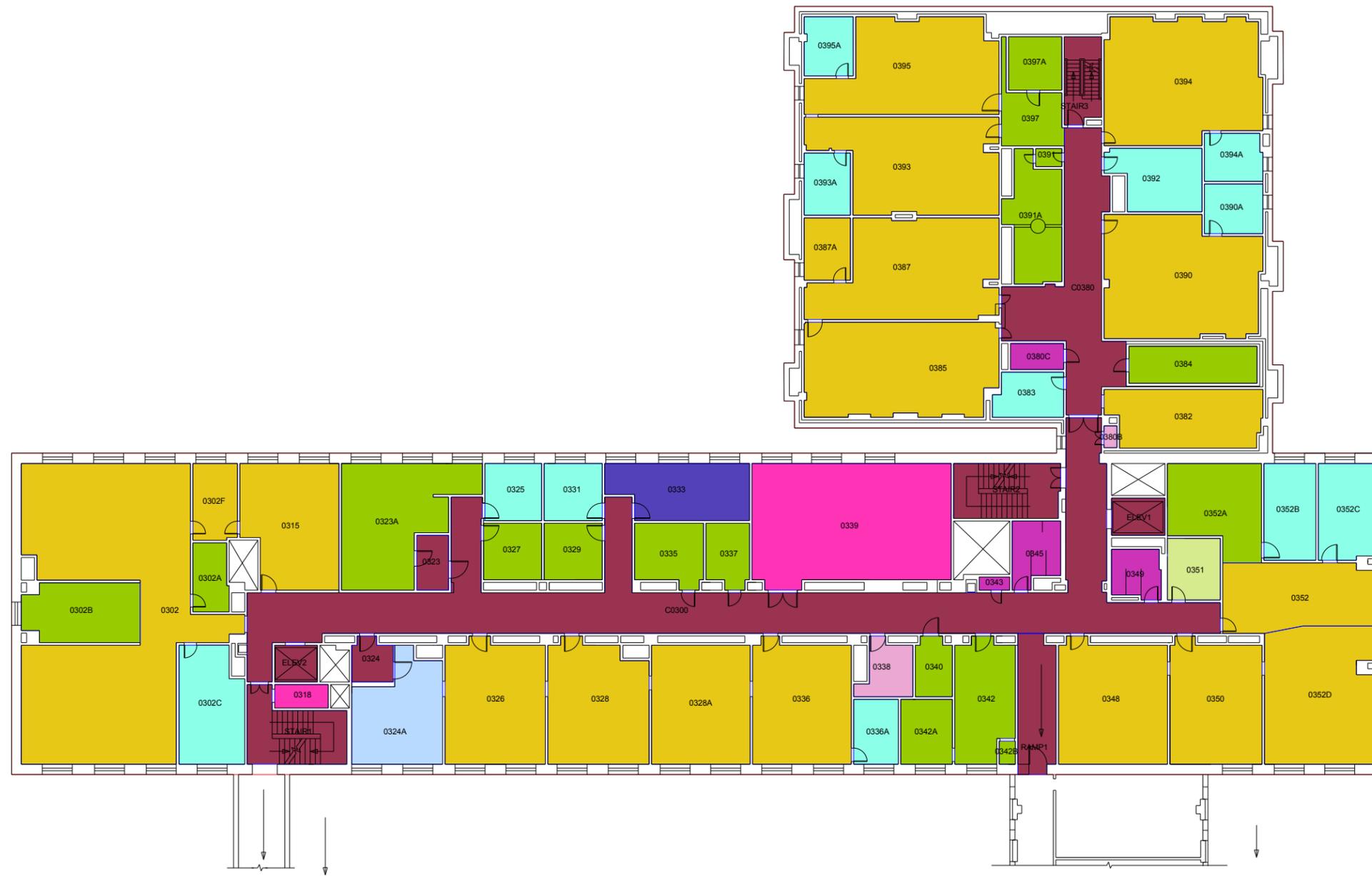
Key	Co.	Div.	Div. Name	Sq.Ft.	Cnt
[Red]	KV	415	School of Molecular & Cell Bio	4,118	18
[Light Blue]	KV	438	Biochemistry	6,403	16
[Pink]	KV	580	LAS Administration	799	2
[Cyan]	KV	604	Molecular & Integrative Physl	2,912	11
[Olive]	KV	655	Geology	109	1
[Purple]	KV	948	Microbiology	1,118	3
[Dark Blue]	NT	798	Technology Services	109	2

# By Room Type



Key	Use	Sq.Ft.	Cnt
21510	Class Laboratory Service - Equ	325	1
25000	Research Laboratory	4,153	8
25005	Research Laboratory - Wet	5,674	10
25010	Research Laboratory - Dry	330	1
25510	Research Laboratory Service -	1,095	5
25515	Research Laboratory Service -	236	3
25525	Research Laboratory Service -	625	5
25540	Research Laboratory Service -	561	2
25545	Research Laboratory Service -	268	2
31000	Office	1,785	12
35000	Conference Room	285	1
71000	Central Computer or Telecommun	11	1
71010	Communication Equipment Rooms	99	1
78000	Unit Storage	124	1
WWW0 2	Public Elevator - Accessible	135	2
WWW0 6	Corridor	2,574	2
WWW0 7	Stairway	569	3
WWW0 8	Vestibule	131	2
WWW0 9	Ramp	196	1
XXX02	BSW Room	68	2
XXX03	Men's Public Restroom	111	1
XXX04	Women's Public Restroom	89	1

# By Room Use



Key	Cat.	Use Category	Sq.Ft.	Cnt
	215	Class Laboratory Service	325	1
	250	Non-Class Laboratory	10,157	19
	255	Non-Class Lab Service	2,785	17
	310	Office	1,785	12
	350	Conference Room	285	1
	710	Central Comp./Telecom	109	2
	780	Unit Storage	124	1
	WWW	Circulation Area	3,605	10
	XXX	Building Service Area	267	4
	YYY	Mechanical Area	941	2

# People in Space

Please note the FIR does not maintain this data - it is entirely maintained by campus units. If you find any errors, please notify the campus unit (not FIR).



Legend	Dept.	Div.	Div. Name	Sq.Ft.	Cnt
<span style="background-color: #FF00FF; width: 15px; height: 15px; display: inline-block;"></span>	KV0	580	LAS Administration	799	2
<span style="background-color: #8B0000; width: 15px; height: 15px; display: inline-block;"></span>	KV3	415	School of Molecular	4,118	18
<span style="background-color: #ADD8E6; width: 15px; height: 15px; display: inline-block;"></span>	KV3	438	Biochemistry	6,403	16
<span style="background-color: #00FFFF; width: 15px; height: 15px; display: inline-block;"></span>	KV3	604	Molecular & Integrat	2,912	11
<span style="background-color: #4B0082; width: 15px; height: 15px; display: inline-block;"></span>	KV3	948	Microbiology	1,118	3
<span style="background-color: #BDB76B; width: 15px; height: 15px; display: inline-block;"></span>	KV5	655	Geology	109	1
<span style="background-color: #0000FF; width: 15px; height: 15px; display: inline-block;"></span>	NT0	798	Technology Services	109	2

## Helpful Tools

### Frequently Used Resources Guide

 (J:) FacilityResources (\\facilityresources.fs.illinois.edu)

-  01\_Pre-Project\_Activities
-  02\_Active\_Projects
-  03\_Buildings
-  04\_Infrastructure\_On-Campus
-  05\_Infrastructure\_Off-Campus
-  06\_LibraryResources
-  07\_Graphics
-  08\_Maps
-  09\_Space\_Management
-  10\_Transfer
-  11\_Web
-  12\_CampusHeritageDatabase
-  FIR\_FrequentlyUsedResources.docx

### Agent Ransack

Better search tool than windows explorer – ask IT to install.

(Faster and more accurate, can quickly search a file name or for text inside a file.)

### Maps

New folder:

▼  (J:) FacilityResources (\\facilityresources.fs.illinois.edu)

- >  01\_Pre-Project\_Activities
- >  02\_Active\_Projects
- >  03\_Buildings
- >  04\_Infrastructure\_On-Campus
- >  05\_Infrastructure\_Off-Campus
- >  06\_LibraryResources
-  07\_Graphics
-  08\_Maps

-  01 - Campus - ArcReader Map
-  02 - Campus - Steam Project - ArcReader Map
-  03 - Allerton Park - ArcReader Map
-  04 - CERL - ArcReader Map
-  05 - Dixon Springs - ArcReader Map
-  06 - Willard Airport - ArcReader Map
-  07 - PDF maps - on ERIN
-  08 - CampusMaps - Historic
-  09 - CampusPlans - Historic

### Requesting Large Format Prints

Send requests to: [bandsfire@illinois.edu](mailto:bandsfire@illinois.edu)

Include:

- when needed (date and time)
- number of copies, and whether stapled or loose
- size: 18x24, 24x36, 30x42, 36x48 or “original size” (which can be 11x17! “original size” or “full size” does not mean large)
- work order and phase (for shop RM) if 6 sheets or more

## **Adobe – Snapshot Tool**



Add it to your Adobe toolbar:

1. Right click in any grey area on the toolbar.
2. Hover over “Show Edit Tools”
3. Click on “Take Snapshot”

This will add it to your toolbar.

To use:

Click on the icon  and then “window” the area on the pdf you wish to print.

Click “print” ... the area you selected will be the area sent to the printer.

## **Adobe – Editing Text Boxes (and text inside)**

Select box or text

It works with:     (both box and text)

Ctrl + e (will bring up a box to edit features of the box or text)

## **General Help**

[fandsfire@illinois.edu](mailto:fandsfire@illinois.edu)

## Reports & Studies

### Reports & Studies Index

hard copy – remote storage (Oak Street High Density Storage Facility)

e-copy – linked from Reports & Studies index

NOTE: All reports and studies in the collection are in both hard and e-copy

NOTE: Collection started about 2006 – all new reports included, but past reports not complete (please ask).

Call Number	Building Number	Building Name	e-copy	Report Title	Description	Author	Report Date	UIUC Project Number	Company Project Number	C.1
R&S ADA 0041 1	0041	Library	<a href="#">E-COPY</a>	ADA Survey						FIR
R&S 0041 1967 1	0041	Library	<a href="#">E-COPY</a>	Program Statement – Fifth Stack Addition to General Library		Compiled by Central Office on the Use of Space	1967			FIR
R&S 0041 1980 1	0041	Library	<a href="#">E-COPY</a>	Program Statement – Sixth Stack Addition to General Library		Compiled by Office of Space Utilization	1980			FIR
R&S 0041 1981 1	0041	Library	<a href="#">E-COPY</a>	Schematic Analysis – Sixth Stack Addition to the general Library		Lankton, Ziegele, Terry and Associates, Inc.	1981	CDB 830-010-056		FIR
R&S 0041 2006 1 \	0041	Library	<a href="#">E-COPY</a>	Main Library Conceptual Framework Report Executive Summary	This report provides a road map for key actions needed to revitalize the building in the future, informs on-going design decisions, identifies strategies for next	Shepley Bulfinch Richardson & Abbott	2006			FIR
R&S 0041 2006 1 \	0041	Library	<a href="#">E-COPY</a>	Main Library Conceptual Framework Report	This report provides a road map for key actions needed to revitalize the building in the future, informs on-going design decisions, identifies strategies for next	Shepley Bulfinch Richardson & Abbott	2006			FIR

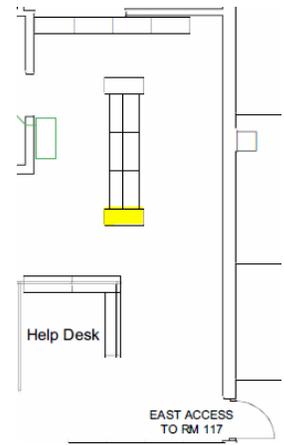
# Professional Development Library

“Professional Development Library Index”

Location – lower level room 117 across from the Help Desk

Descriptions are linked from the index

Self-check-out (no time limit)



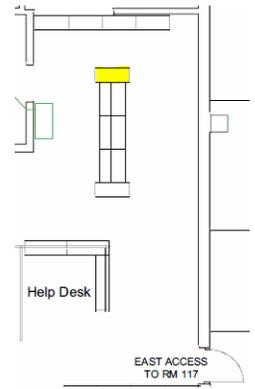
Organizational Management	Human Resource Management & Leadership	Personal Development	Teamwork & Communication	Technical Skills
Economics / Budget	Employee Motivation / Moral	Achievement / Success	Communication	Architectural Design
Organization Culture	Leadership	Change / Adaptation	Conflict Resolution	Codes / Standards / Certifications
Office Management / Administration	Personnel Management	Customer Service	Relations / Collaboration	Engineering Resources
Strategic Planning		Creative Thinking	Team Building	Graphic Design
		Decision Making		Historical Preservation / Art
		Organization		IT
		Project Management		University of Illinois
		Public Speaking		
		Self-evaluation		
		Stress Management		
		Time Management / Productivity Improvement		



# Codes & Standards Collection

Location – lower level room 117, opposite end of the bookcases from where the Professional Development Library is located

Self-check-out (no time limit)



“Codes & Standards Index” sample:

## CODES & STANDARDS

Shelf	Call No.	Primary	File Numl	Code Name	Year Updat	Copy 1	Copy 2
	RSMEANS / PCD / 2015	RSMMeans		Plumbing Cost Data	2015	FIR	
	RSMEANS / FCCD / 2015	RSMMeans		Facilities Construction Cost Data	2015	FIR	
	RSMEANS / MCD / 2015	RSMMeans		Mechanical Cost Data	2015	FIR	
	RSMEANS / CRCD / 2015	RSMMeans		Commercial Renovation Cost Data	2015	FIR	
	RSMEANS / SFC / 2015	RSMMeans		Square Foot Costs	2015	FIR	Construction Services
	RSMEANS / BCCD / 2015	RSMMeans		Building Construction Cost Data	2015	FIR	Construction Services
	RSMEANS / ACD / 2015	RSMMeans		Assemblies Cost Data	2015	FIR	Construction Services
	SMACNA / TAB / 2003	SMACNA		TAB Procedural Guide	2003	FIR	
	SMACNA / 016-2012 / 2012	SMACNA		HVAC Air Duct Leakage Test Manual	2012	FIR	
	SMACNA / 006-2006 / 2005	SMACNA		HVAC Duct Construction Standards	2005	FIR	

