



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective January 2004, Revised May 4, 2021
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 7.005

Subject: Campus Building Floor Plans

Purpose and Scope: Develop a CAD drawing system utilizing a single set of building floor plans that will be externally referenced to project drawings as well as space book floor plans. Single source building floor plans will minimize duplication and maintenance efforts between the Space Manager and CAD Manager.

Policy: All building floor plans will be maintained by the CAD Manager. The Space Manager will utilize the building floor plans to create space book plans/files via external reference.

Procedures:

1. Building floor plans received from consultant will be field verified by Space Manager and CAD Manager. Items to be verified include room numbers, room dimensions, walls, windows, door swings and overall building dimensions.
2. CAD Manager will create and maintain all building floor plans, externally reference and link building space information database to create space book floor plans.
3. Building floor plans shall adhere to specific CAD standards (file naming, CAD layer names, CAD line types and text fonts).
4. Space Manager will maintain all 8.5 x 11 (not to scale) and 11 x 17 (to scale) space book floor plans.
5. Building floor plans will be given the “read-only” file attribute and revisions will be the responsibility of the CAD Manager.
6. All building floor plans and space book floor plans will be kept on the Facilities secure server in the designated directory.



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