



STATE PROPERTIES COMMISSION BUILDING PLANS (AS-BUILT) GUIDELINES

The State Properties Commission, Space Management Program, requires the following information for all as-built building plans submitted for schematic and final drawings for State agency leased space.

FORMAT: Plans may be submitted in either electronic (computer) or hard copy (dimensional floor plan) formats:

Electronic (Computer file)

- ❖ AutoCAD or AutoCAD LT “DWG” file (AutoCAD 14 thru AutoCAD 2011)

Hardcopy (Dimensioned floor plan, manual or computer-aided)

- ❖ Scale: 1/8”=1’-0” or 1/4”=1’-0”

If the hardcopy option is chosen, the items listed below should be located dimensionally on the plan:

- Exterior walls, location and thickness
- Exterior openings (doors, windows, etc.), location and width
- Interior columns, location and size
- Interior walls (non-structural), location and thickness
- Interior walls (structural), location and thickness
- Interior openings (doors, cased-openings, etc.), location and width
- Exit signs, fire extinguishers, doors with panic devices and emergency lights
- Locate any extant building features that might influence the interior office layout

In addition, the following spaces and information should be identified and labeled on the plan:

- Toilet rooms and plumbing fixtures
- Electrical rooms and panels
- Mechanical rooms and equipment
- Telecommunications rooms
- Ceiling heights