GUIDELINES FOR DESIGN PHASE DOCUMENTS and DRAWINGS

DOCUMENTS

1. DISCLAIMER:

All documents delivered by the Team must include the following text:

"The opinions expressed are purely those of the design team and shall not in any circumstances be regarded as stating an official position of the United Nations Development Programme and the Technical Committee on Cultural Heritage"

2. FORMATTING OF WORD DOCUMENTS (especially the Technical Specifications):

- Page layout: margins to be 'normal' and orientation Portrait
- Page size to be A4
- Paragraphs: Spacing 0 before & 3 pt after and line spacing 1
- Font type: Calibri and black
- Font size: Headings 14; sub-headings 12; text 11
- Numbering: 2 levels only - such as 1 (headings) and 1.1 (sub-headings)
- No indentation in the headings, sub-headings text
- No orphans and widows in the sentence
- Bullets can be used but with no indentation
- Table of contents to be word generated and not typed (results in mistakes)
- Page numbering bottom of page (middle)
- DO NOT IMPORT FROM TABLES – Insert a table if needed

3. FORMATTING OF EXCEL DOCUMENTS (especially the Bill of Quantities):

- Page layout normal and size A4 and orientation Portrait
- Texts in cells must be left indented on the horizontal and centered on the vertical
- Row heights must be uniform for all rows
- Columns widths for; numbering, quantities; unit rates and amounts must be the same
- Each column must be separated with thin vertical lines but unit rates and amounts columns must be separated with bold vertical lines
- Totals of each page to be in bold and surrounded by bold lines
- Headings must only show the name of the site and no other wording
- Footers to show the page numbers only
- Summary table to be done by transferring the relevant total amounts (care should be taken to transfer the correct cell/amount)
- Numbers to have 2 decimal places in the cells of unit rates and the amounts.
- In the cells of quantities, no need for decimal places.
- Each page of the worksheet must have 50 rows; so that consistent uniform prints are obtained

DRAWINGS

1. INDICATIVE PARAMETERS FOR DRAWINGS

Drawing sheets;

- Dimension of the drawings will be limited as A1 to A3 paper size. All delivered drawings must be folded down to A4 paper size and filed. Unfolded drawings will not be accepted.
- Project legend will be provided by the UNDP
- Dimension of legend will be appropriate as per A4 and A3 size of paper,
- The font type and size will be Calibri-11
- Drawings sheets will be numbered as indicated in the "GUIDELINES FOR DESIGN PHASE DOCUMENTS and DRAWINGS.pdf"
- Drawing lines weight will be adjusted depending on the scales.

Survey Drawings and scales;

- Site plan in 1/100 or 1/200 scale,
- Plans in 1/50 scale
- Longitudinal and Cross-sections in 1/50 scale
- Elevations in 1/50 scale
- Roof plan in 1/50 scale
- Ceiling plan in 1/50 scale
- Architectural system construction details in 1/20 scale
- Stairs system details, if applicable, in 1/50 scale
- Door and window and other relevant details in 1/20, 1/10 and 1/5 scale
- Door and window and other relevant details annex list
- A table of contents containing all delivered drawings (and other items) and their scales.

* All the above should include all elements within the plot boundaries including plan elevations, facades, and sections of perimeter walls).

1. LEGEND FOR DRAWINGS:

For drawings the following template must be used:



Project Title: .....

Design:	Name	Surnname:	Licence no:
Architect:			
Civil Engineer:			

Designer Team:

Date:		Scale:	

Drawing name:	Drawing no.:
	.....

2. FORMATTING AND GRAPHIC GUIDELINES FOR DRAWINGS:

- All drawings, when delivered should be accompanied by a '*List of all delivered drawings*'. Specific alphanumerical sequence of drawing sheets is to be followed:
  - Architectural
    - Existing **A-Ex** 01, 02, 03, 04
    - Proposed **A-Pr** 01, 02, 03, 04
  - Structural **Str** 01, 02, 03, 04
  - Electrical **El** 01, 02, 03, 04
  - Mechanical **Mech** 01, 02, 03, 04
  - Other: to be specified by designer team according to needs of project and included in the '*List of all delivered drawings*'.
- TITLE BLOCK should include:
  - UNDP and TCCH logo and EU logo and wording.
  - The Project Title
  - The designers' team and contact info
  - Drawing Name and Drawing number (larger lettering and bold) and scale (i.e. 1:100 etc.)
  - Legend
  - Graphic scale bar and wording "All measurements on this drawing sheet are in _____ (millimeters or meters).

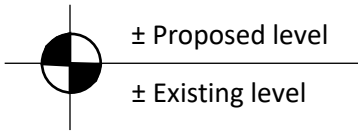
- All drawings should be delivered in hardcopies and electronic format. Electronic format should include: .dwg file format (ACAD), .pdf file format and .jpg file format. The '.ctb' (plot style file) must also be submitted for EACH ACAD drawing submitted.
- All drawings and reports must be stamped and signed by the designers.
- In the architectural drawing package always include as the first drawing, a cadastral map in an appropriate scale. One drawing should include the official cadastral map and if the monument isn't depicted on the official cadastral map then another drawing should present a 'montage' of the cadastral with the monument on it in an appropriate scale. The plot and monument should be outlined (in red) and made distinguishable.
- The size of the drawing sheets is dependent on the size of the plot and the scale of the drawing. Designers should choose adequate drawing sheets as to fully represent the full plot of the monument in the scales defined by the contract. All hardcopies of drawings should be in scale and be folded appropriately to an A4 size. Rolls of A3, A2, A1 drawings will not be accepted.
- The level of detail depicted on each drawing should correspond to the scale of each drawing
- North arrow should be present on all necessary drawings, sketches etc.
- Section and Elevation drawings should always have a key map indicating the location and direction of the section/elevation on the plan.
- Colour may be used on drawings as long as it is considered beneficial for the better understanding of the represented items.
- 3d designs are optional and should be added if considered necessary.

3. DETAILS:

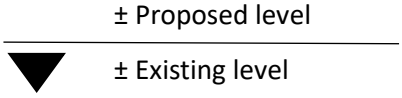
- Details of special elements and specific areas of the monuments should be included for the better recording and understanding of the cultural heritage site.
- If there are more than one detail-drawings on the same sheet, each detail-drawing should be in its own defined area (i.e. box) and have its own scale, graphic scale bar, title and symbol.

4. DIMENSIONS:

- Homogeneity should be found in measurements. Meters should generally be the unit of measurement, except in the case of some details. Millimeters can be accepted on drawings of a scale of 1:1 through 1:20, as long as only millimeters are used on the whole drawing sheet (one drawing sheet may have more than one detail etc.). On a 1:100 plan only meters should be used.
- Elevation levels should be in meters. Identification marks for elevation levels should follow the following rule:



(for plans)



(for sections, elevations, facades)

- Always put a graphic scale bar on the drawings. Indicate in writing if the drawing sheet is in mm or m:



SCALE BAR 1:100

- Dimensions should be discrete on the drawings and should not draw attention from the main item represented on the drawing. Dimensions shouldn't be represented in black and bold and the dimension lines shouldn't 'touch' the main item depicted in the drawing, but they should maintain a certain 'breathing' distance as to not be confused with the main lines of the drawing.

5. IDENTIFICATION MARKS:

- Drawings should have specific 'rooms and spaces' identification marks which must follow a specific alphanumerical sequence. This numbering must be held throughout the project and used by all other members of the team for the preparation of each separate report (i.e. Bill of quantities, technical specifications etc.)
- Drawings should have specific window and door identification marks and these items should be numbered in alphanumerical sequence. This numbering must be held throughout the project and used by all other members of the team for the preparation of each separate report (i.e. Bill of quantities, technical specifications etc.)
- Drawings should have specific 'materials' identification marks which must follow a specific alphanumerical sequence. Different graphic representation should be found, but it should also be accompanied by text. A legend including a graphic glossary of the material symbols and what they symbolize should accompany all necessary drawings. This numbering must be held throughout the project and used by all other members of the team for the preparation of each separate report (i.e. Bill of quantities, technical specifications etc.)
- For specific details which must be represented on drawings in different scales, a specific 'details' identification mark should be used which must follow a specific alphanumerical sequence. This numbering must be held throughout the project and used by all other members of the team for the preparation of each separate report (i.e. Bill of quantities, technical specifications etc.).
- The representation of all identification marks should be discrete on the drawings and should not draw attention from the main items represented on the drawing.

6. LINES:

- Give depth and intensity to drawings by grading lines:
  - Various thicknesses of lines.
  - Using grayscale colours (for items which shouldn't catch attention at first view i.e. dimensions, items in the background etc.)
  - Using appropriate hatches and black lines (for items which should stand out).
  - Do not overlap items i.e. hatches with dimensions, text etc.

MAINTENANCE PLAN FOR BUILDING/S:

Preparation of a comprehensive maintenance plan which must precisely document:

a) Annual maintenance works (short term; until end of 4th year)

b) Long-term maintenance works (5th, 10th, 20th year after the completion of conservation works on the monument).

The above should be accompanied by an explicatory text stating in detail categories and works which are expected in the 1st, 2nd, 3rd and 4th year after completion of conservation works. Percentages may differ according to types of buildings, large or small scale, in-use or not in-use, remote or in an urban setting, etc. It is considered that the first year after completion of works (Defects Liability Period: the period of twelve (12) months, calculated from the date of completion of the Works) will have low maintenance costs given that the contractor is still liable for remedial works that may occur such as: works of repair, amendment, reconstruction, rectification and making good defects, imperfections, shrinkages, etc. in accordance with the Civil Works Contract.

This maintenance plan must also include:

a. Works/ actions for monitoring the condition/decay of the site on a regular basis:

i. The condition of the various elements/ items at the time of inspection.

ii. The frequency of inspections needed (the schedule of periodic inspections: seasonal, yearly, etc.): i.e. 2-3 times a year at least. This should be supported with the precise checklist and should be defined according to each material or item. Certain materials may need inspection more often than others.

iii. The actions and frequency of actions proposed.

iv. The cost of the actions proposed (including material and workmanship costs).

b. Preventive works/actions for avoiding further decay of structures.

i. The actions proposed.

ii. The cost of the actions proposed (including material and workmanship costs).

The maintenance plan must consider the local construction prices, also calculation of the incremental percentages for the subsequent years of maintenance. The maintenance plan must make reference to the items of the TS and BoQ and have similar alphanumeric sequence for easy cross-referencing.

Outputs for Maintenance Plan:

- A precise inspection checklist including frequency of inspections needed, actions and frequency of actions proposed, and cost of actions proposed, scheduled and non-scheduled. All should be defined according to each material or item. Certain materials may need inspection more often than others. This should include all maintenance works in detail to be divided in categories.
- Rough estimation of annual maintenance works (short term; until end of 4th year) (according to checklist above).
- Rough estimation of maintenance budget change after 5, 10, 15, 20 years (according to checklist mentioned above).
- A Maintenance Plan Report
- Templates used for inspection/ inspection checklists/ intervention checklists with detailed lists of maintenance categories and works per time period necessary.
- explanatory/ complementary photographic material
- The above in word and excel documents.