

SUBMITTAL REQUIREMENTS AND TIME FRAME

As identified in the guidelines the FISH building and room numbers will be assigned after the Phase II Documents submittal and shall be incorporated into the Phase III Documents. The intent is that the FISH building and room numbers will be the building and room numbers on the Phase III Documents when they are issued for bidding and construction.

Refer to the guidelines, Section 2, FISH Drawing Assignments for the documents necessary to obtain official FISH building and room numbers. Also, submit two (2) copies of form OEF 208a identifying the facility space name, space number, net square footage of space, design occupant capacity and net square footage of circulation, walls and overhangs. One marked-up copy of OEF 208a will be returned to you for changes and corrections.

The completed FISH drawings shall be produced in Auto Desk AUTOCAD, Version 2010 format or newer, on one (1) or more CD-R computer disk(s).

The FISH drawing submittal process shall be a two (2) step process.
Preliminary final and completed final.

1. After preparing the FISH drawings, submit two (2) preliminary final drawing prints for review as 8-1/2" x 11" size hard copies. The School District personnel will review submitted drawings and mark- up any necessary changes and corrections. One marked-up copy will be returned to you for changes and corrections.
2. After making all changes and corrections, submit the completed final 8-112" x 11" size FISH drawing prints and CD-R computer disk(s).

Any changes during the construction period which add or delete a space will require a revision and update to the FISH drawings and OEF 208a to properly reflect such changes.

Upon substantial completion and submittal of FISH drawings, verification walk through shall occur. The Construction Coordinator, Architect, Construction Inspector, and Construction Manager will perform this walk through together and verify FISH Drawings are correct and buildings and rooms are properly labeled. Any errors in the FISH Drawings shall be corrected by the architect and resubmitted. Any errors in building and room labeling will be corrected by Construction Manager.

TYPICAL FISH DOCUMENT DRAWING SET FORMAT GUIDELINES

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REQUIRED DATA TO BE INCLUDED	
1. GENERAL	
	The following criteria shall apply to all the phases of the preparations <u>(creation of new and / or the revising of existing)</u> FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) PLANS.
2. FISH DRAWING ASSIGNMENTS	
	The Project Architect shall submit to the Project Coordinator along with the Phase II Documents Submittal for this Design Project a separate set of drawings. This separate Drawing Set shall consist of: (a) A duplicate Set of Phase II Drawings; (b) An Overall Architectural Site Plan (including 8!!_Buildings, Covered Walks, Canopies, etc. involved in this Project Scope) (New Construction or Remodeling); and (c.1) A Separate complete Set of Architectural Floor Plans for each permanent building and covered walks on the School/Facility Site. (New Construction). (c.2) A Separate complete Set of Architectural Floor Plans for each permanent building and covered walks involved in this Project Scope. (Remodeling). Address this separate drawing set to the Educational Specifications Specialist's Office; The purpose of this separate submittal set shall be to obtain the correct assignment of FISH Building and Room Numbers for all the Buildings, Interior Rooms and Exterior Covered Walk Areas within the scope of this project. The FINAL FISH NUMBERING DATA, prepared by The Educational Specifications Specialist, will be returned to the Project Architect as soon as possible so the Project Architect (PA/E) can incorporate these FISH Numbers into the Phase III Documents of this Project.

TYPICAL FISH DOCUMENT DRAWING SET FORMAT GUIDELINES

REQUIRED DATA TO BE INCLUDED					
3. DRAWING SHEET					
	<u>SIZE</u>	11" x 8-1/2"			
	<u>FORMAT</u>	Landscape View			
	<u>BORDER</u>	Border: Single Line		Border line width shall match Border Line Sample enclosed	
		Margins:	Top, Bottom, & Right: 0.4"		Left: 0.75"
	<u>TITLE BLOCK Sample Enclosed</u>	Drawings No. Cell:	List Drawings "1" through "Total Number of Drawings within Drawing Set"	Data Cell:	PA/E Shall Not include his/her name, firm name, or logo on these FISH drawings.
		School Name Cell:	Full Name of School and School Facility Number *	Owner Cell:	THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA
		* Data Will be furnished to PA/E			
	<u>DRAWING SCALE</u>	<u>CONTENT MUST BE AS LEGIBLE AS POSSIBLE</u> (1) Drawing image(s) shall be as <u>LARGE AS REASONABLY POSSIBLE</u> in order to fit the available space on drawing sheet but not to any specific architectural or engineering scale.			
	<u>ORIENTATION</u>	Include a North Arrow in the correct orientation on <u>Each Drawing</u> in the set			
4. LINE-WORK					
	<u>STRUCTURAL ELEMENTS</u>	(1) ALL columns, walls, and partitions. (a) Shall be SOLID, (NOT: double open parallel, poche'd, and/or cross-hatched) Type. Exterior walls should be slightly heavier line weight than interior partitions.			
	<u>COVERED WALKS AND CANOPIES</u>	(1) Covered Wlaks and Canopy perimeter lines (roof lines) beyond the solid roof lines of permanent building structures shall be illustrated as "Dashed Lines".			

TYPICAL FISH DOCUMENT DRAWING SET FORMAT GUIDELINES

REQUIRED DATA TO BE INCLUDED		
5. BUILDING NUMBERS		
	<u>FISH GUIDELINES</u>	1) Individual Roof Structures (except Covered Walks and Canopies) are considered Buildings under the FISH GUIDELINES (a) ALL Buildings shall be Identified on the drawings with Identification numbers Only (b) Do not use Names other than the word "Building" (c) Building Numbering guidelines, use only "Two" (2) numerals, i.e. "01"---"99"
	<u>SITE PLAN DRAWING</u>	(1) identify each Building with the appropriate FISH ID Number. Where Possible Building Number Should be within the Building Footprint.
	<u>ALL OTHER DRAWINGS</u>	(1) Locate Building Number outside the limits of the Building Footprint.
	<u>FONT TYPE AND SIZE</u>	<u>(ALL LETTERING and NUMBERING ARRANGEMENTS MUST BE LEGIBLE)</u> (1) Building Number Shall be "BOX TYPE" Letters And Numerals. i.e. "BUILDING 01" (a) Size: Shall be "LARGER" Than Room Numbers. (b) Minimum Size Letters: (b.1) Site Plan: 1/8" (b.2) Building Floor Plan: 1/4"
6. ROOM NUMBERS		
	<u>FISH SPACE IDENTIFICATION GUIDELINES</u>	(1) ALL Primary Rooms and Spaces will be Identified on the drawings with Identification numbers Only. <u>Do not use Functional Names or the word "ROOM"</u> (a) Room Number guidelines, use only "Three" (3) numerals: i.e. "001"---"999" (b) Begin each room numbering sequence in each building with "001" (c) "Small Adjacent Rooms / Spaces": i.e. (Closets, Toilet Rooms, Small Offices, etc.) May include an alpha (Capital Letter) suffix. i.e.: "A" through "Z". Exception: The letters "I" and "O" shall not be used in these suffixes. **Rooms / Spaces located within or immediately adjacent to and accessed from the larger "primary" Room.

TYPICAL FISH DOCUMENT DRAWING SET FORMAT GUIDELINES

REQUIRED DATA TO BE INCLUDED		
	<u>FONT TYPE / SIZE AND LOCATION</u>	<u>(ALL ROOM IDENTIFICATION NUMBERS MUST BE LEGIBLE)</u> (1) TYPE: Shall be "BOX TYPE" Numerals (2) SIZE: Shall be Minimum 1/8" letter size (3) Room Numbers shall be located, <u>within such</u> Room / Space where possible (a) if not possible, place such Room Numbers outside the Room / Space and connect to that Room / Space with a "leading line". (b) Terminate the leading line with a large "Dot" within designated Room / Space.
	<u>COVERED WALKWAYS AND CANOPIES</u>	NEW CONSTRUCTION: (1) <u>TYPICAL:</u> (a) All Covered Walks and Canopies will be "assigned" to one of the buildings on the school campus so that each such "Room I Area" can receive a FiSH Room Number relating to that Buiiding. This shaii include, all such areas, both within and beyond the roof-lines of the Buildings on the Site Plans. (b) Illustrate on the "Site Plan Drawing, all such assigned Covered Walk Area/ Canopy FiSH Room Numbers. (c) Utilize the "FONT LOCATION" guidelines when numbering the Covered Walks and canopies. (d) See also Requirements in sections 7 and 8 (2) <u>NEW PLANTS:</u> (a) All "Typical" Covered Walk Area/ Canopy Numbering requirements shall apply to all buildings on the site within the scope of this project... (3) <u>NEW ADDITIONS:</u> (a) All "Typical" Covered Walk Areal Canopy requirements shall apply to New Building Additions within the scope of this project. (4) <u>REMODELING:</u> (a) All "Typical" Covered Walk Area/ Canopy requirements shall apply to All Remodeled Buildings within the scope of this project.

TYPICAL FISH DOCUMENT DRAWING SET FORMAT GUIDELINES

REQUIRED DATA TO BE INCLUDED		
7. SITE PLAN DRAWING		
		(1) <u>TYPICAL:</u> (a) This Drawing shall be the first drawing in the FISH Drawing Set. (b) Illustrate All Buildings (new and existing) occurring on the site. (b.1) Include Covered Physical Education Play Courts and Covered Exterior Seating Arrangement Structures. (c) Illustrate all Building(s) on the Site Plan as Single Line (Hollow) perimeter footprint plans only, without any interior details.(d) Group buildings as they are arranged on the site. (d.1) Orientate the "Building Group" so that the main entrance to school will be at the bottom of this drawing sheet. (e) Include All Small "Permanent Out-Buildings" (even Single Room Buildings): i.e.: (e.1) Concession Stands; (e.2) Custodial; (e.3) Mechanical; (e.4) Storage; (e.5) Ticket Booths, (e.6) Stand-alone Pre-fabricated Electrical Generator housings, etc. (f) Illustrate also in certain conditions: (f.1) Prefabricated Walk-In Refrigerators and Freezers, (WIF/C) (See Requirements in section 8 following for criteria regarding certain WIF/C Installation conditions. (g) Illustrate all the Covered Walk and Canopy Areas on the Site Plan (See also Requirements in sections 4, 6 & 8) Such areas shall include roofed areas: (g.1) Covered Alcoves and Canopies for door openings in exterior walls; (g.2) Covered Walkways areas on the site, as they occur adjacent to each building; (g.3) Bus Pick Up and Parent Pick-Up Canopies; (g.4) Covered Passageways; (g.5) Covered Play Areas attached to permanent Buildings (i.e.: Kindergartens), and (g.6) Open and Closed Malls.

TYPICAL FISH DOCUMENT DRAWING SET FORMAT GUIDELINES

REQUIRED DATA TO BE INCLUDED		
		(2) NEW CONSTRUCTION: (a) NEW ADDITIONS: (a.1) "Typical" Site Plan Drawing requirements shall apply to new Buildings, Covered Walk and Canopy Areas constructed within the scope of this project (3) REMODELING: (a) "Typical" Site Plan Drawing requirements shall apply to Buildings, Covered Walk and Canopy Areas remodeled within the scope of this project. (b) Replace (entirely) on the FISH Site Plan Drawings, all existing building (s) being remodeled within the scope of this Project with new Building(s) with the new Building(s) drawn to these requirements.
	<u>DO NOT ILLUSTRATE</u>	(1) Portable or Relocatable Buildings (a) Classrooms (b) Ticket Booths, (c) Concession Stands, etc. (2) Permanent Baseball/Softball Dugouts
8. BUILDING FLOOR PLAN DRAWINGS		
	<u>ORIENTATION and BUILDING SIZE</u>	(1) TYPICAL (a) Floor Plan Drawings shall follow the Site Plan Drawing in the New I Revised FISH Drawing Set. (2) Include on a separate drawing sheet, an individual Floor Plan Drawing for each Complete Building Floor Plan and or Partial Building Floor Plan including also at each Upper Floor Level or Basement of the Building. (3) Where a Building contains a major point of entry/egress, this point of the Building Floor Plan should be positioned at the bottom of drawing sheet. (4) Excessively Large and I or Single Long Buildings:

TYPICAL FISH DOCUMENT DRAWING SET FORMAT GUIDELINES

REQUIRED DATA TO BE INCLUDED		
		(a) It is recognized that it may require the use of "Match-Lines" to get an entire building floor plan on a single drawing where buildings are extremely large, odd shaped, or excessively long. In such cases, sub-divide the Building Floor Plan, placing the two (2) or more parts on separate drawing sheets. Clearly identify each portion of the Building Floor Plan. i.e. "Building 01, First Floor, East End". etc. (b) Include any special details for clarity: Stairs (Risers, Landings) Ramps, Stages, and Toilet Partitions. (c) Illustrate Elevators as a single line rectangle within structural walls, etc... (d) Include Covered Physical Education Play Courts and Covered Exterior Seating Arrangements. These roofed structures are considered Buildings and each will be assigned a separate Building Number. (d.1) Illustrate all column arrangements for each. (e) Redraw Only the covered walk areas associated with a building that occur within the roofed area of the building or are wall-attached canopies on the building. (e.1) Reference by note, the Site Plan Drawing for the specific location of those other external covered walk areas associated with the building. (f) Prefabricated Walk-in Refrigerators and Freezers, (WIF/C). Such (WIF/C) units may be installed at the site: (f.1) Built-into the permanent building, (placed into prepared locations) within the permanent building structure, (f.2) Physically connected to the exterior of the permanent building structure, or (f.3) Installed as a free-standing structure not physically connected to the permanent building structure. (f.3.1) Under Conditions (f.1) and (f.2) the WIF/C will be considered part of the permanent building structure and will receive a FISH Room Number within the building. (f.3.2) Under Condition (f.3), the WIF/C is considered a separate building and shall be assigned a separate Building Number with Room Numbers. (5) <u>NEW CONSTRUCTION</u> (a) <u>NEW ADDITIONS</u> (a.1) "Typical" requirements shall apply to new Buildings, Covered Walk and Canopy Areas constructed within the scope of this project

TYPICAL FISH DOCUMENT DRAWING SET FORMAT GUIDELINES

REQUIRED DATA TO BE INCLUDED		
		(6) <u>REMODELING:</u> (a) "Typical" requirements shall apply to Buildings, Covered Walk and Canopy Areas remodeled within the scope of this project (b) Replace (entirely), on the FISH Drawings, all floor plan drawings of the existing building(s) being remodeled within the scope of this Project with new floor plan drawings of these buildings.
	<u>DO NOT ILLUSTRATE</u>	(1) Windows or other openings in walls. (2) Plumbing fixtures (water closets, urinals), casework, furniture, or seating arrangements, etc. (3) Door and door-swing (arc) symbols. (4) PORTABLE Buildings. i.e. Classrooms, Ticket Booths, Concession Stands, etc. (5) Permanent Baseball/Softball Dugouts
9. RELATED DATA		
	<u>SCHOOL DATA TABLES</u>	(1) The "School Data Tables" shall be constructed in tabular forms on the CD-R computer disk along side each FISH Drawing, containing data corresponding with each Building, each Room/Space within, and including the covered walk/canopy areas associated with each building as reflected on the FISH Drawing Set. These tables shall include the following: • The School Name and Facility Number and date of preparation (Corresponding to the FISH Drawings) • Buildings and each Room/Space shall be listed in a numerical ascending order; • The net square foot data (NSF) rounded to the nearest whole square foot for all Rooms /Spaces. I Terminate each Building Table with a Total NSF Area for that Building • A final separate Sub-Table listing all the Building Total Areas. Terminate this Sub-Table with a Grand Total NSF Area for the entire School. • Do not place these School Data Tables directly on the FISH Drawings. • Owner MUST be able to access or print both the School Data Tables and/or the FISH Drawings independently without affecting the other.

TYPICAL FISH DOCUMENT DRAWING SET FORMAT GUIDELINES

REQUIRED DATA TO BE INCLUDED																																											
		Sample Tables: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="width: 30%;">School Name:</td> <td style="width: 30%;"></td> <td style="width: 10%;">Date:</td> <td style="width: 30%;"></td> </tr> <tr> <td>Building No.</td> <td></td> <td>Facility Number</td> <td></td> </tr> <tr> <td>Room No.</td> <td colspan="2">Room Name</td> <td>Area (NSF)</td> </tr> <tr> <td></td> <td colspan="2"></td> <td></td> </tr> <tr> <td></td> <td colspan="2"></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Building Total.....</td> <td></td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="width: 30%;">School Name:</td> <td style="width: 30%;"></td> <td style="width: 10%;">Building No.</td> <td style="width: 30%;">Area (NSF)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">School Grand Total.....</td> <td></td> </tr> </table>		School Name:		Date:		Building No.		Facility Number		Room No.	Room Name		Area (NSF)									Building Total.....				School Name:		Building No.	Area (NSF)									School Grand Total.....			
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10. FINAL FORMAT SUBMITTAL																																											
	<u>COMPLETED FISH DRAWING SET</u>	It is recognized and accepted that the documents may be prepared in other formats using other manufacturers CADD software programs. The final complete FISH Document (Drawing Set and School Data Tables), however, <u>Shall Be</u> provided in an Auto Desk AUTOCAD, Version 2010 or later format on one (1) (or more) CDR computer disk(s).																																									

SAMPLE: (ENCLOSURE: TYPICAL FISH DOCUMENT DRAWING SET FORMAT GUIDELINES)
FISH Drawing Blank
Margins:
Left: 0.75"
Right: 0.4"
Top: 0.4"
Bottom: 0.4"
Border Line & Title Block Perimeter Lines "2 1/4 Line Size"
Title Block Vertical Lines 1/2 Line Size
Lettering Size No. 8 Arial

THE SCHOOL BOARD
OF PINELLAS COUNTY, FLORIDA

Date:	N.T.S.
Scale:	
Revised:	

Name of School	Facility No.
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