



Client Enrichment Series

Welcome to today's presentation on:
Demystifying Design Intent Drawings
June 21, 2018

the presentation will start at 1:30pm Eastern

Note: Phones are automatically muted during the presentation. You have the ability to send questions to your fellow attendees and our presentation team via your Chat pane. Our team will answer as many of the questions as possible throughout and at the end of the presentation. All questions will be captured, and answers sent to all participants prior to the next presentation.



Demystifying Design Intent Drawings

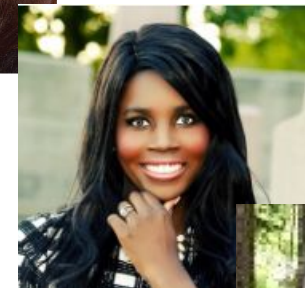
Hosted by: James Fotopoulos, Region 6,
Portfolio Management Division
Office of Client Solutions



Presented by:
Jennifer Hammell, Region 5, Real Estate Division



Jessica Sellers, National Office of Leasing

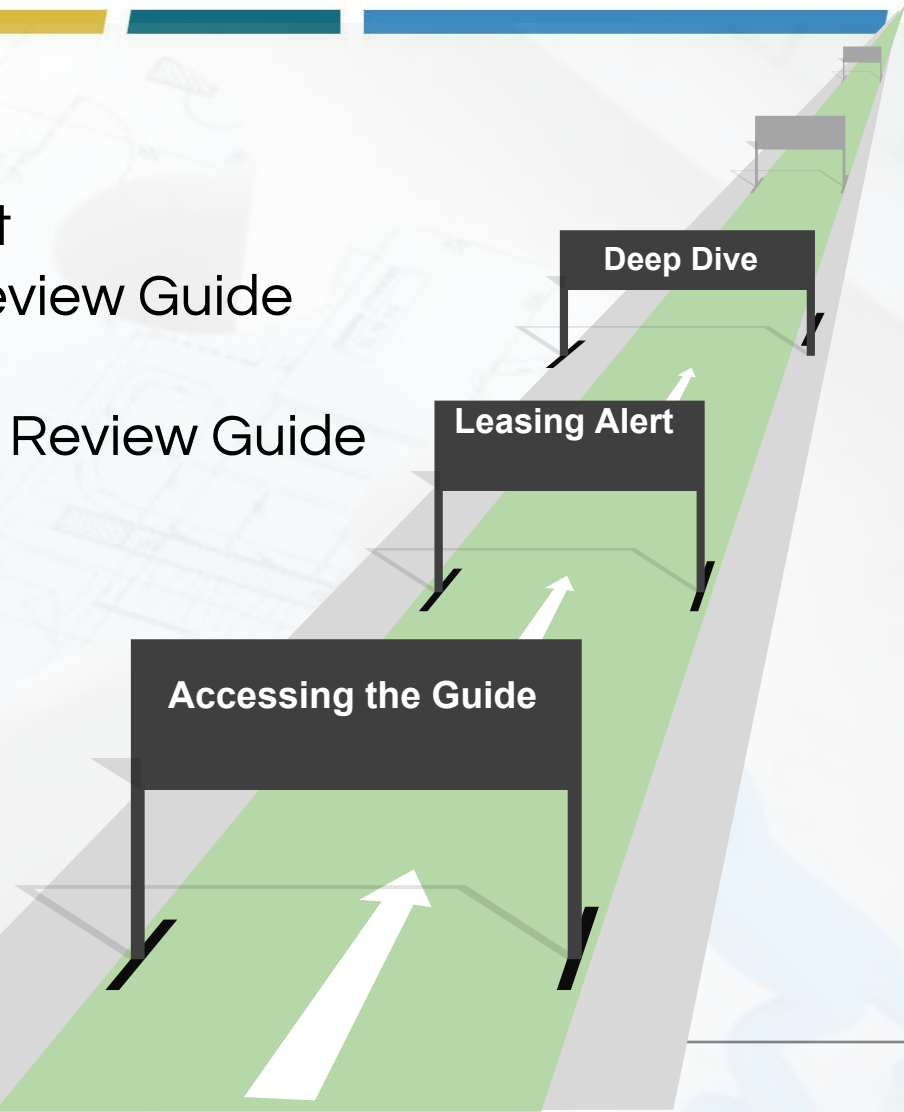


Steve Anderson, Region 10, Design and Construction



AGENDA

- Accessing the Guide
- Applicability/Leasing Alert
- Background of the DID Review Guide
- DID Process Overview
- How to Read/Use the DID Review Guide
- Elements of the DID Set
- Supplemental Guidance
- Q & A



Quick Introduction

Click the link <https://www.gsa.gov/portal/getMediaData?mediaId=158074>

Instructions: Open the guide in Adobe or other non-browser PDF reader to access embedded links and documents.



 **Combined Level 1/Level 2 Cover Sheet Examples.**
Click **Cover Sheet - Level 1 and Level 2** to view larger.

Quick Introduction - Applicability

Background/Timeline:

- Can be used for owned and leased activities.
- Leasing Alert (LA-FY17-04) was made.
- Effective on February 2, 2017.
- 2016 Project Management Award.
- 2016 Real Property Innovation Award.

GSA GSA Public Buildings Service

Thursday, February 02, 2017

MEMORANDUM TO: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASING ACQUISITION OFFICERS

2/2/2017

X James C. Wisner
James C. Wisner
Signed by: JAMES WISNER

FROM: JAMES C. WISNER
Assistant Commissioner for the Office of Leasing - PR

SUBJECT: LEASING ALERT (LA-FY17-04) - Design Intent Drawing Review Guide

1. **Purpose.** This Leasing Alert issues the attached Design Intent Drawing (DID) Review Guide. This guide was developed by a diverse, cross-regional team to assist both client agencies and GSA personnel who work with design drawings by providing a basic framework of understanding when it comes to reviewing DIDs. DIDs are an integral part of the space delivery process and Leasing Specialists and Lease Contracting Officers (LCOs) need to be able to interpret design drawings in order to be effective in performing such job responsibilities as contract interpretation, space acceptance, etc. This guide is intended to assist Project Managers, Leasing Specialists, LCOs, and other individuals who may lack a technical background in architecture, engineering, and/or interior design by providing graphic examples and descriptive narratives to describe the key elements of a DID set and its contents in a clear, easy-to-follow document.

Note that the Leasing Specialist or LCO should always seek technical expertise where necessary (e.g., project architect to review wall construction types or fire protection engineer to review for fire and life safety compliance, etc.) to determine whether DIDs meet lease standards, as well as obtain written confirmation from the client agency that DIDs meet their space requirements.

U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405-0002
www.gsa.gov

Leasing Alert Quick Introduction

Purpose and Applicability:

- Assist those that may lack a technical background.
- Seeking technical expertise where necessary.
- Continuity between the LDG, Lease documents, and Pricing Policy.
- Use of the guide is not required and is completely optional.



Poll Question

What is your comfort level with DID's?

- A. Very comfortable
- B. Average comfort
- C. No prior knowledge
- D. Help wanted - "I can't spell DID"

Background of the Guide

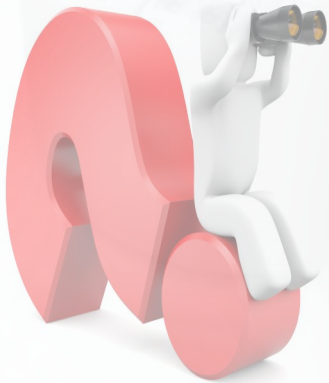
- In 2014, during a post-project completion Lessons Learned meeting, reviewers tasked with approving DIDs and CDs noted concern for their lack of technical knowledge for the information provided in drawing sets.
- Through the GSA Project Network, a multi-regional team comprised of GSA Professionals with different skill sets came together to create a document that would provide technical guidance and be a communication tool for reviewing DIDs.
- The DID Review Guide was rolled out in 2016 to provide a coordinated drawing review tool and a means for less experienced/non-technical folks to approve them with confidence.

DID Process Overview



DID Process Overview

- **What are DIDs and who prepares them?**
 - A Floor plan or Block Plan is developed into a set of drawings containing sufficient detail to communicate the design criteria for further development and engineering in the CD phase.
 - In Leased space the lessor prepares them as part of the Shell cost.
 - In Federal Space it is part of the GSA Fee.
 - GSA/Customer Project team supports the design through workshops and reviews.



DID Process Overview

DIDs DO Include

- Space layout with generic furniture.
- Power/Communication requirements.
- Interior finish selections.
- Security elements.

DID's DO NOT Include

- Information required for permitting.
- Engineering Calculations.
- HVAC or Mechanical design.
- Electrical or Plumbing diagrams.
- Site work.

DIDs are developed using the ***Iterative Process*** or the ***Design Workshop***.

DID Process Overview

Method 1: *Iterative Process*

- Most commonly used process in Federal space.
- Project team assembles for a post-award kick-off meeting/call to discuss team structure, the schedule, and to review agency's space requirements.
- After kick-off, first iteration of the DID is developed for agency and Government review with set number of reviews.
- Fire and life safety review(s) occurs during this process.

Method 2: *DID Workshop*

- Concentrated in-person working session to produce final and approved DIDs.
- Agency must agree to DID workshop in OA.
- Attendees include: GSA Representatives, Agency representatives (including security and furniture staff), Lessor and A/E staff.
- All approvals obtained during Workshop, unless otherwise agreed upon.

And now for the moment we've all been waiting for ...

Welcome



U.S. General Services Administration

DESIGN INTENT DRAWING
REVIEW GUIDE

How to Use the Guide

- GSA Pricing Policy definition for the minimum level of design = **Level 1**.
- Some GSA regions work with DIDs that provide additional design “Element” information such as interior elevations, sections, door/hardware requirements, and reflected ceiling plans. = **Level 2**.
- Disclaimer: “Levels” were established for the communication objective of this Guide and to simplify the information being presented.

The **drawing sheet** content found in Level 1 and Level 2 drawing sets as discussed in this DID Review Guide, is as follows:

#	Type of Drawing	Level 1 DID	Level 2 DID
1	Cover Sheet	x	x
2	Demolition Plan (if applicable)	x	x
3	Construction (or Partition) Plan	x	x
4	Power/Communications (or Electrical) Plan	x	x
5	Furniture Plan	x	x
6	Finish Plan	x	x
7	Reflected Ceiling Plan		x
8	Interior Elevations		x
9	Interior Sections		x
10	Partition Types/Sections		x
11	Door/Hardware Schedule		x

How to Use the Guide

- Links are provided throughout the Elements section of the Guide. Click on these to pop up an enlarged copy of that sheet in a different window.
- Close out pop up window to return to the Guide.



Design Intent Drawings (DID) Elements

1. Cover Sheet - Level 1 and Level 2

The Cover Sheet, although basic in nature, serves as a very important page in a DID set of drawings. It typically shows:

- a. The project name and location/address.
- b. Name of the design contractor, GSA designer and/or other consultants involved in developing the DIDs.
- c. An Index of Drawings in the set listed in the order they appear.
- d. Dates of the initial and any revised DID submittals.
- e. General Notes that set the standard for reference information applicable throughout the DID set, including applicable Codes and Standards that have jurisdiction over the design of the project.

And may include:

- f. Total Usable Square Footage (USF) of the project.

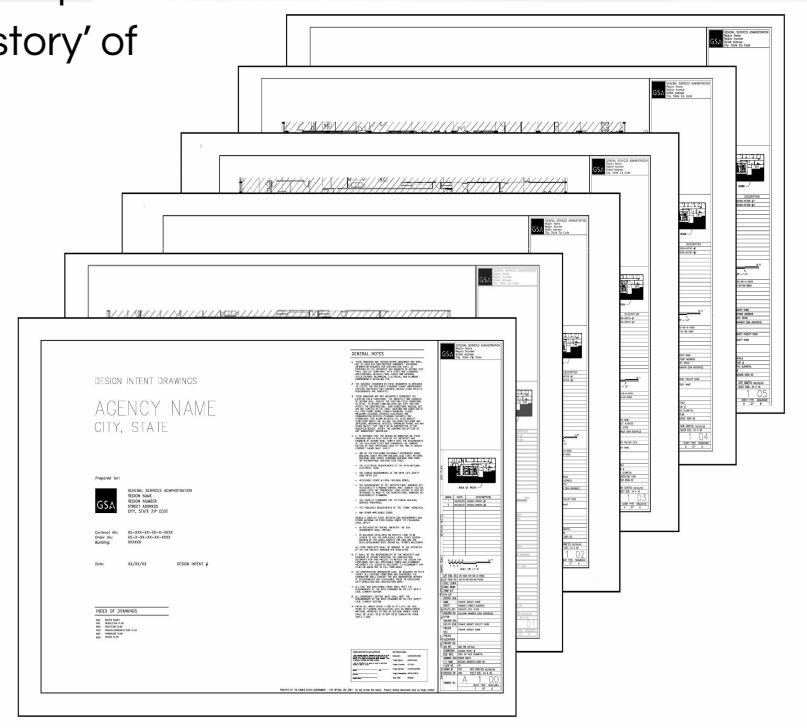
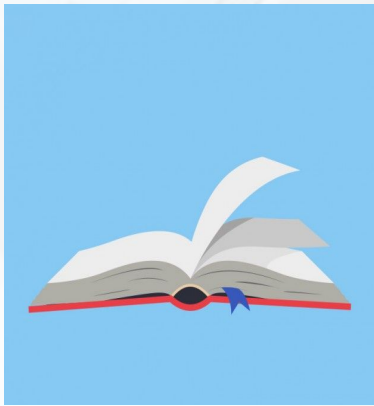


Combined Level 1/Level 2 Cover Sheet Examples.
Click Cover Sheet - Level 1 and Level 2 to view larger.

Combined Level 1/Level 2 Cover Sheet Examples.
Click **Cover Sheet - Level 1 and Level 2** to view larger.

Design Intent Drawing Fundamentals - How To Read

A Design Intent Drawing set is compiled using a series of “sheets”, like pages in a book. The first sheets introduce the existing and new design, with subsequent sheets providing more and more details to the ‘story’ of how the space is to be build out.

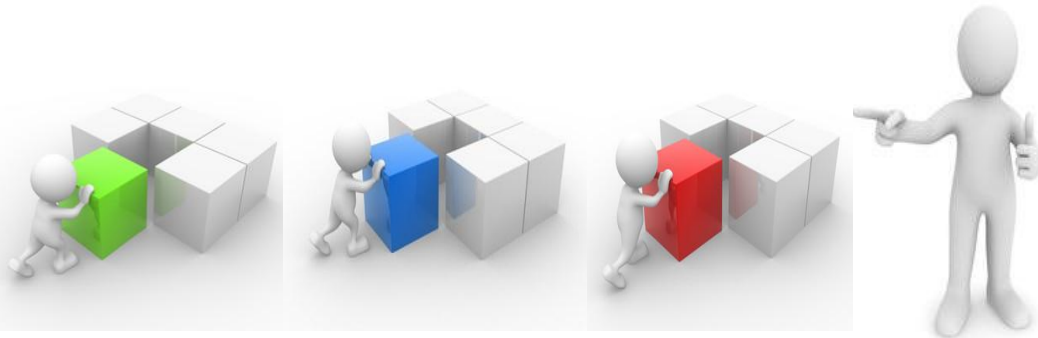
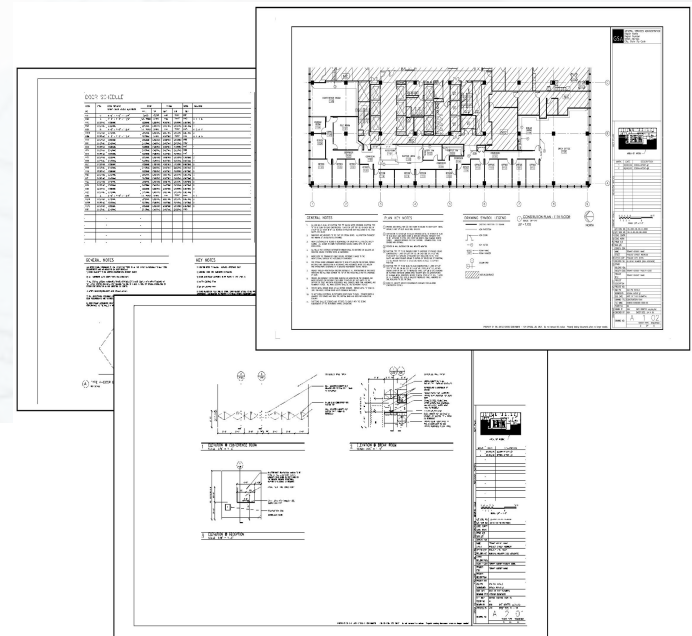


Design Intent Drawing Fundamentals - Formatting

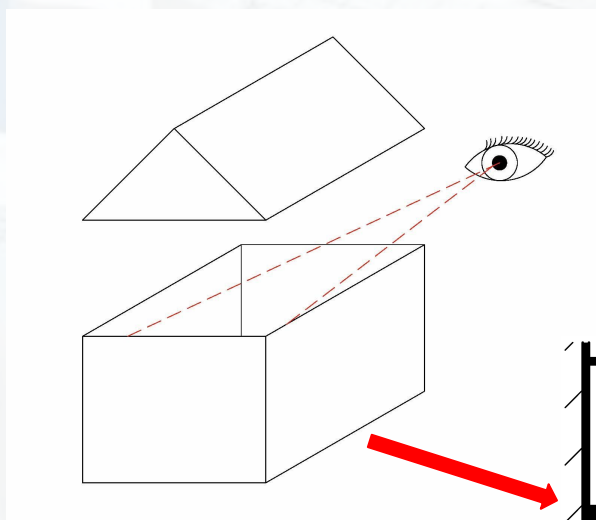
There's not one "right" way to format a set of drawings.

Drawings from a Lessor may look different than examples found in the Guide.

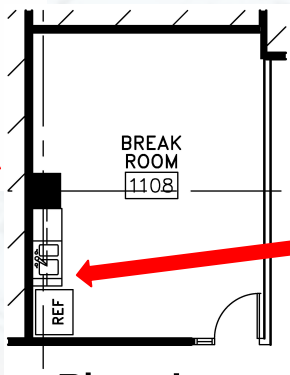
The Guide expresses the level of information that should be included in the DIDs, regardless of format.



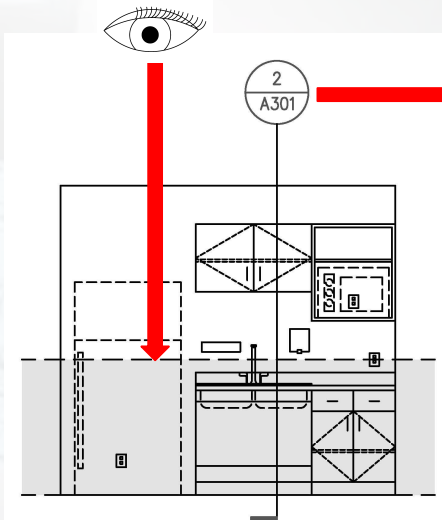
Design Intent Drawing Fundamentals - Views



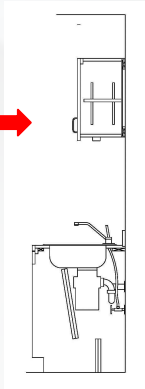
**Plan view
(Horizontal /Helicopter)**



Plan view



**Elevation View
(Cut through dotted lines)**



Section view

Deep Dive: DID Review Guide - Elements



... ELEMENTS OF THE DID REVIEW GUIDE

Elements of a DID Set: Cover Sheet

The **Cover Sheet** includes:

- The project name and location/address.
- An Index of Drawings in the set listed in the order they appear.
- General Notes that set the standard for reference information applicable throughout the DID set, including applicable Codes and Standards that have jurisdiction over the design of the project.

DESIGN INTENT DRAWINGS

AGENCY NAME
CITY, STATE

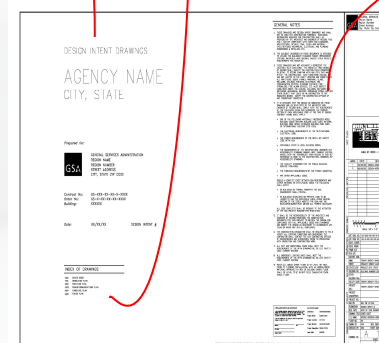
INDEX OF DRAWINGS

A100	COVER SHEET
A101	DEMOLITION PLAN
A102	PARTITION PLAN
A103	POWER/COMMUNICATIONS PLAN
A104	FURNITURE PLAN
A105	FINISH PLAN

GENERAL NOTES

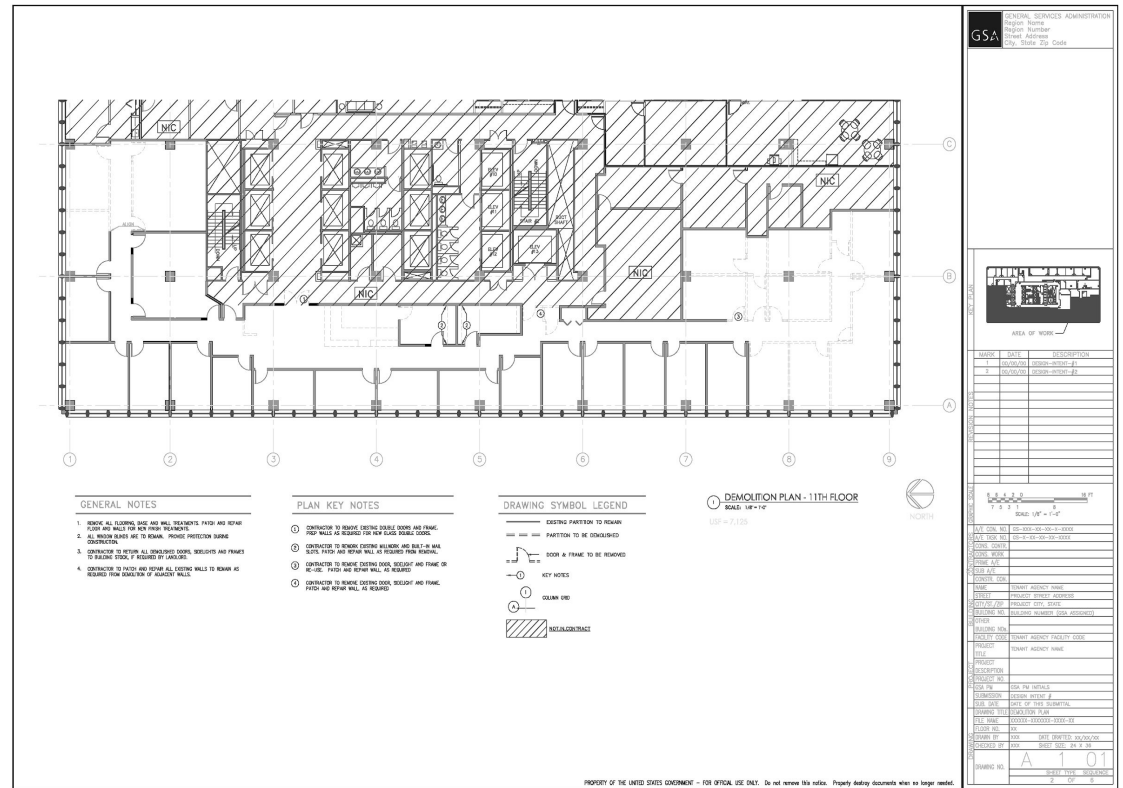
1. THESE DRAWINGS ARE "DESIGN INTENT DRAWINGS" AND SHALL NOT BE USED FOR CONSTRUCTION PURPOSES. ADDITIONAL INFORMATION REQUIRED FOR CONSTRUCTION SHALL BE PROVIDED BY THE ARCHITECT AND ENGINEER OF RECORD. THIS SHALL INCLUDE COMPLIANCE WITH CODES AND STANDARDS, ARCHITECTURAL DETAILS, FINAL FINISH AND MATERIAL SPECIFICATIONS, MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING & DETAILING, ETC.
2. THE BUILDOUT DESCRIBED IN THESE DOCUMENTS IS INTENDED TO UTILIZE THE BUILDING'S STANDARD TENANT IMPROVEMENT SYSTEMS, MATERIALS, AND FINISHES, UNLESS OTHER SPECIFIC REQUIREMENTS ARE INDICATED.
3. THESE DRAWINGS MAY NOT ACCURATELY REPRESENT THE EXISTING FIELD CONDITIONS. THE ARCHITECT AND ENGINEER OF RECORD SHALL SURVEY THE EXISTING FIELD CONDITIONS IN DETAIL TO BECOME FAMILIAR WITH ANY ITEM THAT MAY AFFECT THE CONSTRUCTION. SUCH CONDITIONS INCLUDE, BUT ARE NOT LIMITED TO THE EXACT LOCATION AND CONDITION OF ALL PARTITIONS, DOORS, FRAMES, HARDWARE, GLASS, MILLWORK, CEILING, FINISHES, ELECTRICAL AND COMMUNICATION DEVICES, PLUMBING FIXTURES, FIRE SPRINKLERS, FIRE ALARM DEVICES, ETC. ALSO INSPECT CONDITIONS ABOVE THE CEILING, INCLUDING DUCTWORK AND DIFFUSERS, MECHANICAL DEVICES, SPRINKLER PIPING, AND ANY OTHER OBJECT THAT COULD BE AN OBSTRUCTION TO THE INDICATED DESIGN. NOTIFY THE CONTRACTING OFFICER OF ANY DISCREPANCY IDENTIFIED.
4. IT IS INTENDED THAT THE DESIGN AS INDICATED ON THESE DRAWINGS AND AS DEVELOPED BY THE ARCHITECT AND ENGINEER OF RECORD SHALL COMPLY WITH THE REQUIREMENTS OF THE FOLLOWING CODES AND STANDARDS, THE CURRENT EDITION OF EACH APPLICABLE CODE AT THE TIME OF DESIGN CONTRACT AWARD SHALL APPLY.
 - ONE OF THE FOLLOWING NATIONALLY RECOGNIZED MODEL BUILDING CODES: UNIFORM BUILDING CODE (UBC), NATIONAL BUILDING CODE (NBC), STANDARD BUILDING CODE (SBC), OR INTERNATIONAL BUILDING CODE (IBC)
 - THE ELECTRICAL REQUIREMENTS OF THE NFPA NATIONAL ELECTRICAL CODE)
 - THE EGRESS REQUIREMENTS OF THE NFPA LIFE SAFETY CODE (NFPA 101)
 - APPLICABLE STATE & LOCAL BUILDING CODES)
 - THE REQUIREMENTS OF THE ARCHITECTURAL BARRIERS ACT ACCESSIBILITY STANDARD (ABAS), MOST CURRENT EDITION, WHERE EVER THE TERMINOLOGY (ABA) OCCURS IN THIS SET REFERENCE IS MADE TO THE ARCHITECTURAL BARRIERS ACT ACCESSIBILITY STANDARD.
 - THE FACILITY STANDARDS FOR THE PUBLIC BUILDING SERVICE (PBS-P100)
 - THE PUBLISHED REQUIREMENTS OF THE TENANT AGENCY(S)
 - ANY OTHER APPLICABLE CODES.

SHOULD A CONFLICT EXIST BETWEEN GSA REQUIREMENTS AND OTHER NATIONAL OR STATE/LOCAL CODES THE FOLLOWING



Elements of a DID Set: Demolition Plan

- A drawn-to-scale floor plan that shows a horizontally cut section of a space.
- “Drawn-to-scale” means items are drawn at a smaller scale than in real life so drawings maintain accurate measurements when printed. Example: $\frac{1}{8}'' = 1'-0''$
- Shows existing constructed elements to be demolished or removed prior to beginning construction of the new layout on the Construction Plan.


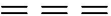






Elements of a DID Set: Demolition Plan

The **Demolition Plan** includes:

- A Symbol Legend that identifies specific symbols used in the drawing.
- Total Usable Square Footage (USF) (or ABOA SF) of the project.

DRAWING SYMBOL LEGEND

	EXISTING PARTITION TO REMAIN
	PARTITION TO BE DEMOLISHED
	DOOR & FRAME TO BE REMOVED
	KEY NOTES
	COLUMN GRID
	NOT IN CONTRACT

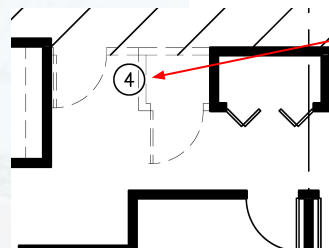
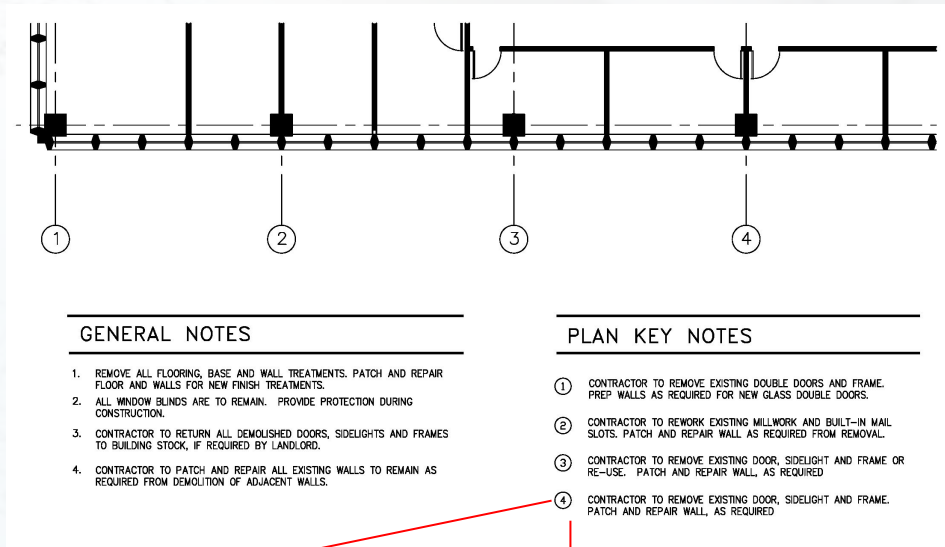
① **DEMOLITION PLAN - 11TH FLOOR**
SCALE: 1/8" = 1'-0"

USF = 7,125

Elements of a DID Set: Demolition Plan

The **Demolition Plan** includes:

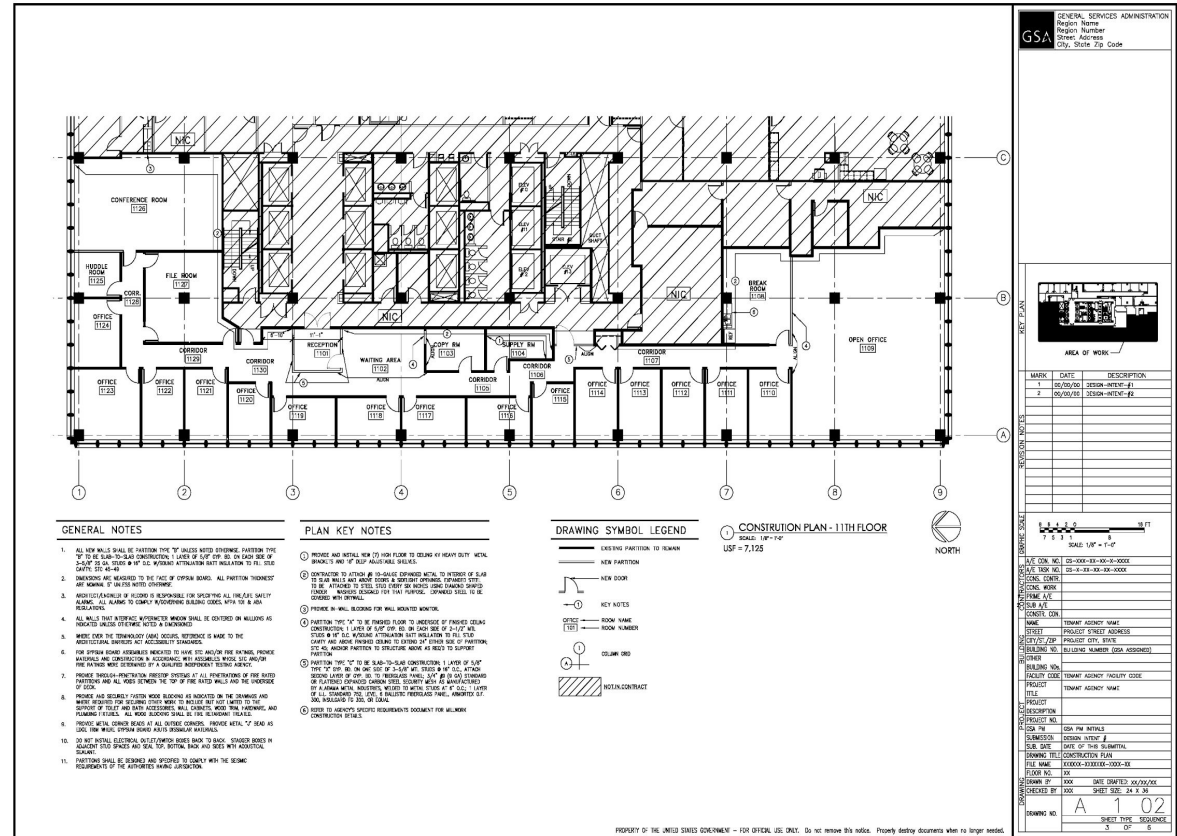
- General Notes that provide overall references to the drawing.
- Key Notes that provide specific reference to tagged elements within the drawing.



Always keep an eye out for tagged or labeled elements

Elements of a DID Set: Construction (Partition) Plan

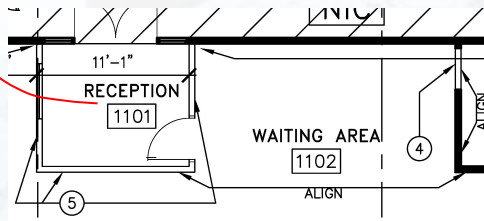
- A drawn-to-scale floor plan that shows a horizontal section of a space.
- A two-dimensional, graphic representation of the various elements to be constructed within a space, such as partitions and doors.



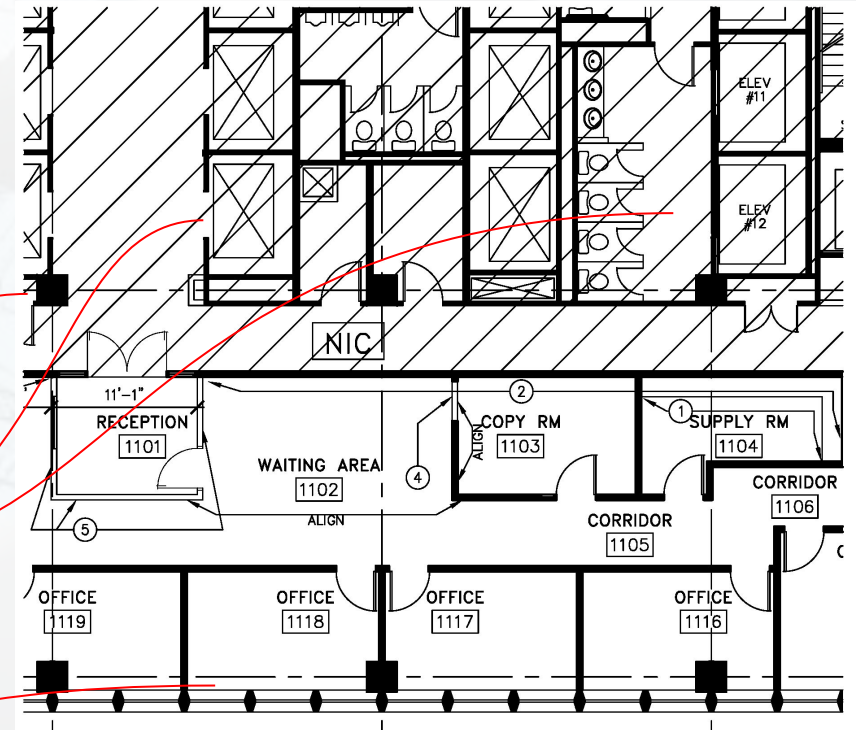
Elements of a DID Set: Construction (Partition) Plan

The **Construction Plan** includes:

- Room/area names/numbers for each room/open area.

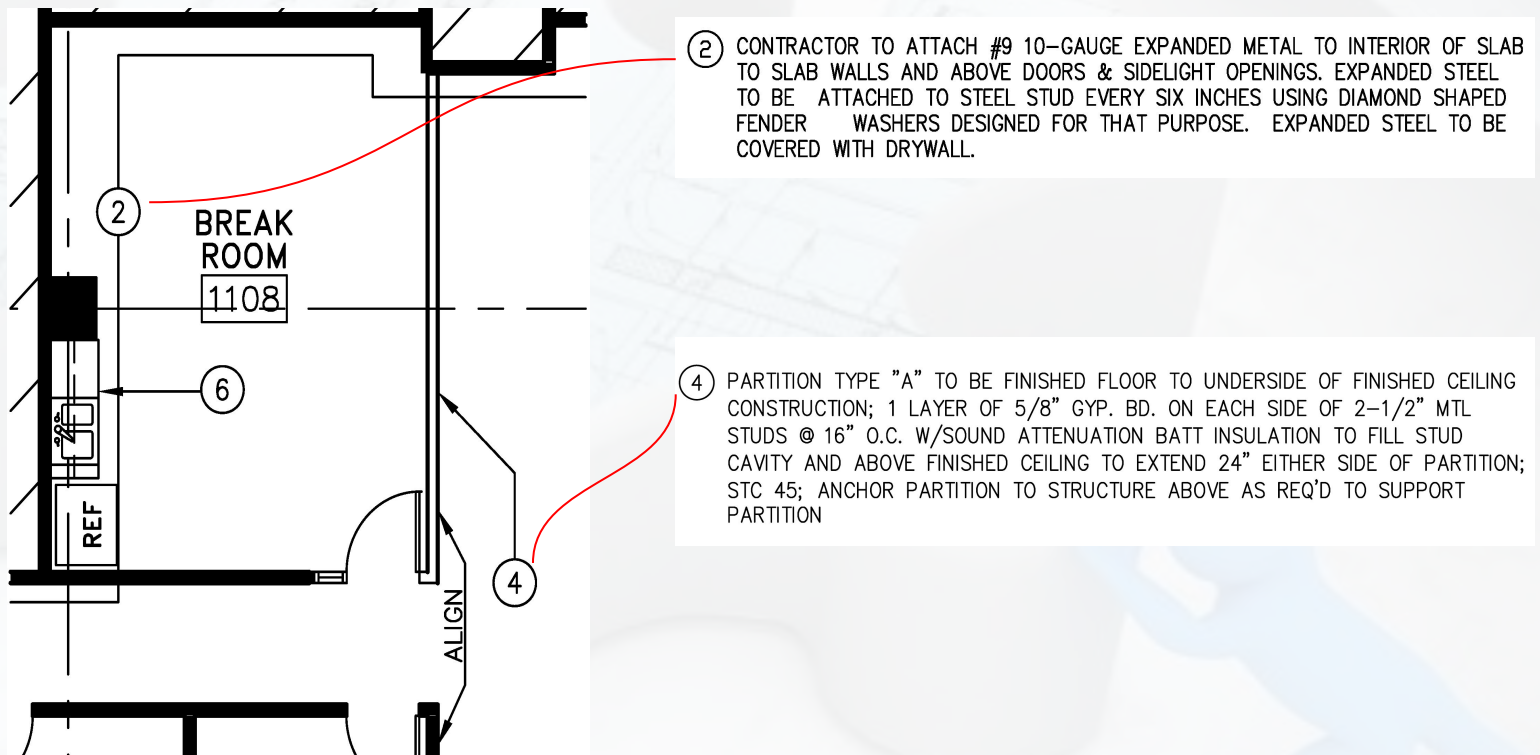


- Column locations.
- Critical dimensions.
- Common areas (e.g. stairs, elevators, restrooms).
- Door and window locations.
- Nominally dimensioned partition thicknesses.

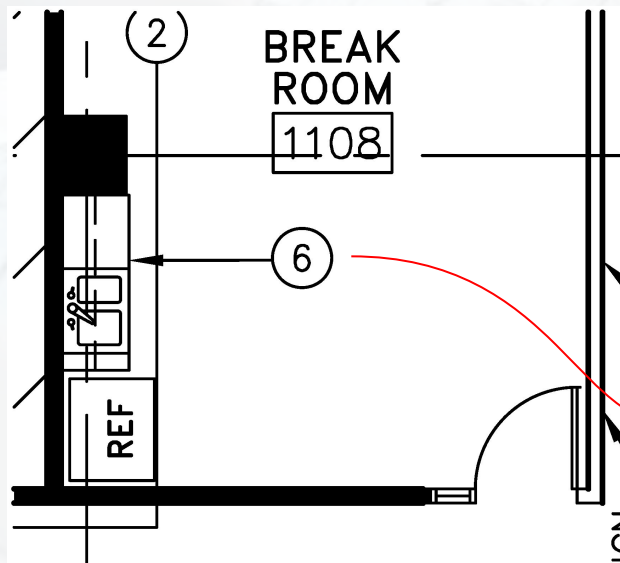


Elements of a DID Set: Construction (Partition) Plan

- On a Level 1 Construction Plan, new partitions are usually tagged with a Key Note that describes how it should be constructed.



Elements of a DID Set: Construction (Partition) Plan

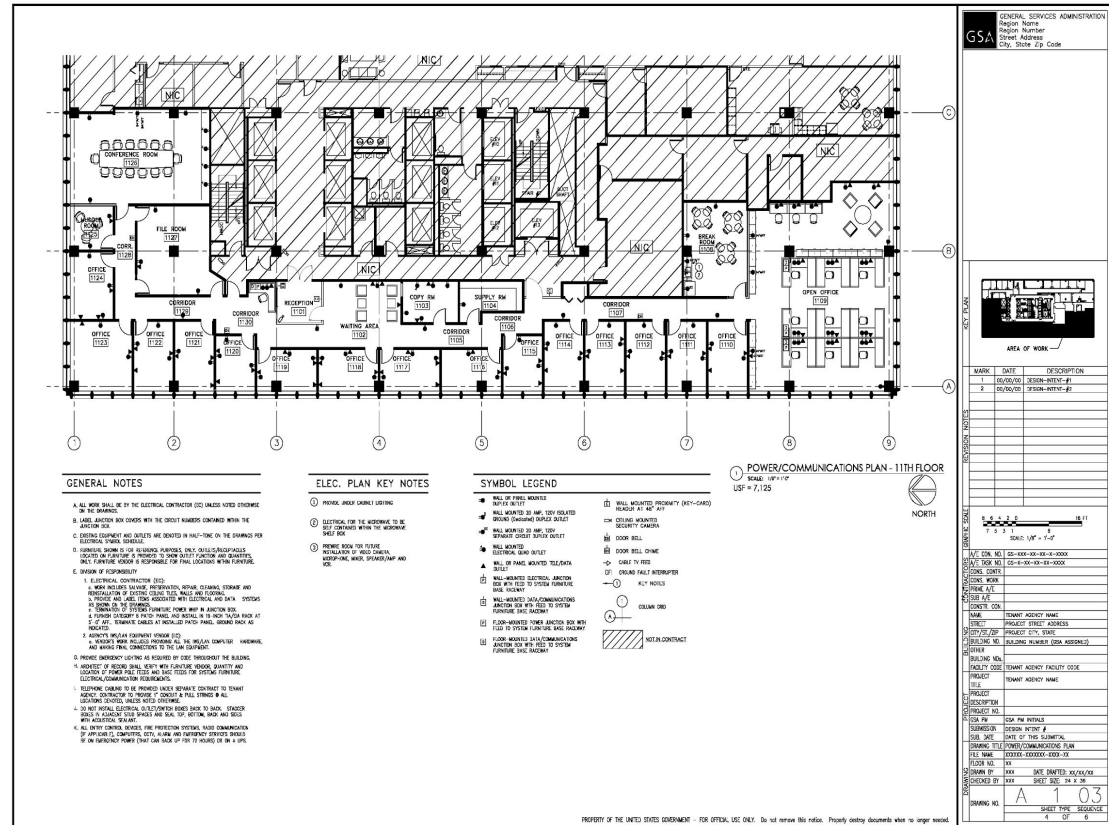


Key Notes on Level 1 DIDs will refer to the ASR/POR for construction details of built-ins or millwork.

⑥ REFER TO AGENCY'S SPECIFIC REQUIREMENTS DOCUMENT FOR MILLWORK CONSTRUCTION DETAILS.

Elements of a DID Set: Power/Comm. (Electrical) Plan

- A drawn-to-scale floor plan that shows all basic power and communication information, such as:
 - Types of outlets
 - Locations
- Information regarding wiring and cabling will NOT be seen here, but will be developed during the Construction Drawing phase.

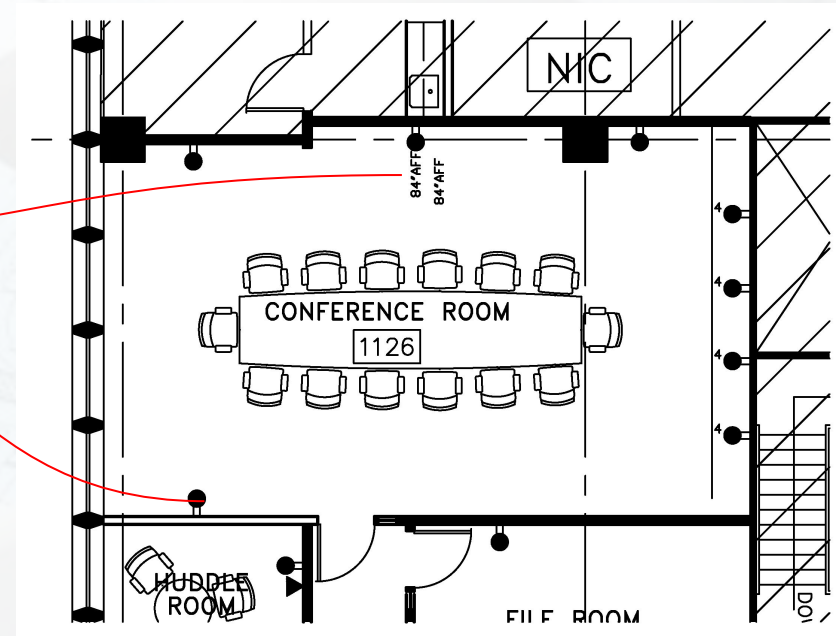


Elements of a DID Set: Power/Comm. (Electrical) Plan

The **Power/Communications Plan** includes:

- All standard and any specialty outlet/receptacles.

SYMBOL LEGEND			
●	WALL OR PANEL MOUNTED DUPLEX OUTLET	Ⓛ	WALL MOUNTED PROXIMITY (KEY CARD) READER AT 48" AFF
Ⓛ	WALL MOUNTED 20 AMP, 120V ISOLATED GROUND (Dedicated) DUPLEX OUTLET	📷	CEILING MOUNTED SECURITY CAMERA
Ⓛ	WALL MOUNTED 20 AMP, 120V SEPARATE CIRCUIT DUPLEX OUTLET	🔔	DOOR BELL
Ⓛ	WALL MOUNTED ELECTRICAL QUAD OUTLET	🔔	DOOR BELL CHIME
▲	WALL OR PANEL MOUNTED TELE/DATA OUTLET	➔	CABLE TV FEED
Ⓛ	WALL-MOUNTED ELECTRICAL JUNCTION BOX WITH FEED TO SYSTEM FURNITURE BASE RACEWAY	GFI	GROUND FAULT INTERRUPTER
Ⓛ	WALL-MOUNTED DATA/COMMUNICATIONS JUNCTION BOX WITH FEED TO SYSTEM FURNITURE BASE RACEWAY	①	KEY NOTES
Ⓛ	FLOOR-MOUNTED POWER JUNCTION BOX WITH FEED TO SYSTEM FURNITURE BASE RACEWAY	Ⓛ	COLUMN GRID
Ⓛ	FLOOR-MOUNTED DATA/COMMUNICATIONS JUNCTION BOX WITH FEED TO SYSTEM FURNITURE BASE RACEWAY	Ⓛ	NOT IN CONTRACT



Elements of a DID Set: Power/Comm. (Electrical) Plan

- A list of industry-standard **Common Electrical Symbols** is provided in the Supplemental Examples and Schedules section of the DID Review Guide.

Common Electrical Symbols

Symbols	Descriptions
	Wall mounted duplex outlet
	Wall mounted quadruplex outlet
	Wall mounted 20 amp, 120v separate circuit duplex outlet
	Wall mounted telephone outlet
	Wall mounted data outlet
	Wall mounted tele/data outlet
	Floor mounted duplex outlet
	Floor mounted quadruplex outlet
	Floor mounted telephone outlet
	Floor mounted data outlet
	Floor mounted tele/data outlet
GFI	Ground fault interrupter
	Wall mounted proximity (key-card) reader at 48"
	Ceiling mounted security camera
	Door bell
	Doorbell chime
	Cable TV feed
	Duress alarm/panic button
	Wall-mounted electrical junction box with feed to system furniture base raceway
	Wall-mounted data/communications junction box with feed to system furniture base raceway
	Floor-mounted power junction box with feed to system furniture base raceway
	Floor-mounted data/communications junction box with feed to system furniture base raceway

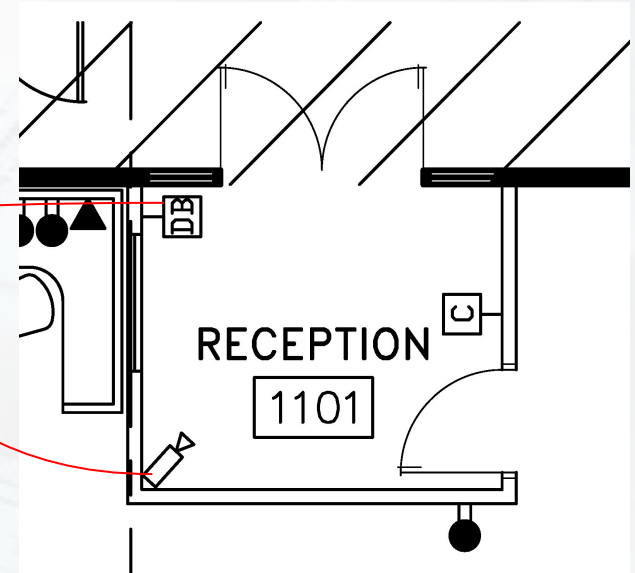


Note: If agency-specific symbols are used, refer to Symbol Legend on Power/Communications Plan for details.

Elements of a DID Set: Power/Comm. (Electrical) Plan

The **Power/Communications Plan** includes:

- Security requirement locations that require electrical connections (e.g. cameras, doorbell, an Aiphone-intercom system) may also be shown, if appropriate.
- An Equipment Schedule may also be included (if provided by the agency).



Elements of a DID Set: Power/Comm. (Electrical) Plan

- Furniture isn't typically seen on Power/Communication drawings unless furniture requiring electrical and data connections are included in the layout.
- Receptacles within furniture is included for quantity and outlet type information, only. It should be noted that final locations are the responsibility of the furniture vendor.

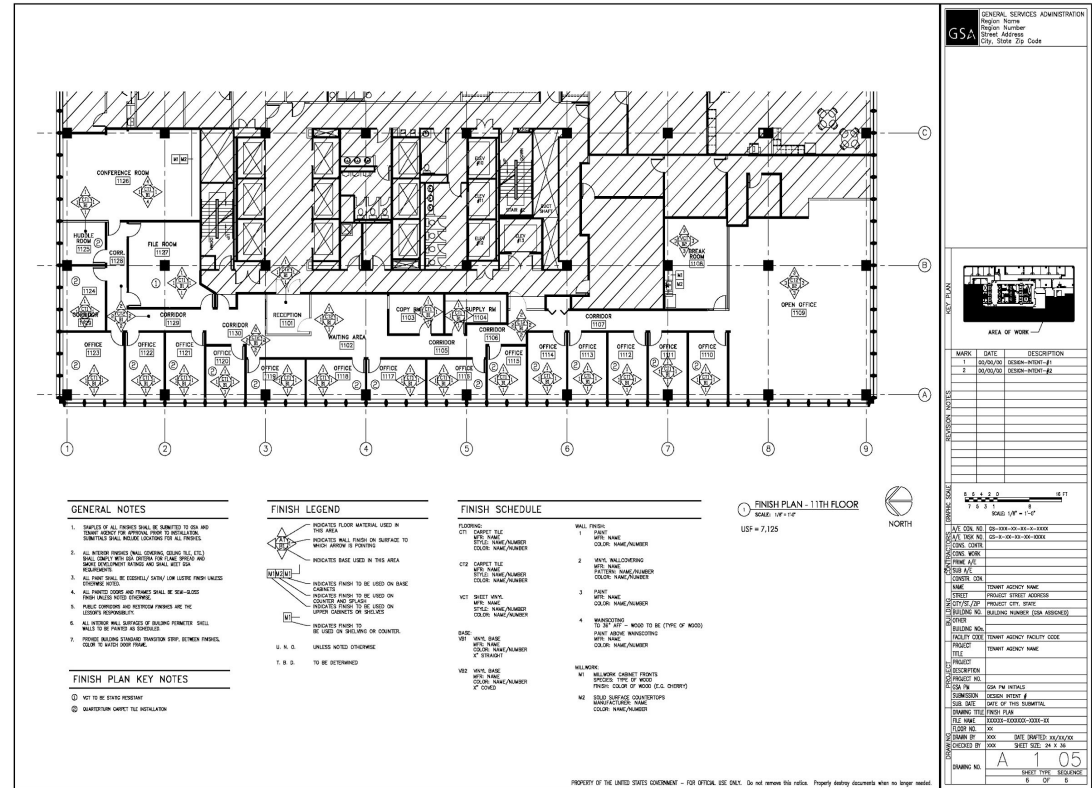


GENERAL NOTES

D. FURNITURE SHOWN IS FOR REFERENCE PURPOSES, ONLY. OUTLETS/RECEPTACLES LOCATED ON FURNITURE IS PROVIDED TO SHOW OUTLET FUNCTION AND QUANTITIES, ONLY. FURNITURE VENDOR IS RESPONSIBLE FOR FINAL LOCATIONS WITHIN FURNITURE.

Elements of a DID Set: Finish Plan

- A drawn-to-scale floor plan that identifies agency-approved, interior architectural finish specifications and where they are to be applied throughout the space.
- Finish marker indicators show where each finish is to be applied.



Elements of a DID Set: Finish Plan

The **Finish Plan** includes:

- General Notes that provide overall references to the drawing.
- Key Notes.
- A Symbol Legend that identifies specific symbols used in the drawing.
- A legend or schedule of selected finishes.

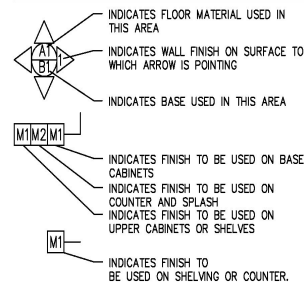
GENERAL NOTES

1. SAMPLES OF ALL FINISHES SHALL BE SUBMITTED TO GSA AND TENANT AGENCY FOR APPROVAL PRIOR TO INSTALLATION. SUBMITTALS SHALL INCLUDE LOCATIONS FOR ALL FINISHES.
2. ALL INTERIOR FINISHES (WALL COVERING, CEILING TILE, ETC.) SHALL COMPLY WITH GSA CRITERIA FOR FLAME SPREAD AND SMOKE DEVELOPMENT RATINGS AND SHALL MEET GSA REQUIREMENTS.
3. ALL PAINT SHALL BE EGGSHELL/ SATIN/ LOW LUSTRE FINISH UNLESS OTHERWISE NOTED.
4. ALL PAINTED DOORS AND FRAMES SHALL BE SEMI-GLOSS FINISH UNLESS NOTED OTHERWISE.
5. PUBLIC CORRIDORS AND RESTROOM FINISHES ARE THE LESSOR'S RESPONSIBILITY.
6. ALL INTERIOR WALL SURFACES OF BUILDING PERIMETER SHELL WALLS TO BE PAINTED AS SCHEDULED.
7. PROVIDE BUILDING STANDARD TRANSITION STRIP, BETWEEN FINISHES, COLOR TO MATCH DOOR FRAME.

FINISH PLAN KEY NOTES

- ① VCT TO BE STATIC RESISTANT
- ② QUARTERTURN CARPET TILE INSTALLATION

FINISH LEGEND



U. N. O. UNLESS NOTED OTHERWISE

T. B. D. TO BE DETERMINED

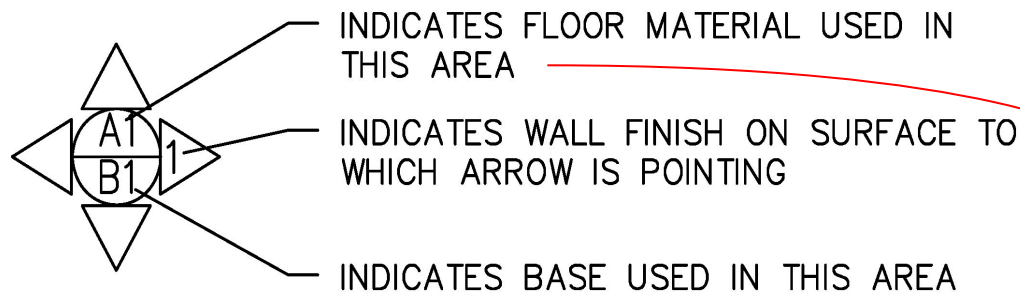
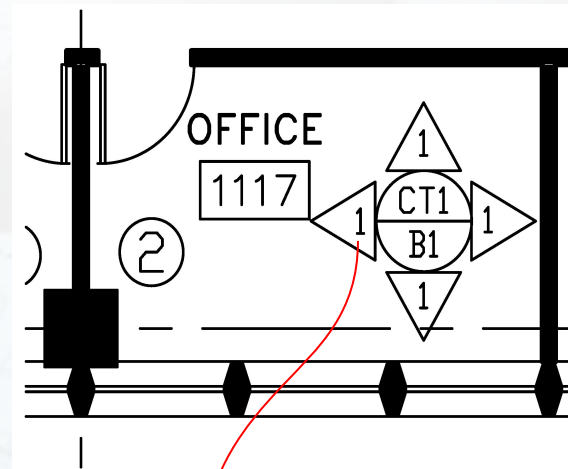
FINISH SCHEDULE

FLOORING:	WALL FINISH:
CT1 CARPET TILE MFR: NAME STYLE: NAME/NUMBER COLOR: NAME/NUMBER	1 PAINT MFR: NAME COLOR: NAME/NUMBER
CT2 CARPET TILE MFR: NAME STYLE: NAME/NUMBER COLOR: NAME/NUMBER	2 VINYL WALLCOVERING MFR: NAME PATTERN: NAME/NUMBER COLOR: NAME/NUMBER
VCT SHEET VINYL MFR: NAME STYLE: NAME/NUMBER COLOR: NAME/NUMBER	3 PAINT MFR: NAME COLOR: NAME/NUMBER
BASE: VB1 VINYL BASE MFR: NAME COLOR: NAME/NUMBER X" STRAIGHT	4 WAINSCOTING TO 36" AFF – WOOD TO BE (TYPE OF WOOD) PAINT ABOVE WAINSCOTING MFR: NAME COLOR: NAME/NUMBER
VB2 VINYL BASE MFR: NAME COLOR: NAME/NUMBER X" COVED	MILLWORK: M1 MILLWORK CABINET FRONTS SPECIES: TYPE OF WOOD FINISH: COLOR OF WOOD (E.G. CHERRY) M2 SOLID SURFACE COUNTERTOPS MANUFACTURER: NAME COLOR: NAME/NUMBER

Elements of a DID Set: Finish Plan

The **Finish Plan** includes:

- An alpha-numeric designation for each finish on the Finish Schedule .
- Area/room finish (target) markers noting the alpha-numeric designations of finishes for that area/room.



FINISH SCHEDULE

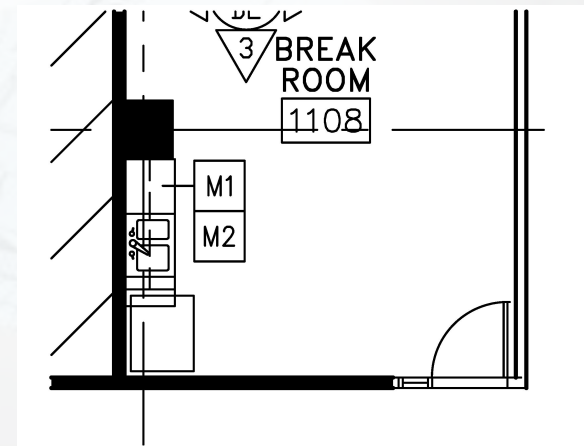
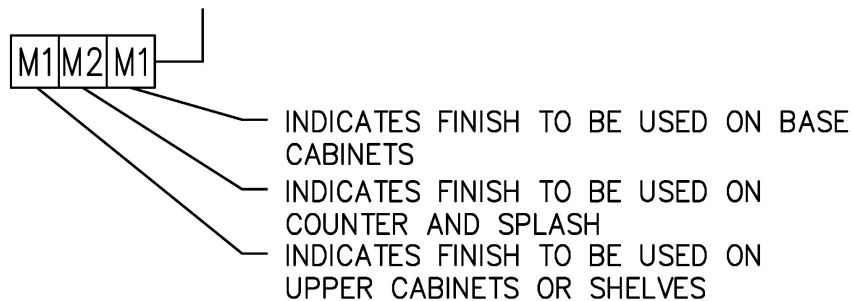
FLOORING:

CT1 CARPET TILE
MFR: NAME
STYLE: NAME/NUMBER
COLOR: NAME/NUMBER

CT2 CARPET TILE
MFR: NAME

Elements of a DID Set: Finish Plan

- Cabinetry/millwork (built-ins) finish (target) markers are placed on plan wherever cabinetry/millwork is located.



Elements of a DID Set: Finish Plan (Alternate)

- A **Finish Schedule** is sometimes included instead of a Finish Plan.

FINISH SPECIFICATION SCHEDULE								
Room #	Room Name	Floor finish	Wall base	North wall	East wall	South wall	West wall	Key Notes
1101	Reception	CT2	B1	1	1	1	1	
1102	Waiting Area	CT2	B1	1	1	1	1	2
1103	Copy Room	CT1	B1	1	1	1	1	
1104	Supply Room	CT1	B1	1	1	1	1	
1105	Corridor	CT2	B1	2	2	2	2	2
1106	Corridor	CT2	B1	2	2	2	2	2
1107	Corridor	CT2	B1	2	2	2	2	2
1108	Break Room	VCT	B2	3	3	3	3	
1109	Open Office	CT2	B2	3	3	3	3	2
1110	Office	CT1	B1	1	1	1	1	
1111	Office	CT1	B1	1	1	1	1	
1112	Office	CT1	B1	1	1	1	1	
1113	Office	CT1	B1	1	1	1	1	
1114	Office	CT1	B1	1	1	1	1	
1115	Office	CT1	B1	1	1	1	1	
1116	Office	CT1	B1	1	1	1	1	
1117	Office	CT1	B1	1	1	1	1	
1118	Office	CT1	B1	1	1	1	1	
1119	Office	CT1	B1	1	1	1	1	
1120	Office	CT1	B1	1	1	1	1	
1121	Office	CT1	B1	1	1	1	1	
1122	Office	CT1	B1	1	1	1	1	
1123	Office	CT1	B1	1	1	1	1	
1124	Office	CT1	B1	1	1	1	1	
1125	Huddle Room	CT1	B1	1	1	1	1	
1126	Conference Room	CT1	B1	1	4	1	4	
1127	File Room	CT1	B1	1	1	1	1	1
1128	Corridor	CT2	B1	2	2	2	2	2
1129	Corridor	CT2	B1	2	2	2	2	2
1130	Corridor	CT2	B1	2	2	2	2	2

GENERAL NOTES			
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.

FINISH SPECIFICATION SCHEDULE			
CT1	Carpet tile Mfr. Name Style: Name/Number Color: Name/Number	1	Paint Mfr. Name Color: Name/Number
CT2	Carpet tile Mfr. Name Style: Name/Number Color: Name/Number	2	Vinyl Wallcovering Mfr. Name Color: Name/Number
VCT	Sheet vinyl Mfr. Name	3	Paint Mfr. Name

Transition: Level 1 and 2 Common



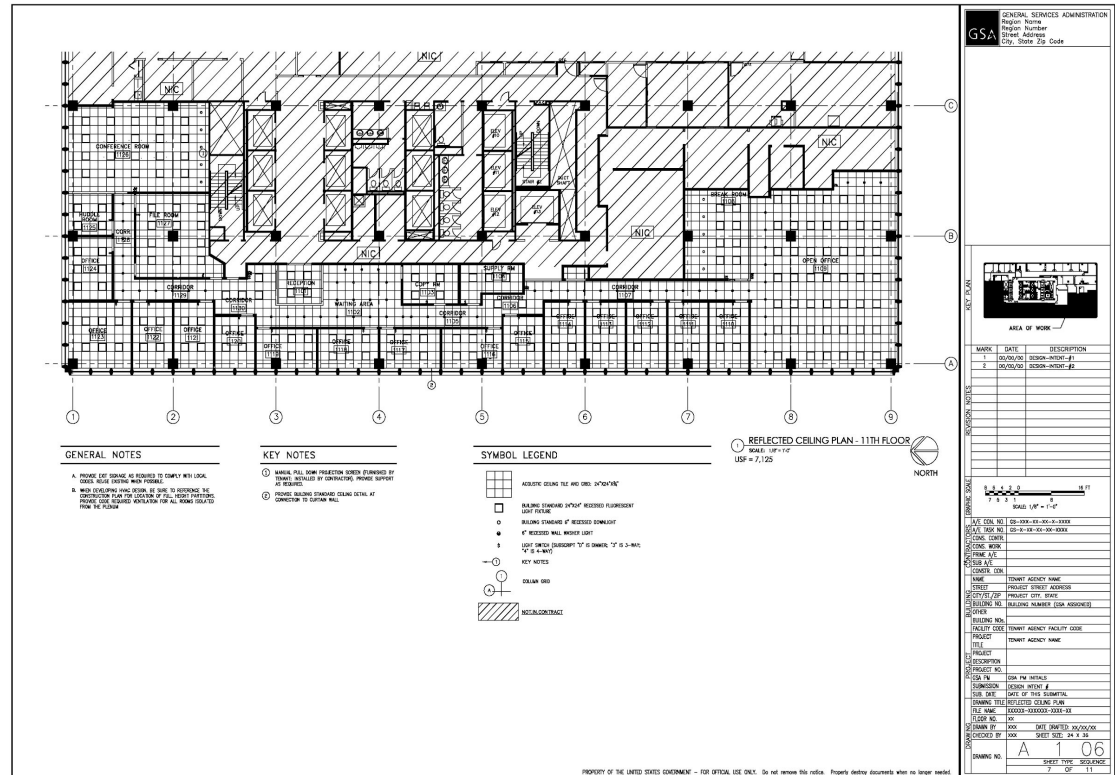
#	Type of Drawing	Level 1 DID	Level 2 DID
1	Cover Sheet	X	X
2	Demolition Plan (if applicable)	X	X
3	Construction (or Partition) Plan	X	X
4	Power/Communications (or Electrical) Plan	X	X
5	Furniture Plan	X	X
6	Finish Plan	X	X
7	Reflected Ceiling Plan		X
8	Interior Elevations		X
9	Interior Sections		X
10	Partition Types/Sections		X
11	Door/Hardware Schedule		X

Questions/Knowledge Review



Elements of a DID Set: Reflected Ceiling Plan - Level 2

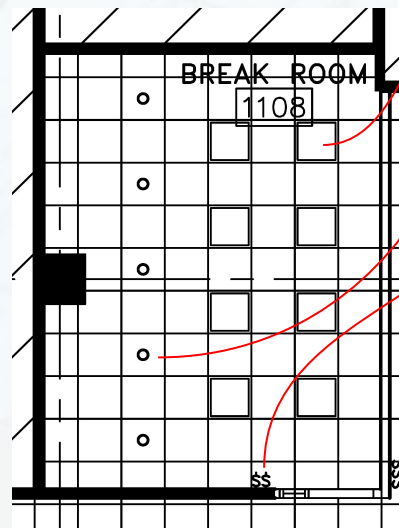
- A drawn-to-scale plan of the ceiling from the view if you were looking down at a mirrored floor reflecting all of the ceiling details above.
- Includes light fixtures, soffits, ceiling grids, etc.



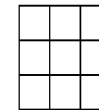
Elements of a DID Set: Reflected Ceiling Plan - Level 2

The **Reflected Ceiling Plan** includes:

- Ceiling grid location/size shown
- Types of light fixture and their locations.
- Any ceiling height changes.
- Any soffit locations.
- Any decorative or structural item that touches the ceiling.
- Basic switch locations (where light fixture gets turned on).



SYMBOL LEGEND



ACOUSTIC CEILING TILE AND GRID: 24"X24"X $\frac{3}{4}$ "



BUILDING STANDARD 24"X24" RECESSED FLUORESCENT LIGHT FIXTURE



BUILDING STANDARD 6" RECESSED DOWNLIGHT



6" RECESSED WALL WASHER LIGHT



LIGHT SWITCH (SUBSCRIPT "D" IS DIMMER; "3" IS 3-WAY; "4" IS 4-WAY)

Elements of a DID Set: Interior Elevations -Level 2

- A pictorial view of all built-in millwork or architectural elements, such as cabinetry or interior windows.

1 ELEVATION @ CONFERENCE ROOM
SCALE: 3/8" = 1'-0"

2 ELEVATION @ BREAK ROOM
SCALE: 3/8" = 1'-0"

3 ELEVATION @ RECEPTION
SCALE: 3/8" = 1'-0"

LEGEND:
 1. LABEL ALL EXPOSED SURFACES OF CABINERY TO BE FINISHED WITH SCHEDULED WALL FINISH. SCHEDULED WALL FINISH.
 2. LABEL ALL FINISH TO BE A.B.A. COMPANY.
 3. LABEL ALL FINISH TO BE A.B.A. COMPANY.

REVISIONS:

MARK	DATE	DESCRIPTION
1	08/20/00	ISSUE-INTENT #1
2	08/20/00	ISSUE-INTENT #2

TITLE BLOCK:

GENERAL SERVICES ADMINISTRATION
 Region Number
 Street Address
 City, State, Zip Code

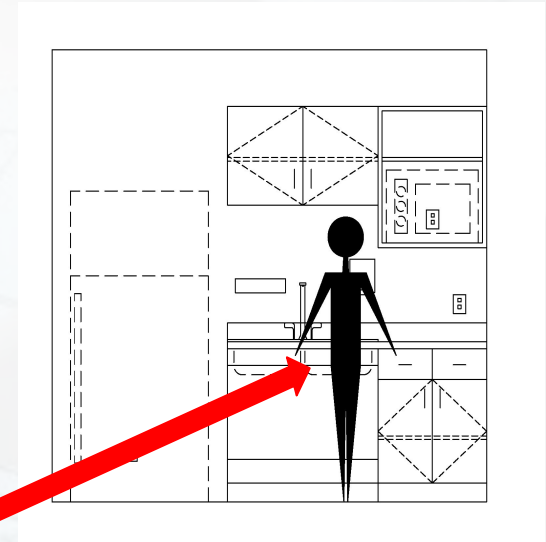
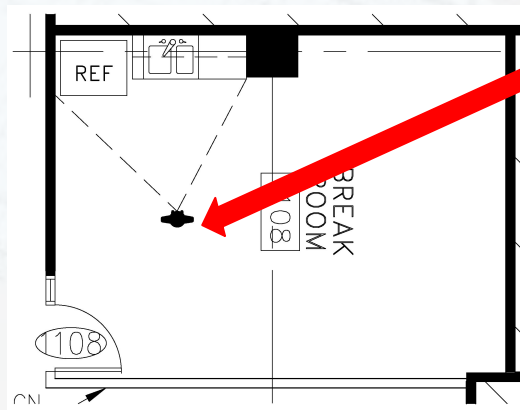
SCALE: 1/8" = 1'-0"

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Elements of a DID Set: Interior Elevations -Level 2

Elevations are:

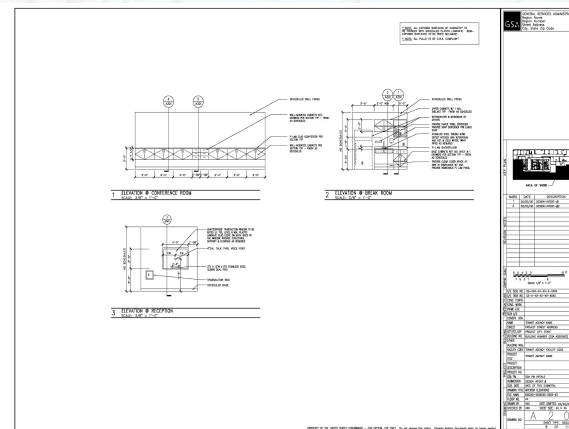
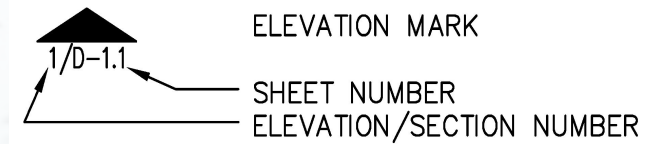
- Drawn at a larger scale than floor plans in order to better see their details.
- What the viewer would see if they were standing directly facing the vertical surface of a built-in.



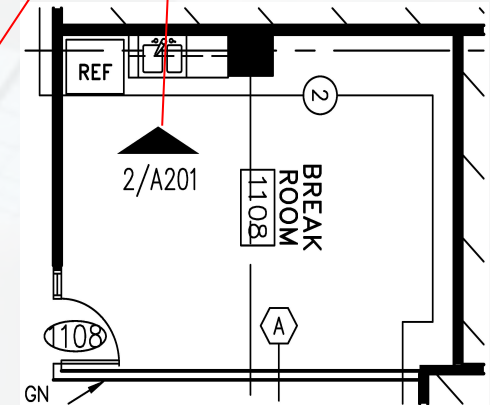
Elements of a DID Set: Interior Elevations -Level 2

Elevations include:

- Target markers that are placed on the Construction Plan wherever there is a built-in element that has an Elevation drawing included elsewhere in the DID set.



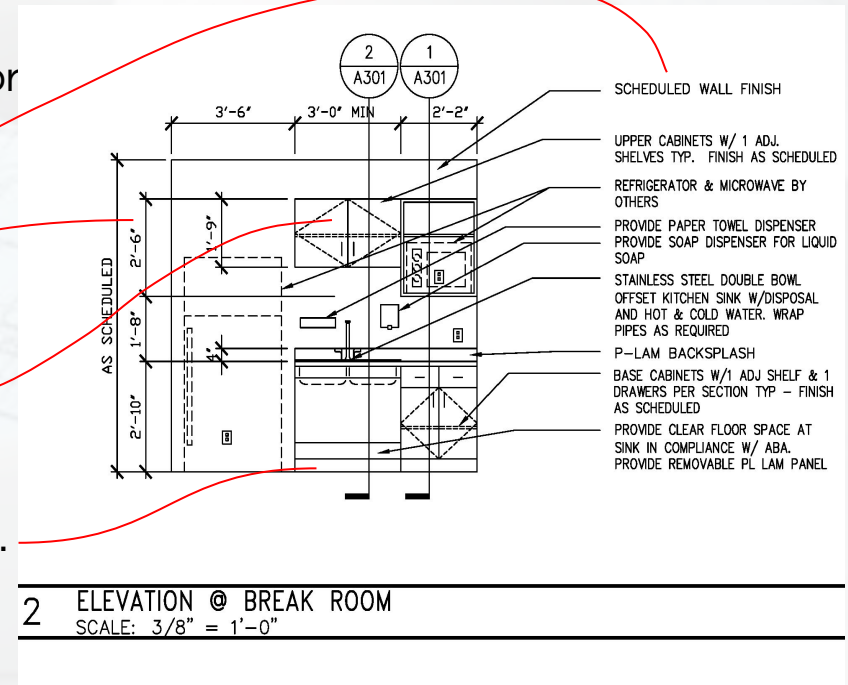
PROJECT TITLE	TENANT AGENCY NAME
PROJECT DESCRIPTION	
PROJECT NO.	
GSA PM	GSA PM INITIALS
SUBMISSION	DESIGN INTENT #
SUB. DATE	DATE OF THIS SUBMITTAL
DRAWING TITLE	INTERIOR ELEVATIONS
FILE NAME	XXXXXXXX-XXXX-XX
FLOOR NO.	XX
DRAWN BY	XXX DATE DRAFTED: XX/XX/XX
CHECKED BY	XXX SHEET SIZE: 24 X 36
DRAWING NO.	A 2 01
	SHEET TYPE SEQUENCE
	8 OF 11



Elements of a DID Set: Interior Elevations -Level 2

Elevations include:

- The basic structure of a built-in or architectural element showing step backs or other changes to the vertical plane..
- Call-out notes.
- Vertical dimensions.
- Hidden lines and Section targets, if applicable.
- Base moldings, trims, door/window casings.



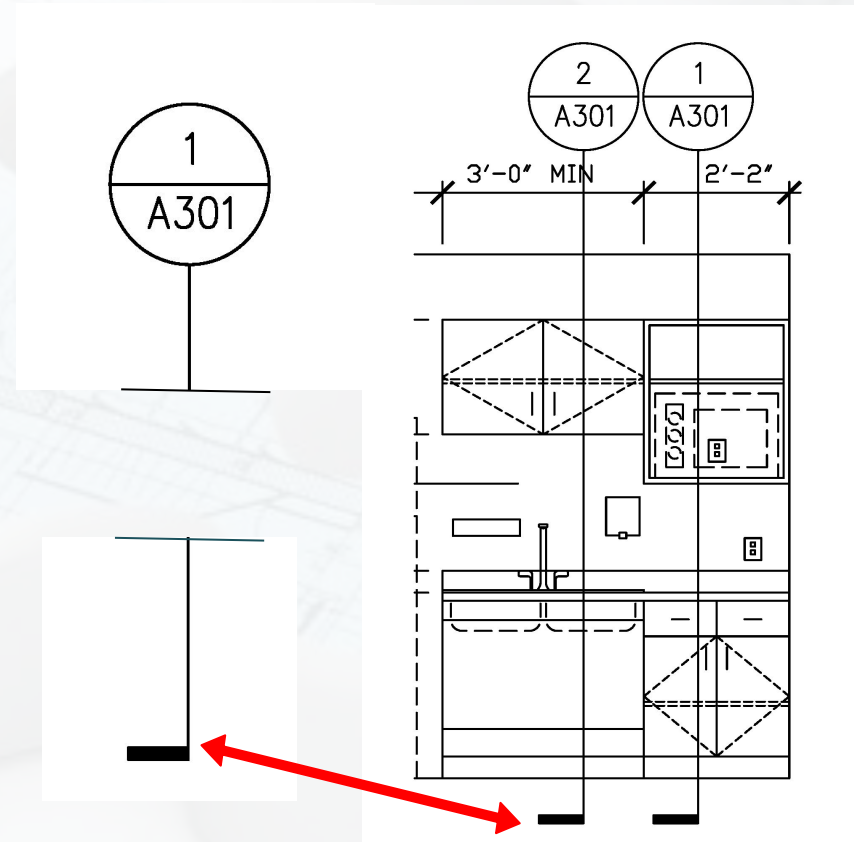
And *may* include:

- Cover plate locations for outlets or switches.
- Finish Specifications, if not on Finish Plan.

Elements of a DID Set: Interior Elevations -Level 2

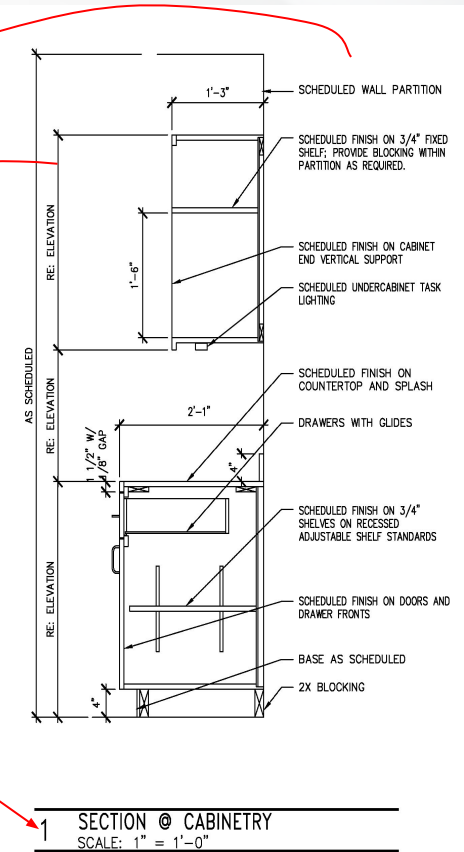
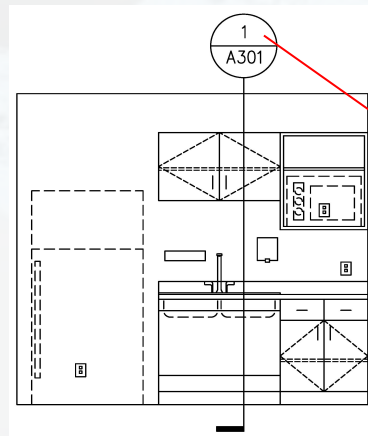
Elevations include:

- Vertical target markers indicating where a cut-through view has been taken that requires another drawing called a Section.
- Elevation target markers provide the drawing number for the Section and the sheet number of where that Section drawing can be found elsewhere in the DID set.
- The directional 'flag' at the bottom of the marker indicates which direction you will be looking when viewing the Section drawing.



Elements of a DID Set: Interior Sections - Level 2

- Call-out notes that describe details shown on each Section.
- Vertical and depth dimensions.
- Designation of finish selections and applications (if not shown on Finish Plan).



Elements of a DID Set: Partition Sections - Level 2

- A cut-through view of each type of wall construction that is needed for the project.
- Drawn at a larger scale to see more details.

1 PARTITION TYPICAL - A
SCALE: 3/4" = 1'-0"

2 PARTITION TYPE - B
SCALE: 3/4" = 1'-0"

3 PARTITION TYPE - C
SCALE: 3/4" = 1'-0"

PARTITION GENERAL NOTES

- REFER TO FLOOR PLANS FOR PARTITIONS TYPE LOCATION DESIGNATIONS.
- PARTITION TYPES DO NOT INCLUDE FINISHES. REFER TO FINISH SCHEDULE FOR LISTING OF FINISHES.
- FOR OPTIMUM SOUND ATTENUATION INDICATED TO HAVE SEE AND/OR FOR SOUND TRANSMISSION COEFFICIENTS AND COEFFICIENTS AS INDICATED BY A QUALIFIED SOUNDING TESTING AGENCY.
- FOR THE TYPICAL PARTITION SEE AND SOUND SYSTEMS AT ALL PENETRATIONS, KIDS WALLS AND THE CEILINGING OF SEE.
- PROVIDE AND INSTALL FINISHES AND SYSTEMS AS INDICATED BY THE DRAWINGS AND WHERE REQUIRED FOR SOUNDING OTHER WORK TO INCLUDE SEE REQUIREMENTS TO THE EXTENT OF THE SEE AND SOUNDING SYSTEMS. ALL WOOD FINISHES SHALL BE THE RECOMMEND FINISHES.
- PROVIDE METAL CORNER BEADS AT ALL CORNER JOINTS. PROVIDE METAL CORNER BEAD AS CODE THE MOST EXPENSIVE BEAD AVAILABLE.
- DO NOT INSTALL ELECTRICAL PENETRATIONS BEHIND OR BACK THROUGH PARTITION IN BRANCHING JUNCTIONS AND BACK TO METAL BACK AND SIDES WITH ADDITIONAL SEALANT.
- PARTITIONS SHALL BE CONSTRUCTED AND FINISHED TO COMPLY WITH THE SOUND REQUIREMENTS OF THE APPLICABLE SOUNDING AGENCY.

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GSA GENERAL SERVICES ADMINISTRATION
Region Name: _____
Project Name: _____
Sheet Address: _____
City, State Zip Code: _____

AREA OF WORK

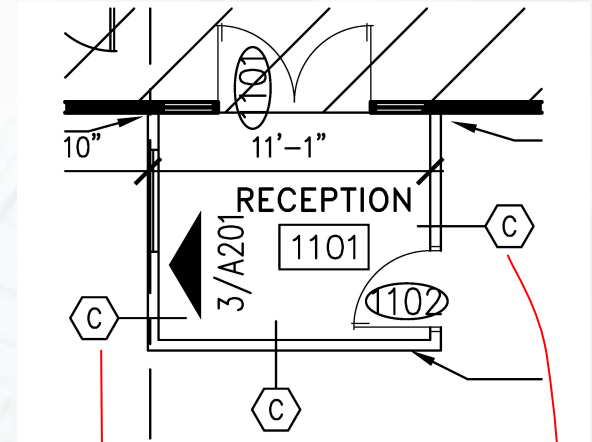
MARK	DATE	DESCRIPTION
1		ISSUED FOR DESIGN REVIEW #1
2		ISSUED FOR DESIGN REVIEW #2

SCALE: 3/4" = 1'-0"

PROJECT NO. _____
 CONTRACT NO. _____
 DRAWING NO. _____
 SHEET NO. _____
 SHEET TITLE: _____
 SHEET NO. _____ OF _____

Elements of a DID Set: Partition Sections - Level 2

- A wall “tag” symbol is placed on Level 2 Construction Plan wherever there is a new partition.
- The wall tag symbol has a designated letter or number that corresponds to a Section wall construction drawing located on the Partition Section sheet.



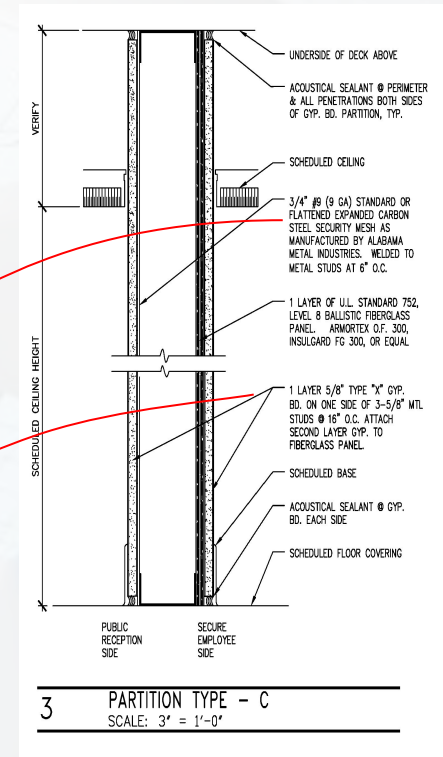
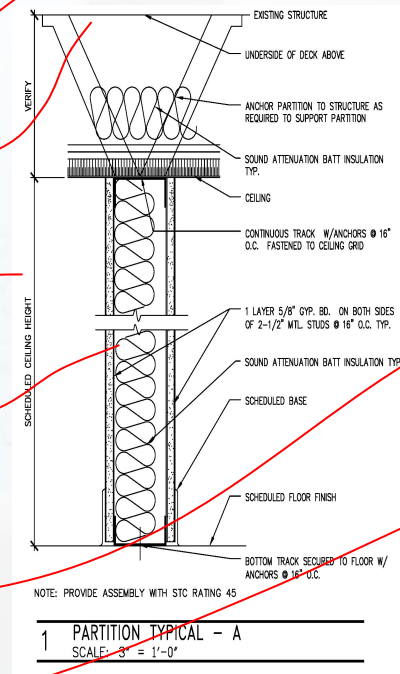
DRAWING SYMBOL LEGEND

 — WALL TYPE

Elements of a DID Set: Partition Sections - Level 2

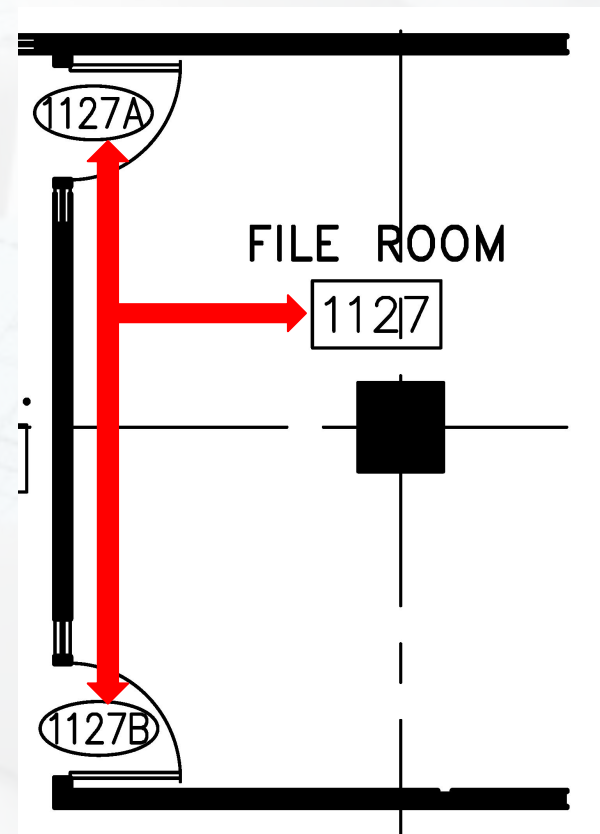
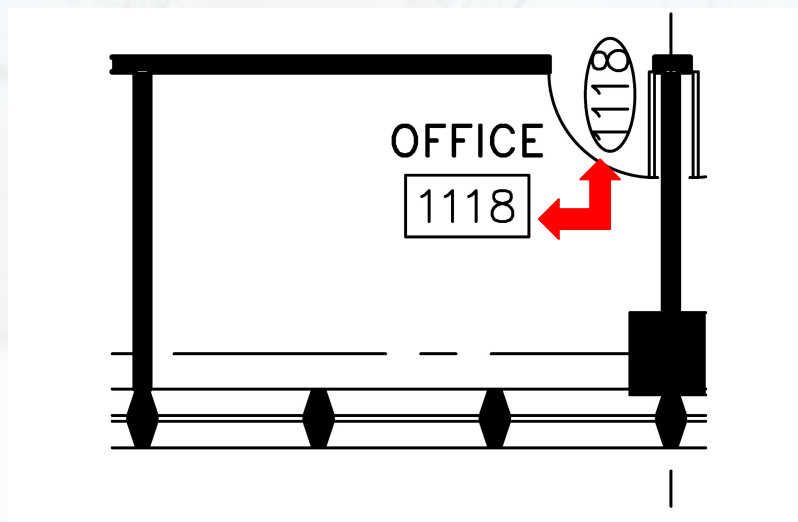
Partition Sections include:

- Materials used for construction.
- Partition construction in relation to the existing structure.
- Finished floor to ceiling dimension referenced.
- Sound attenuation to control sound transmission.
- Any specialty construction required within the construction (e.g. expanded metal mesh).
- Fire rated materials, where required.



Elements of a DID Set: Door/Hdwr Schedule - Level 2

- Doors are assigned a number on the Construction Plan that corresponds to the room number into which it opens.



Elements of a DID Set: Door/Hdwr Schedule - Level 2

The **Door/Hardware Schedule** includes:

- Ordered listing of Door Numbers.
- Door Type.
- Door opening dimensions.
- Construction material and generic finish for each door/frame
- Type of Hardware Set assigned to each door
- Additional (numbered) Remarks for any special instructions or requirements, as applicable.

DOOR SCHEDULE								
DOOR NO.	TYPE	DOOR OPENING VERIFY DOOR HEIGHT W/LESSOR	DOOR		FRAME		HDWE	REMARKS
			MAT.	FIN.	MAT.	FIN.	SET	
1101	C	6'-0" x 7'-0" x 1 3/4"	GLASS	CLEAR	H.M.	PAINT	HW1	
1102	A	3'-0" x 7'-0" x 1 3/4"	S.C. WOOD	STAIN	H.M.	PAINT	HW3	3, 4, 5, 6
1103	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	2
1104	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	2
1107	D	4'-0" x 7'-0" x 1 3/4"	S.C. WOOD	STAIN	H.M.	PAINT	HW3	4, 5, 6, 7
1107A	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	2
1108	EXISTING	3'-0" x 7'-0" x 1 3/4"	EXISTING	STAIN	EXISTING	PAINT	HW4	3, 4, 5, 8
1110	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	HW2	1
1111	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	HW2	1
1112	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	HW2	1
1113	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	HW2	1
1114	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	HW2	1

Elements of a DID Set: Door/Hdwr Schedule - Level 2

The **Door/Hardware Schedule** includes:

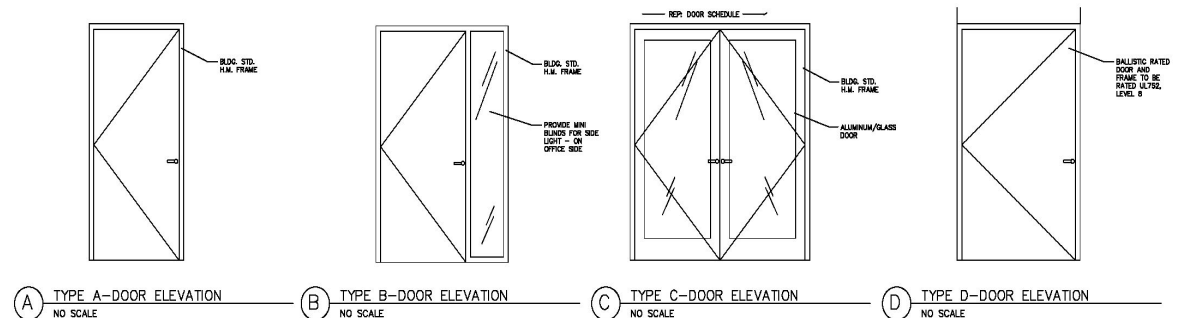
- General and Key Notes, as needed.
- Elevations of each door “type” being used for the project. The Door Type (e.g. “A”) is referenced within the Schedule spreadsheet.

GENERAL NOTES

- ALL DOOR/FRAME ASSEMBLIES IN FIRE RATED PARTITIONS TO BE FIRE RATED AS REQUIRED TO MEET CODE REQUIREMENTS AND AS INDICATED ON DOOR SCHEDULE.
- 1) HINGE QUANTITY TO BE VERIFIED/COORDINATED W/DOOR HEIGHT
 - 2) ALL HARDWARE MUST COMPLY WITH ABA GUIDELINES
 - 3) ALL SPECIAL LOCKING HARDWARE (CIPHER, KEYCARD, ETC.) MUST COMPLY WITH NFPA STANDARD NO. 101, LATEST EDITION AND SHALL NOT REQUIRE THE USE OF A KEY, A TOOL, OR SPECIAL KNOWLEDGE OR EFFORT FOR OPERATION IN THE DIRECTION OF EGRESS.
 - 4) VERIFY DOOR REQUIREMENTS WITH TENANT AGENCY.
 - 5) ALL DOOR/FRAME ASSEMBLIES IN FIRE RATED PARTITIONS TO BE FIRE RATED AS REQUIRED TO MEET CODE REQUIREMENTS AND AS INDICATED ON DOOR SCHEDULE.
 - 6) DOOR/FRAME ASSEMBLIES LOCATED IN STC 45 WALLS OR GREATER SHALL BE OF EQUAL ACOUSTICAL PERFORMANCE AS THE WALLS IN WHICH THEY ARE LOCATED.

KEY NOTES

- 1) EXISTING DOOR TO REMAIN. REPLACE HARDWARE ONLY.
- 2) EXISTING DOOR AND HARDWARE TO REMAIN.
- 3) DOOR AND FRAME ASSEMBLY TO BE RATED UL 752, LEVEL B
- 4) MATCH EXISTING STAIN
- 5) MATCH EXISTING PAINT
- 6) CARD READER ON PULL SIDE OF DOOR; CARD READER SYSTEM TO BE PROVIDED BY SEPARATE CONTRACT WITH THE GOVERNMENT. CONTRACTOR TO PROVIDE ELECTRICAL POWER, BACKBOXES AND CONDUIT TO CEILING FOR CARD READERS.
- 7) PROVIDE 180 DEGREE VIEW SCOPE AT 54" A.F.F AND 44"
- 8) RE-USE EXISTING DOOR



Elements of a DID Set: Door/Hdwr Schedule - Level 2

Commonly found in door hardware sets:

- Number of hinges needed per door (based on door height) and if they're removable or non-removable.
- Type of lockset function to be used for each Hardware Type.
- Type of door closer (if applicable).
Note: closers can affect the amount of clearance needed for the door swing.
- Electric strike (if applicable). Indicates door has an automated function.
- Any specialty hardware requirement.

HARDWARE DESCRIPTIONS			
HW1	INACTIVE LEAF (1) 1 1/2 PAIR, HEAVY DUTY, NON-REMOVABLE, BALLBEARING BUTT HINGES (1) COMMERCIAL GRADE, DUMMY TRIM SET; LEVER PULL (1) CONCEALED TOP AND BOTTOM FLUSH BOLT ACTIVE LEAF (1) 1 1/2 PAIR, HEAVY DUTY, NON-REMOVABLE, BALLBEARING BUTT HINGES (1) COMMERCIAL GRADE, CLASSROOM LOCKSET; LEVER PULL (1) CONCEALED TOP AND BOTTOM FLUSH BOLT	HW2	(1) 1 1/2 PAIR, HEAVY DUTY, BALLBEARING BUTT HINGES (1) COMMERCIAL GRADE, MORTISED ENTRANCE/OFFICE LOCKSET; LEVER PULL (1) DOOR SILENCER SET (1) FLOORSTOP
HW3	(1) 1 1/2 PAIR, HEAVY DUTY, NON-REMOVABLE, BALLBEARING BUTT HINGES (1) COMMERCIAL GRADE, MORTISED STOREROOM FUNCTION LOCKSET; LEVER PULL (1) ELECTRIC STRIKE; FAIL SAFE (1) DOOR SILENCER SET (1) COMMERCIAL GRADE, PNEUMATIC DOOR CLOSER (1) FLOORSTOP	HW4	(1) 1 1/2 PAIR, HEAVY DUTY, BALLBEARING BUTT HINGES (1) COMMERCIAL GRADE, MORTISED PASSAGE LATCHSET; LEVER PULL (1) DOOR SILENCER SET (1) FLOORSTOP
HW5	(1) 1 1/2 PAIR, HEAVY DUTY, NON-REMOVABLE, BALLBEARING BUTT HINGES (1) COMMERCIAL GRADE, MORTISED STOREROOM FUNCTION LOCKSET		

Elements of a DID Set: Door/Hdwr Schedule - Level 2

- **Common Lock Functions** are provided in the Reference Guides and Standards section of the DID Review Guide.
- The “lock function” is how the locking mechanism needs to function to provide the security requirement of a door (e.g. always locked from the outside).

Common Lock Functions

Door/Hardware specifications include a “function” that indicates how a lockset needs to operate for a given location. Commonly used lock functions include, but are not limited to:

Classroom Lockset: Inside lever always unlocked and operable. Outside lever locked and unlocked by key only. Key retracts latch bolt. Common applications: classrooms, public entry doors, any room usually open, but locked during off hours, requiring locking ability by authorized persons only.

Exit Lockset: Unlocked by inside lever only. Outside lever always locked, preventing re-entry. Common applications: emergency exit doors, or any door requiring egress access, but preventing re-entry.

Dummy Trim: Dummy trim is a non-functioning door pull/lever. Half dummy is for one side of a door. Full dummy is for both sides of a door. Common applications: closets, non-active door of a double door entry, or any door requiring a “pull” function only.

Office Function Set: Inside lever always unlocked and operable. Outside lever locked by key from outside or by depressing and/or turning a button on the inside. When outside lever is locked, a key is used to retract

Elements of a DID Set: Door/Hdwr Schedule - Level 2

- A **Door Hardware Glossary of Common Terms** is also provided in the Reference Guides and Standards section of the DID Review Guide.
- Use this reference to help clarify technical jargon when reviewing a Door/Hardware Schedule.

Door Hardware Glossary of Common Terms

Active Leaf: The operation side or active leaf of a double door system to which the lockset is installed and normal passage expected.

Astragal: A vertical member attached to the closing stile edge of one or both doors of a pair of doors covering the clearance gap to provide a weather seal, minimize light passage between the doors, or slow the smoke or flame passage during a fire. Some astragals overlay; others meet at the centerline of the gap.

Ball-bearing Butt Hinge: A hinge equipped with ball bearings between the hinge knuckles or hinge pin loops, to reduce friction.

Butt Hinge: A type of hinge designed to be mortised into both the door edge and the frame.

Construction Core: A temporary interchangeable or removable core designed for use during the construction phase of a building. The cores are normally keyed alike and, upon completion of construction, they are to be replaced by the permanent system's cores.

Coordinator: A mechanism used on a pair of doors equipped with door closers to control the order in which

Elements of a DID Set - Full Set Examples

DID Level 1 Example

Click full set of DID Level 1 Example to view larger.



Cover Sheet



Demolition Plan



Construction (Partition) Plan



Power/Communications
(Electrical) Plan



Furniture Plan



Finish Plan

DID Level 2 Example

Click full set of DID Level 2 Example to view larger.



Cover Sheet



Demolition Plan



Construction (Partition) Plan



Power/Communications
(Electrical) Plan



Furniture Plan



Finish Plan



Reflected Ceiling Plan



Interior Elevations



Interior Sections



Partition (Wall) Sections



Door/Hardware Schedule

Drawing Set Examples are provided for both Level 1 and Level 2 that can be downloaded or printed. Includes highlighted details reviewed in this presentation.

From Level 1 and 2 to Additional Resources

#	Type of Drawing	Level 1 DID	Level 2 DID
✓ 1	Cover Sheet	X	X
✓ 2	Demolition Plan (if applicable)	X	X
✓ 3	Construction (or Partition) Plan	X	X
✓ 4	Power/Communications (or Electrical) Plan	X	X
✓ 5	Furniture Plan	X	X
✓ 6	Finish Plan	X	X
✓ 7	Reflected Ceiling Plan		X
✓ 8	Interior Elevations		X
✓ 9	Interior Sections		X
✓ 10	Partition Types/Sections		X
✓ 11	Door/Hardware Schedule		X

QUESTIONS/KNOWLEDGE REVIEW



Additional Materials - Suppl. Examples and Schedules

Supplemental Examples and Schedules

- Common Electrical Symbols
- Common Furniture Symbols
- Finish Specification Schedule
- DID Project Schedule
- Typical Space Alteration Process



Additional Materials - Ref. Guides and Standards

Reference Guides and Standards

- Common Lock Functions
- Door Hardware Glossary of Terms
- Applicable Codes, Standards and Guidelines
- Common Abbreviations



Additional Materials - DID Checklists

- A **DID Checklist** for both Level 1 and Level 2 is included in the Guide.
- Checklists can be downloaded and/or printed for use while reviewing a set of drawings.



U.S. General Services Administration

Design Intent Drawing (DID) Level 1 Checklist

Project Name: _____
 Submittal Date: _____ Review Date: _____
 Reviewer Initials: _____

Note: This checklist refers to general drawing information only, and should be used in conjunction with any/all applicable tenant agency design guidelines, tenant agency special area/for technical requirements, and/or tenant agency technical requirements, as applicable. In order to reflect all requirements, drawings review and/or all requirements have been appropriately captured within the DID's. Information refers to this checklist may also be further defined and/or explained within the Elements of a Design Intent Drawing Set and Glossary sections, found elsewhere within this Design Intent Review Guide.

General (applicable to all sheets):

- Confirm there is a North arrow showing site/building orientation and that it is oriented correctly.
- Confirm that the date of most recent drawing set submittal is provided.
- A Key (or Location) Plan showing where tenant agency space is located on a floor/within a building should be provided within the drawing set (often within the titleblock). This should be shown on all "plan" drawings, at minimum, but may be included on every sheet.
- Misc. Comments: _____

Cover Sheet:

- Verify project name and address are correct.
- Index of the drawing sheets in the set.
- Misc. Comments: _____

Demolition Plan (if applicable)

- Confirm a drawing scale is provided (typically, 1/8"=1'-0" for a plan drawing, although this may vary).
- Read the General Notes, make a note of anything with which you do not agree or do not understand.
- Review the Key Notes and the plan together. Key Notes provide detailed information for specific elements/areas on the plan and are denoted with a numerical symbol that correlates to a written explanation in a tabulated list, elsewhere on the drawing sheet.
- Confirm any "existing to remain" and/or "existing to be removed" items (e.g. doors, equipment, network, plumbing fixtures) are clearly indicated/labelled and graphically match how they are represented in the legend.
- Verify all elements denoted for complete demolition are clearly identified (typically, shown in dotted line) and graphically match how they are represented in the legend.

Design Intent Drawing (DID) Level 1 Checklist Form
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U.S. General Services Administration

Design Intent Drawing (DID) Level 2 Checklist

Project Name: _____
 Submittal Date: _____ Review Date: _____
 Reviewer Initials: _____

Note: This checklist refers to general drawing information only, and should be used in conjunction with any/all applicable tenant agency design guidelines, tenant agency special area/for technical requirements, and/or tenant agency technical requirements, as applicable. In order to reflect all requirements, drawings review and/or all requirements have been appropriately captured within the DID's. Information refers to this checklist may also be further defined and/or explained within the Elements of a Design Intent Drawing Set and Glossary sections, found elsewhere within this Design Intent Review Guide.

General (applicable to all sheets):

- Confirm there is a North arrow showing site/building orientation and that it is oriented correctly.
- Confirm that the date of most recent drawing set submittal is provided.
- A Key (or Location) Plan showing where tenant agency space is located on a floor/within a building should be provided within the drawing set (often within the titleblock). This should be shown on all "plan" drawings, at minimum, but may be included on every sheet.
- Misc. Comments: _____

Cover Sheet:

- Verify project name and address are correct.
- Index of the drawing sheets in the set.
- Misc. Comments: _____

Demolition Plan (if applicable)

- Confirm a drawing scale is provided (typically, 1/8"=1'-0" for a plan drawing, although this may vary).
- Read the General Notes, make a note of anything with which you do not agree or do not understand.
- Review the Key Notes and the plan together. Key Notes provide detailed information for specific elements/areas on the plan and are denoted with a numerical symbol that correlates to a written explanation in a tabulated list, elsewhere on the drawing sheet.
- Confirm any "existing to remain" and/or "existing to be removed" items (e.g. doors, equipment, network, plumbing fixtures) are clearly indicated/labelled and graphically match how they are represented in the legend.
- Verify all elements denoted for complete demolition are clearly identified (typically, shown in dotted line) and graphically match how they are represented in the legend.

Design Intent Drawing (DID) Level 2 Checklist Form
 Updated April 2022 Page 1 of 3

Additional Materials - DID Checklists

- **DID Checklists** have itemized lists for each DID Element that note what to look for on each corresponding drawing sheet.
- Checklists are a simple communication tool to use during the review process to help organize comments that need to be further communicated.
- Getting familiar with the DID Review Guide before using a Checklist will make the drawing review process more smooth and efficient.

U.S. General Services Administration

Design Intent Drawing (DID) Level 1 Checklist

Project Name: _____

Submittal Date: _____ Review Date: _____

Reviewer Initials: _____

Note: This checklist refers to general drawing information only, and should be used in conjunction with any/all applicable tenant agency design guidelines, tenant agency special and/or individual requirements, and/or tenant agency functional requirements, as applicable, in order to effect a final Design Intent Drawing review and ensure all requirements have been appropriately captured within the DID's. Information referred to within this checklist may also be further defined and/or explained within the Elements of a Design Intent Drawing Set and Glossary sections, found elsewhere within this Design Intent Review Guide.

General (applicable to all sheets):

- Confirm there is a North arrow showing site/building orientation and that it is oriented correctly.
- Confirm that the date of most recent drawing set submittal is provided.
- A Key (or Location) Plan showing where tenant agency space is located on a floor/within a building should be provided within the drawing set (often within the titleblock). This should be shown as an "plan" drawing). At minimum, but may be included on every sheet.
- Misc. Comments: _____

Cover Sheet:

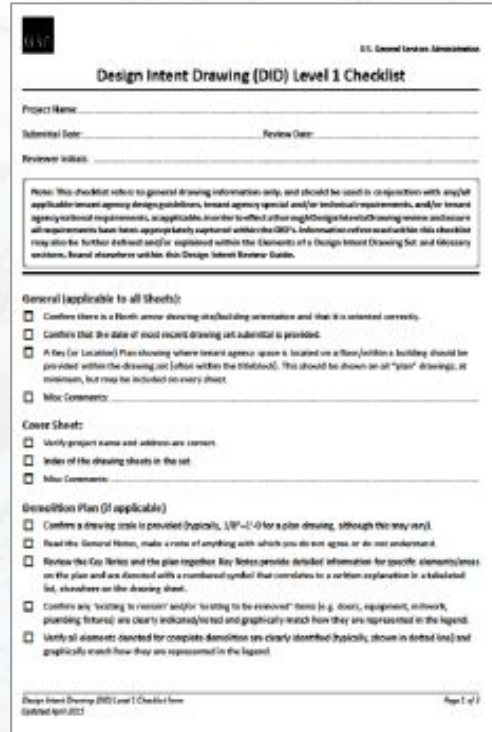
- Verify project name and address are correct.
- Index of the drawing sheets in the set.
- Misc. Comments: _____

Description Plan (if applicable)

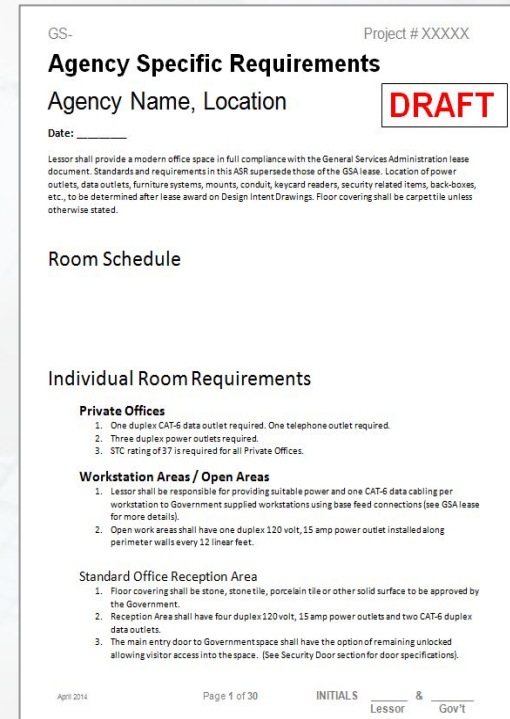
- Confirm a drawing scale is provided (typical, 1/8"=1'-0" for a plan drawing, although this may vary).

Additional Materials - DID Checklists

- **DID Checklists** should always be used in conjunction with the agency's specific requirements document (ASR or POR), when reviewing drawings.



The image shows a 'Design Intent Drawing (DID) Level 1 Checklist' form from the U.S. General Services Administration. The form includes fields for Project Name, Submittal Date, Review Date, and Reviewer Initials. A note states that the checklist refers to general drawing information and should be used in conjunction with any applicable agency design guidelines, general agency and/or technical requirements, and/or general agency national requirements. The checklist is divided into several sections: General (applicable to all sheets), Cover Sheets, and Dimension Plan (if applicable). Each section contains a list of items to be checked, such as confirming drawing orientation, providing a key to location, and verifying project name and address information.



The image shows a 'Agency Specific Requirements' document for Project # XXXXX. The document is marked as 'DRAFT' in a red box. It includes fields for Agency Name, Location, and Date. The document is divided into sections: Room Schedule, Individual Room Requirements, Private Offices, Workstation Areas / Open Areas, and Standard Office Reception Area. Each section contains a list of specific requirements, such as the number of duplex CAT-6 data outlets required, the type of floor covering, and the location of power outlets.

Additional Materials - DID Glossary of Terms

- The **DID Glossary of Terms** is a helpful collection of commonly used terms directly related to the DID development and review process.

DID Glossary of Terms

Access Door: A hinged or removable panel that when opened provides access to an area such as a mechanical shaft, allowing for the inspection and servicing of its internal components. (Also called an access panel)

A/E: Refers to the Architectural and Engineering design services.

Agency Specific Requirements (ASR): Also known as **Program of Requirements (POR)**. A document that defines an agency's specific space requirements for size and number of enclosed and open spaces, IT requirements, security requirements, floor and wall finishes, column spacing, door types, and sound mitigation requirements. Other more specific requirements may be included depending upon agency and complexity of project.

Alteration: Any action that will change the configuration of existing space, including minor items such as: add or replace a lock, install electrical outlets or re-paint and re-carpet the space during the term of occupancy.

ANSI-BOMA Office Area (ABOA): Also known as **Usable Square Feet (USF)**. A leasing term that refers to the area where a tenant normally houses personnel and/or furniture for which a square footage measurement will be measured and calculated as defined by the American National Standards Institute (ANSI) approved, **Building Owners Management Association (BOMA)** standard for measurement.

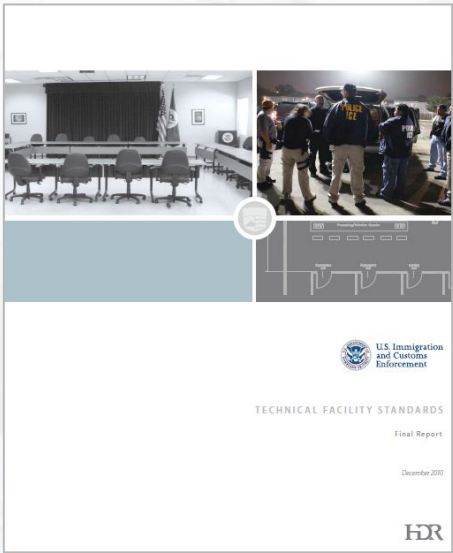
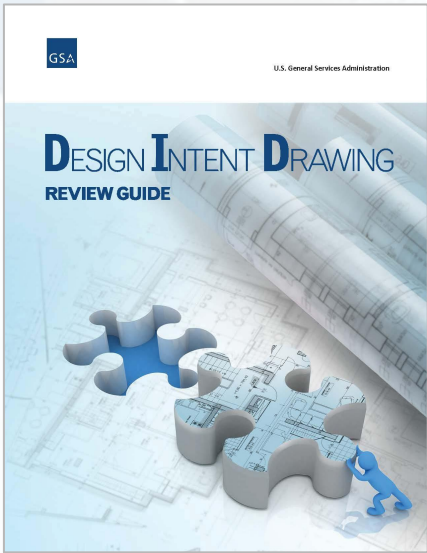
As-built Drawings: The official record drawings which represent all field conditions including location, sizes, and nature of concealed items such as structural elements, accessories, equipment, devices, plumbing lines, mechanical equipment. etc. They are the planner's first tool to assess an existing space and help determine



This Glossary primarily contains terms directly related to the DID development and review process. It also includes select terms that may be heard or used during DID discussions, but are specific to project steps that occur before or after.

DID Review Guide ... Now what?

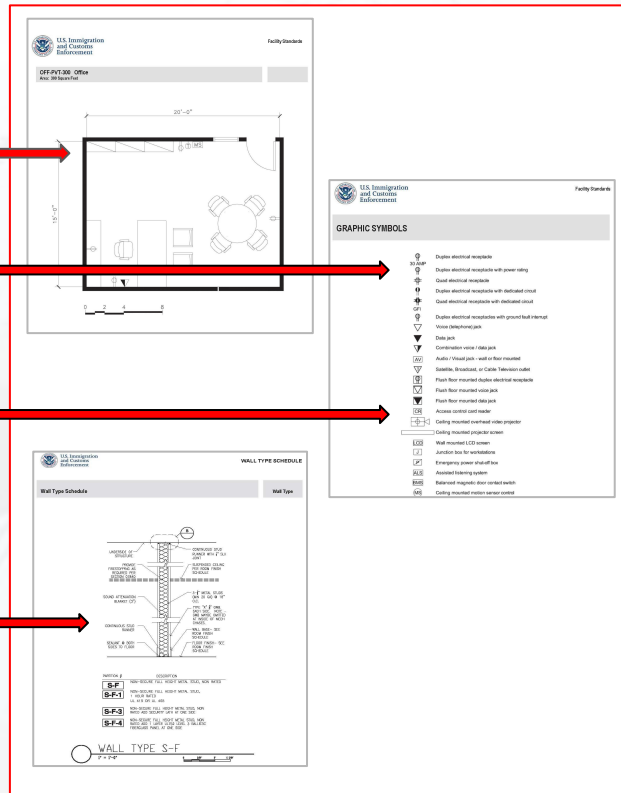
DID Review Guide + Agency Requirements



Example Agency: DHS ICE
ABOA SF: 24,000
DID preparation: By Lessor

DID Review Guide ... Now what?

- Room Typicals layout from agency requirements.
- Outlet types required.
- Security requirements (security cameras, doorbells, or an intercom system).
- Wall-type construction (security mesh or ballistic material) noted or drawn.



Example Agency: DHS ICE
ABOA SF: 24,000
DID preparation: By Lessor

Poll Question

What is your NEW comfort level with DIDs?

- A. Very comfortable/Expert
- B. Average comfort
- C. No prior knowledge
- D. Ready and Excited to have the guide for future reference

Special Thanks

Mel Hager - Former Region 10 Regional Account Manager

Chris Wisner - Assistant Commissioner

Mark Lovie - Region 9 Project Architect

Stephen Anderson - Region 10 Project Manager, Design and Construction

Jennifer Hammell - Interior Designer

Jessica Sellers- Former LS & Senior Project Manager

Nadine Fillipucci-Oliver - Space Planner/Interior Designer

Darin C. Frost - Director, Information Management Division, Office of D & C

Naomi Hatkin - Interior Designer, Project Manager

Chaun Benjamin - Acting Assistant Commissioner of Acquisition (R10 RC)

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Ling Xu - Senior Realty Specialist, National Office of Leasing

Denise Broskey - Director, National Office of Leasing

Julie Hepp - Acting Director, National Office of Leasing

Michael Trotter - Program Manager, National Office of Leasing

Brian Snow - National Office of Leasing

Questions?

Demystifying Design Intent Drawings

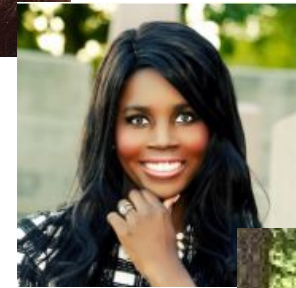
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Thank you for attending today's session
We hope to see you Thursday, July 19th for
eRETA Summer Camp!
Register Now

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