

Provided by the Campus Planning, Design, and Construction department at Montana State University Bozeman.
Physical Plant – 6th Avenue Grant Street; PO Box 172760, Bozeman, MT 59717-2760

Directions for use of the Montana State University Autocad® border file.

IMPORTANT!

Montana State University requires the use of **Architectural D (24"x36")** sheet size for all projects*. In cases where the Arch D sheet size does not provide sufficient space to maintain a clean and clear presentation of the contract documents, the **Architectural E (36"x48")** sheet size is permitted. Borders for all sizes have been provided in the attached .zip file folder

*8.5"x11" and 11"x17" documents permitted for specialty projects.

Below is a set of directions and information for the proper use of the Montana State University standard Autocad® border file:

Text Items: Please fill all fields that apply to the current project, any items that do not apply substitute with N/A

- Project Title:
- Project Description: This location is to identify the purpose and/or location of the project.
 - Ex: "NEW CONSTRUCTION OF A STUDENT DORMITORY"
- PPA#00-0000: This field is for the **project number** assigned by Montana State University and will be provided to the consultant.
- %PROJECT STATUS: This field is for the status of a drawing package. Acceptable designations are as follows:
 - PRELIMINARY – NOT FOR CONSTRUCTION
 - (%) SCHEMATIC DESIGN
 - (%) DESIGN DEVELOPMENT
 - (%) CONSTRUCTION DOCUMENTS
 - BID DOCUMENTS
 - AS-BUILT DOCUMENTS
 - RECORD DRAWINGS
- Sheet Title
- Sheet (#)
- Date: Sheet issue date.
- Revisions
 - ##
 - Description
 - Date (DD/MM)
- A/E#: State assigned project number which will be provided to the consultant if required.
- Consultant #: This field is for the consultant to insert their individual organization's project number.



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Visual Information/Organization:

- Consultant Logo:
 - o A space has been designated on both borders for the logo of the consultant. Only the firm of which the stamping architect/engineer belongs to is to be placed on the drawing sheets per discipline.
 - Ex: Structural package being stamped by structural engineer shall contain ONLY the logo for the structural organization (Structural stamp = Structural logo).
 - Ex: Architectural stamp = Architectural logo.
 - o Logos are **NOT** permitted within the drawing window.
 - o The cover sheet is an appropriate place to display all the consultant and sub-consultant logo's as a team and should be noted respectively.
- Reserved space:
 - o On the project cover sheet, there is an area that is reserved for Montana State University use only. On all other sheets this space is available to the consultants for a key plan if one is required.

Sheet Sizes:

- Architectural D (24"x36")
 - o Provide paper drawings at full size and bound in the proper order on Plain White paper unless otherwise specified.
- Architectural E (36x48")
 - o Provide paper drawings at half size [Architectural C (18"x24")] bound in the proper order on Plain White paper unless otherwise specified.

Any modifications to the Montana State University standard border file other than the above listed items are not permitted without the approval of the Campus Planning, Design, and Construction department. Please contact the following individual for any change requests, questions, or concerns relating to this document.

Contact Information:

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