

Drafting Request Procedure

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Approved by [REDACTED]

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DHQ, Stations

Active Divisions/Departments

FEMC

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Purpose

This procedure outlines the necessary steps for requesting support from the Facilities, Engineering, Maintenance, and Construction (FEMC) Division Drafting Department. This procedure will control and track all drafting requests.

Scope/Applicability

This procedure explains how to fill out the drafting request form, which will allow drafters to track, log and fill all engineering service requests. It also provides proper documentation for each electronic drawing file. This procedure applies to all personnel requiring designer/drafting services.

Responsibilities

Designers/Drafters

- Complete the ‘For Drafting Services Only’ section on the drafting request form and maintain and update information in the FEMC Computer Aided Design (CAD) SharePoint website.
- Onsite designers/drafters maintain and update information in the FEMC CAD SharePoint website.

CAD Supervisor

- Maintains the Denver Headquarters (DHQ) Drafting Request Forms in the FEMC CAD SharePoint website.

- Delivers or assigns delivery of completed drawing(s) and/or document(s) to the requestor.

Engineers

- Complete the *Drafting Request Form* (EN-DMPS-214a) for drafting requests.

Discussion

Work requests for drafting services will include the proper submittal of the *Drafting Request Form* (EN-DMPS-214a). To correctly fill out and submit the form, complete the following steps:

1. The Requestor should obtain a copy of the form available on all DHQ and Stations' Master Lists (*may* be located on the network I drive) under the FEMC Departmental tab or from the FEMC CAD SharePoint website.
2. The Requestor should provide all the information, if available, as indicated on the form. The requestor will complete the various sections providing the following information:
 - Name and work telephone extension,
 - Date Submitted,
 - Date Requested by: when requested work is to be completed.
 - WBS Number,
 - Project Name,
 - Facility or Station: check appropriate box, or write in location
 - Bldg. Name/No. or site name
 - Engineering Disciplines involved in the request,
 - Project submittal revision: What Revision level do you want to stay at or go into.
 - Project Description: Provide the scope of the project.

- Budgeted Hours for Drafting: What have you budgeted for the effort.
 - Drafting Request/Clarification: Provide a description and explanation of the request.
 - Type of Drawing: Check appropriate box (If Interim is checked, supply a 'Change Request/Request For Information' number).
 - Reprographic Services: Provide the types of services required including the number of copies and the size and type of prints (11"x17", 24"x36", color, black & white, hardcopy, or PDF).
3. Turn in the completed form to the CAD Supervisor or onsite designer/drafter, who will maintain the Drafting Request Form (DRF) in the FEMC CAD SharePoint website.
 4. This log created on the FEMC CAD SharePoint website must include the following information for each drawing request:
 - Name of Requestor
 - Drafter/Designer assigned to
 - Requested date
 - Status
 - Completion date
 - Modified by
 - Checked Out to

Note In the FEMC CAD SharePoint website, the CAD Supervisor or onsite designer/drafter will assign the control number for the DRF.

5. The onsite designer/drafter will fax or email (transmit) a copy of the request to the CAD Supervisor in the Denver office.
6. Drafting personnel: complete the 'For Drafting Services Only' section. The drafting department must complete this section by providing the following information:
 - DRF number.
 - Assigned Designer/Drafter
 - Daily Comments: Must be dated and filled in by Designer/Drafter.

- Project File Path
 - Project Task Number: Generated by the Year, Month, Day that the project was started. Record in the Drafting Task No. Log Book.
 - Drawing File Names.
 - Description of change: What drafting changes occurred.
 - Current Status
 - Actual Hours (time spent to complete request).
 - Date closed
7. Once the request is completed, the designer/drafter completes the DRF in the FEMC CAD SharePoint website, and delivers drawing to the CAD Supervisor, or CAD Checker.

Results After following the above steps, and the request for drafting services is complete, the CAD Supervisor delivers or assigns delivery of the completed drawing to the requestor.

References

Drafting Request Form (EN-DMPS-214a)

FEMC CAD SharePoint website

Records

See *FEMC Records Management Table (EN-D-226a)* under the FEMC – DHQ & Stations tab.