Drawing & Document Searching

Shop 03 - Electricians

Beth Leitz

5/18/2021

~2006-present – with F&S
2003-2006 – Librarian at Abbott Power Plant
Master's in Library & Information Science, University of Illinois at Urbana-Champaign
Undergrad: English and History (with archaeology emphasis)
Point being … NOT an electrician, architect, or engineer!

SESSION WILL BE RECORDED

NOTE: J drive is not breakable!
(You cannot write to it (only the Transfer folder), so you cannot change anything accidentally.)

How to look for construction drawings

1. Look up building number (and date built … and note the previous names, acronyms, AKA)

2. No current configuration electrical drawings (except 0017, 0060, 0563, 1095 (2015-2016))
    a. "Electric Panel Locations" drawings done inhouse for 8 buildings (1990)
        ("Project Title" column) (NOTE: no one is keeping these up-to-date)

3. Therefore – have to figure out project needed:
    a. Current Project? (or very recent … no record docs)
    b. Closed project?
    c. Look at additions cheat sheet for where you are in the building.
    d. Go to original drawings for the section of the building you are in, or
    e. look for a later comprehensive project that may cover your work … or
    f. look for your project if you know which is applicable.

4. Use the drawing indexes to locate appropriate drawings:
    a. Limit by building number (or infrastructure code – note COMP category) or project name, or
    b. Search by:
        i. Project name or number
        ii. Room numbers (remember that room numbers change – use current floor plans, and construction architectural drawings to cross-reference)
        iii. Floor (those can differ from original construction to current terms)

5. Note: Sometimes mechanical equipment is put in with a utility distribution project, and you might need to check the "Infrastructure.xlsx" index

Buildings – Numbers and Names

Notes:

1. Numbers were not assigned to buildings in the order they were built
2. Numbers are not unique over time, though we treat them that way now. We do NOT re-use numbers, though they have in the past.
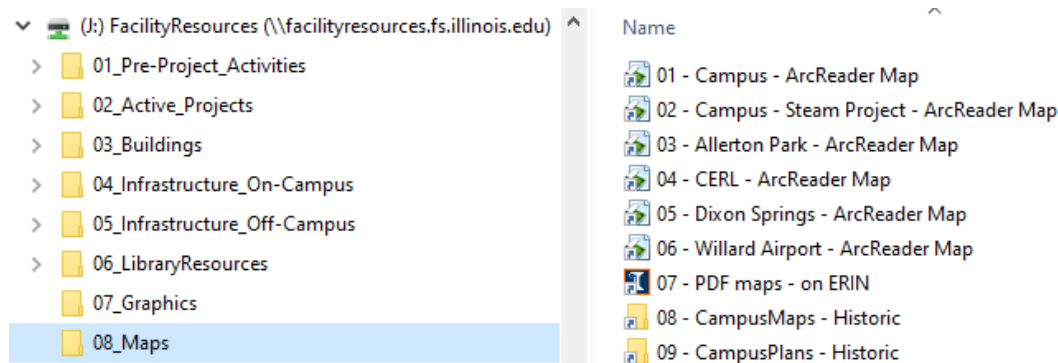
Building List:

J:\02_Active_Projects\0000_Project_Lists\Beths Building List - live.xlsm

Ties to the official number and name listing in AiM, but contains <u>additional information</u>, like:

- Previous names
- Acronyms (in the AKA field)
- Also known as (in the AKA field)
  (e.g., 143 "608 S. Mathews Ave" (Building name) houses "School of Social Work" (AKA)
- Notes (e.g. building was moved, merged with another building, etc.)
- Build date
- Razed buildings

Map:

1. ArcReader
2. GIS-148   All of campus (including south farms) with no look-up   on ERIN
3. GIS-333   Core campus with dual look-up   on ERIN

(J:) FacilityResources (\\facilityresources.fs.illinois.edu)
- 01_Pre-Project_Activities
- 02_Active_Projects
- 03_Buildings
- 04_Infrastructure_On-Campus
- 05_Infrastructure_Off-Campus
- 06_LibraryResources
- 07_Graphics
- 08_Maps

Name
- 01 - Campus - ArcReader Map
- 02 - Campus - Steam Project - ArcReader Map
- 03 - Allerton Park - ArcReader Map
- 04 - CERL - ArcReader Map
- 05 - Dixon Springs - ArcReader Map
- 06 - Willard Airport - ArcReader Map
- 07 - PDF maps - on ERIN
- 08 - CampusMaps - Historic
- 09 - CampusPlans - Historic

Buildings – Current Floor Plans

(aka "Small Scales")

\\archibusPRODfiles.fs.illinois.edu\Drawings\pdf_format\combined_pdfs

- ∨ 🖳 (J:) FacilityResources (\\facilityresources.fs.illinois.edu)
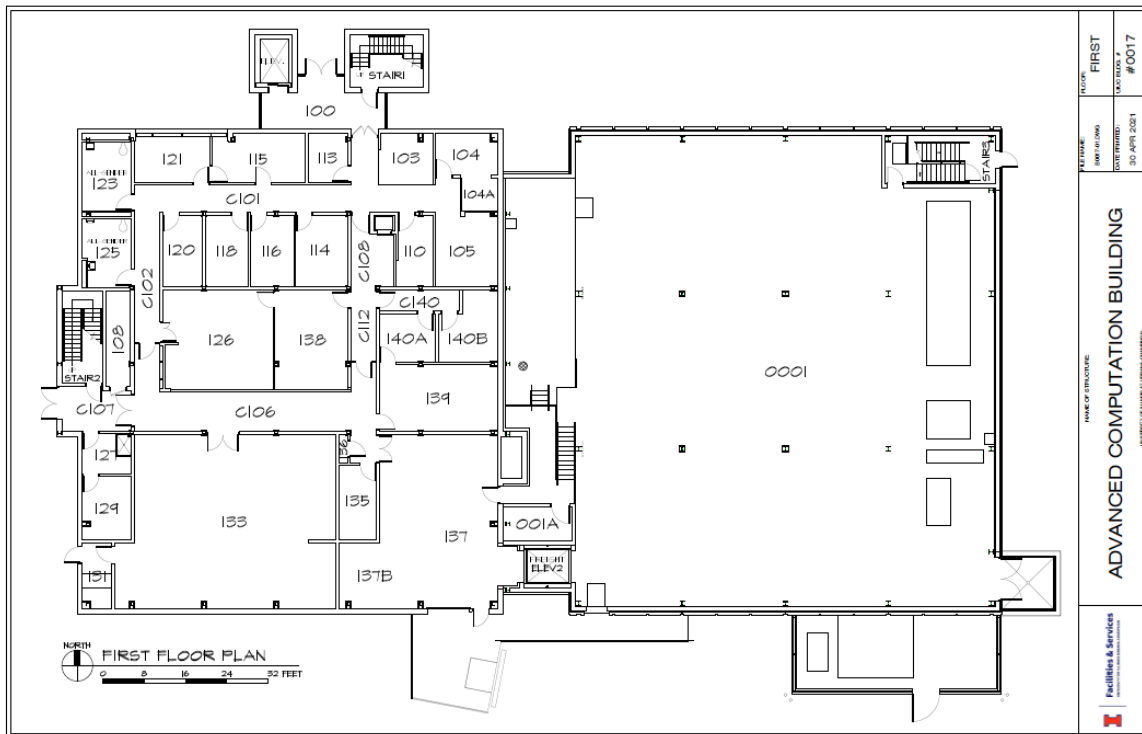 - › 📁 01_Pre-Project_Activities
  - › 📁 02_Active_Projects
  - ∨ 📁 03_Buildings
    - 📁 0000_BasicFloorPlans_(no-MEP-information)

Example (0017):

Roof Plans:

Space does not maintain roof plans (no assignable space on roofs) … options:

1. Find original construction architectural (or electrical, or mechanical roof plan), or
2. Look for a "Roof Survey" plan (in "Project Title" column).

Current Projects
(primarily Capital + larger Construction Services)

(J:) FacilityResources (\\facilityresources.fs.illinois.edu)
📁 01_Pre-Project_Activities
📁 02_Active_Projects

> **TIP**: Projects could be complete but in the "Active Projects" folder because we have not yet received record documents.

Folder naming convention: bldg.#/utilitycode_project#_projectname

📁 0003_U18064_FanCoilReplacement
📁 0004_4336_HVAC_Mods
📁 0005,0021_U21003_ElectricalUpgrades
📁 0006_3576_Suite257_Upgrade
📁 0006_4236_NewScoreboard
📁 0006_U20039,830-010-348_Roof&Masonry
📁 0007,0044,0124,0336_U21006_FireAlarmUpgrades
📁 0007_10714531_AuditoriumLightingReplacement

Example:

▸ 0257_U20034_Expansion

📁 00_ProjectInfo
📁 01_SD
📁 02_DD
📁 03_50%_BP3
📁 04_95%_BP1
📁 04_95%_BP2
📁 04_95%_BP3
📁 06_Bid_BP1
📁 06_Bid_BP2
📁 06_Bid_BP3
📁 07_Construction_BP1
📁 08_Closeout
📁 Variances
📄 U20034 BP explanation.docx
📄 U20034 BP submittal sechedule.docx
📄 U20034SubmittalLog_RPMLD.xlsx

> The most recent folder will likely be what you are looking for, and it is always the last numbered folder

Shop drawings are in these two folders.
Construction = reviewed shop drawings
Closeout = O&Ms (and sometimes all approved shop drawings)

(FYI – the PM is on the log)

Shop Drawings
Construction shop drawings – use the spec section to look up your number.
Closeout – use the discipline to look up your O&M manual (sometimes you need your spec section, too).

J Drive Structure

000_ProjectInfo [Executed Scope / Program Statement, Executed RPMLD, Kick-off Meeting Minutes (optional)]

00_Concept

01_SD   [Schematic Design]

02_DD   [Design Development]

03_50%

04_95%

05_100%   [shouldn't have 100% anymore but leaving this as a placeholder]

06_Bid

    Addenda   [example subfolder structure]   Addenda NEVER replace the Bid set – they are <u>in addition to</u> the Bid set

        Add1

        Add2

    Drawings

        cad

        pdf

    ProjectManual   ["Specs" go in here]

        pdf

        word

07_Construction   [these <u>replace</u> the Bid set]

    Drawings   [example subfolder structure]

    ProjectManual

    Submittals   [construction submittals in here]

08_Closeout   [these are "Record Documents"]

    Drawings

        As-builts   [these are red-lines – field mark-ups. We don't always get them.]

    ProjectManual

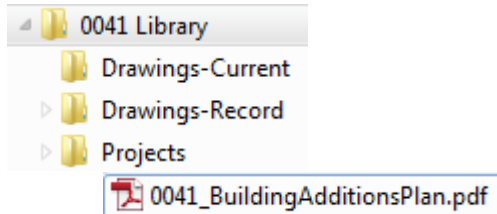   Submittals   [such as O&Ms]
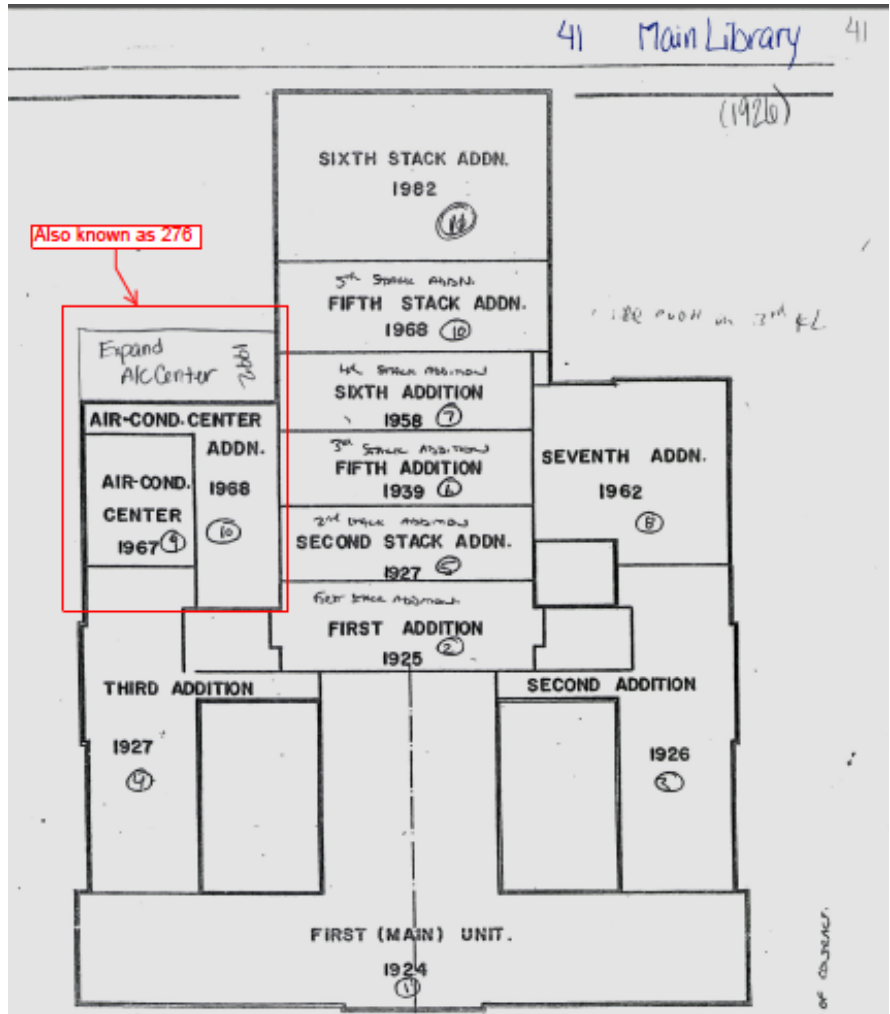
Building Addition Plans

Made as needed.

Not available for all buildings.

At the top level of the building folder.

Example:

These show building additions (not remodels).
They usually contain a year, and a project number and/or name.

These allow you to find the associated set of construction drawings, and know that if your question involves items from a later addition, you can skip all the previous drawings in your search.

5

Buildings – Current Configuration Drawings ("Drawings-Current" folder)

📁 0041 Library
📁 Drawings-Current
📁 Drawings-Record
📁 Projects

Current configuration drawings actively being maintained:

Fan Maps	92+	on J	(see Paul Foote with questions)
Card Access Maps	55+	on J	(see Ravi Ramrattan with questions)
Fire Alarm	200+	on L	(see Brian L Johnson with questions)
Small Scales (basic floor plans)	800+		(see Kimberly McLaughlin with questions)

Current configuration drawings NOT actively being maintained:

Electrical one-lines	4 buildings	on J & AiM
Chilled Water Riser Diagrams	_____	
Roof Plans	_____ (many)	on J
Electric Panel Locations	8 buildings	on J

Example:

CC = Current Configuration drawings
0001 = building number
09 = sort order number
V = Vent
RCx = Retrocommissioning unit
CA = Card Access

Index:

J:\03_Buildings\0000_Drawing_Index\CurrentConfigurationDrawings.xlsx

Current Configuration Index

Current Configurati	363	<-Count of Drawings/Sets			
Bldg.	Building Name	Discipline	Drawing Number	E-copy	Revision Da	Drawing Description
0001	Davenport Hall	CA	CA-001 to CA-501	E-COPY	11/6/2012	Floor Plans, Panel Layout, Wiring Details
0001	Davenport Hall	VENT	V-800_OMA	E-COPY	7/3/2013	
0001	Davenport Hall	VENT	V-700_RCX	E-COPY	7/25/2017	Preliminary
0003	McKinley Health Center	CA	CA-001 to CA-501	E-COPY	11/6/2012	Floor Plans, Panel Layout, Wiring Details

Buildings – Projects folder

📁 0041 Library
  📁 Drawings-Current
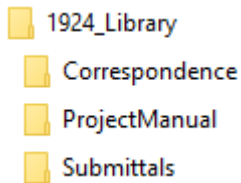 📁 Drawings-Record
  📁 Projects
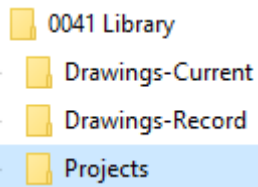
Projects folders have:

> Project Manuals
> Shop drawings, O&MS, and any other construction submittal
> Cad files
> Admin files
> Anything else available for the project

Old project example:

📁 1924_Library
  📁 Correspondence
  📁 ProjectManual
  📁 Submittals

New project example:

📁 2021_U18110_FirstFloorCentralServicePoint
  📁 03_50%
  📁 04_95%
  📁 06_Bid
  📁 08_Closeout
> 📁 06_Project Manual
> 📁 07a_Drawings
  📁 Transmittal
📊 U18110_SubmittalLog.xlsx
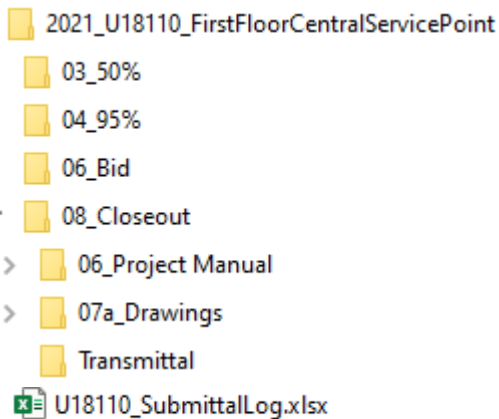
Project folders SOMETIMES contain pdf record drawings, but NOT ALWAYS, because record drawings are always in the "Drawings-Record" folder.

(We used to MOVE them to the "Drawings-Record" folder, but now only COPY them.)

Buildings – Record Drawings ("Drawings-Record" folder)

0041 Library
Drawings-Current
Drawings-Record
Projects

New folder structure:

Drawings-Record
1923_Library_Design
1924_Library
1924_Trace Originals
1925_First Addition_First Stack
1926_Second Addition
1927_Addition3

Filed by project name and year completed

Old folder structure:

0056 Vivarium
Drawings-Current
Drawings-Record
FC
InHouse
ISR_FF
Stick 56

Filed by location of physical item

FC =   File Cabinet (physically 11x17 or smaller) in upper right vault
InHouse =   drafted inhouse with old 56-001 numbering system
ISR_FF =   Illinois Street Residence Hall Flat File
Stick =   drawing hanging stick here at PPSB
MF =   microfiche here at PPSB

Combination folder structure:

0037_Everitt
Drawings-Current
Drawings-Record
1947_Plumbing Diagrams
1949_OriginalBuilding
1961_Addition
1962_Antenna Laboratory
1963_8337_HVAC
1995_830-010-503
2018_5272_Lab2117A_BSL2_Renovation
2018_5489_Lab1126B_ElectricalRemodel
2019_EntryRepairs
2020_U14088_BioengineeringGraingerEngineering
FC
InHouse
stick 37A
stick 37B
stick 37C
stick 37D

We are in the process of transferring all Drawings-Record folders to the new structure, but are not complete.
So you will see all three of these types of folder structures on J drive at this time:
 New
 Old
 Combination

Contract Drawings

Indexes:

1. **Buildings** – Drawing Index
2. (Buildings – Drawing Index for **Inactive & Razed**)
3. **Infrastructure** – Drawing Index

What's included … what's not:

Includes contract drawings …. NOT shop drawings.

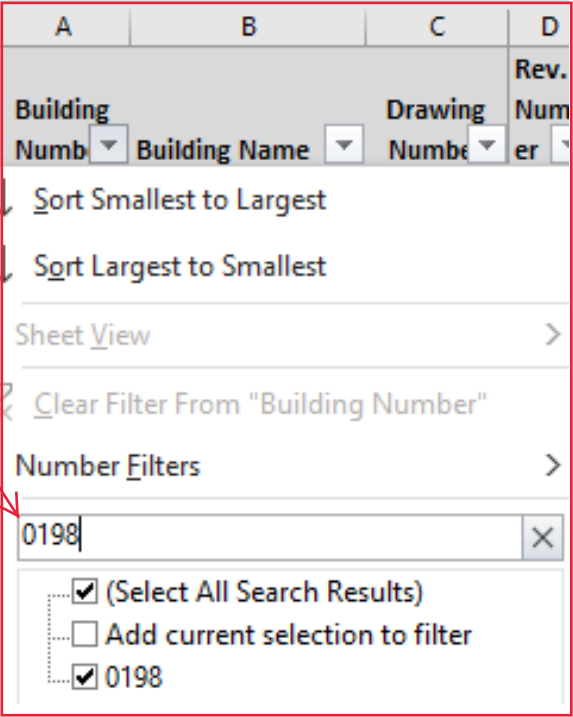Drawing Index: J:\03_Buildings\0000_Drawing_Index\Drawings.xlsx

Infrastructure Index: J:\04_Infrastructure_On-Campus\Infrastructure.xlsx

Building Number	Building Name	Drawing Number	Rev. Number	E-copy	Revision Date	Drawing Title	Drawing Description	Company/Creator	Project Title	UofI Project Number	CDB Project Number	Company Project Number	c.1 Discipl	c.2 PPSB Stick	c.3 PPSB InHous	PPSB File
0001	Davenport Hall	A3		E-COPY	7/22/1900		BUILDING A - EAST ELEVATION, TRANSVERSE SE	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							
0001	Davenport Hall	A4		E-COPY	7/22/1900		BUILDING A - PLAN OF BASEMENT & FOUNDATI	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							
0001	Davenport Hall	A5		E-COPY	7/22/1900		BUILDING A - PLAN OF FIRST FLOOR	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							
0001	Davenport Hall	A6		E-COPY	7/22/1900		BUILDING A - PLAN OF SECOND FLOOR	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							
0001	Davenport Hall	A7		E-COPY	7/22/1900		BUILDING A - PLAN OF THIRD FLOOR	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE					HEAT		
0001	Davenport Hall	A8		E-COPY	7/22/1900		BUILDING A - PLAN OF ROOF	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							
0001	Davenport Hall	A9		E-COPY	7/22/1900		BUILDING A - FRAMING PLAN OF FIRST FLOOR	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							
0001	Davenport Hall	A10		E-COPY	7/22/1900		BUILDING A - FRAMING PLAN OF SECOND FLOO	UIUC - Joesph C. Llewellyn	BUILDINGS FOR THE COLLEGE OF AGRICULTURE							

Building Number — Current number

Building Name — Current building name

Drawing Number — Drawing sheet number

Revision Number — Drawing revision number or letter

E-copy — Hyperlink to drawing on J drive

Revision Date — Latest revision date on the drawing

Drawing Title — Verbatim title off the drawing

Drawing Description — Unverified title of the drawing, OR additional information added by PPSB (FIR Records indexing staff) to help with understanding what is on the drawing

Company/Creator — Usually only the primary Architect or Engineering Firm

Project Title — Title of the Project   NOTE: words in [brackets] are added by PPSB (FIR Records indexing staff) to help with identifying the project

U of I Project Number — capital project number, AiM 4 digit project number, F&S work order number

CDB Project Number — Capital Development Board (CDB) project number, always in this format: 830-010-099

Company Project No — The primary architect or engineering firm's project number

Discipline — A field not used at this time, but would identify all disciplines shown on a drawing

C.1 PPSB Stick — Location of physical drawing if on a PPSB hanging stick in PPSB room 117

C.2 PPSB InHouse — Location of physical drawing if on a PPSB InHouse hanging stick (upper left mezzanine room in room 117)

C.3 PPSB File Cabinet — Location of physical drawing if 11x17 or smaller, in a file cabinet (upper right mezzanine room in room 117)

Filter results using the arrows.
It helps to filter the building number first, and then search (ctrl + F) or browse (just look through) the filtered results.

Once you click on the drop-down arrow, then in the box, type in the 4-digit number of the building, and press "enter".

	A	B	C	D
	Building Numb	Building Name	Drawing Numbe	Rev. Num er

Sort Smallest to Largest

Sort Largest to Smallest

Sheet View

Clear Filter From "Building Number"

Number Filters

0198

☑ (Select All Search Results)
☐ Add current selection to filter
☑ 0198

Path Name	File Name
J:\03_Buildings\0001 Davenport Hall\Drawings-Record\1900_AgricultureBuilding\	0001_1900_AgricultureBuilding_003_A3.pdf
J:\03_Buildings\0001 Davenport Hall\Drawings-Record\1900_AgricultureBuilding\	0001_1900_AgricultureBuilding_004_A4.pdf

Path Name — Location of digital file on J drive

File Name — File name of digital drawing file
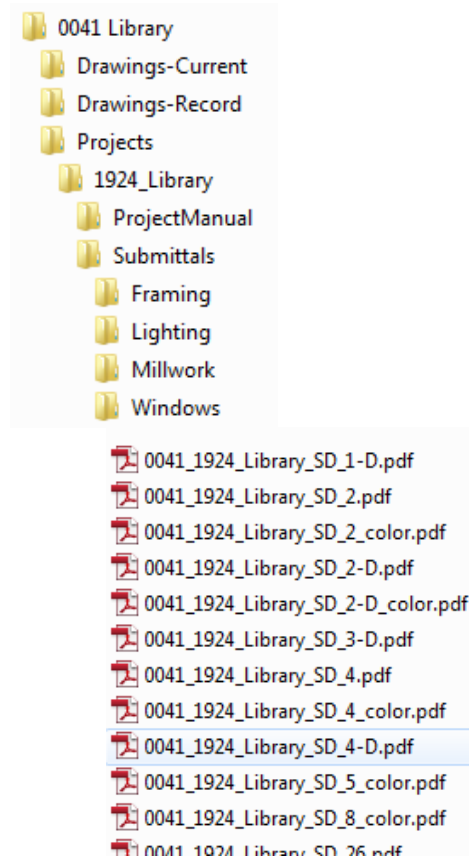
Poor Quality Scan??
We can likely improve it - just ask us:
fandsfire@illinois.edu or 217-333-0923

Shop Drawings & Cut Sheets

Old projects – by subject
New projects – by spec section

Old Example:

- 0041 Library
  - Drawings-Current
  - Drawings-Record
  - Projects
    - 1924_Library
      - ProjectManual
      - Submittals
        - Framing
        - Lighting
        - Millwork
        - Windows

- 0041_1924_Library_SD_1-D.pdf
- 0041_1924_Library_SD_2.pdf
- 0041_1924_Library_SD_2_color.pdf
- 0041_1924_Library_SD_2-D.pdf
- 0041_1924_Library_SD_2-D_color.pdf
- 0041_1924_Library_SD_3-D.pdf
- 0041_1924_Library_SD_4.pdf
- 0041_1924_Library_SD_4_color.pdf
- 0041_1924_Library_SD_4-D.pdf
- 0041_1924_Library_SD_5_color.pdf
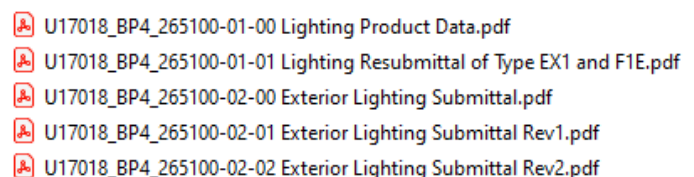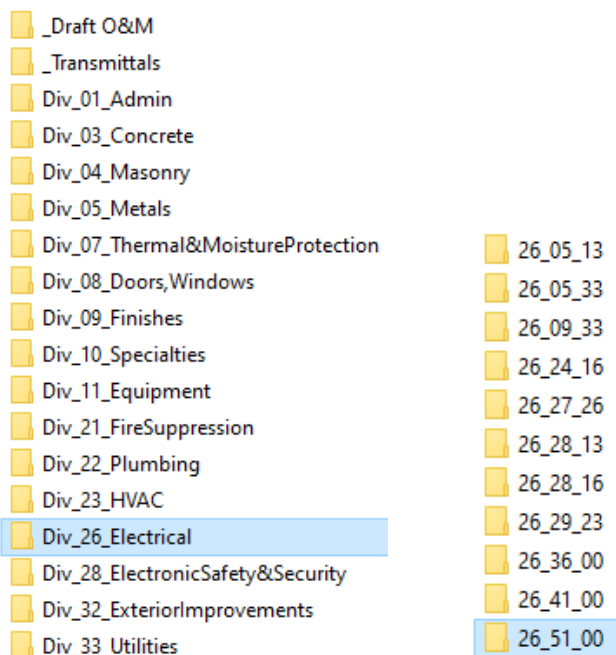- 0041_1924_Library_SD_8_color.pdf
- 0041_1924_Library_SD_26.pdf

Old Examples:
These are for older projects not created under CSI specification section guidelines (or specification sections are not associated with the document), so are filed by subject.

New Examples:
These are current projects created while the CSI specification section guidelines were in place and the spec section was associated with the document.

New Example:

- _Draft O&M
- _Transmittals
- Div_01_Admin
- Div_03_Concrete
- Div_04_Masonry
- Div_05_Metals
- Div_07_Thermal&MoistureProtection
- Div_08_Doors,Windows
- Div_09_Finishes
- Div_10_Specialties
- Div_11_Equipment
- Div_21_FireSuppression
- Div_22_Plumbing
- Div_23_HVAC
- Div_26_Electrical
- Div_28_ElectronicSafety&Security
- Div_32_ExteriorImprovements
- Div_33_Utilities

- 26_05_13
- 26_05_33
- 26_09_33
- 26_24_16
- 26_27_26
- 26_28_13
- 26_28_16
- 26_29_23
- 26_36_00
- 26_41_00
- 26_51_00

- U17018_BP4_265100-01-00 Lighting Product Data.pdf
- U17018_BP4_265100-01-01 Lighting Resubmittal of Type EX1 and F1E.pdf
- U17018_BP4_265100-02-00 Exterior Lighting Submittal.pdf
- U17018_BP4_265100-02-01 Exterior Lighting Submittal Rev1.pdf
- U17018_BP4_265100-02-02 Exterior Lighting Submittal Rev2.pdf

Building Floor Plans by Department / Use (Archibus)

Archibus Web Central (holds all the data, and creates color-coded floor plans on-the-fly)
https://fs.illinois.edu/services/FIR/products-collections/archibus
Send a blank email to Kimberly McLaughlin with subject line: "Request F&S access to Archibus Web Central"
Schedule 1 hour training with Kimberly McLaughlin.

1. Building Information
   a. Full/Correct Name
   b. Address
   c. Exterior GSF (Gross Square Footage)
   d. NASF (Net Assignable Square Footage)
2. Floor Information
   a. Exterior GSF
   b. NASF
3. Room Information
   a. Official room number   (All room numbers are a minimum of 4 characters Ex: 100 = 0100)
   b. Use Category Code   (315 = Office Service)
   c. Actual Room Use   (31545 = Office Service – Storage Room)
   d. Room Use Description   (Office Service – Storage Room)
   e. College, Sub-College and Department Occupant
   f. Room Area = NASF
   g. Split/Shared Percentage
4. Highlighted Floor Plans per Floor
   a. By Sub-College or Department (Division)
   b. By Use Category or Actual Room Use
5. Employees in Space
   a. Look up employee location by
      i. UIN
      ii. Last Name
      iii. NetID
   b. Floor Plan showing employee locations per floor (Seating Chart)
6. Request Floor Plan Changes
   a. Create a request to update floor plans. Upload your own plans or redline markup existing plans. Monitor and track your floor plan requests.
   b. View all floor plan requests currently in the portal and check status.

By Department

Key	Dept.	Dept. Name	Sq.Ft.	Cnt
			4,814	0
	KV0	Liberal Arts & Sciences	799	2
	KV3	Molecular & Cellular Biology	14,551	48
	KV5	Earth, Society, & Environment	109	1
	NT0	Technology Services at Illinoi	109	2

0395A · 0395 · 0397A · 0394 · STAIR3 · 0397 · 0394A · 0391 · 0393 · 0392 · 0393A · 0391A · 0390A · 0387A · 0387 · C0380 · 0390 · 0385 · 0380C · 0384 · 0383 · 0382

0302F · 0315 · 0323A · 0325 · 0331 · 0333 · STAIR2 · 0352A · 0352B · 0352C · 0302A · 0323 · 0327 · 0329 · 0335 · 0337 · 0339 · ELEV1 · 0345 · 0349 · 0351 · 0302B · 0302 · C0300 · 0343 · 0352 · ELEV2 · 0324 · 0336 · 0340 · 0342 · 0348 · 0350 · 0352D · 0318 · 0326 · 0328 · 0328A · 0336 · 0342 · 0302C · STAIR1 · 0324A · 0336A · 0342A · RAMP1 · 0342B

NOTES:

INDICATES SPACE IS SHARED / SPLIT.

PRINT DATE: 5/12/21
PRINTED BY: KAM9

Facilities & Services
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Burrill Hall (0138) - Third Floor
SPACE ACCOUNTING FLOORPLAN

By Division

Key	Co.	Div.	Div. Name	Sq.Ft.	Cnt
	KV	415	School of Molecular & Cell Bio	4,118	18
	KV	438	Biochemistry	6,403	16
	KV	580	LAS Administration	799	2
	KV	604	Molecular & Integrative Physl	2,912	11
	KV	655	Geology	109	1
	KV	948	Microbiology	1,118	3
	NT	798	Technology Services	109	2

0395A 109.39
0395 583.77
0397A 107.82
0394 715.85
0397 133.36
STAIR3 19.94
0391 17.96
0393 595.99
0393A 109.09
0392 200.97
0394A 104.44
0391A 233.51
0387A 109.46
0387 620.16
0390A 110.32
C0380 585.15
0390 677.95
0380C 52.49
0384 179.27
0385 675.11
0383 114.45
0382 329.68

0302F 128.77
0315 435.69
0323A 478.57
0325 123.21
0331 126.03
0333 284.56
0339 893.82
STAIR2 221.13
ELEV1 79.31
0352A 297.99
0352B 191.21
0352C 208.63
0302A 91.04
0323 66.22
0327 124.67
0329 124.67
0335 155.91
0337 101.56
0345 110.97
0349 88.51
0351 123.79
0352 378.70
0302B 253.37
0302 1,609.39
0343 15.23
C0300 1,989.21
0302C 277.16
ELEV2 59.71
0324 64.69
0318 47.61
0326 460.20
0328 448.22
0328A 445.28
0336 451.77
C030X 96.98
0340 80.42
0342 263.22
0348 499.48
0350 422.87
0352D 568.32
STAIR1 227.67
0324A 325.41
0336A 110.01
0342A 127.04
RAMP1 196.12

Facilities & Services
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

NOTES:

PRINT DATE: 5/12/21
PRINTED BY: KAM9

Burrill Hall (0138) - Third Floor
SPACE ACCOUNTING FLOORPLAN

By Room Type

Burrill Hall (0138) - Third Floor

SPACE ACCOUNTING FLOORPLAN

Key	Use	Sq.Ft.	Cnt
21510	Class Laboratory Service - Equ	325	1
25000	Research Laboratory	4,153	8
25005	Research Laboratory - Wet	5,674	10
25010	Research Laboratory - Dry	330	1
25510	Research Laboratory Service -	1,095	5
25515	Research Laboratory Service -	236	3
25525	Research Laboratory Service -	625	5
25540	Research Laboratory Service -	561	2
25545	Research Laboratory Service -	268	2
31000	Office	1,785	12
35000	Conference Room	285	1
71000	Central Computer or Telecommun	11	1
71010	Communication Equipment Rooms	99	1
78000	Unit Storage	124	1
WWW02	Public Elevator - Accessible	135	2
WWW06	Corridor	2,574	2
WWW07	Stairway	569	3
WWW08	Vestibule	131	2
WWW09	Ramp	196	1
XXX02	BSW Room	68	2
XXX03	Men's Public Restroom	111	1
XXX04	Women's Public Restroom	89	1

NOTES:

INDICATES SPACE IS SHARED / SPLIT.

PRINT DATE: 5/12/21
PRINTED BY: KAM9

By Room Use

Key	Cat.	Use Category	Sq.Ft.	Cnt
	215	Class Laboratory Service	325	1
	250	Non-Class Laboratory	10,157	19
	255	Non-Class Lab Service	2,785	17
	310	Office	1,785	12
	350	Conference Room	285	1
	710	Central Comp./Telecom	109	2
	780	Unit Storage	124	1
WWW		Circulation Area	3,605	10
XXX		Building Service Area	267	4
YYY		Mechanical Area	941	2

NOTES:

INDICATES SPACE IS SHARED / SPLIT.

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Burrill Hall (0138) - Third Floor

SPACE ACCOUNTING FLOORPLAN

People in Space

Please note the FIR does not maintain this data - it is entirely maintained by campus units. If you find any errors, please notify the campus unit (not FIR).

0393
H Jung
H Sun
J Chen
K Kemper
N Homer
S Seok
Y Kim

0393A
N/A
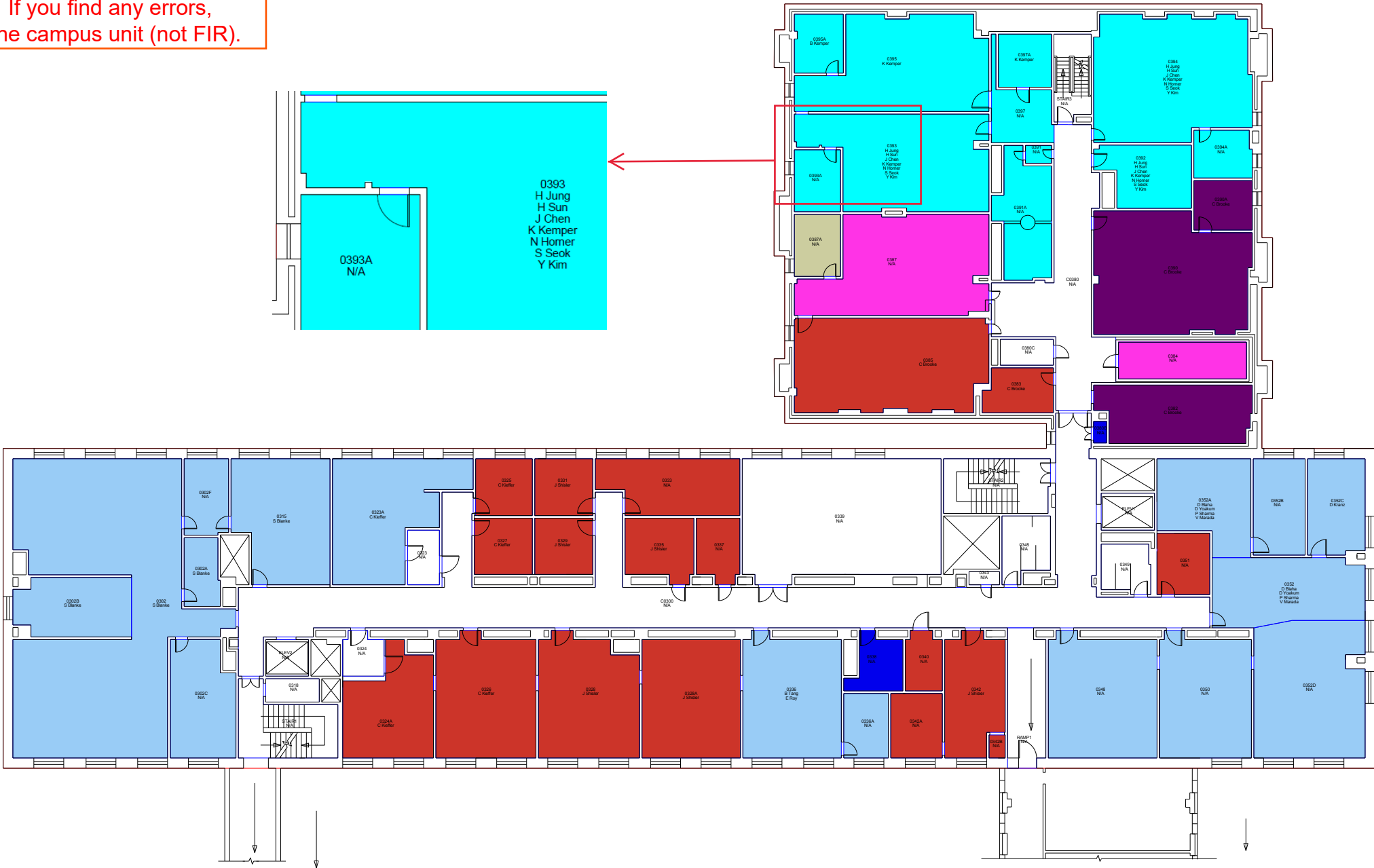
Legend	Dept.	Div.	Div. Name	Sq.Ft.	Cnt
	KV0	580	LAS Administration	799	2
	KV3	415	School of Molecular	4,118	18
	KV3	438	Biochemistry	6,403	16
	KV3	604	Molecular & Integrat	2,912	11
	KV3	948	Microbiology	1,118	3
	KV5	655	Geology	109	1
	NT0	798	Technology Services	109	2

Facilities & Services
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

NOTES:
INDICATES SPACE IS SHARED / SPLIT.

PRINT DATE: 5/12/21
PRINTED BY: KAM9

Burrill Hall (0138) - Third Floor
SPACE ACCOUNTING FLOORPLAN

Helpful Tools

Frequently Used Resources Guide

(J:) FacilityResources (\\facilityresources.fs.illinois.edu)

- 01_Pre-Project_Activities
- 02_Active_Projects
- 03_Buildings
- 04_Infrastructure_On-Campus
- 05_Infrastructure_Off-Campus
- 06_LibraryResources
- 07_Graphics
- 08_Maps
- 09_Space_Management
- 10_Transfer
- 11_Web
- 12_CampusHeritageDatabase
- FIR_FrequentlyUsedResources.docx

Agent Ransack

Better search tool than windows explorer – ask IT to install.
(Faster and more accurate, can quickly search a file name or for text inside a file.)

Maps

New folder:

(J:) FacilityResources (\\facilityresources.fs.illinois.edu)
- 01_Pre-Project_Activities
- 02_Active_Projects
- 03_Buildings
- 04_Infrastructure_On-Campus
- 05_Infrastructure_Off-Campus
- 06_LibraryResources
- 07_Graphics
- 08_Maps

- 01 - Campus - ArcReader Map
- 02 - Campus - Steam Project - ArcReader Map
- 03 - Allerton Park - ArcReader Map
- 04 - CERL - ArcReader Map
- 05 - Dixon Springs - ArcReader Map
- 06 - Willard Airport - ArcReader Map
- 07 - PDF maps - on ERIN
- 08 - CampusMaps - Historic
- 09 - CampusPlans - Historic

Requesting Large Format Prints

Send requests to: fandsfire@illinois.edu
Include:
- when needed (date and time)
- number of copies, and whether stapled or loose
- size: 18x24, 24x36, 30x42, 36x48 or "original size" (which can be 11x17! "original size" or "full size" does not mean large)
- work order and phase (for shop RM) if 6 sheets or more

Adobe – Snapshot Tool

Add it to your Adobe toolbar:
1. Right click in any grey area on the toolbar.
2. Hover over "Show Edit Tools"
3. Click on "Take Snapshot"

This will add it to your toolbar.

To use:

Click on the icon and then "window" the area on the pdf you wish to print.

Click "print" … the are you selected will be the area sent to the printer.

Adobe – Editing Text Boxes (and text inside)

Select box or text

It works with: (both box and text)

Ctrl + e (will bring up a box to edit features of the box or text)

General Help

fandsfire@illinois.edu

Reports & Studies

Reports & Studies Index

hard copy – remote storage (Oak Street High Density Storage Facility)
e-copy – linked from Reports & Studies index

NOTE: All reports and studies in the collection are in both hard and e-copy
NOTE: Collection started about 2006 – all new reports included, but past reports not complete (please ask).

| Call Number	Building Number	Building Name	e-copy	Report Title	Description	Author	Report Date	UIUC Project Number	Company Project Number	C.1
R&S ADA 0041 1	0041	Library	E-COPY	ADA Survey						FIR
R&S 0041 1967 1	0041	Library	E-COPY	Program Statement -- Fifth Stack Addition to General Library		Compiled by Central Office on the Use of Space	1967			FIR
R&S 0041 1980 1	0041	Library	E-COPY	Program Statement -- Sixth Stack Addition to General Library		Compiled by Office of Space Utilization	1980			FIR
R&S 0041 1981 1	0041	Library	E-COPY	Schematic Analysis -- Sixth Stack Addition to the general Library		Lankton, Ziegele, Terry and Associates, Inc.	1981	CDB 830-010-056		FIR
R&S 0041 2006 1 \	0041	Library	E-COPY	Main Library Conceptual Framework Report Executive Summary	This report provides a road map for key actions needed to revitalize the building in the future, informs on-going design decisions, identifies strategies for next	Shepley Bulfinch Richardson & Abbott	2006			FIR
R&S 0041 2006 1 \	0041	Library	E-COPY	Main Library Conceptual Framework Report	This report provides a road map for key actions needed to revitalize the building in the future, informs on-going design decisions, identifies strategies for next	Shepley Bulfinch Richardson & Abbott	2006			FIR

Professional Development Library

"Professional Development Library Index"
    Location – lower level room 117 across from the Help Desk

    Descriptions are linked from the index

    Self-check-out (no time limit)

Help Desk

EAST ACCESS
TO RM 117
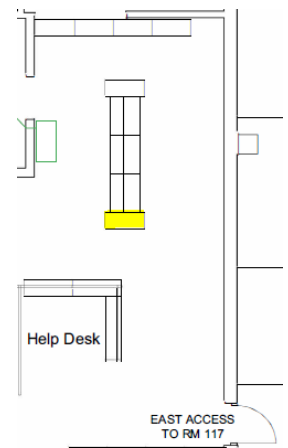
Organizational Management	Human Resource Management & Leadership	Personal Development	Teamwork & Communication	Technical Skills
Economics / Budget	Employee Motivation / Moral	Achievement / Success	Communication	Architectural Design
Organization Culture	Leadership	Change / Adaptation	Conflict Resolution	Codes / Standards / Certifications
Office Management / Administration	Personnel Management	Customer Service	Relations / Collaboration	Engineering Resources
Strategic Planning		Creative Thinking	Team Building	Graphic Design
		Decision Making		Historical Preservation / Art
		Organization		IT
		Project Management		University of Illinois
		Public Speaking		
		Self-evalution		
		Stress Management		
		Time Management / Productivity Improvement		

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Codes & Standards Collection

Location – lower level room 117, opposite end of the bookcases from where the Professional Development Library is located

Self-check-out (no time limit)

EAST ACCESS
TO RM 117
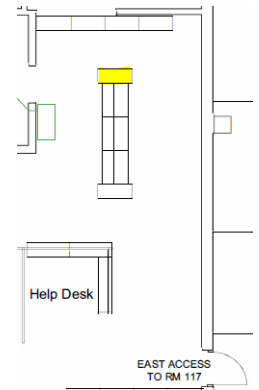
"Codes & Standards Index" sample:

CODES & STANDARDS

Shelf Call No.	Primary	de Numl	Code Name	Year Update	Copy 1	Copy 2
RSMEANS / PCD / 2015	RSMeans		Plumbing Cost Data	2015	FIR	
RSMEANS / FCCD / 2015	RSMeans		Facilities Construction Cost Data	2015	FIR	
RSMEANS / MCD / 2015	RSMeans		Mechanical Cost Data	2015	FIR	
RSMEANS / CRCD / 2015	RSMeans		Commercial Renovation Cost Data	2015	FIR	
RSMEANS / SFC / 2015	RSMeans		Square Foot Costs	2015	FIR	Construction Services
RSMEANS / BCCD / 2015	RSMeans		Building Construction Cost Data	2015	FIR	Construction Services
RSMEANS / ACD / 2015	RSMeans		Assemblies Cost Data	2015	FIR	Construction Services
SMACNA / TAB / 2003	SMACNA		TAB Procedural Guide	2003	FIR	
SMACNA / 016-2012 / 2012	SMACNA		HVAC Air Duct Leakage Test Manual	2012	FIR	
SMACNA / 006-2006 / 2005	SMACNA		HVAC Duct Construction Standards	2005	FIR	

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