



Drawing Request and/or Project Turn-in Transmittal Form

**Instruction:** This transmittal form is to accompany any drawing request or electronic file format project turned-in.

**A/E:** Transmittal form is used when requesting and/or submitting electronic CADD files. Do not submit without a valid project and task number. All disks, transmittal and electronic files will be turned in to the CADD Point of Contact and final As-Built will include drawing redlines. **Copy** is given to SNL Project Manger.

**SNL Project Manager:** Verify that this form is complete. Do not submit without a valid project and task number. Select the required CADD Quality Control options listed below, and then submit form to the CAD Point of Contact with a projected Return or Submitted date.

**SNL On-Site CADD Point of Contact:** For file request, check out files to A/E and email or notify A/E when files are ready for pick-up. For project turn in, complete QA and check files in to SNL server. Notify Project Manager when all files have been returned to SNL server. Retain a copy of Transmittal Letter for project records.

A/E Information	SNL Information
Name: Company:	SNL Points of Contact: Mark Coffing 284-8437 email: <a href="mailto:macoffi@sandia.gov">macoffi@sandia.gov</a> Melissa Tafoya 284-5844 email: <a href="mailto:mmtafoy@sandia.gov">mmtafoy@sandia.gov</a>
Phone: _____ e-mail: _____	

**Project Information**

Project Title:	SNL Service Order/Project Number:
SNL Project Manager:	Building Number or Location:

Media Type: Prints: \_\_\_\_\_  Disks  CD  e-mail  Other: \_\_\_\_\_

**Project Leader please select one of the following check-in options:**

- Title I** – CADD QA, review of the CADD files and half-size prints will be checked for compliance with the SNL CADD standards. All Master files and Master-cut files will be reviewed, both printed copy and electronic format. Spot checks of plot files will be conducted as well as a review of drawing numbers and title block information. Files will be checked only within the construction boundaries of the project. Errors will be documented on the CADD QA form or Title review form. The completed CADD QA forms will be returned to the originator and the originator is expected to correct all errors in an expedient manner.
- Title II** – Same as Title I with the addition of drafting check, which will be conducted from printed half-size sets of project drawings. Files will be checked only within the construction boundaries of the project. Errors will be documented on the CADD QA form and on the half-size set of project drawings. The CADD QA and the project drawings will be returned to the SNL Project Leader. Project Leader will pass this information on to the originator. Originator is expected to correct all errors and omissions in an expedient manner.
- 100% Project Design (Title II)** - Turn-in Electronic files and half-size printed sets will be turned into SNL Project Leader. A quick view (loading) of the CADD files to verify readability, file names and title block information will be conducted. Files will be checked in to the SNL CADD server. (An optional CADD QA may be performed at this time). Files that are mislabeled or are corrupt will be listed on this form and will be returned to Project Leader for request of new files from originator.
- Final As-Built** - Electronic files and redline sets will be turned into SNL On-Site CADD Point of Contact and/or Project Construction Assistant. Copy to the Project Manager. Files will be checked in to the SNL CADD server and a final QA will be done. Final As-Built will be rolled into the master files.

Scheduled 100% Project Design (Title II) Return Date: \_\_\_\_\_

Scheduled Final As-Built Return Date: \_\_\_\_\_

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