

Document Review

Create Color Coded Tools for 30-60-90 QA/QC Review

Start T-1_thru_A3.24_Emerson_MS 60 Mar...

1 SITE PLAN
A-1.01 NOT TO SCALE

30: The purpose of a 'Site Plan' is to help the reader to locate those buildings that are affected by the 'Scope' and their relationship to the overall Campus (therefore it is critical that the name of the main street be spelled correctly). A distinction should also be made on the Plan as to emphasize those buildings affected by the 'Scope of Work'. All site related information should also be minimally indicated, such as but not limited to: Street and road names; pathways and side walks; playgrounds and fenced off areas; plus driveways etc.

Item No.	Subject	Status	Comments	Response	Review Phase	Page In...
2 (2)						
1.1	A-1.01	None	30: The purpose of a 'Site Plan' is to help the reader to locate those buildings that are affected by the 'Scope' and their relationship to the overall Campus (therefore it is critical that the name of the main street be spelled correctly). A distinction should also be made on the Plan as to emphasize those buildings affected by the 'Scope of Work'. All site related information should also be minimally indicated, such as but not limited to: Street and road names; pathways and side walks; playgrounds and fenced off areas; plus driveways etc.		30	2
1.2	A-1.01	None	60: Check ADA at existing ramp.		60	2
3 (2)		Accepted Rejected Cancelled Completed None				
4	A-3.03	None	30: The 'Key Plan' paste up is provided as a sample for location and size of the information required... Again the lightness of the font type should be corrected (see note on sheet A-1.01). Make sure all detail bubbles are correctly noted, and the information on those details (on sheet A-8.01) are all correctly keyed to the SE drawings (which was not included with this set).		30	3

Create color coded **Callout** and **Text Box** mark up tools for different phases of review as shown below - i.e. red for 30%, blue for 60% and green for 90%. Store them in your **Tool Chest** for reuse.

At each new phase, **Import** the comments from the previous review phase for reference and back check.

You may also indicate the status of each item in the **Status** column of the Marups List, and **Filter** the status to create a list of items that still need to be addressed.

QA/QC Tools

Sheet No.
60: Note at 60%

Document Review

Paste Special into an Excel Template

Copy Cells from .CSV File

	A	B	C	D	E
1	ID	Parent	Item No.	Subject	Comments
2	MQAHCBAJDVYSYT		1	T-1	30: The drawing
3	CIPAQABUAMLQOXI		1	T-1	60: This Item
4	UNIHXUZAQQURQI		1.1	A-1.01	30: The purpose
5	MIBQJVIWSTEZMTC		1.2	A-1.01	60: Check ADA
6	DMFKLONHQHONJC		4	A-3.03	30: The Key
7	CJWVVPCTNJFFAUG		4.1	A-3.03	60: Equipment
8	NOAGOWRJVCFOI		6	A-3.11	60: check gra
9	ZEKOMPXRGMBFYT		7	A-3.13	30: The mes
10	IBDIALPONABVJVS		8	A-3.14	30: The mes
11	XYTTHZZNTTUEBNDI		8.1	A-3.14	60: response
12	YBTMFKMBLTBWW		9	A-3.22	30: The mes

Los Angeles Unified School District
 Facilities Services Division/Design and
 Central Design Management Group

COMMENTS / CORRECTION:
 30% ___ 60% ___ 100% ___

Date: X
 School Name: X
 Address: X
 Project: X

Prepared by:

Item No.	Sheet No. / Spec. Section	Comment
1	T-1	30: The drawing format and layout needs to conform to LAUSD standard (see attached sample Polytech HS T.1 Exhibit A). Excessive 'Title Information' and vicinity needs to be larger and more legible. The following items missing from the sheet: Project Scope; Building Data; Symbols; General Notes and Abbreviations...
1	T-1	60: This Item has not been incorporated.
1.1	A-1.01	30: The purpose of a 'Site Plan' is to help the reader to locate those buildings that are affected by the 'Scope' and their relationship to the overall Campus (therefore it is critical that the name of the main street be spelled correctly). A distinction should also be made on the Plan as to emphasize those buildings affected by the 'Scope of Work'. All site related information should also be minimally indicated, such as but not limited to: Street and road names; pathways ar

Completed Document

Los Angeles Unified School District
 Facilities Services Division/Design and A-E Technical Support Department and
 Central Design Management Group

COMMENTS / CORRECTIONS LOG
 30% ___ 60% 100% ___ DSA ___ FINAL ___ OTHER ___

Date: 11.07.09
 School Name: **A. J. Middle School**
 Address: 245 Emerson Street
 Pasadena, CA, 94330
 Project: **Remove and Replace HVAC Units**

DSR #: M07-087
 Location Code: 8623
 IFS #: 3129833
 PIC Project No.: DNO17-177
 Commenting Agency: AE Tech Support

Prepared by:
 Name: Jim Hoffman
 Title: Architect
 Email: jim.hoffman@lausd.net
 Phone: 231-246-8757

Agency, Organization, or Department: Architectural Unit
 Signature: _____
 Date: 11.09.07

Item No.	Sheet No. / Spec. Section	Comment	Correction / Response to Comment	Responsible Person / Organization
1	T-1	30: The drawing format and layout needs to conform to LAUSD standards (see attached sample Polytech HS A-T.1 Exhibit A). Excessive 'Title Information' and vicinity needs to be larger and more legible. The following items missing from the sheet: Project Scope; Building Data; Symbols; General Notes and Abbreviations...		
1	T-1	60: This Item has not been incorporated.		
1.1	A-1.01	30: The purpose of a 'Site Plan' is to help the reader to locate those buildings that are affected by the 'Scope' and their relationship to the overall Campus (therefore it is critical that the name of the main street be spelled correctly). A distinction should also be made on the Plan as to emphasize those buildings affected by the 'Scope of Work'. All site related information should also be minimally indicated, such as but not limited to: Street and road names; pathways and side walks; playgrounds and fenced off areas; plus driveways etc.		
1.2	A-1.01	60: Check ADA at existing ramp.		

Document Review

Select **PDF Summary** and **Append to Current PDF**.
The thumbnails in the summary hyperlink to the document.

The screenshot displays a document review application. On the left, a vertical sidebar contains ten thumbnails of document pages, with the ninth thumbnail highlighted in red. The main workspace shows a 'Markup Summary' window with a list of items. Each item includes page information, subject, color, responsibility, and comments. The items are sorted by color, with blue squares indicating the sort order. A 'PDF Summary' dialog box is open on the right, with the 'Append to Current PDF' checkbox checked and highlighted by a red arrow. The dialog also shows options for 'Summary Options' and 'PDF Options', including 'Create Hyperlinks' and 'Include Page Content'. The 'Title' field is set to 'Markup Summary', 'Preview Size' is 'Small', and 'Page Size' is 'Letter'. The 'OK' and 'Cancel' buttons are at the bottom of the dialog.

Page	Subject	Color	Comments	Responsibility	Response	Review Phase
Page 4	A-3.11	Blue	60: check grade			60
Page 6	A-3.14	Blue	60: response accepted			60
Page 3	A-3.03	Blue	60: Equipment to be replaced			60
Page 1	T-1	Blue	60: This Item has not been incorporated.	1		60
Page 2	A-1.01	Blue	60: Check ADA at existing ramp.	1 2		60

Click on column headers to sort. Here the Markups List is sorted by **Color**.

Document Review

Bluebeam's **Search** tool allows you to search for keywords in a PDF document, all open documents, or all PDFs in a local or networked folder, including sub-folders. The Options menu allows you to refine your search criteria even further. To apply editing features, place a check mark next to each applicable search result. **Bluebeam's Search tool makes global editing easy.**

The screenshot displays the Bluebeam software interface. On the left, a floor plan of a building is shown with various rooms labeled: BREAK RM. 121, HALLWAY 108, CONF. 109, OFFICE 110, OFFICE 111, OFFICE 112, RESTRM 105, HALLWAY 104, STAIR A 103, and OFFICE 114. A red box highlights a note: "Include counter with casework order". In the center, a "Search and Replace" dialog box is open, showing "Replace 'casework' With: plam casework" and "Font: Helvetica". On the right, the "Search Tab" is active, displaying search criteria: "Search Terms: casework", "Search In: Folder", and "Include Sub-Folders" checked. Below the criteria, a list of search results is shown, including: "(p.15) Casework: 1. Enclosure: except a...", "(p.15) of casework: [base, wall, overhead...", "(p.15) in casework; except bottom shelf o...", and "(p.16) Where casework is indicated to be...". At the bottom right, it shows "10 Results found in 3 document(s)" and "42.00 x 30.00... (33.43, 0.10)".

Apply any of these features to checked items


- Hyperlink checked
- Mark checked For Redaction
- Highlight checked
- Underline checked
- Squiggly checked
- Strikethrough checked

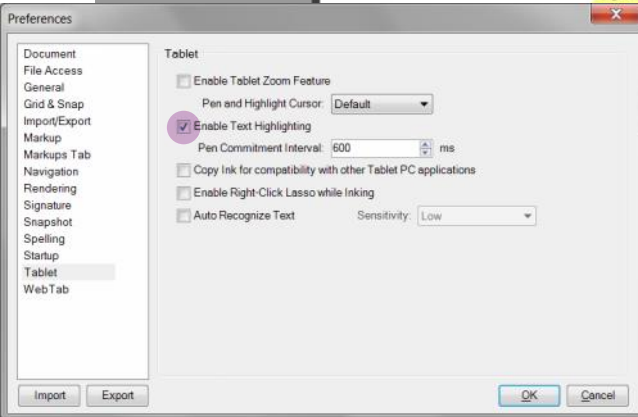
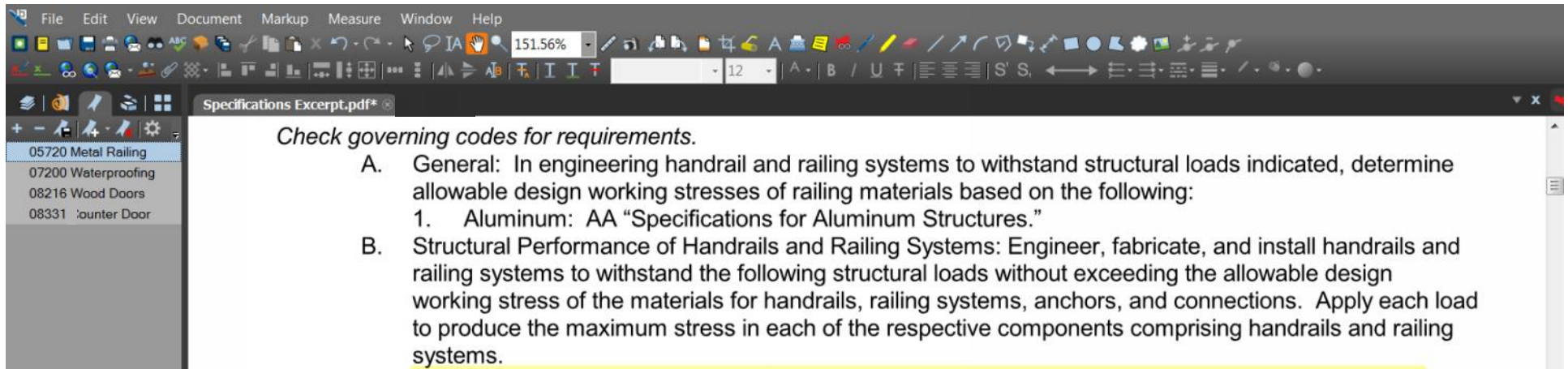
Search and Replace

Search Pages, Form Fields, and Markups

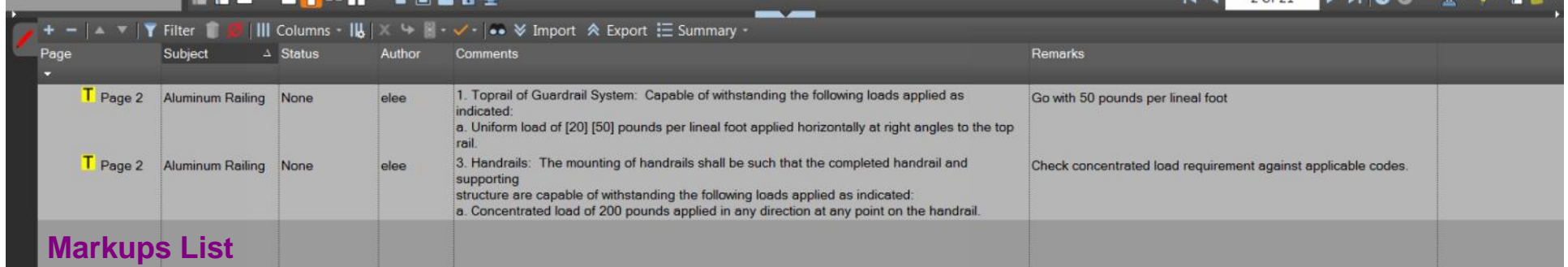
To search through markups, Flatten markups prior to running the Search tool.

Document Review

Take notes easily and quickly with the **Highlight** tool.  Check the option **Enable Text Highlighting** under *Edit / Preferences / Tablet* to ensure that highlighted text appears in the Comments column of the Markups List. Modify the Subject and add a Remarks column to provide additional information regarding the captured text.



Bookmarks



Page	Subject	Status	Author	Comments	Remarks
Page 2	Aluminum Railing	None	elee	1. Toprail of Guardrail System: Capable of withstanding the following loads applied as indicated: a. Uniform load of [20] [50] pounds per lineal foot applied horizontally at right angles to the top rail.	Go with 50 pounds per lineal foot
Page 2	Aluminum Railing	None	elee	3. Handrails: The mounting of handrails shall be such that the completed handrail and supporting structure are capable of withstanding the following loads applied as indicated: a. Concentrated load of 200 pounds applied in any direction at any point on the handrail.	Check concentrated load requirement against applicable codes.

Markups List

Document Review

Layer PDFs for coordination between disciplines. First, **Colorize** each layer by going to *Document / Color Processing / Colorize* to change the color of the PDFs. Then go to *File / Create Layered PDF* and select the files that you want to layer. The individual layers can be toggled on and off in the Layers tab by clicking on the eye next to the filename.

