



Division of Facilities Construction & Management

EDMS Document Submission Requirements

All electronic file submissions to the DFCM Electronic Document Management System (EDMS) shall comply with the following requirements. Submittals that are not compliant will be rejected and a review will not commence until they have been formatted to comply with these requirements.

Electronic File Requirements:

- All digital documents shall be in Portable Document Format (PDF) that is not locked and can be stamped by DFCM.
- Security settings shall allow reviewers to markup digital documents, create notes, perform a word search, and to insert/remove sheets.
- File naming is very important. Please be sure that the file name does not exceed 30 characters and that it follows the DFCM naming convention shown below:

DFCM#_Year-Month-Day_Type

As an example, the following files might be uploaded for a hypothetical project:

- 12345678_16-10-13_Plans
- 12345678_16-10-13_Calculations
- 12345678_16-10-13_Soils Report
- 12345678_16-10-13_Energy Reports
- 12345678_16-10-13_Specifications

Drawing requirements for electronic submissions:

- All sheets shall be ***oriented so the top of the page is always at the top of the computer monitor*** and set to landscape.
- ***Pages shall be Indexed/Bookmarked on every submission.*** The index should note the sheet number as well as the title/description of each sheet (see example on the next page).
- The title block of ***each sheet shall include a 3" x 3" space*** for the placement of DFCM's approval stamp. This space must be provided at the ***same location on each plan sheet.***
- Building plans shall be fully dimensioned. This shall include, but not be limited to, framing plans.
- All text shall be easily readable when set to print. Clarity must be equivalent or better than Arial, Gill Sans or Tahoma with a font size of 10pt.
- PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. It is recommended that scanning be done at a minimum of 150dpi and a maximum of 300dpi to balance legibility and file size.
- After PDF documents have been compiled, please compress the file to reduce the file size. This will help by taking less time to upload the document to the EDMS and will also require less storage on the system.

Miscellaneous Items:

- Construction plans should comply with the DFCM “CADD Criteria” which includes the State’s drafting design standards.
- Electronic seals are required for the final “conformed” documents uploaded to the system. If the initial plans and specs are not stamped, it may cause delays in permitting. Plans are not to be labeled “Not for construction.” The final plans and specs shall meet the seal requirements mandated by the Division of Occupational & Professional Licensing (DOPL), including a signature and date across the seal.

