

# STATE OF HAWAII DEPARTMENT OF TRANSPORTATION AIRPORTS



## CONSULTANT CAD GUIDELINES

June 2025



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## **I. INTRODUCTION**

### **A. DEPARTMENT OF TRANSPORTATION - AIRPORTS MISSION STATEMENT**

The mission of the Department of Transportation - Airports is to develop and maintain graphic and related information such that users can manage, operate, maintain, and improve the State Air Transportation System, thus providing safe and efficient air travel to the public.

### **B. AIRPORTS GOALS**

The Airports's goal includes maintaining up-to-date information on the central master CAD files. These files are to be used as a resource to share within the organization, as well as authorized Consultants in the public sector.

### **C. AIRPORTS BASEMAP COORDINATE SYSTEM**

All State of Hawaii Airports AutoCAD Basemap drawings have been converted into North American Datum of 1983 High-Accuracy Reference Network (NAD83 HARN) Coordinate System. There are 3 (three) coordinates as noted in the basemap drawings that have been surveyed with NAD83 HARN Coordinate System.

### **D. OVERALL INTENT AND BENEFITS OF GUIDELINES**

1. The purpose of this Consultant CAD Guidelines is to provide consistent graphical information to and from the Department of Transportation - Airports (DOTA). This will facilitate the timely access and delivery of information to internal and external users, provide a means to update graphic information quickly, and to serve as a consistent guide for producing and delivering CAD drawings to the (DOTA).
2. This guideline shall apply to all individuals and State Government units who perform drafting and graphics services for the DOTA Engineering Branch (AIR-E).
3. The purpose of the workflow policies is to assist the DOTA Engineering Drafting and Graphics Section (AIR-EG) staff to maintain an up-to-date central database of the State of Hawaii Airports and to be able to monitor the timely return of as-built conditions from construction or maintenance improvements at each site.

## **II. CAD STANDARDS**

### **A. CAD FILE TRANSFER PROCEDURES AND POLICIES**

All documentation drawings and construction project drawings must be submitted to the DOTA Project Manager (DOTA PM) in full compliance with their most current version of AutoCAD (file extension = .dwg). Throughout this document, the use of the name CAD always implies AIR-EG's current version, unless otherwise noted.

#### **CAD BASEMAP FILE TRANSFER POLICIES**

1. Copies of CAD basemap files shall not be released outside the Airports without the written approval of the DOTA PM.
2. Only the Prime Designer shall request CAD basemap files and shall be responsible for distributing the CAD basemap files to their sub-consultants.

#### **CONSULTANTS CAD DRAWINGS / FILES REQUESTS PROCEDURES**

1. Consultants shall request from the DOTA PM a copy of a specific area of the airport in a CAD format to execute their approved contract work. The DOTA PM will send the Consultants the Request for Airports Plans, Confidentiality and Non-Disclosure Agreement, and Recipient's Indemnification Clause Forms. A diagram of the Airport may be attached to show the extent of the area needed.
2. Consultants shall fill out, sign, and submit the Request for Airports Plans, Confidentiality and Non-Disclosure Agreement, Recipient's Indemnification Clause Forms and Airport diagram (if any) to the DOTA PM.
3. The DOTA PM will review, verify the information filled in by the requestor and sign the Request for Airports Plans. The DOTA PM will submit the signed Request, including the Confidentiality and Non-Disclosure Agreement, and the Recipient's Indemnification Clause Forms (as attached) to AIR-EG.
4. Upon receipt of the approved request, AIR-EG will send the requested CAD files/drawings to the requestor. If required, AIR-EG will request a blank CD.
5. Consultants shall use the copy of CAD files per project contract requirements for the design intent.

#### **CAD FILES SUBMITTED TO DOTA**

1. The Designer of Record (DOR) shall submit CAD (and Revit files if applicable) of all the design phase submittals including the Post Construction Phase submittal with the "CAD Quality Assurance Checklist" to the DOTA PM. At the end of the project, the DOR shall submit the official "Record Drawings" to the DOTA PM.
2. The DOR may, through the DOTA PM, request a meeting with AIR-EG to fully understand the requirements of these Consultant CAD Guidelines to avoid having to redo their plans at the DOR's expense.

## **B. PAPER SPACE AND MODEL SPACE**

### PAPER SPACE

Paper space is one of two main spaces in which AutoCAD objects reside. Paper space is used to create a finished layout for plotting, sometimes having more than one view with more than one scale on a sheet. Sheet Border shall be placed on paper space and inserted at actual size.

### MODEL SPACE

Model Space is used to do drafting/design work and to create two or three-dimensional models. Everything in Model Space is drawn at full scale. Listed below are some items in Model Space:

1. External Reference Files
2. Drawing entities.

## **C. EXTERNAL REFERENCE FILE (XREFs)**

- All external references (xrefs) shall be “overlayed” at 0,0,0 in model space on layer “0”.
- Provide all external references (AutoCAD and images), font styles, and plot style (ctb files) when submitting CAD drawings to the DOTA PM.
- When attaching an xref, in the “path type” box, select “Relative Path”. Selecting “Relative Path” will allow you to copy or move an intact directory without having to repath each xref.
- When attaching an xref, name it the exact same name as the drawing file.
- Do not rename the xref once it has been distributed to others for referencing or editing.

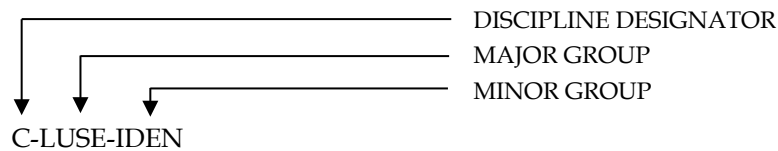
## **D. LAYERING SYSTEM**

This section contains a combination of layers from A/E/C CAD Standard, U.S. Department of Transportation Federal Aviation Administration Standard Engineering Drawing Preparation & Support, and Custom Layers based on AIA CAD Layer Guidelines: U.S. National CAD Standard Version 5.0



Layer names consist of a *Discipline Designator* followed by four-character *Major Group* and followed by a four-character *Minor Group*.

A Architectural	K Food Service
C Civil	L Landscape
D Interior Design	M Mechanical
E Electrical	P Plumbing
F Fire Protection	S Structural
	G General



These recommended layers shall be used when submitting CAD drawings to the DOTA PM.

The following guidelines shall be used:

1. Do not increase the width of a polyline to get a heavier line, the thickness of a line is controlled by the ctb line weight assignments.
2. Do not increase the width of a polyline to poche walls, use a solid hatch.
3. Layer colors and linetypes, are controlled by what they are assigned to in the layer list. Do not force colors or linetypes in your drawings every entity should be set to "bylayer".
4. Insert blocks with multiple layers on layer "0", create simple blocks using layer "0". See Block section.

## LAYERING STANDARDS

A new layer that will be added to the drawings and is not on the layering standard table below may be added and shall comply with the current A/E/C CAD Standard, Main Text and Appendices A, B, C

Layer Name	Layer Description	*Name Source
<b>Landuse</b>		
c-flzo	Flood Zone marks	CSTM
c-luse	Landuse Information, Seismic Zones, Land Courts	CSTM
c-luse-iden	Landuse Information, Seismic Zones, Land Courts Annotation	CSTM
c-luse-ilnd	Improved Land - Demarcation Land defining improved land areas	CSTM
c-luse-plnd	Proposed Land Use	CSTM
c-luse-ulnd	Unimproved Land - Demarcation Land defining unimproved land areas	CSTM
<b>Civil/ Survey</b>		
c-prop	Boundary, Property Lines	FAA
c-prop-airp	Airport Property Lines	A/E/C
c-prop-cede	Ceded Lands	CSTM
c-prop-cons	Control Points, Survey Benchmarks	FAA
c-prop-esmt	Property Easement	FAA
c-prop-esmt-iden	Property Easement Annotation	CSTM
c-prop-exec	Executive Orders	CSTM
c-prop-exec-iden	Executive Orders Annotation	CSTM
c-prop-iden	Property Annotation, Tax Map Key	A/E/C
c-prop-subd	Subdivisions/Parcel/Lots	A/E/C
c-prop-subd-iden	Subdivisions/Parcel/Lots Annotation	CSTM
<b>Geography</b>		
c-topo-shor	Shorelines, Waterways, Channels and Levees	A/E/C
c-topo-shor-iden	Geograph Annotation	CSTM
l-plnt	Vegetation - Brushes, shrubs, tree lines, Renderings, Individual Trees	FAA
l-plnt-ctnr	Containers or planters	CSTM
l-plnt-iden	Vegetation Annotation	A/E/C
<b>Aviation</b>		
c-chan-naid	Navigation Aids - Lights, wind cones, segmented circle	A/E/C
c-obst-air	Obstructions	A/E/C
g-avia	Primary Surface, Safety Areas, Clear Zones, Approach Slopes, Other Surfaces (Transit/horizon/conical surfaces), Building restriction lines, Obstacle free lines	CSTM
g-avia-iden	Aviation Annotation	CSTM

### \* LAYER NAMES ONLY

FAA = FAA Standard Engineering Drawing Preparation & Support, FAA-STD-002g, August 29, 2008

A/E/C = A/E/C CAD Standard, Main Text and Appendices A, B, C, D ERDC/ITL TR-06-x, August 2015 Release 6.0

CSTM = Custom layer based on FAA & A/E/C standards Guide

Revised June 2025



Layer Name	Layer Description	*Name Source
<b>Runway</b>		
c-runw-edge	Paved Area Edges (AOA pavement edge), Run Tax Edges (Load-bearing area defining lines), Airfield Runway Edges	A/E/C
c-runw-edge-subd	Subdivision of Runway Edge	CSTM
c-runw-iden	Paved Area Edges (AOA pavement edge), Run Tax Edges (Load-bearing area defining lines), Airfield Runway Edges Annotation	A/E/C
c-runw-misc-mrkg	Misc AOA markings - General Aviation Tiedown/Ramp Equipment Prkg,	CSTM
c-runw-mrkg	Run Tax Markings (Runway/Taxiway/Taxilanes/Heliports), Shoulder Markings (Shoulder/Demarcation/Ramp/Roads), Run Tax Demarcation Lines	CSTM
<b>Road</b>		
c-prkg-curb	Parking islands, curbs, and gutters	A/E/C
c-prkg-iden	Parking Lot Annotation	A/E/C
c-prkg-mrkg	Parking markings - Stall stripes, hatchings	A/E/C
c-road	Road edges - Lines of invert or pavement edge	FAA
c-road-curb	Curbs and gutters	A/E/C
c-road-cntr	Road Baselines (Center of Road Line), Demarcation Line	A/E/C
c-road-gral	Guard rails	A/E/C
c-road-iden	Road Baselines (Center of Road Line), Demarcation Line, Breaklines (Road Cutlines) Annotation	A/E/C
c-road-mrkg	Road Markings - Land stripes, directional arrows	A/E/C
c-road-mrkg-subd	Road Marking Dividing Line	CSTM
c-road-unpv	Unpaved Road Edges	CSTM
c-road-otln	Road Outline	CSTM
c-site-iden	Overall site annotation	CSTM
c-site-strt	Bridges/tunnels - Bridges, tunnels, headwalls, Retaining walls	A/E/C
c-site-walk	Walkway Edges - Paved walkways	A/E/C
l-site-furn	Built -in details, Free-standing details - Landscape, furniture, equipment	FAA
<b>General</b>		
a-anno-note	General Notes	A/E/C
a-anno-dims	Dimensions	A/E/C
a-grid	Grid Lines, Coordinates, Column Grids	CSTM
a-grid-bubb	Grid Bubbles	CSTM
a-symb	Symbols - Building Sections, Wall Sections, Call Out Details	CSTM
<b>Building</b>		
a-area-iden	Room Numbers, Tenant Identifications, Area Calculations	A/E/C
a-area-line	Area Calculation boundary lines	A/E/C
a-eqpm-fixd	Fixed Equipment	A/E/C
a-flor-evtr	Elevator cars and equipment	A/E/C
a-flor-fixt	Plumbing Fixtures	A/E/C
a-flor-hral	Stair and balcony handrails, guard rails	A/E/C
a-flor-levl	Level changes, shafts, ramps, pits, breaks in construction and depressions	A/E/C

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Layer Name	Layer Description	*Name Source
<b>Building</b>		
a-furn	Built-in Details	CSTM
a-furn-free	Free Standing Details - Landscape, Furniture, Equipment	FAA
a-flor-numb	Room/space identification number and symbol	A/E/C
a-flor-otln	Floor outline/perimeter/building footprint	A/E/C
a-flor-ovhd	Overhead items (skylights, overhangs, etc.), Roof Lines - Roof Edge Above	A/E/C
a-flor-spcl	Architectural specialties (e.g. toilet room accessories, display cases)	A/E/C
a-flor-strs	Stair risers/treads, escalators, ladders	
a-flor-tptn	Toilet Partitions	A/E/C
a-flor-wdwd	Architectural woodwork (field built cabinets and counters), Built-in Details - Landscape, Furniture, Equipment	A/E/C
a-roof	Roof Line	FAA
a-roof-beam	Roof beam	CSTM
a-roof-expj	Expansion Joints	A/E/C
a-roof-rfdr	Roof drains and slopes	A/E/C
a-roof-wall	Parapet walls and wall caps	A/E/C
a-wall	Building Walls - Non-Structural or Undefined Structural Walls	CSTM
a-wall-full-extr	Exterior Full Height Wall	A/E/C
a-wall-full-intr	Interior Full Height Wall	A/E/C
a-wall-prht	Partial height walls (do not appear on Reflected Ceiling Plan)	A/E/C
a-wall-spcl	Wall-hung/Attached Specialties (e.g., fixtures, grab bars (incl. handicap), Telephone Booths)	A/E/C
a-wall-subd	Subdivisions of rooms/ spaces	CSTM
a-wwdr	Doors and Windows	CSTM
c-bldg-iden	Building Annotation	A/E/C
c-bldg-otln	Building Outline	A/E/C
c-dema	Bldg demarcation lines	CSTM
c-hang	Hangar	CSTM
c-hang-subd	Subdivision of Hangar	CSTM
c-site-brdg	Loading bridges/ Jetway	A/E/C
<b>Secure</b>		
c-site-fenc	Security Fences (Fences, Perimeter Gates)	A/E/C
c-site-aoap	AOA Perimeter - Closed Line Defining AOA	CSTM
<b>Utility</b>		
c-domw-abnd-pipe	Abandoned piping	CSTM
c-domw-devc	Connectors, faucets, reducers, regulators, vents, intake points, taps, backflow preventers, valves, cut and cap	A/E/C
c-domw-fftg	Caps, cleanouts, crosses, and tees	A/E/C
c-domw-hydr	Hydrants	A/E/C

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Revised June 2025



Layer Name	Layer Description	*Name Source
<b>Utility</b>		
c-domw-iden	Identifier tags, symbol modifier, and text	CSTM
c-domw-main-pipe	Main domestic water piping	CSTM
c-domw-abnd-pipe	Abandoned piping	CSTM
c-domw-devc	Connectors, faucets, reducers, regulators, vents, intake points, taps, backflow preventers, valves, cut and cap	A/E/C
c-domw-fftg	Caps, cleanouts, crosses, and tees	A/E/C
c-domw-hydr	Hydrants	A/E/C
c-domw-iden	Identifier tags, symbol modifier, and text	CSTM
c-domw-main-pipe	Main domestic water piping	CSTM
c-domw-metr	Meters	A/E/C
c-fuel-abnd-pipe	Abandoned piping	A/E/C
c-fuel-devc	Air eliminators, filter strainers, hydrant fill points, line vents, markers, oil/water separators, reducers, regulators, and valves	A/E/C
c-fuel-fftg	Caps, crosses, and tees	A/E/C
c-fuel-iden	Identifier tags, symbol modifier, and text	CSTM
c-fuel-main-pipe	Main fuel piping	CSTM
c-fuel-pits-vlve	Valve pits	A/E/C
c-npot-devc	Connectors, faucets, reducers, regulators, vents, intake points, taps, backflow preventers, and valves	CSTM
c-npot-fftg	Caps and cleanouts	CSTM
c-npot-iden	Identifier tags, symbol modifier, and text	CSTM
c-npot-mhol	Manholes	CSTM
c-npot-pipe	Non-potable water piping	CSTM
c-sswr-abnd-pipe	Abandoned piping	CSTM
c-sswr-fftg	Caps and cleanouts	A/E/C
c-sswr-iden	Identifier tags, symbol modifier, and text	CSTM
c-sswr-mhol	Manholes	A/E/C
c-sswr-main-pipe	Sewer piping	CSTM
c-strm-abnd	Abandoned piping	CSTM
c-strm-devc	Downspouts, flumes, oil/water separators, and flap gates	A/E/C
c-strm-fftg	Caps and cleanouts	A/E/C
c-strm-iden	Identifier tags, symbol modifier, and text	A/E/C
c-strm-inlt	Inlets (curb, surface, and catch basins)	A/E/C
c-strm-main	Storm sewer piping	A/E/C
c-strm-mhol	Manholes	A/E/C
v-comm-abnd	Abandoned duct lines	CSTM
v-comm-duct	Communications/telephone duct lines	CSTM
v-comm-iden	Identifier tags, symbol modifier and text	CSTM
v-comm-jbox	Communication junction boxes, pull boxes, manholes, hand holes, pedestals, splices	A/E/C

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CSTM = Custom layer based on FAA & A/E/C standards guide



Layer Name	Layer Description	*Name Source
<b>Structural</b>		
s-conc	Concrete Walls, Columns, Structural Elements	CSTM
s-conc-iden	Concrete Walls, Columns, Structural Elements Annotation	CSTM
s-conc-patt	Concrete Walls, Columns, Structural Elements Patterns	CSTM
<b>Mechanical</b>		
m-xxxx		CSTM
<b>Plumbing</b>		
p-xxx		CSTM
<b>Fire Protection</b>		
f-xxxx		CSTM
<b>Electrical</b>		
e-afld-jbox	Junction boxes, pull boxes, manholes, handholes, pedestals, splices	A/E/C
e-afld-lite-runw	Runway lights	CSTM
e-comm	Other communications distribution equipment	A/E/C
e-catv-eqpm	Cable TV system equipment	A/E/C
e-powr-iden	Identifier tags, symbol modifier, and text	A/E/C
e-powr-jbox	Junction boxes, pull boxes, manholes, hand holes, pedestals, splice	A/E/C
e-powr-panl	Panel boards, switchboards, MCC, unit substations, backing boards, patch panel racks	A/E/C
e-powr-pole	Power pole	A/E/C
e-powr-taxi	Taxiway lights	CSTM
e-prim-ovhd	Overhead electrical utility lines	A/E/C
e-prim-undr	Underground electrical utility lines	A/E/C
e-tvan-eqpm	Television antenna system equipment	A/E/C
e-1lin	One Line Diagram	FAA
<b>Interior</b>		
i-xxxx		CSTM
<b>Miscellaneous</b>		
Misc	Miscellaneous Layers	CSTM
Noplot	Noplot	A/E/C
Defpoints	Defpoints	A/E/C

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CSTM = Custom layer based on FAA & A/E/C standards guide

## E. GRAPHIC SYMBOLS, FONT STYLES & LINETYPES

### 1. SYMBOLS

Refer to the current A/E/C CAD Standard and A/E/C Graphics Standard Documents.

<https://cadbimcenter.erdcdren.mil/default.aspx?p=a&t=1&i=7>

### 2. FONT STYLE

To simplify coordination and maintain clear and consistent drawings, use ARIAL for all notations and dimensions.

- The standard notation text height shall be 1/8" on paper space.
- The standard notation text on model space will be varied according to the scale of the drawings (see table below).

#### ARCHITECTURE

Drawing Scale	Drawing Scale Factor	1/64" Plotted Text Height	1/32" Plotted Text Height	1/16" Plotted Text Height	3/32" Plotted Text Height	1/8" Plotted Text Height	3/16" Plotted Text Height	1/4" Plotted Text Height	3/8" Plotted Text Height	1/2" Plotted Text Height	3/4" Plotted Text Height	1" Plotted Text Height
1/16" = 1' - 0"	192	3	6	12	18	24	36	48	72	96	144	192
1/8" = 1' - 0"	96	1 1/2	3	6	9	12	18	24	36	48	72	96
3/16" = 1' - 0"	64	1	2	4	6	8	12	16	24	32	48	64
1/4" = 1' - 0"	48	3/4	1 1/2	3	4 1/2	6	9	12	18	24	36	48
1/2" = 1' - 0"	24	3/8	3/4	1 1/2	2 1/4	3	4 1/2	6	9	12	18	24
3/4" = 1' - 0"	16	1/4	1/2	1	1 1/2	2	3	4	6	8	12	16
1" = 1' - 0"	12	3/16	3/8	3/4	1 1/8	1 1/2	2 1/4	3	4 1/2	6	9	12
1-1/2" = 1' - 0"	8	1/8	1/4	1/2	3/4	1	1 1/2	2	3	4	6	8
3" = 1' - 0"	4	1/16	1/8	1/4	3/8	1/2	3/4	1	1 1/2	2	3	4

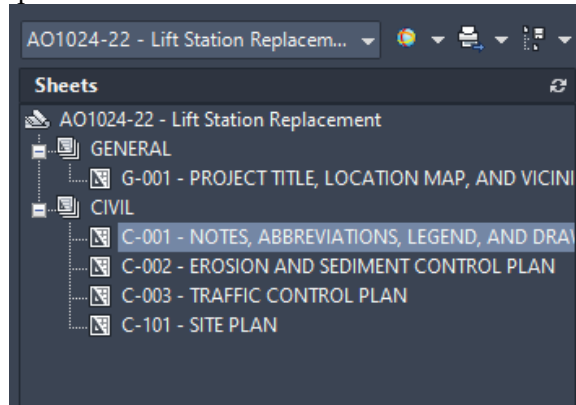
#### ENGINEERING

Drawing Scale	Drawing Scale Factor	1/64" Plotted Text Height	1/32" Plotted Text Height	1/16" Plotted Text Height	3/32" Plotted Text Height	1/8" Plotted Text Height	3/16" Plotted Text Height	1/4" Plotted Text Height	3/8" Plotted Text Height	1/2" Plotted Text Height	3/4" Plotted Text Height	1" Plotted Text Height
1" = 2'	24	3/8	3/4	1 1/2	2 1/4	3	4 1/2	6	9	12	18	24
1" = 4'	48	3/4	1 1/2	3	4 1/2	6	9	12	18	24	36	48
1" = 8'	96	1 1/2	3	6	9	12	18	24	36	48	72	96
1" = 10'	120	1 7/8	3 3/4	7 1/2	11 1/4	15	22 1/2	30	45	60	90	120
1" = 16'	192	3	6	12	18	24	36	48	72	96	144	192
1" = 20'	240	3 3/4	7 1/2	15	22 1/2	30	45	60	90	120	180	240
1" = 30'	360	5 5/8	11 1/4	22 1/2	33 3/4	45	67 1/2	90	135	180	270	360
1" = 40'	480	7 1/2	15	30	45	60	90	120	180	240	360	480
1" = 50'	600	9 3/8	18 3/4	37 1/2	56 1/4	75	112 1/2	150	225	300	450	600
1" = 100'	1200	18 3/4	37 1/2	75	112 1/2	150	225	300	450	600	900	1200

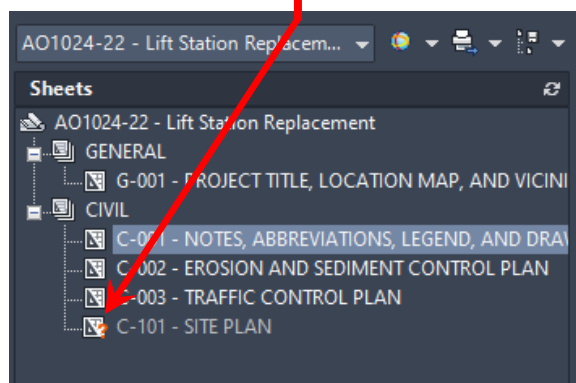
- All text shall be UPPER CASE
- All text for notation shall be ARIAL
- All text heights for the titles shall be 3/16"
- Custom text styles can be given a specific text height




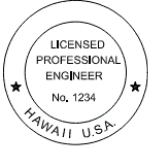
- d. Consultant is required to submit the Sheet Set (dst) format if any drawings use Sheet Set function. The Sheet Set file shall function properly, meaning they should not have question marks.



The one with the question mark, the sheet is a broken link (see image below):

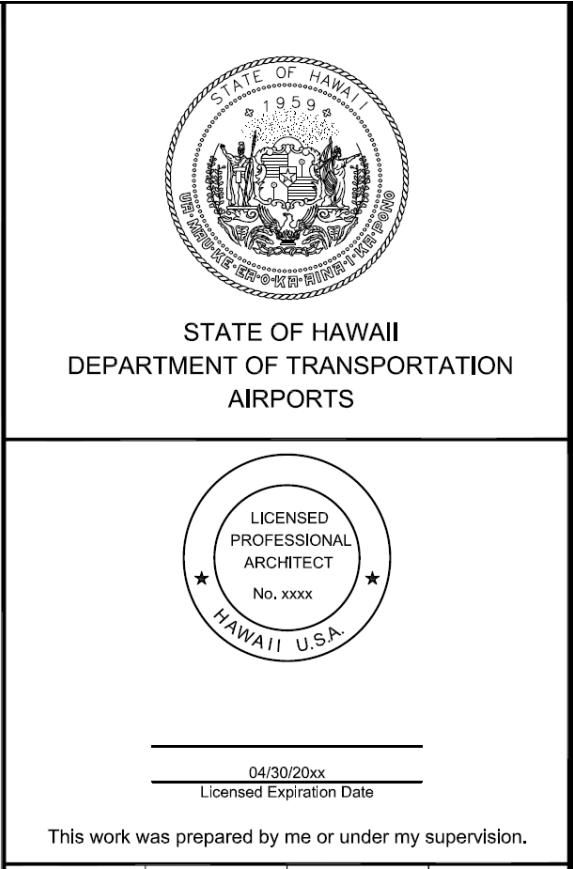


3. Architect/Landscape Architect/Land Surveyor/Engineer Stamps and Signatures are required and can be applied to the drawing electronically.
- a. Stamp and Signature (all disciplines) shall be placed in the Project Team area on the Title Sheet.

ARCHITECT/ENGINEER NAME	SIGNATURE ONLY
<b>PROJECT TEAM</b> ARCHITECTURAL SAMPLE DESIGN, LLC 1101 BISHOP STREET HONOLULU HI 96813 (808) 584-6513	 _____ (SIGNATURE)
<b>CIVIL:</b> ATE DESIGN, LLC 1101 BISHOP STREET HONOLULU HI 96813 (808) 584-6513	 _____ (SIGNATURE)



- b. Stamp and Signature with license expiration date and note “This work was prepared by me or under my supervision.” shall be placed under the Hawaii State seal for each drawing sheet.



4. Line work (existing, proposed, demolished entities) shall be drawn or inserted, on the appropriate layers, in model space.



5. Drawing Numbering Systems.

A readily identifiable alpha-numeric system. The alphabetical prefix shall be used to denote the specific discipline covered by that group of drawings. The alphabetical system utilized shall correspond to the following:

- G GENERAL
- H HAZARDOUS MATERIALS
- V SURVEY/MAPPING
- A ARCHITECTURAL
- C CIVIL
- I INTERIOR DESIGN
- E ELECTRICAL
- F FIRE PROTECTION
- K FOOD SERVICE
- L LANDSCAPE
- M MECHANICAL
- P PLUMBING
- S STRUCTURAL
- AB BAGGAGE HANDLING SYSTEM
- TY SECURITY
- WF WATER FEATURE

Large complex projects may involve specialty consultants or one consultant doing multiple disciplines. For example, Telecommunication Engineer will also design Audio Visual or Intercom; therefore, the Level 2 Discipline Designators can be used. Assign alphabetical prefixes to related drawings with care so as not to cause confusion with other disciplines.

Designator		Description of Suggested Names	Content
Level 1	Level 2		
T-		Telecommunications	
	TA-	Audio Visual	CCTV and Music Systems
	TI	Intercom	Intercom System

6. For each submittal, Consultant is required to comply with the current Honolulu International Airport Design Submittal Requirements by adding the project phase (Conceptual Design, Schematic Design, Design Development, Construction Documents, and Record Drawings) and the date according to project schedule in the border (see sample below):

**CONCEPTUAL  
DESIGN**

JANUARY 1, 2022

DATE

**SCHEMATIC DESIGN**

JANUARY 1, 2022

DATE





### DESIGN DEVELOPMENT

JANUARY 1, 2022  
DATE

### CONSTRUCTION DOCUMENTS

JANUARY 1, 2022  
DATE

### RECORD DRAWINGS

JANUARY 1, 2022  
DATE

7. Project Number shall match with the State Project Number that was issued by the DOTA PM

PROJECT NO.:
<b>AO1022-17</b>

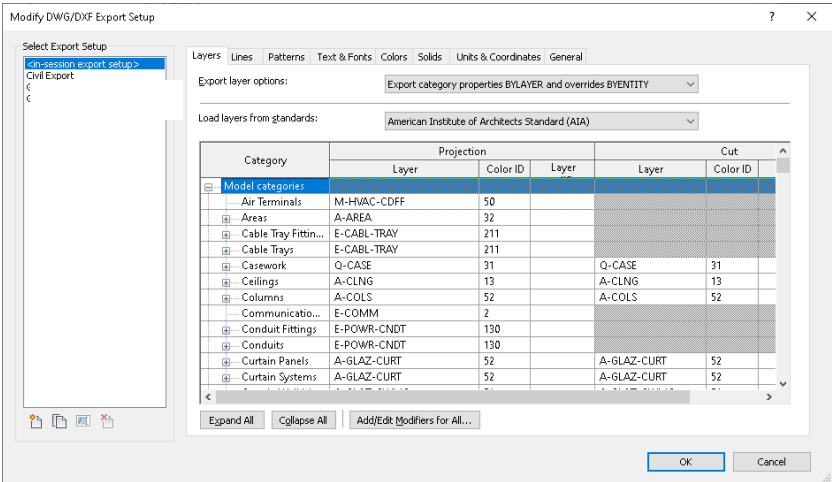
8. The Revisions Schedule shall be setup from bottom to top as shown in the sample below.

<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">2</div>	12/23/21	ADDENDUM #2
<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1</div>	10/30/21	ADDENDUM #1
NO.	DATE	REVISIONS

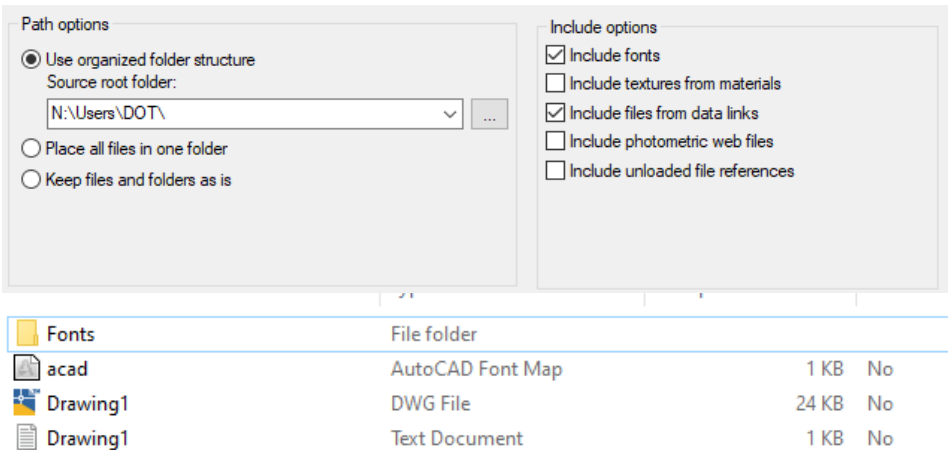
9. Purge all drawings, including external reference, all unused blocks, layers & line types.
10. All entity colors & line types shall be set “by layer” and not forced.
11. Standard fonts for notations on paper space shall be Arial with the height of 1/8”. Standard fonts for notations on model space shall be Arial and match with the drawing scale. Lettering shall be Capital letters.
12. Do not set text heights in the “Style” command for the AutoCAD standard font styles.
13. Do not draw on layer “0”. This layer is reserved for attaching xrefs and inserting blocks.
14. All documentation drawings and construction project drawings must be submitted to the DOTA PM in full compliance with their most current version of AutoCAD (file extension - \*.dwg), unless otherwise noted.



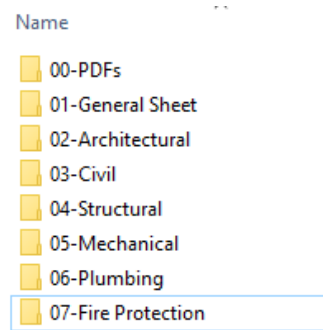
15. Consultants who are working with Revit as a drafting tool will be required to submit the electronic files in AutoCAD (dwg) format. When exporting to AutoCAD, use the American Institute of Architects Standard (AIA) for the layering standard (see image below):



16. Consultant is required to do eTransmit and the folder structure should be setup as shown below:



17. File structure should be organized as below:



- a. 00-PDFs folder will contain all PDF files (individual sheet pdf and combined pdf).



- b. The rest of the folder will be for AutoCAD files which should be organized by each discipline.
- c. Dwg and PDF files in the CD or DVD submittal should be in original format and the files should not be zipped or compressed.
- d. If the files will be uploaded to ShareFile, prior to uploading to ShareFile, the project folders should be setup as shown above, then compress or zip the file.

### G. RECORD DRAWINGS

It is the intent of the DOTA to 1) maintain consistency in the production of Construction Drawings and Record Drawings submittals for all projects, 2) have a quality product that will withstand the test of long-term storage for the production of high contrast and easily read copies of these documents, 3) accurately depict the as-constructed condition, and 4) serve as a resource for daily maintenance and planned work.

Compliance to the following general guideline to produce "RECORD DRAWINGS" is an attempt to satisfy the objectives of the DOTA.







1. After construction is completed, the Designer of Record (DOR) shall prepare their Record Drawings in accordance with the DOTA Consultant CAD Guideline and submit the Record Drawings to DOTA PM. If necessary, the DOTA PM will send pertinent CAD drawing files back to the DOR for corrections and/or to conform to the DOTA Consultant CAD Guideline. The DOR shall be required to submit the corrected CAD drawing files back to the DOTA PM.
2. Use the final updated Contract Drawing set plus applicable shop drawings for the final RECORD DRAWINGS submittal.
3. The job site "AS-BUILT" drawings will be submitted to the DOTA PM for acceptance. Upon acceptance, the DOTA PM will forward the job site "AS-BUILT" drawings to the DOR. The DOR shall be responsible for transcribing the "AS-BUILT" information onto the record drawing sheets.
4. All revision information (Delta Number, Date and Description) for the sheet that is being revised shall be shown in the revision area on the border.

2	12/23/21	ADDENDUM #2
1	10/30/21	ADDENDUM #1
NO.	DATE	REVISIONS
<b>RECORD DRAWINGS</b>  <u>JANUARY 1, 2022</u> DATE		


5. The Revision Cloud shall be turned off, and the delta symbol shall be on in the drawings.

6. The DOR shall state on the “RECORD DRAWINGS” the following statement on the Title Sheet:  
“CHANGES MADE DURING CONSTRUCTION THAT WERE PROVIDED TO THE DESIGNER  
HAVE BEEN INCORPORATED ON THESE PLANS”  
The statement should be followed with the signature and date of the DOR (Appendix A).  
The drawing index shall be revised with the addition or deletion of Sheets noted in its  
appropriate place to reflect the actual composition of the set of drawings. The drawing index  
shall conclude with the following note; “A COMPLETE SET CONTAINS \_\_\_\_ SHEETS”; with the  
total number of sheets comprising the set be placed in the blank.
7. A “RECORD DRAWINGS” note shall be placed in the block (see Appendix A). The date of  
acceptance of the “RECORD DRAWINGS” document by the DOTA PM shall be used as the date  
of the “RECORD DRAWINGS” and included with the “RECORD DRAWINGS” notation on each  
sheet.
8. Stamps and signatures of the project team shall be placed on the Title Sheet for Record Drawings.  
If stamps and signatures cannot be obtained for Record Drawings, a scanned copy of the Title  
Sheet from the Bid Document with stamps and signatures of the project team can be used for the  
Record Drawings submittal.
9. The final “RECORD DRAWINGS” submittal shall include the entire set delivered in an  
AutoCAD format on an electronic medium. Also, include reference files, custom font files, pen  
tables and Sheet Set file. The Consultant shall confirm with the DOTA PM which AutoCAD  
and/or Revit version is required. File naming convention for each sheet will be based on  
Discipline and Sheet Number. All AutoCAD with all external reference drawing files and/or  
Revit files including all other reference from toher disciplines Revit files will be uploaded to  
cloud file sharing. The link will be provided to AIR-EG by Consultants with an anonymous  
account and the link shall valid for 30 days. If the Consultant does not upload to cloud sharing  
file, the Consultant can submit a recordable compact disc (CD-R) up to 700 MB or Digital  
Versatile Disc (DVD) up to 4.4GB.  
Use the final signed “RECORD DRAWINGS” sheets to create an electronic version in Adobe  
Acrobat PDF (Portable Document Format) in separate files for each sheet and a combined PDF  
file. PDF file name for each sheet shall start with the three-digit sequence number and follow by  
the drawing number and title. The combined PDF file shall be in the order to match with the  
drawing index and shall be named with the project number and project name. Each sheet shall  
be setup with a minimum of 300 DPI and uploaded to cloud file sharing. The link will be  
provided to AIR-EG by Consultants with an anonymous account and the link shall valid for 30  
days. If the Consultant does not upload to cloud sharing file, the Consultants can submit a  
recordable compact disc (CD-R) up to 700 MB or Digital Versatile Disc (DVD) up to 4.4GB. All  
drawings shall be in landscape orientation.

Individual PDF naming:

-  001\_G-001-Title Sheet .pdf
-  002\_G-002-General Notes and Index.pdf
-  003\_G-003-Site Plans.pdf
-  004\_A-101-Floor plan.pdf
-  005\_A-102-Elevations.pdf
-  006\_A-103-Sections.pdf

Combined PDF naming:

-  AO1033-22 HNL Lobby Renovation.pdf

10. The “RECORD DRAWINGS” submittal shall include:
  - a. AutoCAD (dwg and dst), PDF files and Revit (rvt).
  - b. Revit submittal are for those who produce their drawings using Revit.

## CAD QUALITY ASSURANCE CHECKLIST

Project Number: _____ Project Name : _____
---

CAD drawings submitted with each design phase submittal must be accompanied by submission of the following checklist. The Prime Designer and all sub-consultants must submit a checklist. When a checklist has been signed and submitted, the Consultants (architect, engineer, etc.) are assuring that all materials adhere to the standards and guidelines set forth in the Consultant CAD Guidelines. (Note: Consultants will not be compensated for their drawings that need to be revised to comply with these Consultant CAD Guidelines)

### Checklist

- ☐ Title Sheet Format
- ☐ Border Format for Plan/Detail Sheets
- ☐ Policy on Paper Space and Model Space
- ☐ Policy on External Reference (XREFs)
- ☐ Policy on Layering System
- ☐ Policy on Symbols, Font Style, and Line Types
  - ☐ Symbols
  - ☐ Font Style
  - ☐ Line Types
- ☐ Policy on Drawing Setup
  - ☐ Border Sizes
  - ☐ Stamps and Signatures
  - ☐ Drawing Numbering Systems

### Submittal

- ☐ CD or DVD
- ☐ Cloud file sharing link
- ☐ No zipped or compressed files
- ☐ Sheet Set file (.dst) included
- ☐ File Structure
- ☐ Individual and Combined PDF Naming

Consultant Name *(please print)*: \_\_\_\_\_

Authorized Consultant Signature \_\_\_\_\_

Date: \_\_\_\_\_

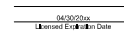
Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**APPENDIX A - SAMPLE OF TITLE SHEET AND STANDARD BORDER**







This work was prepared by me or under my supervision.

This work was prepared by me or under my supervision.

DSGN.	DRWN.	CHKD.	APP.
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2

	10/30/XX	ADDENDUM #1
NO	DATE	REVISIONS

**CONSTRUCTION  
DOCUMENTS**

SEPTEMBER 12, 20  
DATE

PROJECT TITLE :

**EMERGING STAGING AND STORAGE FACILITY**

AT  
DANIEL K. INOUE INTERNATIONAL AIRPORT

PROJECT NO.:

STATE PROJECT NO. \_\_\_\_\_

SHEET TITLE:

**FLOOR PLAN - LEVEL**

DATE :	DWG. NO.

09/12/2024  
SHEET : A-101

7 OF 77 SHEETS

A-101

A 101

DRAWINGS.DWG

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
AIRPORTS

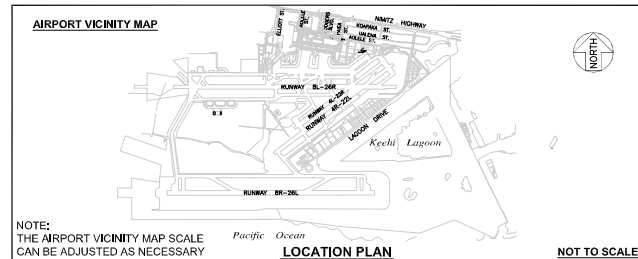
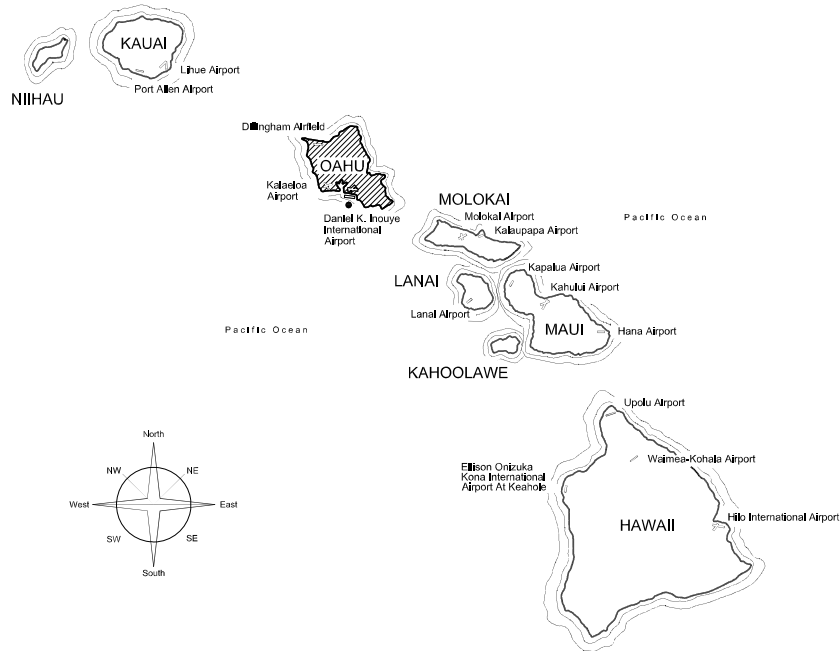
PLANS FOR

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AT



DANIEL K. INOUE INTERNATIONAL AIRPORT  
HONOLULU, OAHU, HAWAII  
PROJECT NO. ???



CHANGES MADE DURING CONSTRUCTION THAT WERE PROVIDED TO THE DESIGNER HAVE BEEN INCORPORATED ON THESE PLANS

SUBMITTED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_

<b>PROJECT TEAM</b> ARCHITECTURAL: SAMPLE DESIGN, LLC 1101 BISHOP STREET HONOLULU HI 96813 (808) 584-6513			(SIGNATURE) JOHN SAMPLE ARCHITECT
CIVIL: SAMPLE DESIGN, LLC 1101 BISHOP STREET HONOLULU HI 96813 (808) 584-6513			(SIGNATURE) FULL NAME CIVIL ENGINEER
LANDSCAPE: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)			(SIGNATURE) FULL NAME LANDSCAPE ARCHITECT
STRUCTURAL: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)			(SIGNATURE) FULL NAME STRUCTURAL ENGINEER
MECHANICAL: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)			(SIGNATURE) FULL NAME MECHANICAL ENGINEER
PLUMBING: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)			(SIGNATURE) FULL NAME PLUMBING ENGINEER
ELECTRICAL: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)			(SIGNATURE) FULL NAME ELECTRICAL ENGINEER
PROJECT TEAM: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)			(SIGNATURE) FULL NAME (TITLE)

			
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION AIRPORTS			
			
04/30/2024 Issued Expiration Date			
This work was prepared by me or under my supervision.			
DSGN.	DRWN.	CHKD.	APPD.
-	-	-	-
<div>2 12/23/XX ADDENDUM #2</div> <div>1 10/30/XX ADDENDUM #1</div>			
NO.	DATE	REVISIONS	
<b>RECORD DRAWINGS</b>			
SEPTEMBER 12, 2024 DATE			
PROJECT TITLE :			
<b>EMERGING STAGING AND STORAGE FACILITY</b>			
AT DANIEL K. INOUE INTERNATIONAL AIRPORT HONOLULU, OAHU, HAWAII			
PROJECT NO.:			
STATE PROJECT NO.			
SHEET TITLE:			
<b>COVER SHEET, VICINITY MAP, PROJECT TEAM</b>			
DATE:		DWG. NO.	
09/12/2024		G-101	
SHEET:		?	
? OF ?? SHEETS			



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NO.	DATE	REVISIONS
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## RECORD DRAWINGS

SEPTEMBER 12, 2024  
DATE

PROJECT TITLE :

## EMERGING STAGING AND STORAGE FACILITY

AT  
DANIEL K. INOUE INTERNATIONAL AIRPORT  
HONOLULU, OAHU, HAWAII

PROJECT NO.:

STATE PROJECT NO.

SHEET TITLE:

## FLOOR PLAN - LEVEL 1

DATE:

09/12/2024

SHEET :

1 OF 2 SHEETS

DWG. NO.

A-101

22" X 34" STANDARD SHEET - RECORD DRAWINGS

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
AIRPORTS

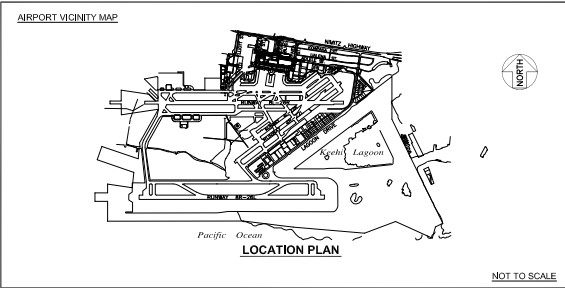
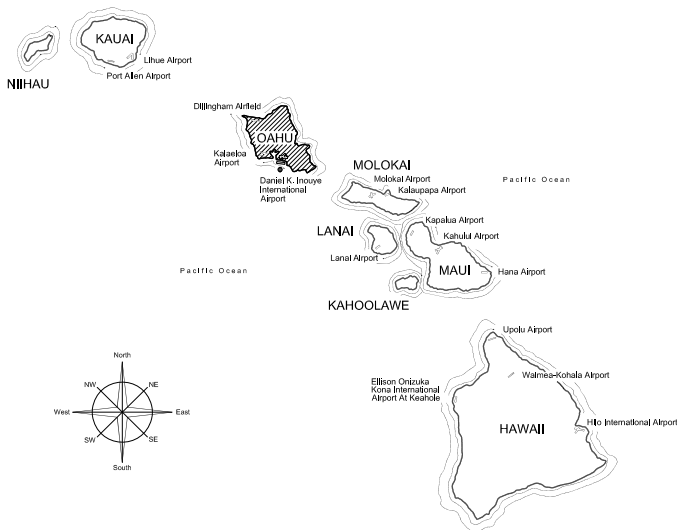
PLANS FOR

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AT

DANIEL K. INOUE INTERNATIONAL AIRPORT  
HONOLULU, OAHU, HAWAII  
PROJECT NO. ???



<b>PROJECT TEAM</b> ARCHITECTURAL SAMPLE DESIGN, LLC 1101 BISHOP STREET HONOLULU HI 96813 (808) 554-6513		 (SIGNATURE) JOHN SAMPLE ARCHITECT
CIVIL: ATE DESIGN, LLC 1101 BISHOP STREET HONOLULU HI 96813 (808) 554-6513		 (SIGNATURE) (FULL NAME) CIVIL ENGINEER
LANDSCAPE: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		 (SIGNATURE) (FULL NAME) LANDSCAPE ARCHITECT
STRUCTURAL: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		 (SIGNATURE) (FULL NAME) STRUCTURAL ENGINEER
MECHANICAL: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		 (SIGNATURE) (FULL NAME) MECHANICAL ENGINEER
PLUMBING: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		 (SIGNATURE) (FULL NAME) PLUMBING ENGINEER
ELECTRICAL: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		 (SIGNATURE) (FULL NAME) ELECTRICAL ENGINEER
PROJECT TEAM: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		 (SIGNATURE) (FULL NAME) (TITLE)
PROJECT TEAM: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		 (SIGNATURE) (FULL NAME) (TITLE)
PROJECT TEAM: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		 (SIGNATURE) (FULL NAME) (TITLE)
PROJECT TEAM: (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		 (SIGNATURE) (FULL NAME) (TITLE)

 STATE OF HAWAII DEPARTMENT OF TRANSPORTATION AIRPORTS			
 This work was prepared by me or under my supervision.			
DSGN.	DRWN.	CHKD.	APPD.
-	-	-	-
<b>CONSTRUCTION DOCUMENTS</b> AUGUST 30, 2024 DATE			
PROJECT TITLE :			
PROJECT TITLE AT DANIEL K. INOUE INTERNATIONAL AIRPORT HONOLULU, OAHU, HAWAII			
PROJECT NO.:			
PROJECT NUMBER			
SHEET TITLE:			
COVER SHEET, VICINITY MAP, PROJECT TEAM			
DATE: 08/30/2024		DWG. NO. G-001	
SHEET: ? OF ?? SHEETS			



STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
AIRPORTS



Professional Engineer  
License No. 10000

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DSGN.	DRWN.	CHKD.	APPD.
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<div>2</div>	12/23/21	ADDENDUM #2
<div>1</div>	10/30/21	ADDENDUM #1
NO	DATE	REVISIONS

**CONSTRUCTION  
DOCUMENTS**  
AUGUST 30, 2024  
DATE

PROJECT TITLE :

PROJECT TITLE

AT  
DILLINGHAM AIRFIELD  
MOLOKAI, CAULI, HAWAII

PROJECT NO.:

PROJECT NUMBER

SHEET TITLE:

FLOOR PLAN - LEVEL 1

DATE :	DWG. NO.
08/30/2024	A-101
SHEET :	
? OF ?? SHEETS	

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
AIRPORTS

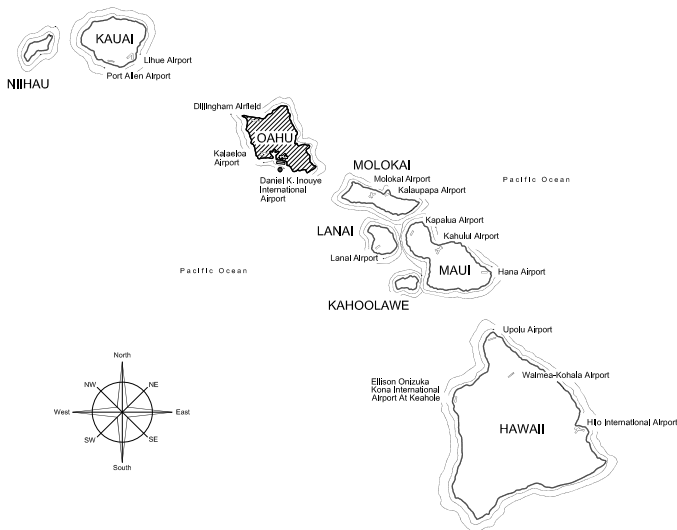
PLANS FOR












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AT

DANIEL K. INOUE INTERNATIONAL AIRPORT  
HONOLULU, OAHU, HAWAII  
PROJECT NO. ???



<b>PROJECT TEAM</b> ARCHITECTURAL SAMPLE DESIGN, LLC 1101 BISHOP STREET HONOLULU HI 96813 (808) 554-6513		(SIGNATURE) JOHN SAMPLE ARCHITECT
<b>CIVIL:</b> ATE DESIGN, LLC 1101 BISHOP STREET HONOLULU HI 96813 (808) 554-6513		(SIGNATURE) (FULL NAME) CIVIL ENGINEER
<b>LANDSCAPE:</b> (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		(SIGNATURE) (FULL NAME) LANDSCAPE ARCHITECT
<b>STRUCTURAL:</b> (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		(SIGNATURE) (FULL NAME) STRUCTURAL ENGINEER
<b>MECHANICAL:</b> (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		(SIGNATURE) (FULL NAME) MECHANICAL ENGINEER
<b>PLUMBING:</b> (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		(SIGNATURE) (FULL NAME) PLUMBING ENGINEER
<b>ELECTRICAL:</b> (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		(SIGNATURE) (FULL NAME) ELECTRICAL ENGINEER
<b>PROJECT TEAM:</b> (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		(SIGNATURE) (FULL NAME) (TITLE)
<b>PROJECT TEAM:</b> (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		(SIGNATURE) (FULL NAME) (TITLE)
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<b>PROJECT TEAM:</b> (COMPANY NAME) (ADDRESS LINE 1) (ADDRESS LINE 2) (PHONE NUMBER)		(SIGNATURE) (FULL NAME) (TITLE)



STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
AIRPORTS



DESIGNED BY  
DRAWN BY

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DSGN.	DRWN.	CHKD.	APPD.
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NO.	DATE	REVISIONS
12/23/21	ADDENDUM #2	
10/30/21	ADDENDUM #1	

**RECORD  
DRAWINGS**  
AUGUST 30, 2024  
DATE

PROJECT TITLE :

PROJECT TITLE

AT  
DANIEL K. INOUE INTERNATIONAL AIRPORT  
HONOLULU, OAHU, HAWAII

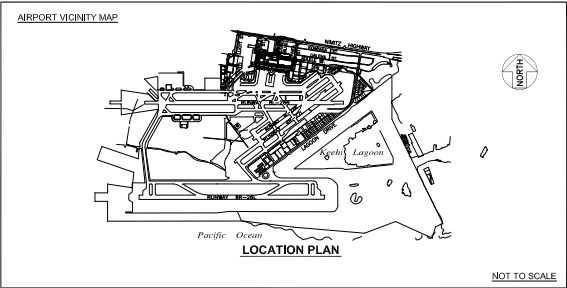
PROJECT NO.:

PROJECT NUMBER

SHEET TITLE:

**COVER SHEET,  
VICINITY MAP,  
PROJECT TEAM**

DATE:	DWG. NO.
08/30/2024	G-001
SHEET:	
? OF ?? SHEETS	



CHANGES MADE DURING CONSTRUCTION THAT  
WERE PROVIDED TO THE DESIGNER HAVE BEEN  
INCORPORATED ON THESE PLANS.

SUBMITTED BY: \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT OF TRANSPORTATION  
STATE OF HAWAII

APPROVED: \_\_\_\_\_  
DIRECTOR OF TRANSPORTATION \_\_\_\_\_ DATE \_\_\_\_\_



STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
AIRPORTS



Signature  
\_\_\_\_\_  
Exempt Expiration Date

This work was prepared by me or under my supervision.

DSGN.	DRWN.	CHKD.	APPD.
-	-	-	-

	12/23/21	ADDENDUM #2
	10/30/21	ADDENDUM #1
NO.	DATE	REVISIONS

**RECORD DRAWINGS**

AUGUST 30, 2024  
DATE

PROJECT TITLE :

PROJECT TITLE

AT  
DILLINGHAM AIRFIELD  
MOLOKAI, CAULU, HAWAII

PROJECT NO.:

PROJECT NUMBER

SHEET TITLE:

FLOOR PLAN - LEVEL 1

DATE :	DWG. NO.
08/30/2024	A-101
SHEET :	
? OF ?? SHEETS	