



Module 3 - Schedules

3.2 FORMAT

Information should be organized in every schedule in a similar format. Schedules may be a simple format containing limited information about a subject, or they may be expanded to contain more detailed and specific information depending on the scope of the project.

The format of schedules on drawings is limited by the size of the sheet. Likewise, schedules included in the specifications are limited by the page size of the project manual. Consider the following when determining the format of schedules:

- Client requirements
- Size
 - Drawing block, to fit within the grid of the drawing area
 - Drawing area, if the whole sheet is used for the schedule
 - Project Manual page size
- Method of creation
 - Generated by CAD or other computer software
 - Manually produced
- Reproduction method
- Degree of reduction or enlargement
- Minimum size of text used to remain legible
- End use
 - Office
 - Job site

Parts of a Schedule

Heading

The main subject or title of a schedule is described by the schedule heading.

Mark Column

Schedules have a Mark column as the first identifier column at the far left of the schedule. The mark may be alphanumeric, or can include a graphic symbol relating to the item's use on the drawings. In a large or wide schedule, an additional mark column located on the right side of the schedule can improve readability.

Item Description Column

The item description is the name or identification of each item provided with a separate mark in the schedule.

Distinguishing Feature Column(s)

Distinguishing features are distinct, different, or defining characteristics that specifically describe special information related to the items contained in the schedule. Depending on the schedule's complexity, each schedule may

contain multiple distinguishing feature columns.

Notes Column

The notes column is a special type of distinguishing feature column used to locate special remarks about items in the schedule that do not necessarily warrant their own separate column identifier. It is usually located at the far right side of the schedule.

The notes column usually contains a unique or special description about a specific item in the identifier row. A note may be written as a complete sentence or just descriptive words. A note may also be a key letter or number that cross-references a general note located elsewhere. The note can also cross-reference other drawings or specification items. Refer to **UDS Figure 3.2-1**.

HEADING			
MARK	ITEM DESCRIPTION	DISTINGUISHING FEATURE	NOTES
			1, 2
			3
			5
			2, 3
			4

Notes Legend:

- 1 Note A
- 2 Note B
- 3 Note C
- 4 Note D
- 5 Note E

UDS Figure 3.2-1 Schedule with notes column.

The advantage of using a key letter or number in the notes column is the reduction in column width. With extensive written remarks, the notes column is often too small or the text becomes confusing when abbreviated or edited to fit within the available width of the column.

All schedules included in [UDS Appendix B - Schedule Formats, UDS section 3.8](#) include a notes column.