



**STATE OF NEW MEXICO
Public School Facilities Authority**

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Our partners in the Architectural Community

Re: PSFA Adoption of National CAD Standards Format

Dear Design Professionals

As you are probably aware, the New Mexico Public School Facilities Authority (PSFA) has adopted the National CAD Standards (NCS) and now requires all projects submitted to us for approval after December 31, 2006 be submitted in the NCS Version 3.1 format. We believe that the use of the NCS will benefit all of the parties involved with the design and construction of school facilities in New Mexico.

Among its many functions, the NCS proscribes CAD layer names, drawing set organization, drafting conventions, and notations. It also contains an extensive symbols library and thousands of terms and abbreviations. This functionality will foster clear written communication among architects, engineers, specifiers, contractors, product suppliers and owners, thereby helping to expedite our critical school construction projects by establishing a common language for the building design and documentation process.

We look forward to your cooperation in implementing the NCS to taking advantage of all of the benefits that this implementation will bring to design and construction of school facilities in New Mexico. I hope you will feel free to contact me should you have any questions regarding PSFA's adoption of the NCS.

Thank You,

Martica Santistevan,
Planning & Design Manager
Public School Facilities Authority

PUBLIC SCHOOL FACILITIES AUTHORITY
PLANNING & DESIGN
SUPPLEMENT TO THE NATIONAL CAD STANDARDS
January 30, 2007

STANDARD: US National Cad Standard, Version 3.1 (“NCS”)

INTRODUCTION – ADMINISTRATION

Paragraph ADMIN – 7.4: At project completion the Architect/Engineer (“A/E”) shall submit a Statement of Substantial Conformance Document (“SSC”) to PSFA, to verify compliance with NCS requirements, for each project. Identify specific PSFA exceptions and requirements that have been approved by PSFA for the project. Format: Provide SSC in accordance with format included in Appendix A of the NCS.

New Paragraph ADMIN – 11, EXCEPTIONS TO NCS REQUIREMENTS:
Before beginning the Construction Document Phase, submit to PSFA Facilities Specialist written requests for exceptions from NCS requirements for review. Such exceptions will only be permissible upon written approval of the PSFA Facilities Specialist.

AIA CAD LAYER GUIDELINES

General: Manipulate the display of CAD layers so that casework, and fixed and moveable equipment and furnishings, are displayed on plumbing, mechanical and electrical drawings, as background objects, for coordination of utility connections to casework, equipment and furniture.

Special Requirements for Audio/Visual, Data, and Telecom Systems:
Provide all audio/visual graphics and information on one layer TA-CATV.
Provide all data graphics and information on one layer TN-DATA.
Provide all telephone graphics and information on one layer TT-PHON.
Provide all major pathways (conduits, sleeves, pull-boxes, underground boxes, utility poles, masts, etc.) for all Special Systems on the Electrical Site Plan, ES-Layer.

DRAWING SET ORGANIZATION

No exceptions or supplements to NCS.

SHEET ORGANIZATION

Use only the following sheet sizes for PSFA Projects:
ANSI A (8.5 x 11 inches)
ANSI B (11 x 17 inches)
Architectural D (24 x 36 inches)
Architectural F (30 x 42 inches)

Production Data Area: Optional: Data at lower left of each sheet is at the discretion of the A/E. Mandatory: Provide the following Data, in a single vertical line, at

the upper left of each sheet: The PSFA project number. PSFA Staff will provide project number to A/E.

Title Blocks: Use horizontal text. Title Block shall be vertical along right hand edge of sheet for Architectural D and F sheet sizes. A title block shall be used on Supplementary Drawings in ANSI A and B format.

SCHEDULES

Locate Schedules in the Drawings. Locate Lists (such as hardware groups and paint systems), with the appropriate Specifications Sections.

DRAFTING CONVENTIONS

Room and Door Numbers to follow NCS. However, final room numbering for Signs and other uses may vary from the room numbering used for construction documents.

TERMS AND ABBREVIATIONS

No exceptions or supplements to NCS.

SYMBOLS

No exceptions or supplements to NCS.

NOTATIONS

Reference Keynotes: Use Masterformat 2004 “2 + 4” digit keynote format for the root of the reference keynote (example: 05 2100); modifiers at discretion of A/E. Note that Specification Sections are also to be numbered using Masterformat 2004 “2 + 4” digit format for cross-referencing.

CODE CONVENTIONS

No exceptions or supplements to NCS.

PLOTTING GUIDELINES

No exceptions or supplements to NCS.