



Standard Operating Procedure (SOP)
Scanning Documents

Table with 4 columns: SOP No., Department, Dept. Head Approval, Director Approval. Includes handwritten signatures and dates like 6/27/08 and 7/1/08.

Purpose:

The purpose of scanning drawings is to maintain electronic access of all current hard copies of drawings held within Document Control Map Room.

Scope:

The scope of work includes but is not limited to the following:

- Scanning drawings
Saving to the Shared Network
Creating an Index
Filing the Originals

Responsibility:

It is the responsibility of Document Control to scan and file drawings.

Procedure:

1. Scan drawings and save to the S:\Drawings>Scanned Drawings

- 1.A. Create folders on the S:\ for each building scanned
1.A.1. Main folders should be named by building # and name
1.A.2. Sub folders can be created within each building folder
1.A.3. Subfolders can be named by description of drawings held within
1.B. Naming the Drawings
1.B.1. Use the original drawing numbers to indicate the scanned drawing.
1.C. Create CD of drawings per building



1.C.1. Save drawings to CD and file in Map room CD storage file

1.C.2. Include drawing index.

2. Creating the Index:

2.A. Create an index for each folder of drawings for each building

2.A.1. Index should be an Excel Spreadsheet

2.A.2. Headings should be the following:

Column A - Hyperlink to the drawing

Column B - Year created

Column C - Paper size of original drawing

Column D - Description of Drawing

2.A.3. Save Index within folder containing the drawings.

2. Filing Original Drawings:

3.A. Once Drawings are scanned, they must be filed in the Map Room filing cabinets by building number and name.

S:\Drawings>

Buildings>

Campus

Archived Buildings (buildings no longer in existence)

Base (Small Scales in AutoCad)

Base PDF (Small Scales in PDF)

Fire PDF (Fire Evacuation plans PDF)

Projects (current project drawings)

All drawings are to be by building number under each heading above.

Land>

Campus Aerial Photos

Maps/Utilities

Surveys

Current Land folders

Scanned Drawings>

Building Number