Standard Operating Procedure (SOP)
Scanning Documents

SOP No. | AS-0104 | Revision: | 0
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Department: | Admin. Support Services | Date: | 3/1/2007
Dept. Head Approval: | [Signature] | 6/27/08
Director Approval: | [Signature] | 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.
   Drawing numbers are found on the lower right hand corner of each
drawing hard copy. Ex: A-1 or A1 of 14 (were the last number pertains
to the number of drawings in the set.)

   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