

# Exhibit One

## Supplemental Instructions and Information regarding Cleveland State University Drawing Standards

### Contractual Obligations

A document "CAD Standards for Construction Documents" has been available for several years detailing CSU's requirements for record documents and which standards we require in order to maintain a consistent level across all firms which work with Cleveland State University. These standards are written out in the above referenced document and is available on the Office of the University Architect (OUA) Website.

Many of our Architectural and Engineering consultants have requested a base drawing to help define our layering conventions. They are AIA standards 2016 or newer DWG formats only.

To facilitate this process, OUA has added several templates to the OUA website. They contain 40 – 60 layers, pre-defined in the drawings. They include an updated Title Sheet and a blank drawing containing our Title Block. The documents contain the following information:

- CSU Layering Standards Template (which is based off of AIA Standards (AIA std.), latest edition, Layering Guidelines)
- CSU Title Sheets (CAD both, 24x36 & 30x42, layering standards template is incorporated)
- CSU Title Block (CAD both, 24x36 & 30x42, layering standards template is incorporated)
- CSU Revit Template of above items
- CSU .ctb Pen Settings File for CAD
- CSU CAD STANDARDS FOR CONSTRUCTION DOCUMENTS

To expedite your usage of these documents, they can be downloaded with the following download link:

<http://www.csuohio.edu/architect/cad-standards-0>

We understand that many firms have their own drawings standards and conventions. However, our large organization must maintain university standards and an adherence to our conventions. We are providing these documents to make the process easier. We will be holding **20% retainage** until record drawings have been submitted to Cleveland State University, have been reviewed internally for conformance and have been approved by the OUA Project Manager. If the drawings are not to CSU's standards, they will be returned to the Architect and/or the Engineer to be corrected at your firm's cost and time. Please plan appropriately. No exceptions will be granted.

This document will be made a part of the contract/proposal for all work going forward after **March 30, 2018**. It is your responsibility to go to the OUA website, download the information and familiarize yourselves before starting a project.

If there are any questions, please feel free to contact the Project Manager you are working with. Thank you for your attention to this important matter.