

UNIVERSITY OF MICHIGAN HOSPITALS AND HEALTH CENTERS
FACILITIES PLANNING AND DEVELOPMENT

2101 Commonwealth, Suite B
Ann Arbor, MI 48105-5759

MEMORANDUM

TO: 2007 UMHHC FPD AE Contract Holders

FROM: Heather Graham Lewis, AIA *HGL*
Manager, Architectural Services

DATE: January 9, 2008

SUBJECT: UMHHC Building Keyplans and AutoCAD Backgrounds

As we embark on a new year with continued changes and improvements, FPD would like to bring everyone current on our building key plan updating status.

Over the past 18 months, our staff has been hard at work field verifying architectural floor plans for every HHC owned or leased facility. With the exception of the Women's Hospital and the Cardiovascular Center, we have completed all of the main Medical Center buildings. Many of the off-site buildings are complete. Each keyplan titleblock indicates the date it was most recently updated.

With the hundreds of projects undertaken every year, floor plans are continually changing. In an effort to keep plans up to date in "real time", FPD has in place a process in which we attend every project punch list. During the punch list, we field measures the changes and update the key plans. As a result, AutoCAD and PDF's of the key plans are kept up to date. These plans will become available via the web no later than March 31, 2008. Once the drawings are posted, all users will be sent an email outlining the process and procedures to access these plans. Plan access will require user names and passwords. AE access to our files will be recorded and monitored for security reasons.

Ms. Jeri Dentel is responsible for the maintenance of all key plans. Until key plans are posted on line, all AE's must request current AutoCAD files for the most up to date key plans for every project. It is imperative that AE's do NOT rely on existing AutoCAD drawings within your existing data bases or past key plan requests. Ms. Dentel also maintains scanned versions of archive record construction drawings. Ms. Dentel can be contacted by email at jerid@umich.edu or at 734-936-2554.

The significant time and money FPD has spent on updating and maintaining our key plans will allow readily access to our files by users and AE's alike. It also provides for improved accuracy of drawings, reduced time to implement projects and reduced design budgets submitted to FPD. While our measurements are taken to within an inch, it is STILL the AE's responsibility to verify and report any discrepancies to FPD.

Paper copies of key plans will no longer be issued on a period basis, since the updates will be continuous. If AE's wish to maintain a paper copy of the all key plans, that will be their responsibility.

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Concurrent efforts by FPD also include field verifying existing fire and smoke rated wall locations and any new locations required within our facilities. We have removed incorrect and out-of-date information related to this topic from our key plan AutoCAD files and will be including the corrected information as it becomes available. The responsibility for determining existing fire and smoke partitions remains with the AE until further notice.

If you happen to have a project in a building where the plans have not yet been updated, please let us know and we will do our best to adjust our measurement schedule to meet your needs.

CC: FPD Staff, Marc Danzig, Ron Darr, April Pearsall, Ken Silverman, Steve Stawkey, Joe Stchur, John Ballew