



Office of Space Utilization & Analysis

Policy & Procedure #11

TITLE: **3D Campus Map – Development and Reproduction**

OBJECTIVE AND PURPOSE: To ensure the proper procedure for the development, maintenance and reproduction of the 3D Campus Map.

RESPONSIBILITY: **ACTION**

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| FACILITIES PLANNING COORDINATOR | <ul style="list-style-type: none"> ◆ At completion of 100% construction documents, provide to OSUA Program Coordinator an ACAD drawing of the building site plan to be included on the 3D Campus Map. |
| OSUA PROGRAM COORDINATOR | <ul style="list-style-type: none"> ◆ Update, or have the consultant update, latest 3D Campus Maps to reflect new building(s) footprint(s) and associated building(s) two letter code as indicated on the legend (maps are to be updated annually by July, prior to start of the academic year). ◆ If update is to be done by the consultant, obtain proposal from the consultant (Perkins & Will/305-569-1381). ◆ Forward proposal to OSUA Director for review and approval of funding. |
| OSUA DIRECTOR | <ul style="list-style-type: none"> ◆ Review proposal and identify necessary funding source for Purchase Order (P.O.). ◆ Forward proposal to OSUA Office Assistant for processing. |
| OSUA OFFICE ASSISTANT | <ul style="list-style-type: none"> ◆ Prepare P.O. Requisition (POR) and obtain necessary signature(s). |
| OSUA PROGRAM COORDINATOR | <ul style="list-style-type: none"> ◆ Coordinate the preparation of the “Draft” 3D Campus Map Update with the consultant. ◆ Transmit “Draft” 3D Campus Map to the following departments for review and comments: <ul style="list-style-type: none"> ○ Facilities Planning ○ AVP Cadd Operator ○ UAVP Office |
| FACILITIES PLANNING / AVP CADD OPERATOR/UAVP | <ul style="list-style-type: none"> ◆ Review revised “Draft” 3D Campus Map for accuracy and forward comments and/or approval to the OSUA Program Coordinator. |
| OSUA PROGRAM COORDINATOR | <ul style="list-style-type: none"> ◆ Modify, or have the consultant finalize, “Draft” 3D Campus Map to include comments/changes ◆ Provide electronic format of updated 3D Campus Map to University Publications on CD in EPS or TIF format. ◆ Contact Signage company to obtain estimate for Kiosk Sign printing and installation (Art Sign Company – 954-763-4410) |

Issued By: A. Dashtaki	Date Issued: 1/2005	Date Revised:	Effective Date: 1/2005
APPROVED:	Vice President	Associate V.P.	Director

- ◆ Review estimate with OSUA Director and obtain account number for printing and installation of revised 3D Campus Maps (New kiosk maps to be installed by mid August - prior to start of Academic Year).
- ◆ Write P.O. Requisition and forward to Office Assistant for processing

OSUA OFFICE

- ◆ Type P.O. Requisition, obtain necessary signature(s) and forward to Purchasing for processing

**OSUA PROGRAM
COORDINATOR**

- ◆ Coordinate installation of updated 3D Campus Maps at the existing Kiosk locations.

CAMPUS WIDE / USERS

- ◆ Contact OSUA Program Coordinator to report any changes or corrections to the 3D Campus Map.
- ◆ For reproduction of updated 3D Campus Map contact University Publications Office at 297-3027.
 - Users to provide purchase requisition with account number
- ◆ Allow two (2) weeks for reproduction.