

Step 4: Civil Engineering Plot Plan Drawing

Within the civil engineering drawing you are working on, you know that there are a lot of general notes, details, legends, etc., that not only apply to your specific job, but others. Rather than re-writing the notes and details individually, an architecture office would have an “office library” to copy and paste notes and details from.

As a group effort, you will be creating an office library set as a team.

This office is made up of **11** people. You will be assigned a specific position in the firm.

There will be **1 principal architect, 2 project managers, 2 project assistants, and 6 draftspersons.**

1. There are 10 details to be drawn.
2. The project managers get to select the details they want to draft first.
3. The project assistants get to select the detail they want to draft second.
4. The project assistants will then lead the six draftsperson and assign the details they will draw.
5. Once the details are agreed upon, the principal architect should give me a list of who is drawing which detail.
6. Download the Civil Engineering Office Notes starter CAD file. Save it into the **G:\DOSSIN\CIVIL ENGINEERING OFFICE NOTES folder**, renaming it as **CIVIL ENGINEERING OFFICE NOTES- YOUR LAST NAME**
7. It is important that all the details look like the same person drafted them, therefore make sure you coordinate with each other any aspects that could affect this.
8. Work together as an office to draw your details. Help each other with questions
9. When you finish your detail. Print off a **FIRST ROUND** check set of your detail to the BLACK AND WHITE printer. Have your project manager red-mark it and fix any mistakes. *If your project manager is busy red-marking someone else's give it to the Project Assistant.*
10. Then print a **SECOND ROUND** check set of your detail and have the principal architect red-mark it. Fix any mistakes.
11. Once you are complete with a detail, staple the **FINAL ROUND**, **SECOND ROUND** and **FIRST ROUND** drawings together and submit it to me.
12. I will check everyone's drawings and group them on a sheet to give to you. You can then select the details that pertain to your house specifically, and put them in your drawings.
13. Participation and good group work is **key** on this project. You must work as a **team** for this to succeed for everyone. Some people may have details that can be drawn quicker than others. If you complete your detail early be sure to offer to help check other's drawings. **There will be a participation grade on this project.** If I see you are not working on specified work you will be graded down.