R H A
ROBERT HIDEY ARCHITECTS

Agenda

Date :   01/10/2019   **Prepared by:**   Ashley Javadi
Time: 09:00 am SPDs/Principals
        10:00 am All Staff

Distribution: RHA Team and Robert Hidey
A**genda:**

1.0	**RHA STANDARDS-**
1.01	Naming Convention – L:\Office Standards_RHA Standards\Manuals\CAD Standards Manual\2_Drafting Standards\Drafting Standards_naming.pdf
1.02	New Folder Organization – L:\Office Standards_RHA Standards\Manuals\CAD Standards Manual\1_RHA Folder Structure\Folder Structure.pdf
1.03	Drafting Standards – - ORTHO on at all times 0,0 point is standard insertion point for all files - Correct layer associations - XREF1, XREF2, 0 LAYER - Remove job number from External Reference Manager
1.04	Digital Manuals – - CAD: L:\Office Standards_RHA Standards\Manuals\CAD Standards Manual\CAD Standards Manual_digital.pdf - Revit: L:\Office Standards_RHA Standards\Manuals\Revit Standards Manual\Revit Standards Manual_digital.pdf
1.05	CAD Templates – - Base Layouts: L:\Templates\CAD\Base Layouts - Detail Layouts: L:\Templates\CAD\Detail Layouts - Sheet Layouts: L:\Templates\CAD\Sheet Layouts - Sheet Notations: L:\Templates\CAD\Sheet Notations - Titleblocks: L:\Templates\CAD\Titleblocks
1.06	Plot Sheet Graphics – - Double click in Viewport to edit Viewport Graphics - Change Viewport color only in plotsheets

2.0	**ADMINISTRATIVE FORMS-**
2.01	Project Budget Forms – L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Instructions\examples\Project Budget Form.pdf
2.02	Project Timeline Forms – L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Instructions\examples\Project Timeline.pdf

2.03	Checklists – L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Project Related\IRV_Checklists.xlsx
2.04	Code Analysis Form – • Amenity & Multi-Family: L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Project Related\IRV_Code Analysis Form - MF & Amenity.xlsx • Single Family: L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Project Related\IRV_Code Analysis Form - SF.xlsx
2.05	Master Checklist Review – L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Project Related\IRV_Master Checklist Review.docx
2.06	Bluebeam Studio – • Who creates the session? • Who saves the file after review? L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Instructions\BlueBeam Studio Sessions.pdf
2.07	Quick Reference Guide – L:\Office Standards_RHA Standards\Manuals\CAD Standards Manual\4_Quick Reference Guide\Quick Reference Guide.pdf
2.08	Meeting Minutes – • Instructions: L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Instructions\Meeting Minutes_In House-Client.pdf Teleconference Notes – • Outlook Signature • Instructions: L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Instructions\Meeting Minutes_Teleconference Notes.pdf
2.09	Additional Service Agreements – • Department Principals will approve all Add. Service agreements before they are finalized • Form Instructions: L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Instructions\Add Service Form Instructions.pdf • Backup Instructions: L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Instructions\Add Service Backup Instructions.pdf
2.10	Stamp and Sign Request – L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\CD Forms\IRV_Stamp and Sign Approval Form.docx
2.11	Non-Disclosure Agreement – • Formerly Third Party Agreement • Instructions: L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Instructions\Non-Disclosure Agreement Request Instructions.pdf
2.12	Weekly CA Update – • Why do we send these? • Timecard Comments • Instructions: L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Instructions\Weekly CA Update Instructions.pdf

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