



New York Medical College Policy and Procedure Manual

Section: FACILITIES MANAGEMENT	No.: FM.108
	Date: May 20, 1993
Subject: ARCHIVE OF PLANS OF UNIVERSITY BUILDINGS	Page 1 of 2
	Supersedes:

I. PURPOSE

To establish guidelines for the organized maintenance of all university building plans.

II. SCOPE

This policy applies to all plans for all New York Medical College facilities.

III. DEFINITION

1. Plans include architectural, engineering and survey drawings.
2. CADD - Computer Aided Drafting Design

IV. POLICY

It is the policy of New York Medical College to maintain a comprehensive file of all plans for its facilities.

V. PROCEDURE

- A. Plans are to be maintained in a dedicated location.
- B. To the extent available, reproducible drawings shall be maintained of each area.
- C. CADD drawings shall be maintained for all areas on distinctly labelled disks and stored in an indexed file.
- D. Copies of drawings shall be made available to appropriate individuals, upon written request, at the discretion of the Director of Facilities Management.

Issued By:	Approved By:
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VI. RESPONSIBILITY

A. Director of Facilities Management

1. Designate the Archive area and appoint an individual to maintain and update these records.
2. Provide advice and guidance with respect to the interpretation and administration of this policy.