

10 Point Mark-Up Guide



To assist your Engineers in producing time saving mark ups we have put together a general list of points for guidance. This will help to create mark ups quickly with the added benefit of quality error free drawing production first time.

- 1) Create mark ups in the usual manner with a red or blue pen. Bluebeam or other digital mark-up software can also be used.
- 2) Use of fluorescent highlighters e.g. Yellow, Orange, Green, Blue, Pink should be avoided unless necessary, as they can be misinterpreted on scans or difficult to see.
- 3) Colour marker pens can be useful. For example a green marker spot is a smoke detector, a blue spot is a CCTV, red spot is RWP etc. This can speed up the mark-up process. Or using Blue for Supply Ducts, Red for Return etc..
- 4) Tippex/Liquid Paper should be avoided on mark ups to delete existing services unless absolutely necessary. It is usually better to delete items clearly with a red pen.
- 5) For a common instruction relevant to all drawings e.g. Make all title blocks "Record Drawings", all circuits to be b-spline etc. This can be put onto the OrbitCAD Briefing Sheet.
- 6) For notes or details to be copy/pasted in many locations e.g. 100Ø VP TO ATMOSPHERE or a standard valve/connection detail; the note can be placed on the mark-up one time only, with an asterisk or number next to it and then the asterisk or number can be placed at each further copy/paste location.
- 7) No need to draw double line ductwork or pipework. We can create these from a single line mark up.
- 8) CAD Technician specific instructions to be noted as 'Note to CAD' or 'NTC'.
- 9) If we are to create a drawing from scratch, a sample AutoCAD or Revit file from the current or a previous project is useful to ensure we use consistent format for the project with regards to laying out of text, leaders, layers etc
- 10) Any last minute global changes can be placed onto the OrbitCAD Briefing Sheet. For example, all 200Ø ducts should now be 200x200mm, all ceiling tiles to be 600x600 etc. This will save time having to re-mark all drawings.