

ATTACHMENT 2**EXISTING FACILITY MODIFICATION PROCESS GUIDANCE**

- A. **Condition I:** Existing facility with no electronic baseline drawings available:
- Acquire ECN or DCP form and number from IRM-DC Team.
 - Research existing documents and electronically generate baseline drawings as required.
 - Reflect project scope of work on electronic drawings (i.e., demolition, new construction to existing facility, etc.).
 - Issue project for construction.
 - As-Built project, (convert line type, line widths, per Section 102.5.F of this manual)
 - Identify project drawings by Sheet Numbering System found in Sections 210 and 211.
 - Submit to IRM-DC Team (all submitted electronic drawings shall conform to the requirements set forth in this manual).
- B. **Condition II:** Existing facility with electronic baseline drawings available:
- Acquire ECN or DCP form and number from IRM-DC Team.
 - Generate drawing set via sketches and sketch numbers to reflect scope of work (i.e., demolition, new construction to existing facility, etc.)
 - Issue project for construction.
 - As-Built project, (convert line type, line widths, per Section 102.5.F of this manual)
 - Identify project drawings by Sheet Numbering System found in Sections 210 and 211.
 - Submit to IRM-DC Team (all submitted electronic drawings shall conform to the requirements set forth in this manual).
- C. **Condition III:** Existing facility has baseline drawings in IRM-DC database.
- Design agency should acquire copies of drawings on-line from database.
 - Incorporate project changes by ECN or DCP process, using Drafting Manual requirements.
 - As-Built the drawings (incorporate conversion process per Section 102.5.F of this manual).
 - Submit to IRM-DC Team (all submitted electronic drawings shall conform to the requirements set forth in this manual).