

## Exhibit E Email Templates

### 1.0 Template 1 – Design Team Invitation to Bluebeam Studio Project

- 1.1 Copy-and-paste into an email to introduce Teams to the UCSD Electronic Plan Review (EPR) process. Include the Bluebeam Studio Project invite if available – for the Design Team to join the Bluebeam Studio Project and submit documents.

**Email Subject:** Welcome to UCSD Electronic Plan Review (EPR)

Dear Design Team,

Thank you for partaking in the UCSD Electronic Plan Review (EPR) process. This email contains EPR instructions to guide you through the process.

**Step 1:** Review the attached documents:

1. Electronic Plan Review Procedure - Design Team
2. Exhibit D: Document Naming Table for Submissions
3. UCSD EPR Cover Sheet
4. UCSD Bluebeam Profile

These documents contain instructions on how to set up Bluebeam Studio account names, proper naming & formatting of the PDF submission using Bluebeam software, and how to upload documents to Bluebeam Studio Project. It also outlines steps for responding to UCSD Reviewer comments within a Bluebeam Studio Session.

**Step 2:** Create the PDF Drawings, Specs and supporting documents. Follow the instructions in the UCSD EPR Design Team Procedure to properly format the PDFs using Bluebeam software. Document formatting includes:

1. PDFs properly named per Exhibit D
2. Sheet Count in Sheet Index matches Bluebeam sheet count
3. Title Block contains blank Stamp Area in same location on every page
4. Individual file sizes less than 1GB
5. All drawing pages of all Trades combined & submitted as Single PDF
6. Bluebeam Drawing Bookmarks created using “Page Number - Sheet Name” formatting
7. Bluebeam Specification Bookmarks created using “Section Title” formatting
8. Bookmarks are Nested
9. Page Labels appear in Thumbnails
10. Hyperlinks created
11. Page Scales applied to Architectural Floor Plans
12. Layers are Removed
13. Document is Flattened

**Step 3:** As determined in the Project kickoff meeting, determine party responsible for creation of the Bluebeam Studio Project and Bluebeam Studio Session (either UCSD or the Design Team). Once the files are created and properly formatted, submit to UCSD using the Bluebeam Studio Project.

**Step 4:** Once the Plans and supporting files have been submitted / uploaded to Bluebeam Studio Project, notify UCSD of the submission. UCSD will begin the review process in a Bluebeam Studio Session.

**Step 5:** After initial UCSD review is complete, the Design Team will be invited to view the comments within the Bluebeam Studio Session.

Note: Most steps above require the Design Team to have at least one license of Bluebeam Software. For most submission sets the Design Team will need to use the eXtreme Version of Bluebeam software.

## 2.0 Template 2 - Improperly Formatted PDF Document (Rejection Email)

- 2.1 When incorrectly formatted submittals are received, copy & paste the following information to notify the Design Team that the documents need to be resubmitted
- 2.2 Place and "X" in the table below to indicate non-compliance(s) found

**Email Subject:** Improperly Formatted PDF Document Submittal for UCSD Project [*project name*]

Dear Design Team,

UCSD received an electronic submittal for the above referenced project; however, the submittal was not formatted as required (per the UCSD Electronic Plan Review Procedure for the Design Team). The incorrectly formatted documents shall be resubmitted, and UCSD shall be notified of the resubmittal.

### VALIDATION OF DOCUMENT PREPARATION

**X = Non-Compliance with Procedure. Revise Document(s) to address specific non-compliance item**

**NR = Not Required**

SUBJECT	"X" = NOT COMPLETED PROPERLY			
	DWG	SPECS	Supporting Documents	Action Required
Document Preparation step:				
PDFs properly named per Exhibit D				
Sheet Count on sheet index to match Bluebeam sheet count		NR	NR	
Title Block Stamp Area		NR	NR	
File size less than 1GB				
Single PDF created of all Drawing pages				
Bookmarks created with Page Number and Sheet Name (drawings), or Section Title (Specs)				
Bookmarks nested		NR	NR	
Page Labels appear in thumbnail?		NR	NR	
Hyperlinks created		NR	NR	
Page Scales added to Arch Floor Plans				
Layers removed		NR	NR	
Document Flattened				

Notify UCSD via email once the revised files have been resubmitted to Bluebeam Studio Project.