

**INDIANA STATE DEPARTMENT OF HEALTH
HEALTH CARE ENGINEERING PROGRAM**

ISDH ELECTRONIC TEMPLATE INSTRUCTION MANUAL

03/07/2013

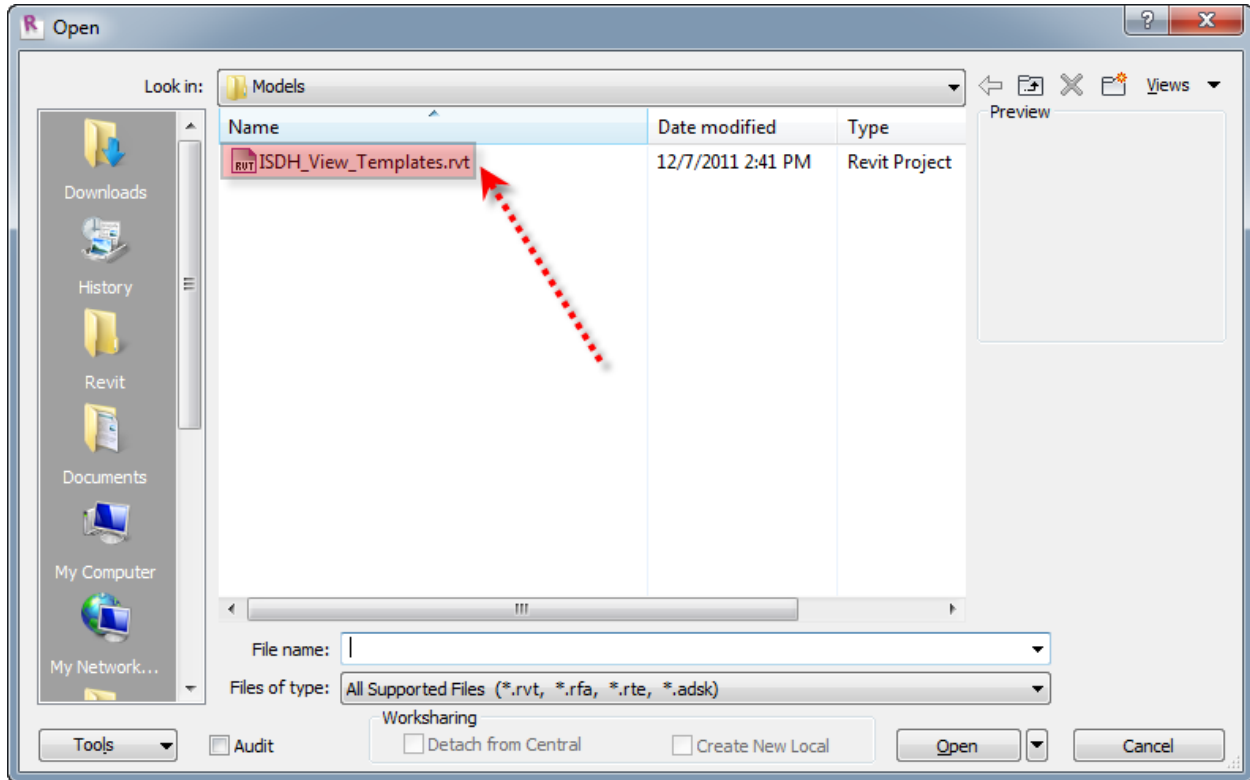
This document will guide the user through the steps necessary to use the standardized template for the submission of electronic construction plans for review by the Health Care Engineering Program and prepare the zip folder for upload.

Step 1. Download the ISDH_View_Templates.rvt file located at :

http://www.in.gov/isdh/files/ISDH_View_Templates.rvt

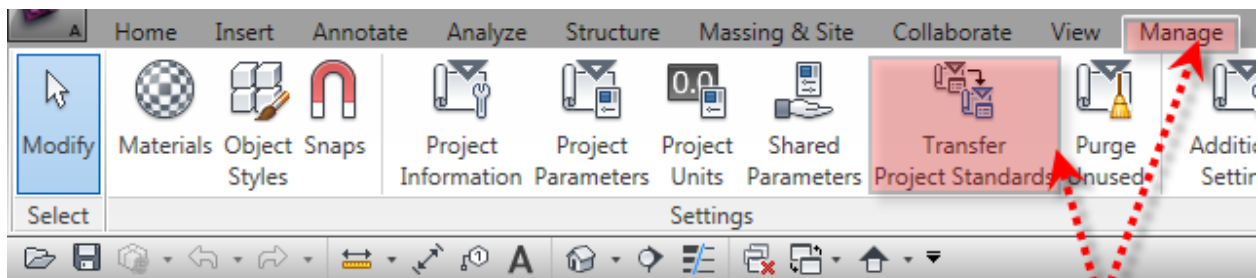
Step 2. Save the file. The following examples show the file saved in the “Models” folder within Revit.

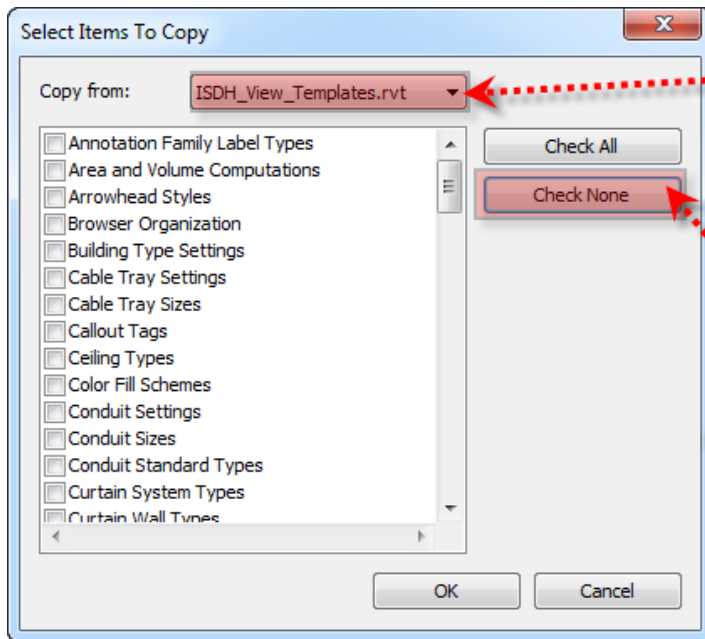
Step 3. Browse to the folder where the file was downloaded then open the rvt file.



Step 4. Open your Revit project file (this is the location you will transfer the View Templates to in the next step).

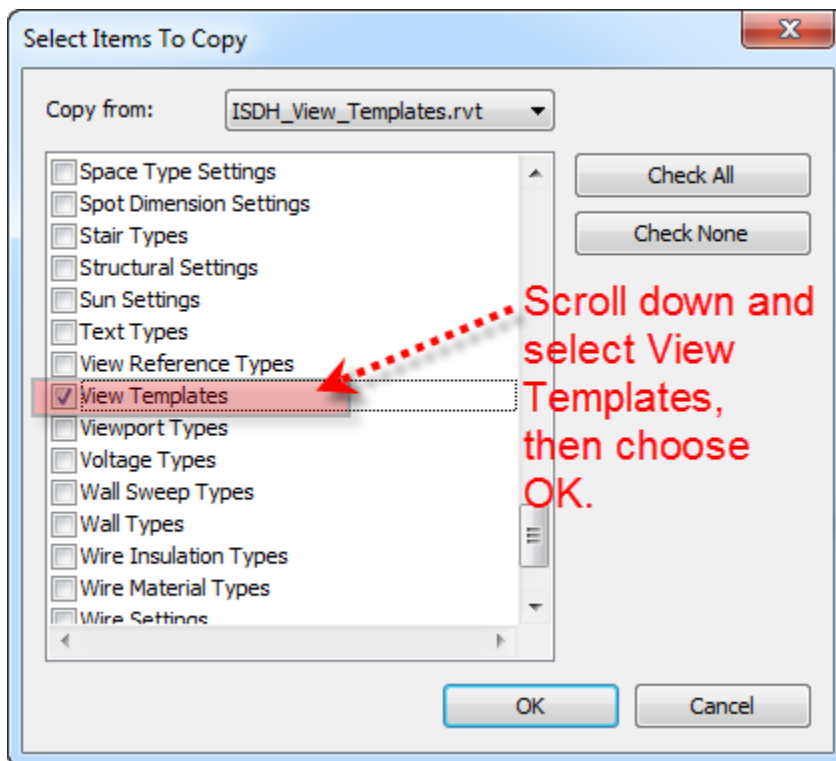
Step 5. To transfer the view templates perform the following steps:





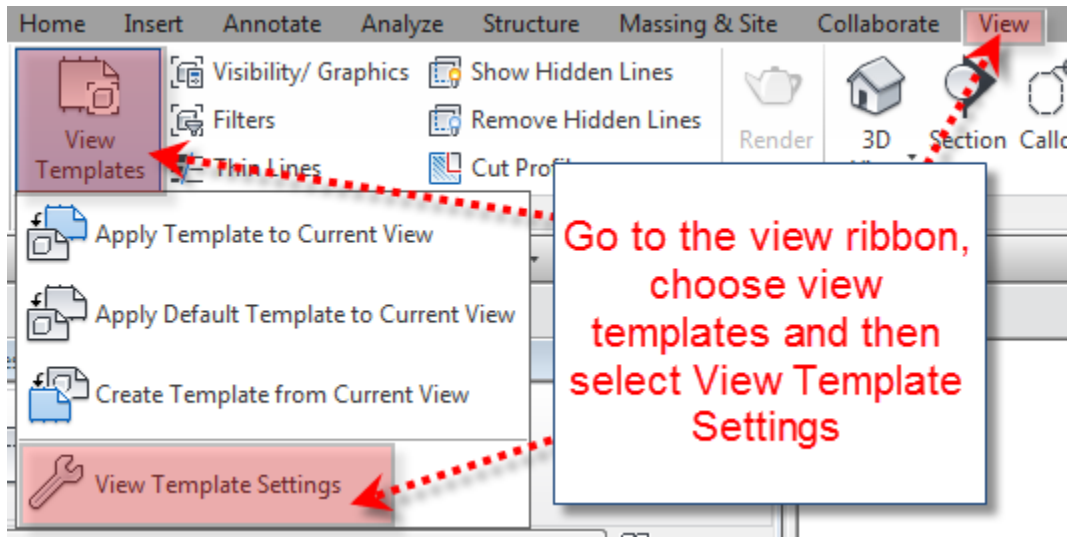
Select the ISDH_View_Templates.rvt file to Copy From:

Choose Check None



Scroll down and select View Templates, then choose OK.

Step 6. To verify that the templates are in your project follow the next few steps indicated in red:



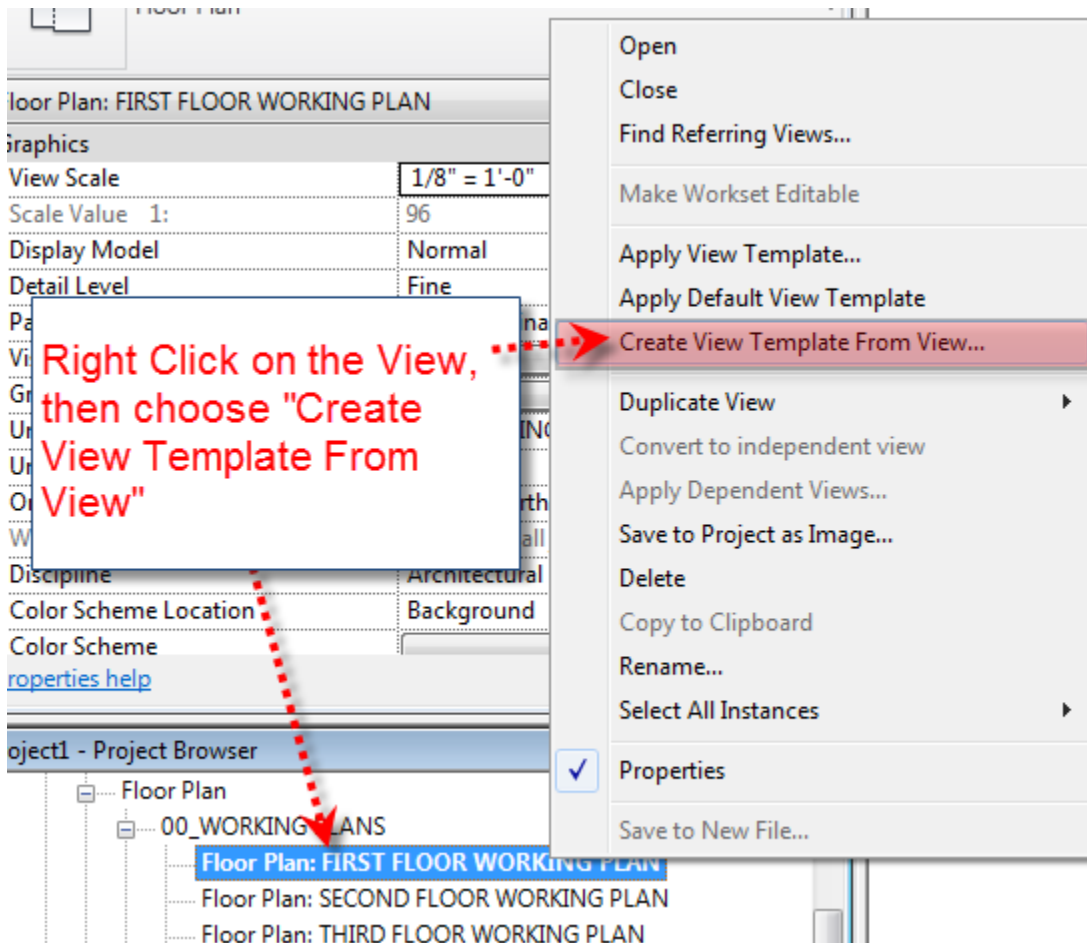
If correct, you should have the following templates in your project

ISDH- ARCHITECTURE- CEILING PLAN
ISDH- ARCHITECTURE- FINISH PLAN
ISDH- ARCHITECTURE- FLOOR PLAN
ISDH- ELECTRICAL- LIGHTING
ISDH- ELECTRICAL- POWER
ISDH- ELECTRICAL- SYSTEMS
ISDH- HVAC- DUCTWORK
ISDH- HVAC- PIPING
ISDH- PLUMBING- PIPING

Step 7. Before applying the view templates it is suggested that you verify that you have your company's standard view templates to revert back to if needed. If not, create a view template of the current settings.

To create a template of your current settings:

- a. Right click on the view.
- b. Choose "Create View Template From View..."



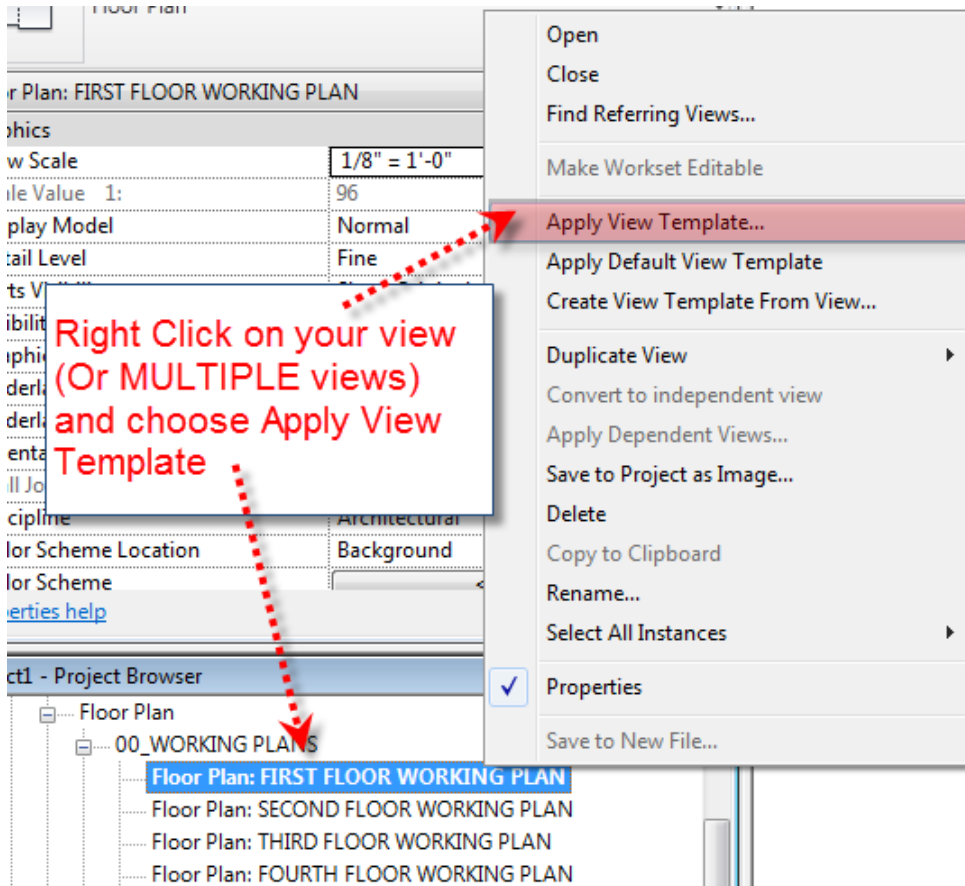
- c. Name and save your view template for use later.

Step 8. CREATING A CURRENT VIEW TEMPLATE to revert back to if needed.

a. After backing up your current settings you are ready to apply the correct view template that corresponds to the view types that ISDH wants, to do this:

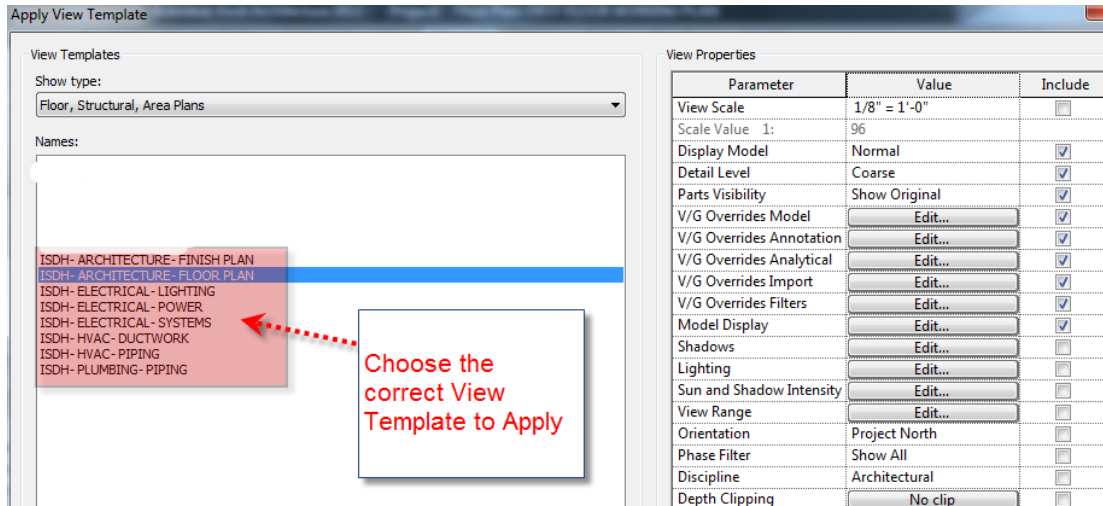
b. Right click on view (or MULTIPLE views).

c. Choose "Apply View Template..."



d. Then select the correct ISDH view template to apply the correct settings.

e. Click "OK"



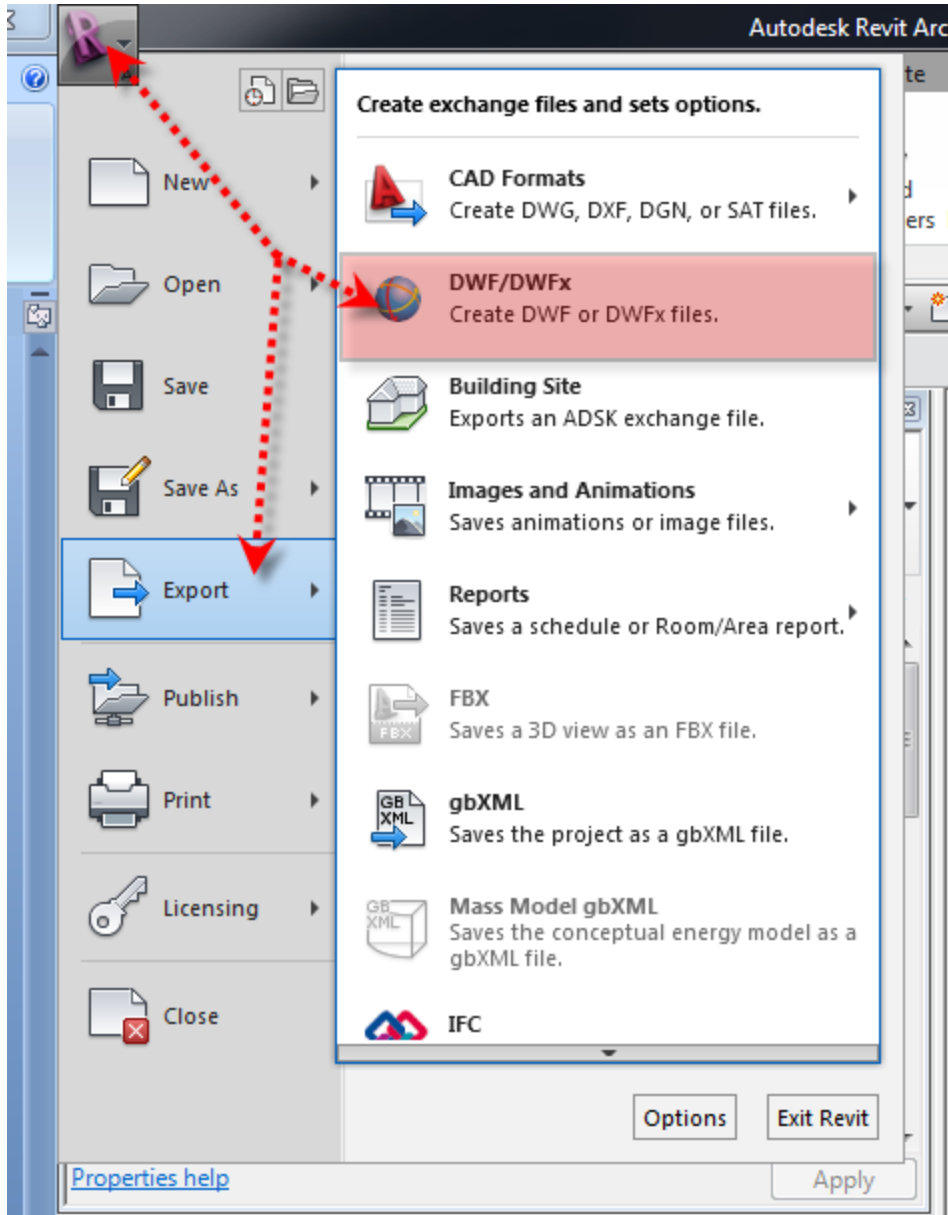
*****This process needs to be repeated for each of the remaining ISDH view templates.**

Repeat Section 8 for each of the remaining ISDH view templates.***

Step 9. Exporting

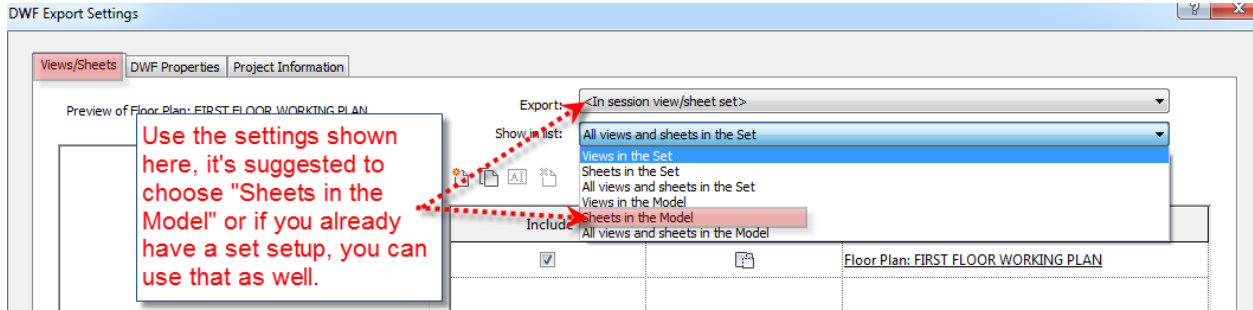
9.1 Export DWFx files for viewing by the ISDH in Autodesk Design Review:

- a. Select the Revit Button (upper right)
- b. Select "Export"
- c. Select "DWF/DWFX"



9.2 In the DWF Export Settings, choose what sheets to export:

- a. In "View Sheets" tab, in the "Export" dropdown box select "<In Session view/sheet set>"
- b. In the "Show in list:" dropdown box select "Sheets in the Model"



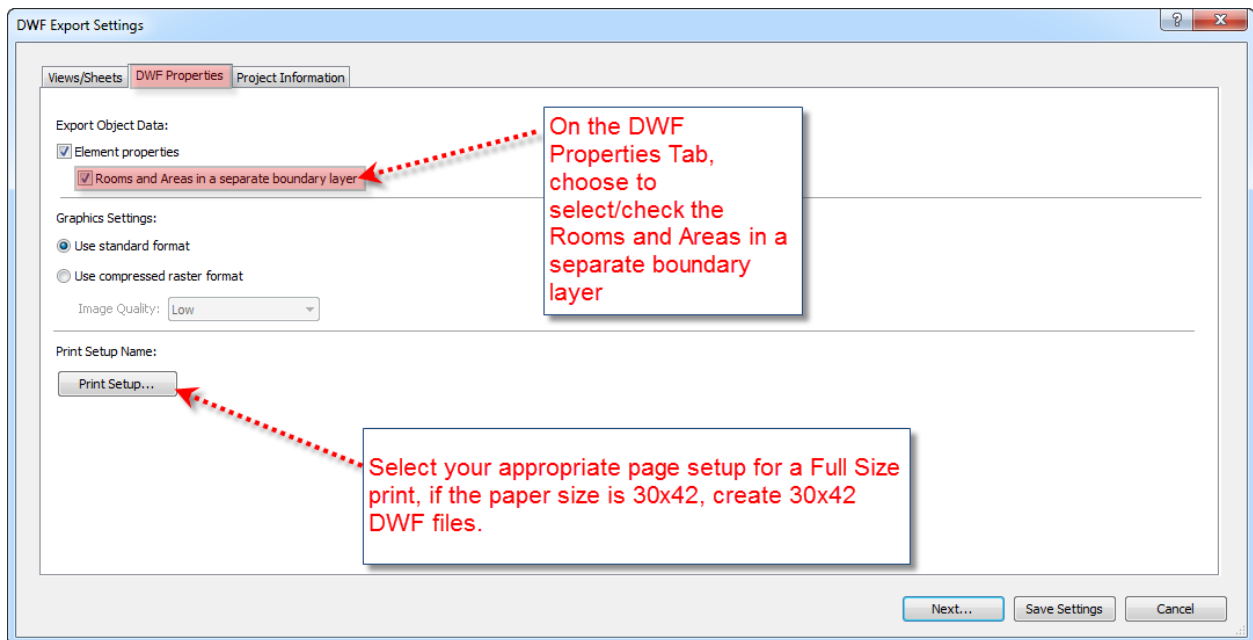
- c. Select applicable sheets by selecting the "Include" box

Include	Type	Name
<input type="checkbox"/>		Sheet: A000 - COVER SHEET
<input type="checkbox"/>		Sheet: A101 - Unnamed
<input type="checkbox"/>		Sheet: A001 - WALL TYPES
<input type="checkbox"/>		Sheet: A002 - DOOR AND FRAME ELEVATIONS

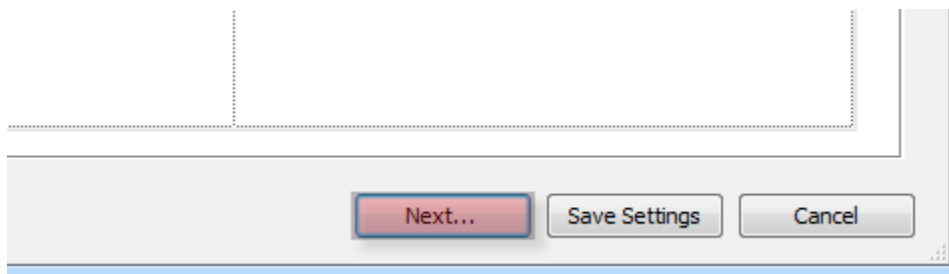
Select the applicable sheets in your model.

9.3 Switch to the “DWF Properties” tab to set additional options

- a. In the “Export Object Data” area, select/check the “Rooms and area in separate boundary layer”.
- b. In the “Graphics Settings” area, “Use standard format” should be indicated by default.
- c. In the “Print Setup Name” area, Click “Print Setup” and select your actual sheet size.



- d. Choose the “Next” button

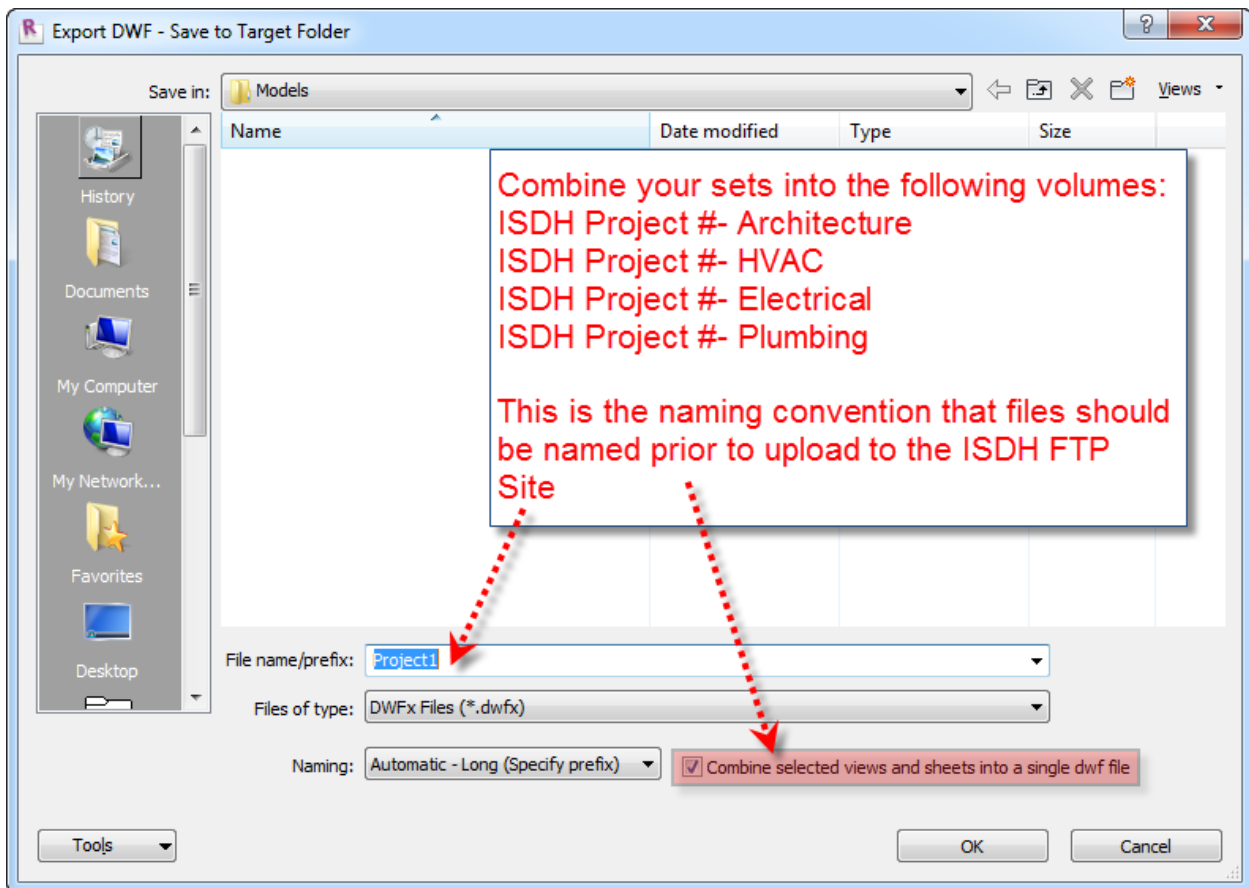


- e. Choose where to save your DWFX file by selecting “Save in:” and choose a location.
- f. Check the “Combine selected views and sheets into a single dwf file”
- g. Save the DWFX file

h. Rename the file to meet the ISDH standard naming convention. **You must use the project number that was assigned to your specific project. It was emailed to you from the following address: engineering@isdh.in.gov. The project number format is: county code hyphen two digit year hyphen ISDH sequence number hyphen file/volume name. When finished with step 9, you should have FOUR volumes that look similar to:**

- 49-12-22-Architecture
- 49-12-22-HVAC
- 49-12-22-Electrical
- 49-12-22-Plumbing

i. Repeat Step 9 for the remaining volumes.



Upon completing all four volumes, you have successfully created DWF files for ISDH to review. Go to Step 10. **NOTE: If this project is not currently licensed, you may submit the site utility plan as a fifth volume labeled as in step 9 section h. Using the example in step 9 section h, the volume/file name would look similar to: 49-12-22-SiteUtilities**

Step 10. Prepare the volumes from step 9 for uploading (including all the other required documents).

10.1 Create a master folder in which to place all of the volumes (and all of the required documentation). The location of the folder on your computer is at your discretion.

10.2 Name the master file using the following format:

ISDH Project # _SubmittalPkg

[ISDH assigned project number (with hyphens) then an underscore followed by the word "SubmittalPkg"]

All ISDH assigned project numbers use the format of county code hyphen two digit year hyphen ISDH sequence number. Here are two examples:

EXAMPLE 1:

The project is in Bartholomew County;

Year is 2012

ISDH sequence number = 22

Your assigned project number, as provided to you by email will be (and your master file name should therefore be):

3-12-22_SubmittalPkg

EXAMPLE 2:

The project is in Marion County;

Year is 2012

ISDH sequence number = 105

Your assigned project number, as provided to you by email will be (and your master file name should therefore be):

49-12-105_SubmittalPkg

10.3 Drag and drop ALL required volumes and documents into this folder.

10.4 When ALL documents are present, right click on the folder and choose “Send to” and then select “Compressed (zipped) folder” This process should yield a folder with the following title:

ISDH Project #_SubmittalPkg.zip

EXAMPLE: 3-12-22_SubmittalPkg.zip

EXAMPLE: 49-12-105_SubmittalPkg.zip

USE ONLY “WIN-ZIP” DO NOT USE ANY OTHER COMPRESSION SOFTWARE (e.g. RAR)

10.5 Using the State’s secure FTP site upload the zip file.