Assembly Instructions

The Design Guidelines and Standards Manual are provided in hard copy, bound into a three-ring binder. The University of Cincinnati Standards Architect will assemble the manuals based on the project type and design needs. The Design Guidelines and Standards Manual shall apply to all projects at the University. Appendices and other referenced data will be issued based upon project requirements. Appendices documents should be placed behind the Design Guidelines and Standards Manual, and separated by tabs.

To assemble the Design Guidelines and Standards manual arrange the pages in the order indicated on the Table of Contents. Some sections have green pages while others are white. Some sections have both. If a section has both green and white sheets, the green sheets should be placed ahead of the white. For example, green pages 01010 D will be followed by white pages 01010. The Design Guidelines and Standards Manual includes only items that the University believes needs to specifically noted. Since the section numbers in this document correspond with the numbering system established by MASTERFORMAT, there are not guidelines for every section. The current Consolidated Table of Contents will provide a guide when assembling the manual.

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