

Electronic Design Review Submittal Format (June 2024)

CDB requires electronic design review submittals on all projects in addition to (2) paper copies of Drawings. Submittals should be made through a OneDrive link emailed to the CDB Project Manager (Instructions on following pages). Paper copies should be sent to Attn: CDB Reviews, 401 S. Spring St., 3rd Floor, Springfield, IL 62706. The CDB Project Manager will forward the OneDrive link to cdb.reviews@illinois.gov when the submittal is complete and ready for review. The A/E should not send files directly to the reviewer.

All electronic documents are to be in Adobe™ PDF format. The Project Manual, Drawings and other documents are to be in separate folders.

Project Manual

- One PDF file for the Cover Sheet, One PDF file for Division 0, one PDF file for Division 1, and individual PDF's for all remaining sections.
- One combined PDF of the entire Project Manual with bookmarks for each section.
- Files are to be named with the section number and title, for example;
000 Combined Manual
00 Division 00
01 Division 01
02 41 19 Selective Demolition.pdf

Drawings

- A separate PDF file is required for each drawing.
- One combined PDF of the entire set of drawings with bookmarks for each drawing. On large projects drawings can be grouped by trade or volume.
- Files are to be named with the drawing number and title and in the same order as the drawing index, for example;
000 Combined Drawing Set
001 G1 Cover Sheet.pdf
002 C1 Civil Site Plan.pdf
003 A1 Floor Plan.pdf

Other Documents

- Other documents such as the PPCB, detailed estimate, energy code forms, CDB checklists, etc. are to be in PDF format with filenames that are indicative of the content.

Sharing Design Review Submittals with CDB

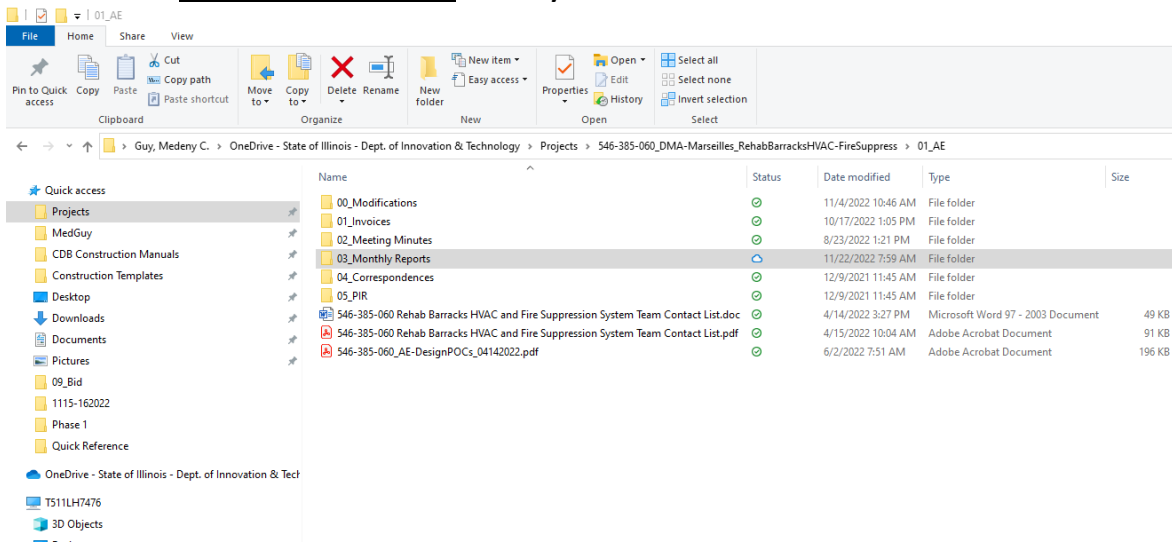
NOTE: OneDrive **MUST** be set up on your computer to follow these instructions. Screens below may not look exactly the same as yours but will be similar.

Overall, the procedure is for the A/E to email a link to the shared OneDrive folder with the review documents to the PM. The PM will forward the email to cdb.reviews when the review is ready to begin. Folders cannot be shared directly with cdb.reviews due to a restriction in Microsoft and the use of shared email accounts. Please follow the instructions below to create a Shared Link and then email that link to your PM.

1. Open Windows Explorer/File Folder:

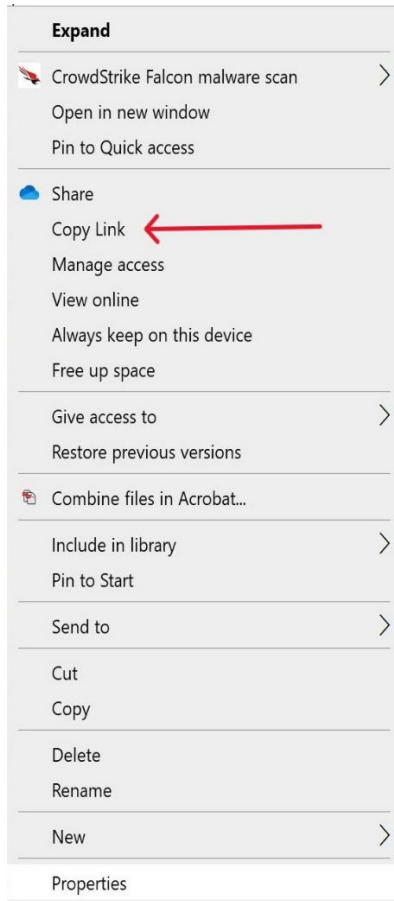


2. Go to the OneDrive folder that you want to share:

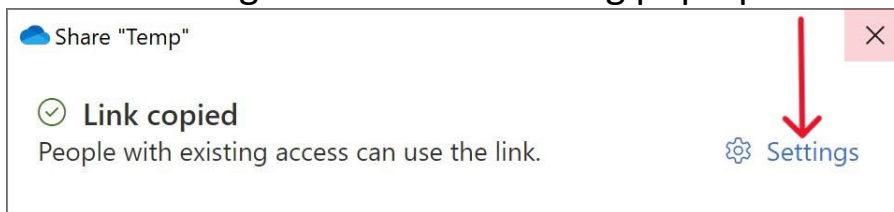


Sharing Design Review Submittals with CDB

3. Right-click the folder you want to share, select “Copy Link” from the drop-down menu:

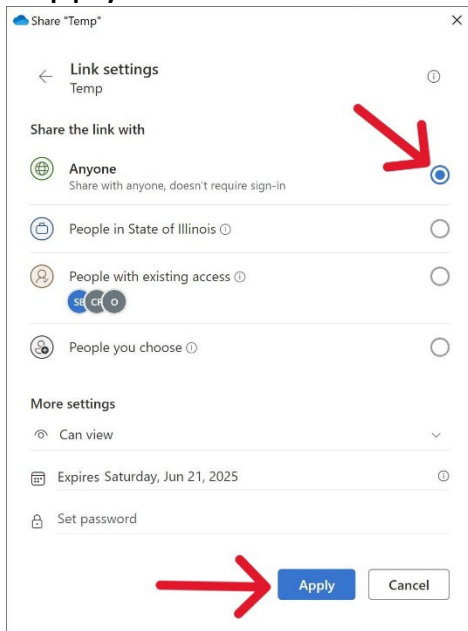


4. Select “Settings” from the following pop-up window:

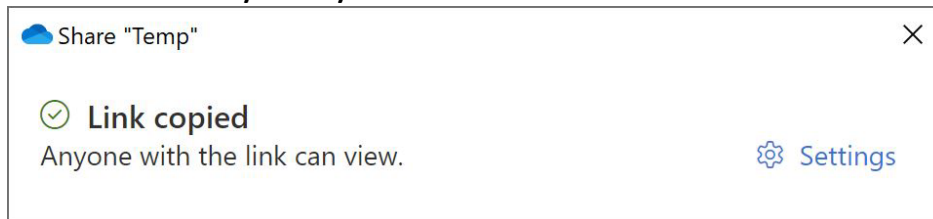


Sharing Design Review Submittals with CDB

5. Select “Anyone” from the following pop-up window, then select “Apply”.



6. You should see this window when link has been copied to your clipboard. It must say “Anyone with the link can view.”



7. You are now ready to email the link to the PM. Simply paste the link into the body of your email. If you send the link to cdb.reviews@illinois.gov you will likely get an error message saying “We couldn’t verify that recipients can access this link”. You can ignore this message.