

GUNSTOCK MOUNTAIN RESORT

DRAWING ARCHIVE POLICY

I Purpose

- A. The purpose of this policy is to establish a protocol and procedure for the submission and filing of final drawings of equipment and products, or drawings of proposed construction at Gunstock Mountain.
- B. This policy also establishes a protocol and procedure for final payment for services or product purchases.

II. Archiving of Drawings:

- A. Gunstock Mountain Resort requires final drawings (plans) of project designs, shop drawings of equipment of products, or drawings of proposed construction at Gunstock Mountain Resort are provided for record and archiving/filing purposes.
- B. Final payment for services or product purchases will not be made until an acceptable submission of Drawings & CD has been made to Gunstock Mountain Resort.
- C. See Attachment A attached hereto for policy and procedure.

III. Revisions, Amendments, Exceptions

- A. This policy may only be adopted, amended, or cancelled, in whole or in part, by approval of the Gunstock Commissioners.
- B. Individual exceptions to the policy and procedures outlined in Attachment A may be considered by the General Manager or Director of Operations.
- C. Amendments or revisions to this policy shall be presented and reviewed at a regularly scheduled meeting of the Gunstock Commissioners. Four (4) Commissioners must vote in the affirmative for approval.

This policy was adopted by the Gunstock Area Commission at its meeting of October 24, 2018 and is effective as of the date of adoption.


_____ Stephen Nix, Commissioner


_____ Ruth Larson, Commissioner

_____ Robert Durfee, Commissioner


_____ Russell Dumais, Commissioner


_____ Brian Gallagher, Commissioner

Gunstock Mountain Resort

Drawing Archives Policy

Adopted: October 24, 2018

Attachment A

To: Consultants (Architects, Engineers, and Surveyors), Contractors & Suppliers

From: Director of Operations

Subject: Drawing (Plan) Submittal & Archiving

Gunstock Mountain Resort requires final drawings (plans) of project designs, shop drawings of equipment or products, or drawings of proposed construction at Gunstock Mountain Resort are provided for record and archiving/filing purposes.

Final Drawing Submittal Requirements:

1. Drawing size: "D" Size, 24"x 36" or 22"x 34"
2. Title block on each drawing with appropriate description/labeling, date (month/year), and consecutive sheet numbering (Drawing 1 of 3, etc.)
3. Each drawing to have the professional seal and signature (P.E. or L.S.) as appropriate or necessary.
4. Provide one (1) bound (stapled) set of drawings, on paper or Mylar medium
5. Provide one (1) compact disk (CD) containing all drawings in PDF format. Label CD & jacket with project description, contents, and date.

Exceptions to this policy must be requested in writing to the Director of Operations.

Final payment for services or product purchases will not be made until an acceptable submission of Drawings & CD has been made to Gunstock Mountain Resort.