

Document Review

Create Color Coded Tools for 30-60-90 QA/QC Review

The screenshot displays a document review application. On the left, a sidebar contains a 'Tool Chest' with various drawing tools like callouts, text boxes, and highlighters, each color-coded for review phases. The main area shows a site plan of a campus with buildings labeled (e.g., STUDENT STORE, CAFETERIA BLDG., ADMINISTRATIVE BLDG.) and a specific area highlighted with a blue callout. At the bottom, a table lists review items with columns for Item No., Subject, Status, Comments, Response, Review Phase, and Page In... The table shows three items, with the second item (1.2) highlighted in blue, indicating a 60% review phase.

Item No.	Subject	Status	Comments	Response	Review Phase	Page In...
1.1	A-1.01	None	30: The purpose of a 'Site Plan' is to help the reader to locate those buildings that are affected by the 'Scope' and their relationship to the overall Campus (therefore it is critical that the name of the main street be spelled correctly). A distinction should also be made on the Plan as to emphasize those buildings affected by the 'Scope of Work'. All site related information should also be minimally indicated, such as but not limited to: Street and road names; pathways and side walks; playgrounds and fenced off areas; plus driveways etc.		30	2
1.2	A-1.01	None	60: Check ADA at existing ramp.		60	2
4	A-3.03	Accepted Rejected Cancelled Completed None	30: The 'Key Plan' paste up is provided as a sample for location and size of the information required... Again the lightness of the font type should be corrected (see note on sheet A-1.01). Make sure all detail bubbles are correctly noted, and the information on those details (on sheet A-8.01) are all correctly keyed to the SE drawings (which was not included with this set).		30	3

Create color coded **Callout** and **Text Box** mark up tools for different phases of review as shown below - i.e. red for 30%, blue for 60% and green for 90%. Store them in your **Tool Chest** for reuse.

At each new phase, **Import** the comments from the previous review phase for reference and back check.

You may also indicate the status of each item in the **Status** column of the Marups List, and **Filter** the status to create a list of items that still need to be addressed.

QA/QC Tools



Document Review

Paste Special into an Excel Template

Copy Cells from .CSV File

Microsoft Excel - T-1_thru_A3.24_Emerson_MS 60 Markups with import - template.xls

File Edit View Insert Format Tools Data Window Bluebeam Help

A25 = 1

	A	B	C	D	E
1	ID	Parent	Item No.	Subject	Comments
2	MQAHCBAJDVYSY		1 T-1	30: The draw	
3	CIPAQABUAMLQOX		1 T-1	60: This Item	
4	UNIHUXZAOQQURQ		1.1 A-1.01	30: The purpo	
5	MIBQJVIWSTEZMTC		1.2 A-1.01	60: Check AD	
6	DMFKLONHQHONJC		4 A-3.03	30: The 'Key	
7	CJWVPCTNJFFAUG		4.1 A-3.03	60: Equipmen	
8	NOAGOWRJVCFOI		6 A-3.11	60: check gra	
9	ZEKOMPXRGMBFYT		7 A-3.13	30: The mes	
10	IBDIALPONABVJVS		8 A-3.14	30: The mes	
11	XYTTHZZNTTUEBND		8.1 A-3.14	60: response	
12	YBTMFHKMBLTBBW		9 A-3.22	30: The mes	
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Ready

T-1_thru_A3.24_Emerson_MS 60 Ma

Sum=

Comments-Corrections Log

Ready

Completed Document

Los Angeles Unified School District
Facilities Services Division/Design and A-E Technical Support Department and
Central Design Management Group

COMMENTS / CORRECTIONS LOG
30% 60% ☒ 100% DSA FINAL OTHER

Date: 11.07.09 DSR #: M07-087
School Name: A. J. Middle School Location Code: 8623
Address: 245 Emerson Street IFS #: 3129833
Pasadena, CA, 94330 PIC Project No.: DN017-177
Project: Remove and Replace HVAC Units Commenting Agency: AE Tech Support

Prepared by:
Name: Jim Hoffman Agency, Organization, or Department: Architectural Unit
Title: Architect
Email: jim.hoffman@lausd.net Signature:
Phone: 231-246-8757 Date: 11.09.07

Item No.	Sheet No. / Spec. Section	Comment	Correction / Response to Comment	Responsible Person / Organization
1	T-1	30: The drawing format and layout needs to conform to LAUSD standards (see attached sample Polytech HS A-T.1 Exhibit A). Excessive 'Title Information' and vicinity needs to be larger and more legible& The following items missing from the sheet: Project Scope; Building Data; Symbols; General Notes and Abbreviations...		
1	T-1	60: This Item has not been incorporated.		
1.1	A-1.01	30: The purpose of a 'Site Plan' is to help the reader to locate those buildings that are affected by the 'Scope' and their relationship to the overall Campus (therefore it is critical that the name of the main street be spelled correctly). A distinction should also be made on the Plan as to emphasize those buildings affected by the 'Scope of Work'. All site related information should also be minimally indicated, such as but not limited to: Street and road names; pathways and side walks; playgrounds and fenced off areas; plus driveways etc.		
1.2	A-1.01	60: Check ADA at existing ramp.		

Document Review

Select **PDF Summary** and **Append to Current PDF**.
The thumbnails in the summary hyperlink to the document.

The screenshot displays a document review application interface. On the left, a vertical sidebar shows thumbnails of document pages, with page 9 highlighted. The main workspace is titled 'Markup Summary' and lists five items with their respective page numbers, subjects, colors, and comments. Below this, a table shows the summary data for each item, sorted by color. A 'PDF Summary' dialog box is open on the right, with the 'Append to Current PDF' option selected and highlighted by a red arrow. The dialog also shows options for 'Summary Options' and 'PDF Options', including 'Create Hyperlinks' and 'Include Page Content'. The 'Title' field is set to 'Markup Summary', and the 'Page Size' is set to 'Letter'.

Markup Summary

- Page: Page 4
Subject: A-3.11
Color: ■
Responsibility:
Item No.: 6
Remark:
Response:
Review Phase: 60
- Page: Page 6
Subject: A-3.14
Color: ■
Responsibility:
Item No.: 8.1
Remark:
Response:
Review Phase: 60
- Page: Page 3
Subject: A-3.03
Color: ■
Responsibility:
Item No.: 4.1
Remark:
Response:
Review Phase: 60
- Page: Page 1
Subject: T-1
Color: ■
Responsibility:
Item No.: 1
Remark:
Response:
Review Phase: 60
- Page: Page 2
Subject: A-1.01
Color: ■
Responsibility:
Item No.: 1.2
Remark:
Response:
Review Phase: 60

PDF Summary

Page Range

- ☒ All Pages
- ☐ Selected Pages (10)
- ☐ From 10 To 10 of 10

Summary Options

- ☒ Exclude Filtered Markups
- ☒ Exclude Hidden Columns

PDF Options

- ☒ Append to Current PDF
- ☒ Create Hyperlinks
- ☒ Include Page Content

Title: Markup Summary

Preview Size: Small

Page Size: Letter

☒ Portrait ☐ Landscape

OK Cancel

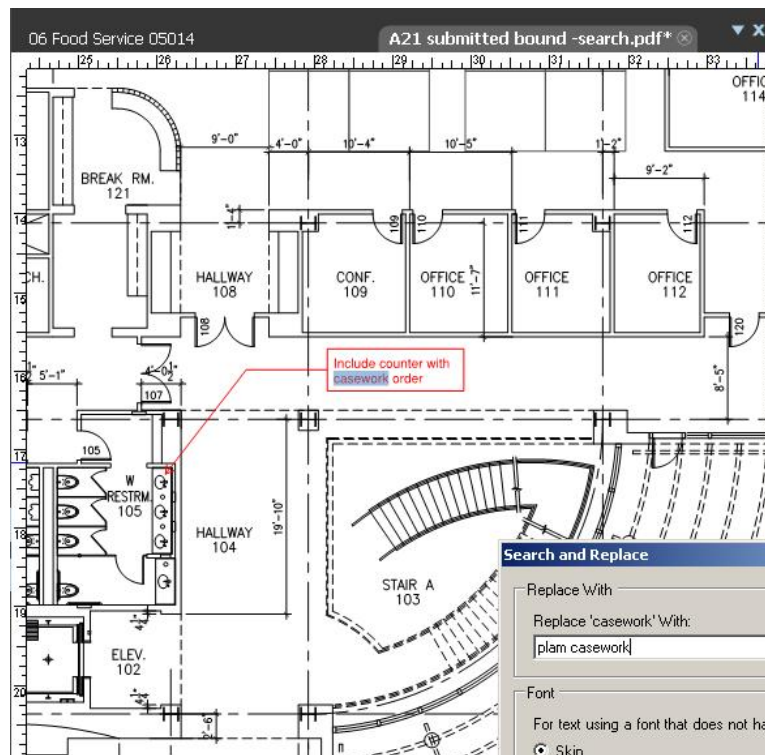
Summary Table

Page	Subject	Color	Comments	Responsibility	Response	Review Phase
Page 4	A-3.11	■	60: check grade			60
Page 6	A-3.14	■	60: response accepted			60
Page 3	A-3.03	■	60: Equipment to be replaced			60
Page 1	T-1	■	60: This Item has not been incorporated.	1		60
Page 2	A-1.01	■	60: Check ADA at existing ramp.	1.2		60

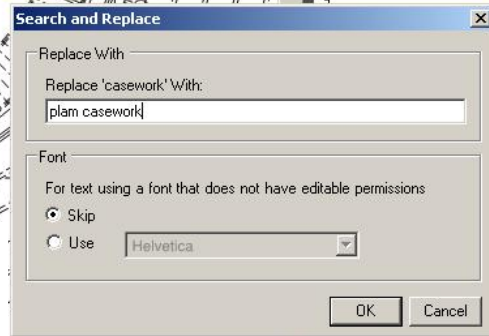
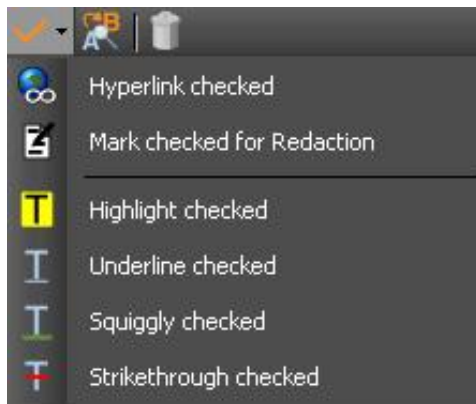
Click on column headers to sort. Here the Markups List is sorted by **Color**.

Document Review

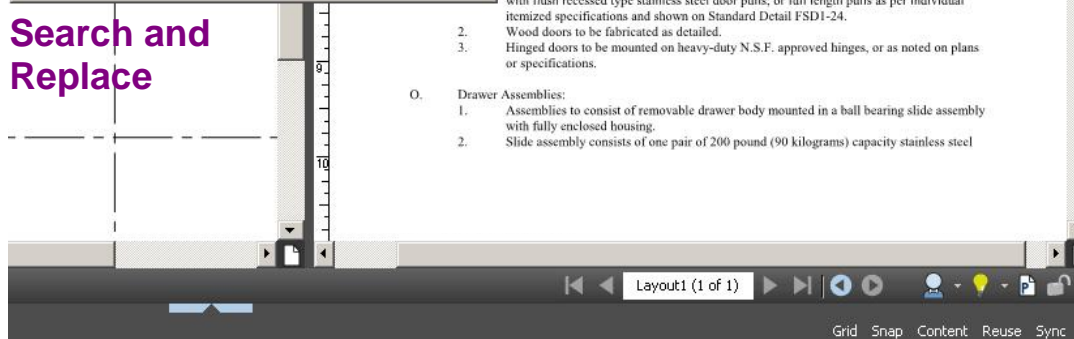
Bluebeam's **Search** tool allows you to search for keywords in a PDF document, all open documents, or all PDFs in a local or networked folder, including sub-folders. The Options menu allows you to refine your search criteria even further. To apply editing features, place a check mark next to each applicable search result. **Bluebeam's Search tool makes global editing easy.**



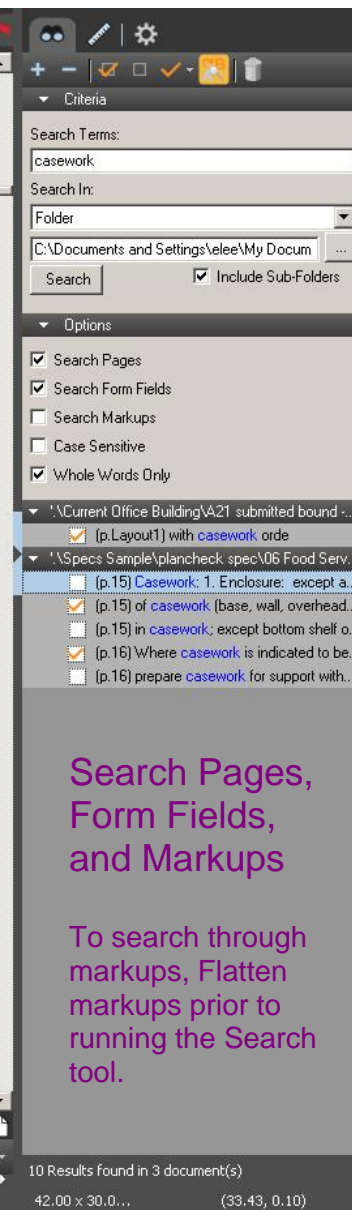
Apply any of these features to checked items



Search and Replace



Search Tab

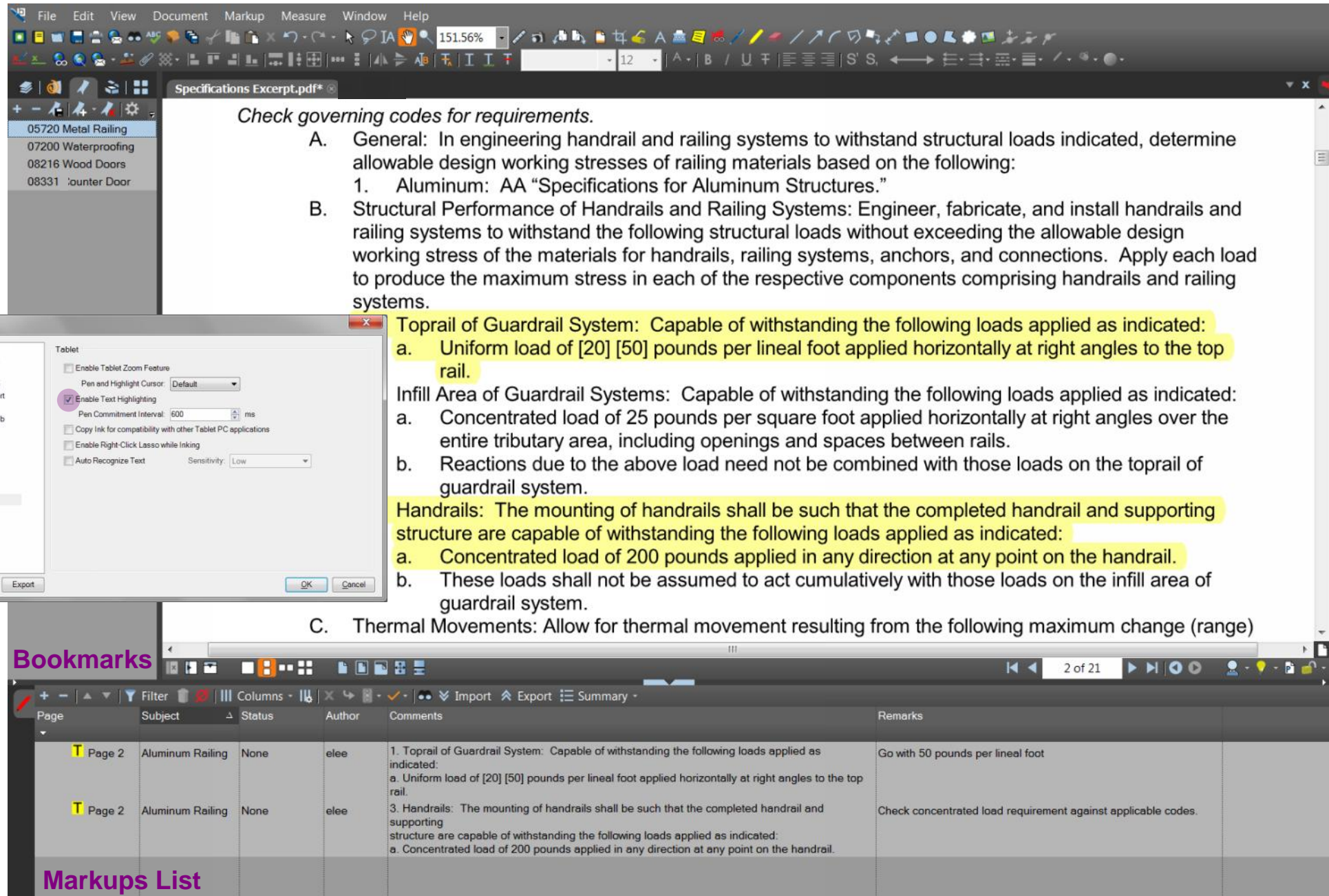


Search Pages, Form Fields, and Markups

To search through markups, Flatten markups prior to running the Search tool.

Document Review

Take notes easily and quickly with the **Highlight** tool.  Check the option **Enable Text Highlighting** under *Edit / Preferences / Tablet* to ensure that highlighted text appears in the Comments column of the Markups List. Modify the Subject and add a Remarks column to provide additional information regarding the captured text.



The screenshot displays the Document Review application interface. The main window shows a PDF document titled "Specifications Excerpt.pdf" with the following text:

Check governing codes for requirements.

- A. General: In engineering handrail and railing systems to withstand structural loads indicated, determine allowable design working stresses of railing materials based on the following:
 - 1. Aluminum: AA "Specifications for Aluminum Structures."
- B. Structural Performance of Handrails and Railing Systems: Engineer, fabricate, and install handrails and railing systems to withstand the following structural loads without exceeding the allowable design working stress of the materials for handrails, railing systems, anchors, and connections. Apply each load to produce the maximum stress in each of the respective components comprising handrails and railing systems.
 - a. Toprail of Guardrail System: Capable of withstanding the following loads applied as indicated:
 - a. Uniform load of [20] [50] pounds per lineal foot applied horizontally at right angles to the top rail.
 - b. Infill Area of Guardrail Systems: Capable of withstanding the following loads applied as indicated:
 - a. Concentrated load of 25 pounds per square foot applied horizontally at right angles over the entire tributary area, including openings and spaces between rails.
 - b. Reactions due to the above load need not be combined with those loads on the toprail of guardrail system.
- c. Handrails: The mounting of handrails shall be such that the completed handrail and supporting structure are capable of withstanding the following loads applied as indicated:
 - a. Concentrated load of 200 pounds applied in any direction at any point on the handrail.
 - b. These loads shall not be assumed to act cumulatively with those loads on the infill area of guardrail system.
- C. Thermal Movements: Allow for thermal movement resulting from the following maximum change (range)

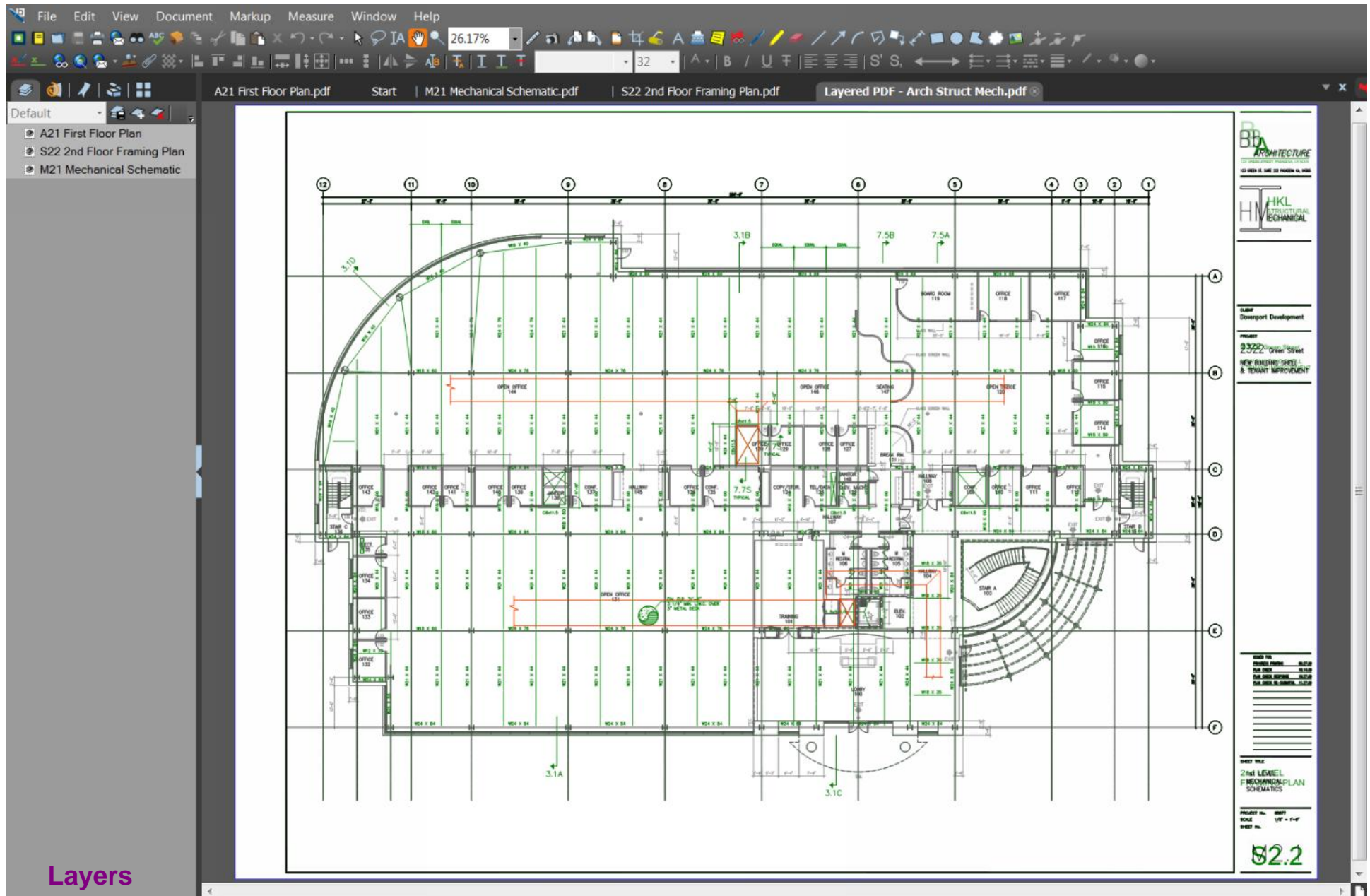
The Preferences dialog box is open, showing the Tablet tab. The "Enable Text Highlighting" option is checked. The "Pen Commitment Interval" is set to 600 ms. The "Auto Recognize Text" option is checked, and the "Sensitivity" is set to Low.

The Markups List table is shown at the bottom, with the following data:

Page	Subject	Status	Author	Comments	Remarks
Page 2	Aluminum Railing	None	elee	1. Toprail of Guardrail System: Capable of withstanding the following loads applied as indicated: a. Uniform load of [20] [50] pounds per lineal foot applied horizontally at right angles to the top rail.	Go with 50 pounds per lineal foot
Page 2	Aluminum Railing	None	elee	3. Handrails: The mounting of handrails shall be such that the completed handrail and supporting structure are capable of withstanding the following loads applied as indicated: a. Concentrated load of 200 pounds applied in any direction at any point on the handrail.	Check concentrated load requirement against applicable codes.

Document Review

Layer PDFs for coordination between disciplines. First, **Colorize** each layer by going to *Document / Color Processing / Colorize* to change the color of the PDFs. Then go to *File / Create Layered PDF* and select the files that you want to layer. The individual layers can be toggled on and off in the Layers tab by clicking on the eye next to the filename.



Layers