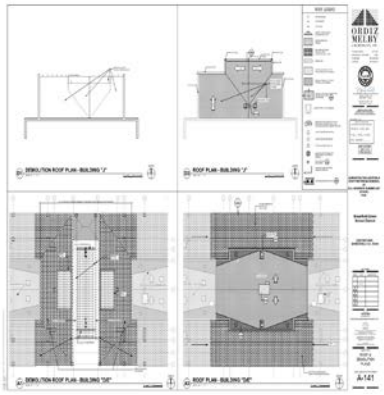
Exhibit F – General PDF Creation Guidelines

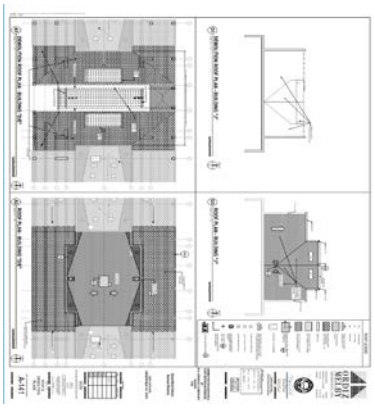
These guidelines are provided to help develop consistent formatting for drawings submitted to CCSF. Applicants who submit electronic documents to CCSF shall follow the guidelines below during the creation of PDF documents.

1.0 Formatting

1.1 Alignment: plan drawings created in CAD program must line up when overlaid electronically.
1.2 Consistent plot location in paper space
1.3 Consistent gridline visibility across disciplines
1.4 Naming convention of structures shall be consistent across disciplines.
1.5 Sheet size and orientation of sheets shall be consistent

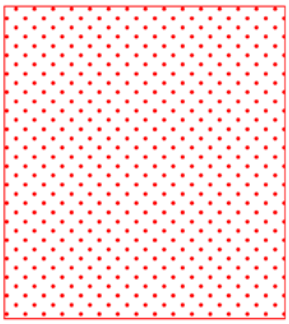


CORRECT

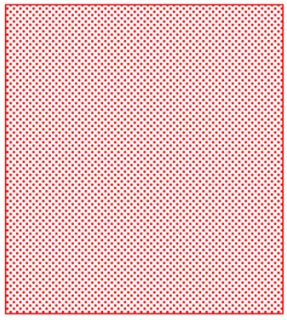


INCORRECT

1.6 All submittals should be black and white. The use of colors on PDFs shall be kept to a minimum as not to impact file size and rendering speed
1.7 If colors are used, they shall not be used in a way that will impact the content of the document if printed in black and white.
1.8 Minimize the use of hatch fills. If hatch fills are used, then provide efficient fills (see below) to prevent slowdown rendering speed and to reduce the file size



CORRECT



INCORRECT

1.9 Use true type font to allow search ability within the PDF document

2.0 PDF Creation

2.1 PDF's should be created directly from authoring application using Bluebeam extensions or add-ons if possible.

2.2 Use Vector based lines. No Raster and no scanned documents except when documents are not available in their native format such as PC drawings and old referenced drawings, etc. Scanned documents shall be reduced to 96dpi, be legible and free from streaks

2.3 Remove all unnecessary viewports.

2.4 Remove all Meta Data

2.5 Maintain output scale when printing to PDF. Use Print to Scale; do not use Print to Fit Page.

2.6 Do not submit password protected documents or 'Restricted' documents.

2.7 Do not use digital signatures via Sign Document option. See images below for clarification of what is ACCEPTED and what is NOT ACCEPTED.