Reference Keynotes

Reference Keynotes: *Identify graphic representations of items and directly reference them to specific sections in the specifications.*

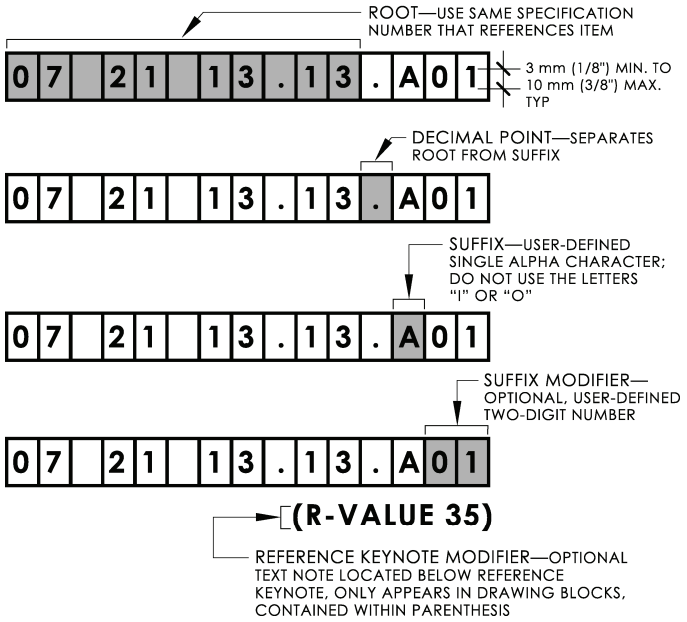

Figure 07.4 *Components of reference keynotes.*

Reference keynotes may be used to identify graphic representations of items and directly reference them to specific sections in the specifications. Reference keynotes can identify General or Execution requirements from a specification section and can convey Division 01 requirements.

Example: 01 56 00.A01—TEMPORARY DUST BARRIER TYPE 1

Reference keynote symbols are located within the graphic and notation area of the drawing block. They consist of an identifier and are connected to the graphic by a leader. Each symbol that appears on the sheet is listed in the sheet's note block along with a brief, generic text note that describes the graphic. For clarity and more exacting identification, a given reference keynote is unique to the object or material it identifies. If an object or material is shown repetitively on the drawing sheet or elsewhere within the set of drawings, the same unique keynote should be used as a consistent identifier. Refer to *Figure 04.26* of the *Drafting Conventions Module* for a typical drawing block format.

Reference keynote symbols consist of the following components, as shown in *Figure 07.4:*

- **Root:** The specification section number corresponding to the section number location where the object or material is specified.
- **Decimal Point:** A place holder separating the root from the modifying suffix.
- **Suffix:** A capital letter following the decimal point, which allows multiple keynotes to reference the same specification section. The letters **I** and **O** should not be used as they may be visually confused with the numbers **1** and **0**. Reference keynotes always have a suffix.
- **Suffix Modifiers:** Optional numeric characters following the suffix allow creation of numerous unique reference keynotes that would otherwise be limited to the available letters of the alphabet. They can be customized as needed to further differentiate among related or similar items with different attributes (size, color, thickness, etc.). Suffix modifiers, when used, should always include two numerical characters, e.g., 07 70 00.A01.

- **Reference Keynote Modifiers:** Optional, user-defined descriptive text. These notes, when used, appear underneath the reference keynote symbol only in the drawing block. These modifiers serve to reduce the amount of unique keynotes required to identify variations in the size, number, spacing, or other feature of an object or material where that object or material might be shown elsewhere on the drawing in different configurations.

Reference keynotes are tabulated sequentially within the note block along with a brief generic text description to identify the item within the specifications. Reference keynotes follow any general notes (general notes, general [discipline] notes, or general sheet notes) that may appear in the note block. Reference keynotes that appear in the note block are formatted to include

- The full reference keynote symbol including the root, decimal point, suffix, and any suffix modifiers.
- The brief generic text describing the object or material with the same terminology used within the specifications. To ensure clarity and proper coordination among documents, avoid abbreviations, non-preferred terms, and terms that deviate from the specifications. Do not include any reference keynote modifiers that appear only in the drawing blocks.
- The note block may be formatted with optional headings identifying specification divisions and/or subheadings identifying specification section titles. These headings and subheadings provide drawing users with easier visual navigation of the reference keynotes and serve as an organizing aid for preparing the note block. It is essential that the reference keynote identifiers in the note block be carefully checked to ensure they are the same as those drawn within the graphic and notation areas of the drawing block. The text information following the symbol should be concise, consistent with the terminology contained in the specifications, and accurately identify the item. Likewise, the terminology used in the notes should reflect that of the specifications for ease of coordination and consistent communication of information.
- Refer to *Figures 07.5 and 07.6.*