

ENGINEERING STANDARD PRACTICE

ESP	208.1
EFFECTIVE	01 JUN 91
SUPERCEDES	01 AUG 90

SUBJECT:

TITLE BLOCK FORMAT
General

PURPOSE

To establish uniformity in title block lettering and arrangement.

APPLICATION

All District drawings having a formal title block.

TITLE

1. Title Block information shall proceed from the general to the specific: i.e. from project name to specific sheet subject.
2. Lettering shall be produced in one of two ways:
 - a. Manual drawing titles shall be produced on the MacIntosh word processing system, using Helvetica type face in the sizes described in the examples on sheets 2 through 6.
 - b. CADD drawing titles shall be produced on the CADD system, with text sizes as described in the examples on sheets 2 through 6.
3. The lettering shall be positioned in the title block as indicated in the examples, centered about the vertical center line.
4. Abbreviations, when used, shall conform to ESP 207.1 and 120.6.

OTHER ENTRIES

1. Designation for pressure zone or structure shall be entered, when applicable, in accordance with ESP 480.1 and 480.11. If not applicable, enter a dash.
2. Drawing scale shall be entered according to the following guidelines.
 - a. Where only one scale is used to create a drawing, the scale shall be described according to the following example:
Architectural scales: 1/4" = 1'-0"
Engineering scales: 1" = 50'
 - b. Where horizontal and vertical scales are used, the horizontal scale shall be listed first.
 - c. Where more than one scale is used within a drawing, the notation "AS SHOWN" shall be entered.
 - d. Where the drawing has no scale, the notation "NO SCALE" shall be entered.
3. Day, month, and year shall be entered in that order. The month shall be abbreviated to three letters. The year shall be abbreviated to the last two digits. No punctuation shall be used between the characters. The date entered shall indicate the date the drawings were signed, and shall be added by hand after the drawings are signed and before they are printed and released for bid or construction.



D. L. ALLEN
Chief Engineer

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SUBJECT:

TITLE BLOCK FORMAT

Miscellaneous G Size Drawings

MANUAL DRAWINGS

PROJECT NAME
14 PT HELVETICA
BASIC - BOLD

DISCIPLINE
10 PT HELVETICA
BASIC - PLAIN

DRAWING TITLE
12 PT HELVETICA
BASIC - PLAIN

10 PT HELVETICA
BASIC - PLAIN

EAST BAY MUNICIPAL UTILITY DISTRICT OAKLAND, CALIFORNIA	
ORINDA FILTER PLANT CHEMICAL SYSTEMS IMPROVEMENTS PROJECT	
PROCESS CAUSTIC SODA STORAGE AND TRANSFER SYSTEM P & ID SHEET 1 OF 2	
STRUCTURE OR ZONE DESIGNATION	591X
SCALE	NO SCALE
DATE	13 JUN 90
9388-G-2.08.1	

10 PT HELVETICA
BASIC - PLAIN
1/8" FREEHAND

DRAWING NUMBER
18 PT HELVETICA
BASIC - BOLD

SPEC. NO. 1234
10 PT HELVETICA
BASIC - PLAIN

CADD DRAWINGS

PROJECT NAME
TEXT HEIGHT: 5/32"

DISCIPLINE
TEXT HEIGHT: 1/10"

DRAWING TITLE
TEXT HEIGHT: 1/8"

TEXT HEIGHT: 1/10"

EAST BAY MUNICIPAL UTILITY DISTRICT OAKLAND, CALIFORNIA	
ORINDA FILTER PLANT CHEMICAL SYSTEMS IMPROVEMENTS PROJECT	
PROCESS CAUSTIC SODA STORAGE AND TRANSFER SYSTEM P&ID SHEET 1 OF 2	
STRUCTURE OR ZONE DESIGNATION	591X
SCALE	NO SCALE
DATE	
9388-G-2.08.1	

TEXT HEIGHT: 1/10"

DRAWING NUMBER
TEXT HEIGHT: 5/32"

SPEC NO. 1234
TEXT HEIGHT: 1/10"

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SUBJECT:

TITLE BLOCK FORMAT

Structures - A and B Size Drawings

MANUAL DRAWINGS

PROJECT NAME
12 PT HELVETICA
BASIC - BOLD

DISCIPLINE
9 PT HELVETICA
BASIC - PLAIN

DRAWING TITLE
10 PT HELVETICA
BASIC - BOLD

9 PT HELVETICA
BASIC - PLAIN

10 PT HELVETICA
BASIC - PLAIN
3/32" FREEHAND

DRAWING NUMBER
14 PT HELVETICA
BASIC - BOLD

EAST BAY MUNICIPAL UTILITY DISTRICT OAKLAND, CALIFORNIA	
NICHOLL KNOB TEMPORARY RESERVOIR GEOTECHNICAL INVESTIGATION	
CIVIL	
SITE PLAN AND BORING LOCATION MAP	
SHEET 1 OF 2	
STRUCTURE OR ZONE DESIGNATION	543 X
SCALE	AS SHOWN
DATE	18 JUN 90
4321-B-2.1	

CADD DRAWINGS

PROJECT NAME
TEXT HEIGHT: 1/8"

DISCIPLINE
TEXT HEIGHT: 5/64"

DRAWING TITLE
TEXT HEIGHT: 1/10"

TEXT HEIGHT: 5/64"

TEXT HEIGHT: 3/32"

DRAWING NUMBER
TEXT HEIGHT: 5/32"

EAST BAY MUNICIPAL UTILITY DISTRICT OAKLAND, CALIFORNIA	
NICHOLL KNOB TEMPORARY RESERVOIR GEOTECHNICAL INVESTIGATION	
CIVIL	
SITE PLAN AND BORING LOCATION MAP	
SHEET 1 OF 2	
STRUCTURE OR ZONE DESIGNATION	543X
SCALE	AS SHOWN
DATE	
4321-B-2.1	

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SUBJECT:

TITLE BLOCK FORMAT
Pipeline - W Size Drawing

PROJECT NAME

WHERE A PIPE IS TO SERVE A NAMED FACILITY, THAT FACILITY NAME IS USUALLY THE KEYPORTION OF THE PROJECT NAME, AS IN THE THIRD EXAMPLE. IN OTHER CASES THE NAMES OF PRINCIPAL STREETS OR THE TRACT TITLE WILL SERVE TO IDENTIFY THE PROJECT.

SHEET LOCATION OR LIMITS

WHEN THERE ARE SEVERAL SHEETS IN A PIPE INSTALLATION DRAWING SET, THE BOTTOM LINE WILL BE USED TO INDICATE THE STREETS REPRESENTED ON THE PARTICULAR SHEET, OR THE LIMITS OF THE SHEET IN TERMS OF CROSS STREETS, OR IN TERMS OF STATIONS.

EAST BAY MUNICIPAL UTILITY DISTRICT OAKLAND, CALIFORNIA	
COLLEGE AVE., OAKLAND — (1)	
(2)	
10" C.I. PIPE INSTALLATION — (3)	
(4) (5)	
TAFT AVE TO ALCATRAZ AVE	
STRUCTURE OR ZONE DESIGNATION <i>GIAa</i>	W-1313-2 (6)
SCALE <i>1"=40'(H) 1"=5'(V)</i>	
DATE <i>13 JULY 90</i>	

DISTRIBUTION SYSTEM MAP NO. 1557 B 480

1/8" FREEHAND LETTERING (TYP.)

- (1) 14 PT. HELVETICA BASIC - BOLD
- (2) 12 PT. HELVETICA BASIC - PLAIN
- (3) 10 PT. HELVETICA BASIC - PLAIN
- (4) 18 PT. HELVETICA BASIC - BOLD
- (5) 14 PT. HELVETICA BASIC - BOLD
- (6) 9 PT. HELVETICA BASIC - PLAIN

SENECA RESERVOIR INLET-OUTLET
30" ML&CS PIPE INSTALLATION
GOLF LINKS ROAD

TRACT 1234, ALAMEDA COUNTY
6", 8" & 12" C.I. PIPE INSTALLATION
ALICE & MARY STREETS

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ENGINEERING STANDARD PRACTICE

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SUBJECT:

TITLE BLOCK FORMAT
Pipeline - A and B Size Drawings

PROJECT NAME

WHERE A PIPE IS TO SERVE A NAMED FACILITY, THAT FACILITY NAME IS USUALLY THE KEY PORTION OF THE PROJECT NAME, AS IN THE THIRD EXAMPLE. IN OTHER CASES THE NAMES OF PRINCIPAL STREETS OR THE TRACT TITLE WILL SERVE TO IDENTIFY THE PROJECT.

SHEET LOCATION OR LIMITS

WHEN THERE ARE SEVERAL SHEETS IN A PIPE INSTALLATION DRAWING SET, THE BOTTOM LINE WILL BE USED TO INDICATE THE STREETS REPRESENTED ON THE PARTICULAR SHEET, OR THE LIMITS OF THE SHEET IN TERMS OF CROSS STREETS, OR IN TERMS OF STATIONS.

EAST BAY MUNICIPAL UTILITY DISTRICT OAKLAND, CALIFORNIA	
CARLETON ST., BERKELEY	①
6" AC PIPE INSTALLATION	②
DANA ST. TO TELEGRAPH AVE.	③
STRUCTURE OR ZONE DESIGNATION <i>GIA</i>	95761 ④
SCALE <i>AS SHOWN</i>	
DATE <i>3 APR 90</i>	

DISTRIBUTION SYSTEM MAP NO. 1557 B 480

3/32" FREEHAND LETTERING (TYP.)

- ① 10 PT. HELVETICA BASIC - BOLD
- ② 10 PT. HELVETICA BASIC - PLAIN
- ③ 9 PT. HELVETICA BASIC - PLAIN
- ④ 14 PT. HELVETICA BASIC - BOLD
- ⑤ 9 PT. HELVETICA BASIC - PLAIN

STANDARD DRAWING
STEEL PIPE NOZZLES 16" & SMALLER.

CARLETON ST., BERKELEY
PIPE REMOVED FROM SERVICE
DANA ST. TO TELEGRAPH AVE.

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SUBJECT:
 TITLE BLOCK FORMAT
 Discipline Based Drawing Numbers for Structure-related Projects

MANUAL DRAWINGS

PROJECT NAME
 14 PT HELVETICA
 BASIC - BOLD

DISCIPLINE
 10 PT HELVETICA
 BASIC - PLAIN

DRAWING TITLE
 12 PT HELVETICA
 BASIC - PLAIN

EAST BAY MUNICIPAL UTILITY DISTRICT OAKLAND, CALIFORNIA			
ORINDA FILTER PLANT			
CHEMICAL SYSTEMS IMPROVEMENTS PROJECT			
PROCESS CAUSTIC SODA STORAGE AND TRANSFER SYSTEM P & ID			
PROJECT CODE:	166	510-M-005.1	1
SCALE	NO SCALE		
DATE	13 JUN 90		
		STRUCT. DISC. NUMBER	REV.

10 PT HELVETICA
 BASIC - PLAIN
 1/8" FREEHAND

DRAWING NUMBER
 18 PT HELVETICA
 BASIC - BOLD

10 PT HELVETICA
 BASIC - PLAIN

SPEC. NO. 1234

CADD DRAWINGS

PROJECT NAME
 TEXT HEIGHT: 5/32"

DISCIPLINE
 TEXT HEIGHT: 1/10"

DRAWING TITLE
 TEXT HEIGHT: 1/8"

EAST BAY MUNICIPAL UTILITY DISTRICT OAKLAND, CALIFORNIA			
ORINDA FILTER PLANT			
CHEMICAL SYSTEMS IMPROVEMENTS PROJECT			
PROCESS CAUSTIC SODA STORAGE AND TRANSFER SYSTEM P&ID			
PROJECT CODE:	166	510-M-005.1	1
SCALE	NO SCALE		
DATE			
		STRUCT. DISC. NUMBER	REV.

TEXT HEIGHT: 1/10"

DRAWING NUMBER
 TEXT HEIGHT: 5/32"

SPEC NO. 1234

TEXT HEIGHT: 1/10"

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