

*OmniClass*TM

A Strategy for Classifying the Built Environment

Table 36 - Information

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Definition

Information is data referenced and utilized during the process of creating and sustaining the built environment.

Discussion

Information can exist in various media including both printed and digitized forms. Information can be general reference and regulatory data such as a manufacturing standard, or it can be project specific such as a project manual. Information is the principle tool for communication during the process of creating and sustaining the built environment. Typically information needs to be filed, stored, and retrieved.

Examples

Technical References, Periodicals, Drawings, Specifications, Building Codes, Contracts, Leases, Deeds, Catalogs, Maintenance Manuals, Records, Reports

Table Uses

This table may be used on its own for organizing general reference information (dictionaries, directories, legislation, standards) where the subject coverage is broad and it would be difficult to classify the material into one of the more detailed tables.

Table Users

Cost estimators, facility managers, specifiers, designers, contractors, project managers.

Legacy Documents

- AIA Information Classification System, Part 2, Hierarchical Listing, May 1, 1989
- ISO 12006-2, Table 4.16 Construction Information (by type of medium)
- Uniclass Table A - Form of Information

Number	Title
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Numbers & Titles

36-11 00 00 Reference Information

36-11 11 00 Terminology References

- 36-11 11 11 Dictionaries
- 36-11 11 14 Glossaries
- 36-11 11 17 Thesauri
- 36-11 11 21 Taxonomies
- 36-11 11 24 Lexicons
- 36-11 11 27 Ontologies

36-11 14 00 Reference Collections

- 36-11 14 11 Encyclopedias
- 36-11 14 14 Catalogs
- 36-11 14 17 Directories
 - 36-11 14 17 11 Membership Directories
 - 36-11 14 17 14 Manufacturer Directories
 - 36-11 14 17 17 Yellow Pages

36-11 21 00 Guides

- 36-11 21 11 Style Guides
- 36-11 21 14 Handbooks
- 36-11 21 17 Manuals
 - 36-11 21 17 11 Employee Handbooks
 - 36-11 21 17 21 Office Procedure Manuals
 - 36-11 21 17 31 CAD Standard Manuals
- 36-11 21 21 Computer Technology Guides
 - 36-11 21 21 11 Information Systems
 - 36-11 21 21 21 Computer Systems
 - 36-11 21 21 31 Computer Graphics
- 36-11 21 24 Measurement Guides
 - 36-11 21 24 11 Metric Information
 - 36-11 21 24 21 Conversions
 - 36-11 21 24 31 Measurement Guide
- 36-11 21 27 Business Management Guides
- 36-11 21 31 Promotional Guides
 - 36-11 21 31 11 Marketing Practices
 - 36-11 21 31 21 Sustainable Reference Guides
- 36-11 21 37 Maps
 - 36-11 21 37 11 City/Provincial Guide Books

36-11 24 00 Educational References

36-11 27 00 Periodicals

- 36-11 27 11 Journals
- 36-11 27 21 Trade Magazines
- 36-11 27 31 Business Newspapers

36-11 31 00 Calendars

36-11 34 00 Economic Information

- 36-11 34 11 Economic Forecasts
- 36-11 34 14 Financial Information

Number	Title
36-11 34 14 11	Ledgers
36-11 34 14 17	Accounting Information
36-11 34 17	Mortgage Tables
36-11 34 21	Property Tax Information
36-11 99 00 Other Reference Sources	
36-15 00 00 Law	
36-15 11 00 Primary Legislation	
36-15 11 11	Federal Legislation
36-15 11 14	State/Provincial Legislation
36-15 11 17	County Legislation
36-15 11 21	Municipal/City Legislation
36-15 21 00 Secondary Legislation	
36-15 21 11	Regulations
36-15 21 21	Bylaws
36-15 24 00 International Legislation	
36-15 31 00 Case Law	
36-15 34 00 Legal documents	
36-15 34 11	Registrations
36-15 34 15	Certificates
36-15 34 15 11	Insurance Certificate
36-15 34 15 14	Construction Waste Diversion
36-15 34 15 17	Recycled Content of Materials
36-15 34 15 21	Minority Business Enterprise Certification
36-15 34 21	Professional Standards of Practice
36-15 34 25	Policies
36-15 34 35	Property Rights
36-15 34 35 11	Patents
36-15 34 35 21	Licenses
36-15 34 35 31	Copyright
36-15 34 35 41	Trademarks
36-15 34 35 51	Intellectual rights
36-15 34 37	Claims
36-15 34 41	Disputes
36-15 34 44	Proof of Ownership
36-15 34 44 11	Title Deeds
36-15 34 44 21	Lease Document
36-15 34 45	Real Property Information
36-15 34 45 11	Real Estate Appraisals
36-15 34 45 14	Prospectuses
36-15 34 45 17	Yield Studies
36-15 34 47	Insurance
36-15 34 51	Bonds
36-15 34 51 11	Performance and Payment Bond
36-15 34 51 14	Lien Bond
36-15 34 51 17	Maintenance Bond
36-15 34 51 21	Retainage Bond
36-15 34 51 24	Special Bond
36-15 34 54	Warranties
36-15 34 57	Permits
36-15 34 99	Other Legal documents

Number	Title
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36-17 00 00 National and International Standards

36-17 11 00 Consensus Standards

36-17 21 00 Reference Standards

36-17 24 00 Model Documents

36-17 24 11 Master Specifications

- 36-17 24 11 11 Public Sector Master Specifications
- 36-17 24 11 14 Commercial Master Guide Specifications
- 36-17 24 11 17 Private Master Specifications
- 36-17 24 11 21 Corporate Master Specifications

36-17 24 14 Standard Procurement Documents

36-17 24 17 Standard Contracts

36-17 24 21 Standard Forms

- 36-17 24 21 11 Standard Lease Forms

36-17 24 99 Other Model Documents

36-17 99 00 Other National and International Standards

36-21 00 00 Project Information

36-21 11 00 Planning Information

36-21 11 11 Municipal Planning Information

- 36-21 11 11 11 Regional Planning
- 36-21 11 11 16 Neighborhood Planning
- 36-21 11 11 21 City Planning and Development
- 36-21 11 11 26 Urban Renewal Information
- 36-21 11 11 46 Streets and Pedestrian Planning
- 36-21 11 11 51 Parks Planning

36-21 11 31 Facility Planning Information

- 36-21 11 31 11 Waterfront Development
- 36-21 11 31 14 Airport Planning
- 36-21 11 31 17 Resort Development
- 36-21 11 31 21 Sports Areas Planning
- 36-21 11 31 24 Plaza Planning

36-21 11 34 Site Planning Information

- 36-21 11 34 11 Land Use Planning Information
- 36-21 11 34 21 Landscaping Information
- 36-21 11 34 31 Land Surveys
- 36-21 11 34 34 Environmental Assessment Information
- 36-21 11 34 37 Existing Material Information
- 36-21 11 34 41 Existing Hazardous Material Information
- 36-21 11 34 44 Geophysical Data
- 36-21 11 34 47 Geotechnical Data

36-21 11 37 Environmental Planning Information

36-21 11 41 Transportation Planning Information

36-21 14 00 Construction Contract Information

36-21 14 11 Construction Contracts

- 36-21 14 11 11 Summary of Work

36-21 14 14 Change Documents

- 36-21 14 14 11 Revisions
- 36-21 14 14 14 Clarifications and Proposals
- 36-21 14 14 17 Record Modifications

36-21 14 17 Closeout Documents

Number	Title
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36-21 17 00 Design Information**36-21 17 11 Graphic Information**

- 36-21 17 11 11 CAD Files
- 36-21 17 11 14 Drawing Sheets
- 36-21 17 11 17 Rendering Information

36-21 17 14 Specifications**36-21 17 17 Sustainable Design Information****36-21 17 21 Climate Information****36-21 17 24 Seismic Information****36-21 17 31 Building Envelope Information****36-21 17 34 Architectural Awards / Competitions****36-21 21 00 Procurement Information****36-25 21 11 Procurement Information for Construction Products**

- 36-25 21 11 11 Procurement Definitions
- 36-25 21 11 14 Procurement Substitution Procedures
- 36-25 21 11 17 Alternates
- 36-25 21 11 21 Unit Price Information

36-25 21 14 Procurement Information for Construction Services

- 36-25 21 14 11 Instructions to Bidders or Proposers
- 36-25 21 14 14 Request for Proposal
- 36-25 21 14 17 Request for Qualifications

36-21 24 00 Project Delivery Information**36-21 24 11 Project Management Information**

- 36-21 24 11 11 Construction Schedules
- 36-21 24 11 14 Project Cost Information
 - 36-21 24 11 14 11 Quantity Surveys
 - 36-21 24 11 14 14 Cost Estimates
- 36-21 24 11 17 Project Budget Information
- 36-21 24 11 21 Value Analysis

36-21 24 14 Design and Construction Management Information**36-21 24 17 Construction Techniques Information****36-21 27 00 Facility Operation Information****36-21 27 11 Operation & Maintenance (O&M) Manuals****36-21 27 14 Instructional and Training Materials****36-21 27 17 Maintenance Records****36-24 00 00 General Documentation****36-24 11 00 Record Documents**

- 36-24 11 11 Memos
- 36-24 11 14 Letters
- 36-24 11 17 Reports
- 36-24 11 21 Logs
- 36-24 11 24 Record Drawings
- 36-24 11 27 Project Photographs

36-24 21 00 Promotional Material**36-24 24 00 Models**

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