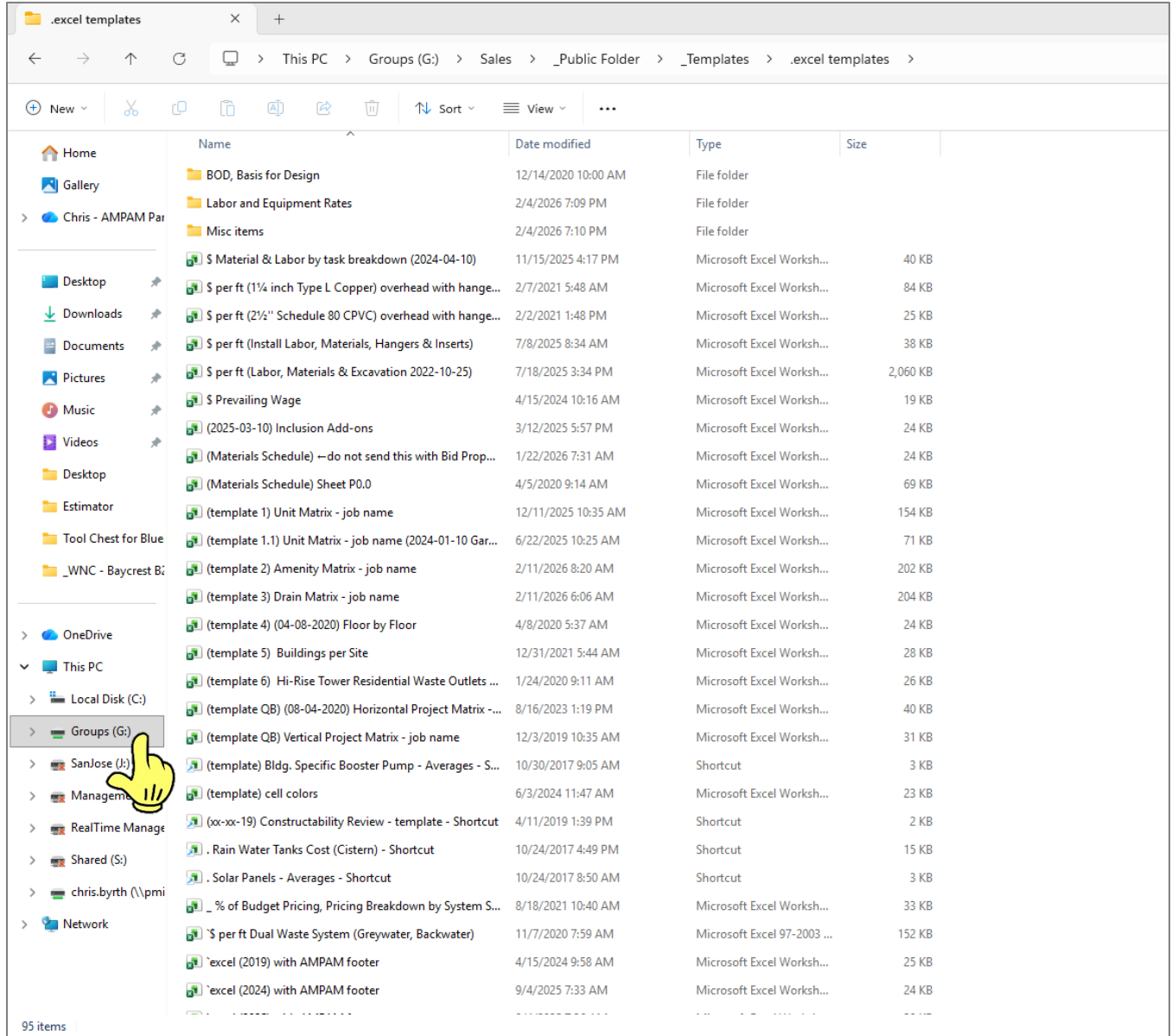


Estimator Training: Locating Plans

Locating Plans

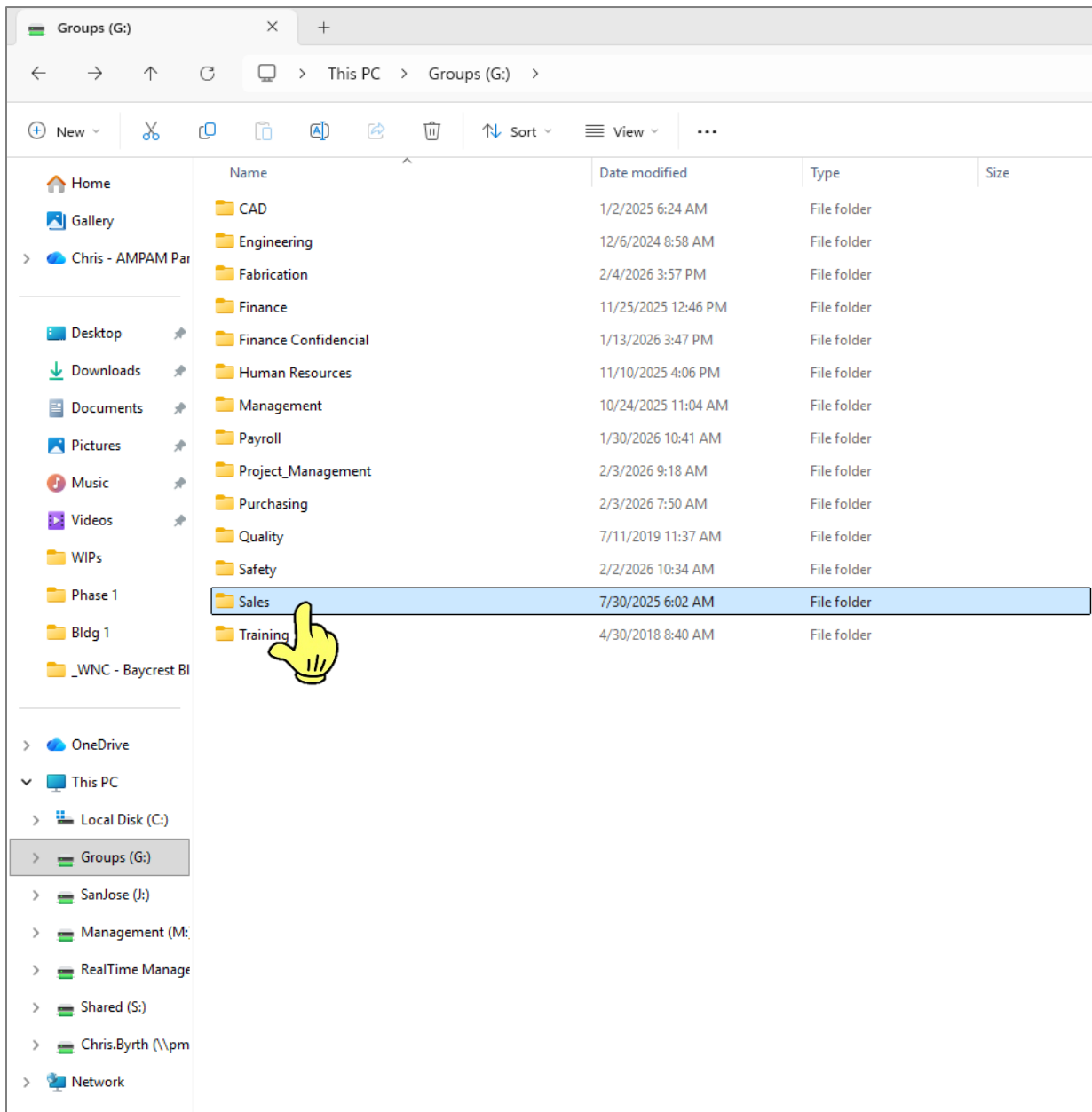
1. Select Groups (G:)drive



The screenshot shows a Windows File Explorer window with the following path: This PC > Groups (G:) > Sales > _Public Folder > _Templates > .excel templates. The left sidebar shows the navigation pane with 'Groups (G:)' selected and highlighted by a hand cursor. The main pane displays a list of files and folders with columns for Name, Date modified, Type, and Size.

Name	Date modified	Type	Size
BOD, Basis for Design	12/14/2020 10:00 AM	File folder	
Labor and Equipment Rates	2/4/2026 7:09 PM	File folder	
Misc items	2/4/2026 7:10 PM	File folder	
\$ Material & Labor by task breakdown (2024-04-10)	11/15/2025 4:17 PM	Microsoft Excel Worksh...	40 KB
\$ per ft (1¼ inch Type L Copper) overhead with hange...	2/7/2021 5:48 AM	Microsoft Excel Worksh...	84 KB
\$ per ft (2½" Schedule 80 CPVC) overhead with hange...	2/2/2021 1:48 PM	Microsoft Excel Worksh...	25 KB
\$ per ft (Install Labor, Materials, Hangers & Inserts)	7/8/2025 8:34 AM	Microsoft Excel Worksh...	38 KB
\$ per ft (Labor, Materials & Excavation 2022-10-25)	7/18/2025 3:34 PM	Microsoft Excel Worksh...	2,060 KB
\$ Prevailing Wage	4/15/2024 10:16 AM	Microsoft Excel Worksh...	19 KB
(2025-03-10) Inclusion Add-ons	3/12/2025 5:57 PM	Microsoft Excel Worksh...	24 KB
(Materials Schedule) —do not send this with Bid Prop...	1/22/2026 7:31 AM	Microsoft Excel Worksh...	24 KB
(Materials Schedule) Sheet P0.0	4/5/2020 9:14 AM	Microsoft Excel Worksh...	69 KB
(template 1) Unit Matrix - job name	12/11/2025 10:35 AM	Microsoft Excel Worksh...	154 KB
(template 1.1) Unit Matrix - job name (2024-01-10 Gar...	6/22/2025 10:25 AM	Microsoft Excel Worksh...	71 KB
(template 2) Amenity Matrix - job name	2/11/2026 8:20 AM	Microsoft Excel Worksh...	202 KB
(template 3) Drain Matrix - job name	2/11/2026 6:06 AM	Microsoft Excel Worksh...	204 KB
(template 4) (04-08-2020) Floor by Floor	4/8/2020 5:37 AM	Microsoft Excel Worksh...	24 KB
(template 5) Buildings per Site	12/31/2021 5:44 AM	Microsoft Excel Worksh...	28 KB
(template 6) Hi-Rise Tower Residential Waste Outlets ...	1/24/2020 9:11 AM	Microsoft Excel Worksh...	26 KB
(template QB) (08-04-2020) Horizontal Project Matrix -...	8/16/2023 1:19 PM	Microsoft Excel Worksh...	40 KB
(template QB) Vertical Project Matrix - job name	12/3/2019 10:35 AM	Microsoft Excel Worksh...	31 KB
(template) Bldg. Specific Booster Pump - Averages - S...	10/30/2017 9:05 AM	Shortcut	3 KB
(template) cell colors	6/3/2024 11:47 AM	Microsoft Excel Worksh...	23 KB
(xx-xx-19) Constructability Review - template - Shortcut	4/11/2019 1:39 PM	Shortcut	2 KB
. Rain Water Tanks Cost (Cistem) - Shortcut	10/24/2017 4:49 PM	Shortcut	15 KB
. Solar Panels - Averages - Shortcut	10/24/2017 8:50 AM	Shortcut	3 KB
_ % of Budget Pricing, Pricing Breakdown by System S...	8/18/2021 10:40 AM	Microsoft Excel Worksh...	33 KB
\$ per ft Dual Waste System (Greywater, Backwater)	11/7/2020 7:59 AM	Microsoft Excel 97-2003 ...	152 KB
`excel (2019) with AMPAM footer	4/15/2024 9:58 AM	Microsoft Excel Worksh...	25 KB
`excel (2024) with AMPAM footer	9/4/2025 7:33 AM	Microsoft Excel Worksh...	24 KB

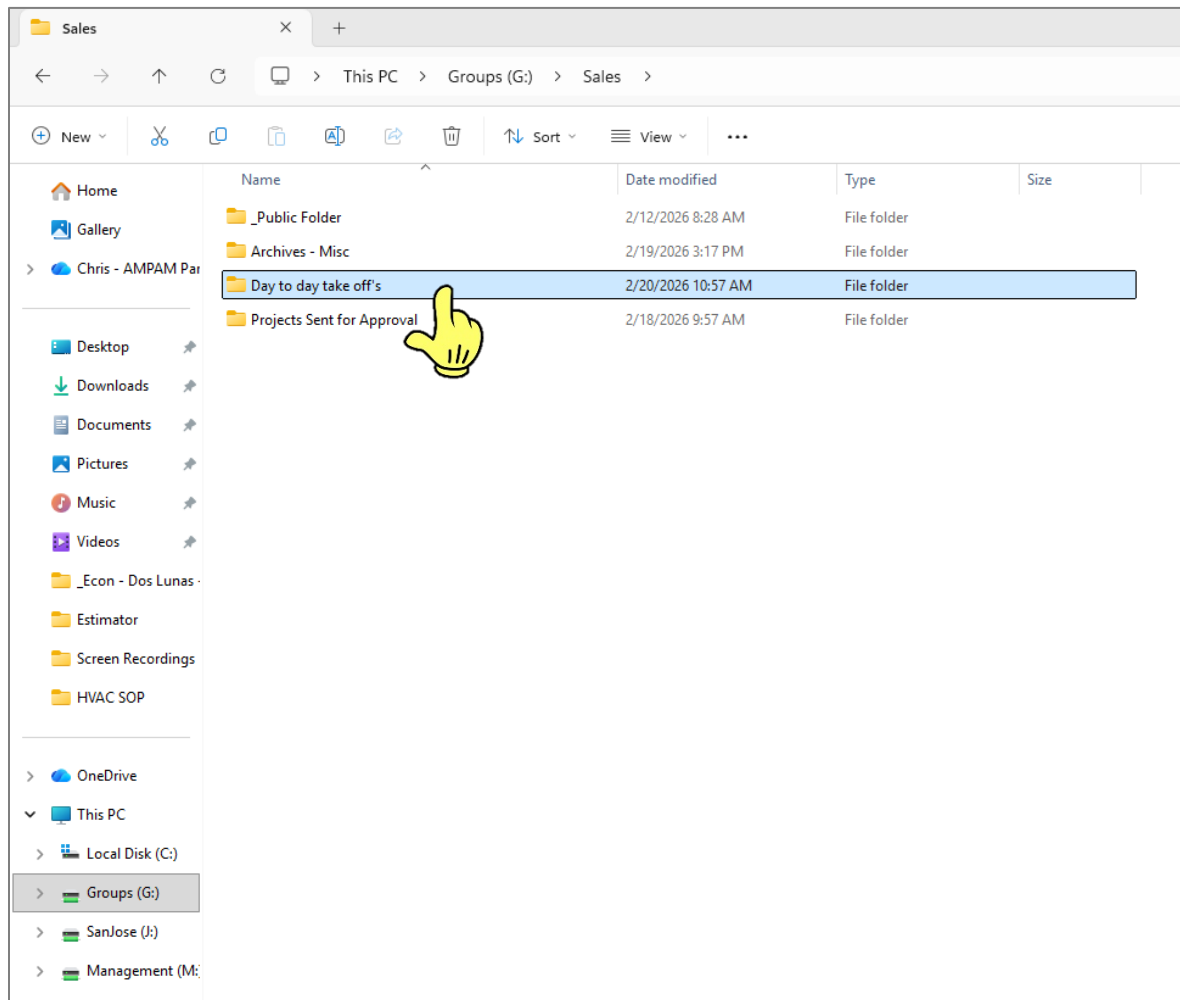
2. Select Sales folder



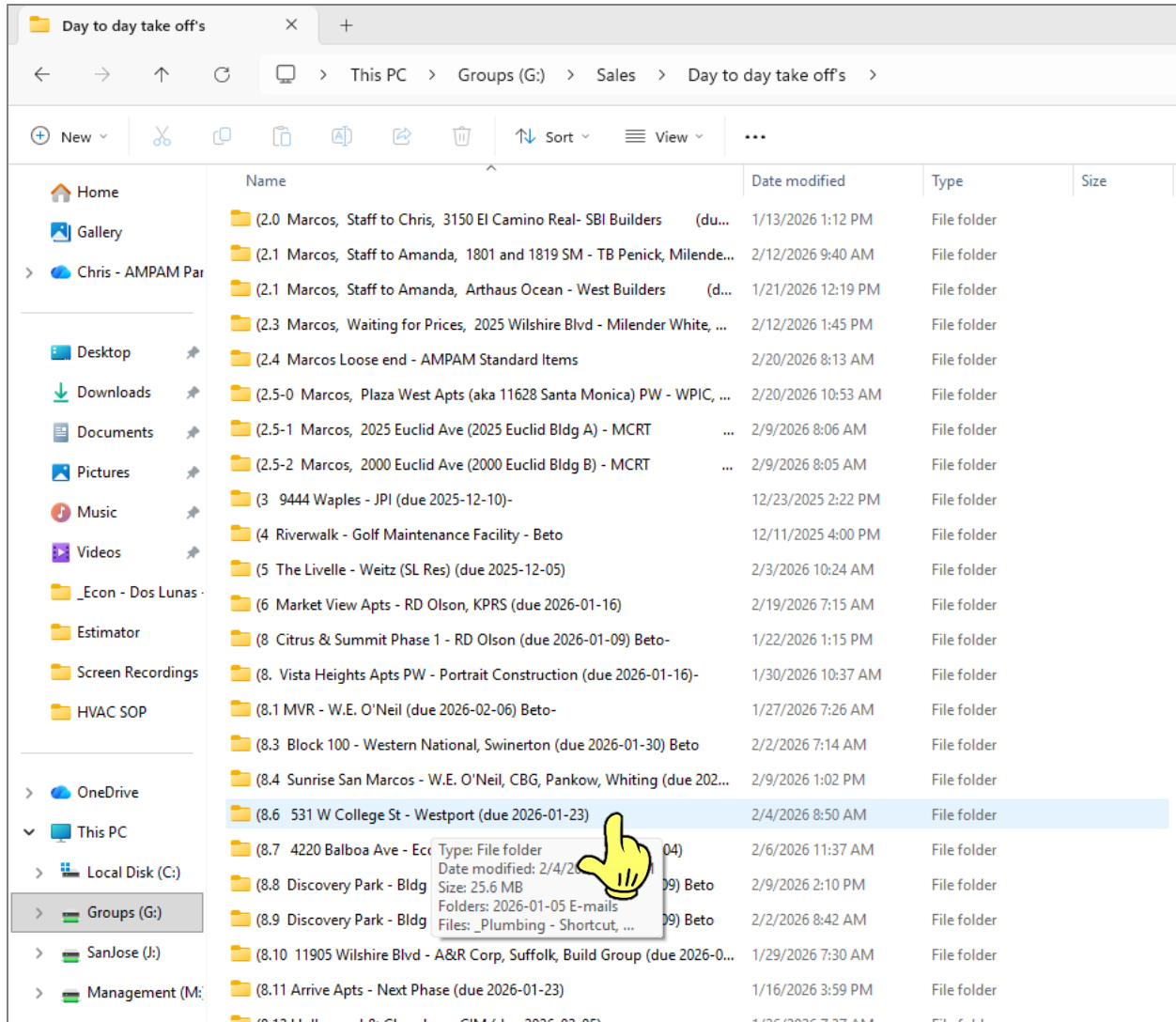
The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Groups (G:)'. The left sidebar shows the navigation pane with 'Groups (G:)' selected. The main pane displays a list of folders with columns for Name, Date modified, Type, and Size. The 'Sales' folder is highlighted, and a yellow hand cursor is pointing at it.

Name	Date modified	Type	Size
CAD	1/2/2025 6:24 AM	File folder	
Engineering	12/6/2024 8:58 AM	File folder	
Fabrication	2/4/2026 3:57 PM	File folder	
Finance	11/25/2025 12:46 PM	File folder	
Finance Confidential	1/13/2026 3:47 PM	File folder	
Human Resources	11/10/2025 4:06 PM	File folder	
Management	10/24/2025 11:04 AM	File folder	
Payroll	1/30/2026 10:41 AM	File folder	
Project_Management	2/3/2026 9:18 AM	File folder	
Purchasing	2/3/2026 7:50 AM	File folder	
Quality	7/11/2019 11:37 AM	File folder	
Safety	2/2/2026 10:34 AM	File folder	
Sales	7/30/2025 6:02 AM	File folder	
Training	4/30/2018 8:40 AM	File folder	

3. Select Day to day take off's folder



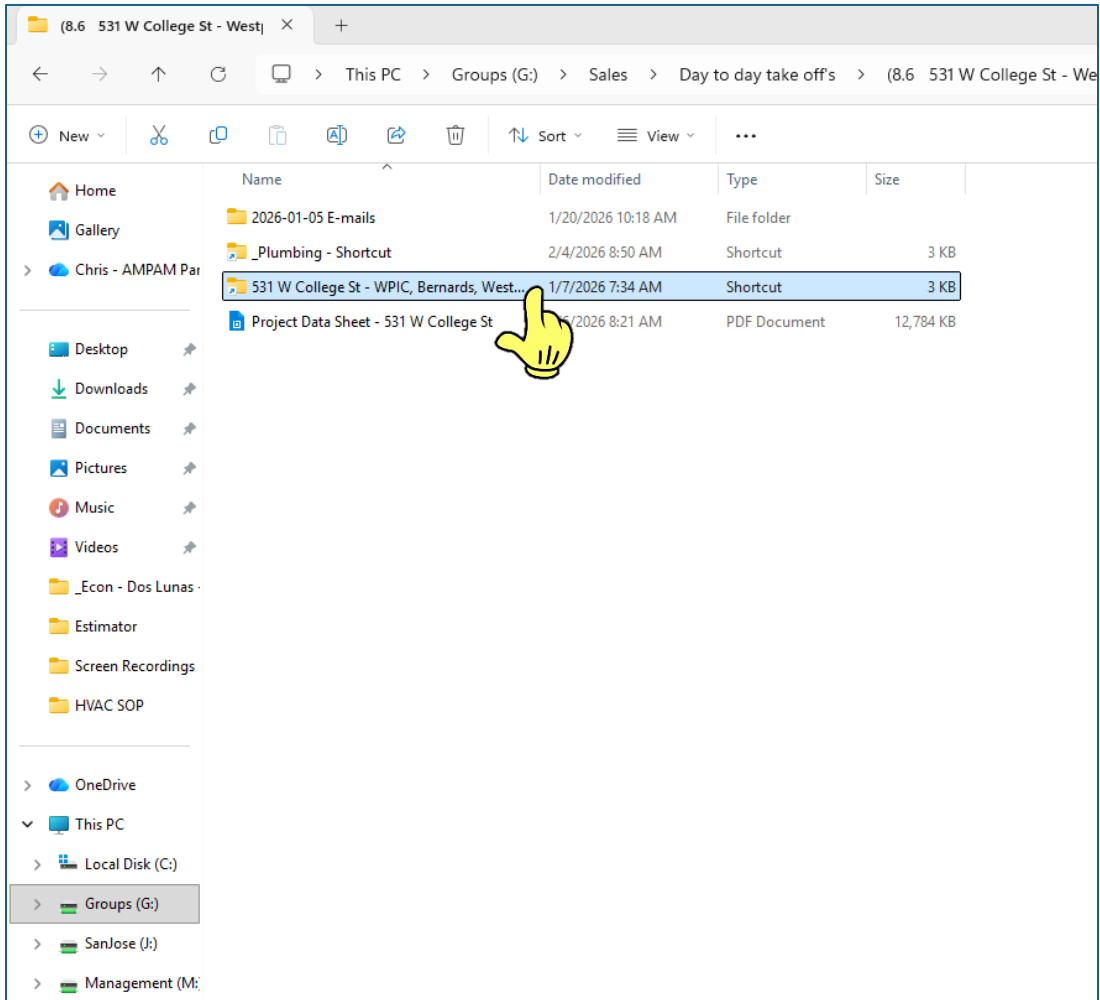
4. Select Project folder



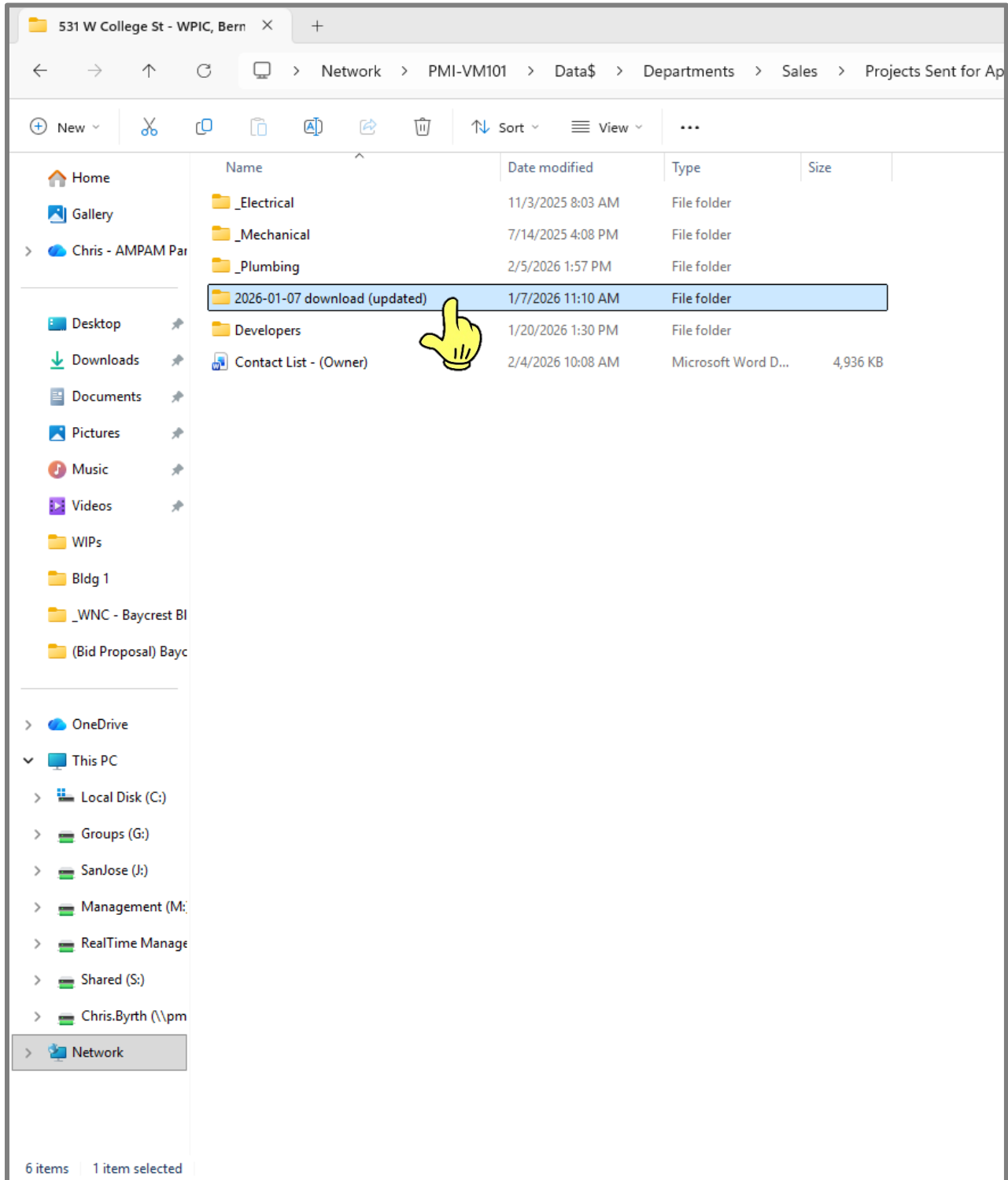
The screenshot shows a Windows File Explorer window titled "Day to day take off's". The address bar shows the path: "This PC > Groups (G:) > Sales > Day to day take off's". The left sidebar shows the navigation pane with "Groups (G:)" selected. The main pane displays a list of folders with columns for Name, Date modified, Type, and Size. A yellow hand cursor is pointing to the folder "(8.6 531 W College St - Westport (due 2026-01-23))". A tooltip is visible over the cursor, showing details for the folder.

Name	Date modified	Type	Size
(2.0 Marcos, Staff to Chris, 3150 El Camino Real- SBI Builders (du...	1/13/2026 1:12 PM	File folder	
(2.1 Marcos, Staff to Amanda, 1801 and 1819 SM - TB Penick, Milende...	2/12/2026 9:40 AM	File folder	
(2.1 Marcos, Staff to Amanda, Arthaus Ocean - West Builders (d...	1/21/2026 12:19 PM	File folder	
(2.3 Marcos, Waiting for Prices, 2025 Wilshire Blvd - Milender White, ...	2/12/2026 1:45 PM	File folder	
(2.4 Marcos Loose end - AMPAM Standard Items	2/20/2026 8:13 AM	File folder	
(2.5-0 Marcos, Plaza West Apts (aka 11628 Santa Monica) PW - WPIC, ...	2/20/2026 10:53 AM	File folder	
(2.5-1 Marcos, 2025 Euclid Ave (2025 Euclid Bldg A) - MCRT	2/9/2026 8:06 AM	File folder	
(2.5-2 Marcos, 2000 Euclid Ave (2000 Euclid Bldg B) - MCRT	2/9/2026 8:05 AM	File folder	
(3 9444 Waples - JPI (due 2025-12-10)-	12/23/2025 2:22 PM	File folder	
(4 Riverwalk - Golf Maintenance Facility - Beto	12/11/2025 4:00 PM	File folder	
(5 The Livelle - Weitz (SL Res) (due 2025-12-05)	2/3/2026 10:24 AM	File folder	
(6 Market View Apts - RD Olson, KPRS (due 2026-01-16)	2/19/2026 7:15 AM	File folder	
(8 Citrus & Summit Phase 1 - RD Olson (due 2026-01-09) Beto-	1/22/2026 1:15 PM	File folder	
(8. Vista Heights Apts PW - Portrait Construction (due 2026-01-16)-	1/30/2026 10:37 AM	File folder	
(8.1 MVR - W.E. O'Neil (due 2026-02-06) Beto-	1/27/2026 7:26 AM	File folder	
(8.3 Block 100 - Western National, Swinerton (due 2026-01-30) Beto	2/2/2026 7:14 AM	File folder	
(8.4 Sunrise San Marcos - W.E. O'Neil, CBG, Pankow, Whiting (due 202...	2/9/2026 1:02 PM	File folder	
(8.6 531 W College St - Westport (due 2026-01-23))	2/4/2026 8:50 AM	File folder	
(8.7 4220 Balboa Ave - Ecc	2/6/2026 11:37 AM	File folder	
(8.8 Discovery Park - Bldg	2/9/2026 2:10 PM	File folder	
(8.9 Discovery Park - Bldg	2/2/2026 8:42 AM	File folder	
(8.10 11905 Wilshire Blvd - A&R Corp, Suffolk, Build Group (due 2026-0...	1/29/2026 7:30 AM	File folder	
(8.11 Arrive Apts - Next Phase (due 2026-01-23)	1/16/2026 3:59 PM	File folder	
(8.12 Hollywood & Cheeser...	1/26/2026 7:37 AM	File folder	

5. Select the Project Shortcut folder



6. Open “Download” folder



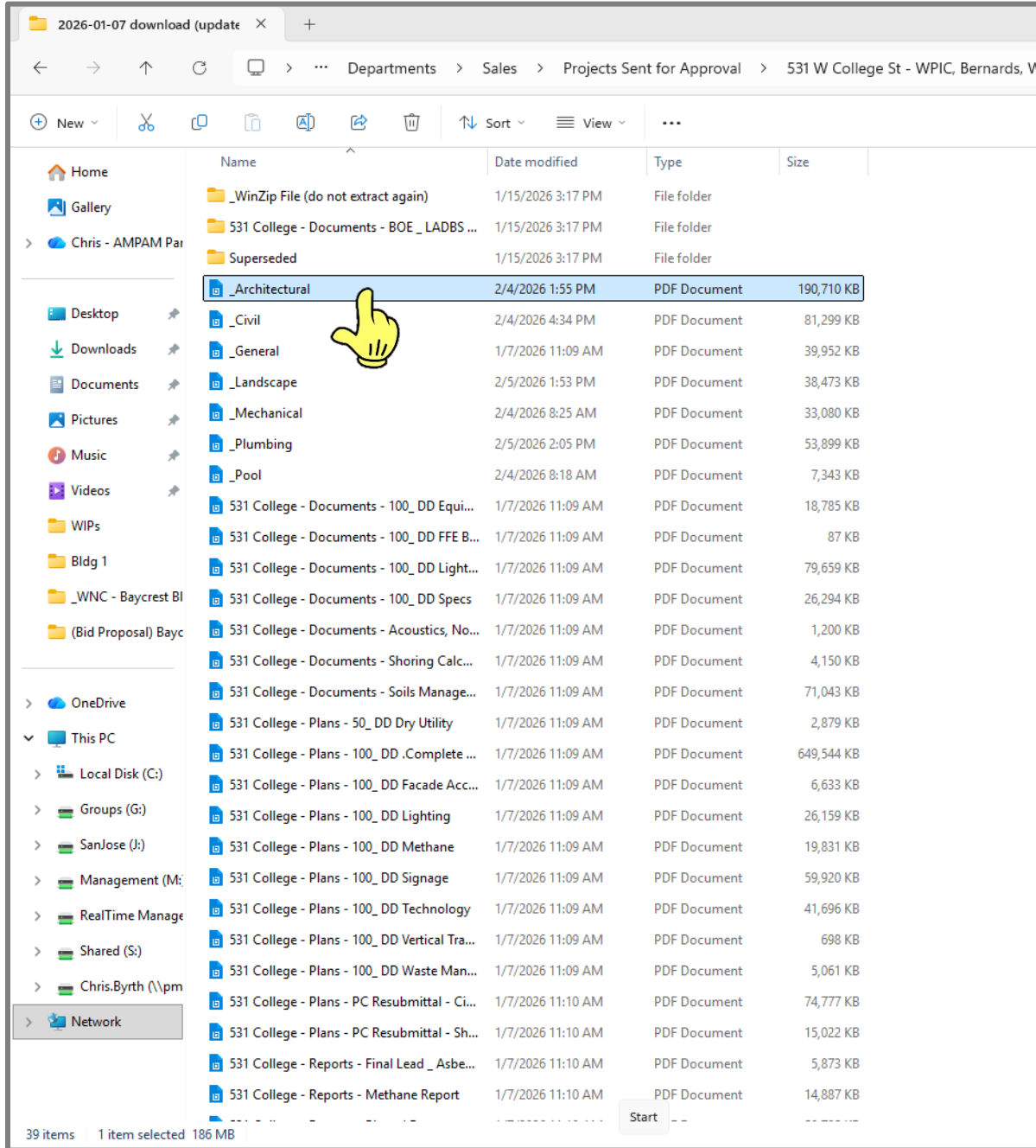
The screenshot shows a Windows File Explorer window with the following details:

- Address Bar:** 531 W College St - WPIC, Bern > Network > PMI-VM101 > Data\$ > Departments > Sales > Projects Sent for Ap
- Navigation Pane (Left):** Home, Gallery, Chris - AMPAM Par, Desktop, Downloads, Documents, Pictures, Music, Videos, WIPs, Bldg 1, _WNC - Baycrest BI, (Bid Proposal) Bayc, OneDrive, This PC, Local Disk (C:), Groups (G:), SanJose (J:), Management (M:), RealTime Manage, Shared (S:), Chris.Byrth (\\pm), Network (selected).
- Main Pane (Table):**

Name	Date modified	Type	Size
_Electrical	11/3/2025 8:03 AM	File folder	
_Mechanical	7/14/2025 4:08 PM	File folder	
_Plumbing	2/5/2026 1:57 PM	File folder	
2026-01-07 download (updated)	1/7/2026 11:10 AM	File folder	
Developers	1/20/2026 1:30 PM	File folder	
Contact List - (Owner)	2/4/2026 10:08 AM	Microsoft Word D...	4,936 KB

6 items | 1 item selected

7. Locate “Architectural Plans”



The screenshot shows a Windows File Explorer window with the following details:


- Address Bar:** 2026-01-07 download (update) > Departments > Sales > Projects Sent for Approval > 531 W College St - WPIC, Bernards, V
- Navigation Pane (Left):** Home, Gallery, Chris - AMPAM Par, Desktop, Downloads, Documents, Pictures, Music, Videos, WIPs, Bldg 1, _WNC - Baycrest Bl, (Bid Proposal) Bayc, OneDrive, This PC, Local Disk (C:), Groups (G:), SanJose (J:), Management (M:), RealTime Manage, Shared (S:), Chris.Byrth (\\pm), Network.
- Main Content Area:** A table listing files and folders. The file '_Architectural' is selected and highlighted in blue, with a yellow hand cursor pointing to it.

Name	Date modified	Type	Size
_WinZip File (do not extract again)	1/15/2026 3:17 PM	File folder	
531 College - Documents - BOE_LADBS ...	1/15/2026 3:17 PM	File folder	
Superseded	1/15/2026 3:17 PM	File folder	
_Architectural	2/4/2026 1:55 PM	PDF Document	190,710 KB
_Civil	2/4/2026 4:34 PM	PDF Document	81,299 KB
_General	1/7/2026 11:09 AM	PDF Document	39,952 KB
_Landscape	2/5/2026 1:53 PM	PDF Document	38,473 KB
_Mechanical	2/4/2026 8:25 AM	PDF Document	33,080 KB
_Plumbing	2/5/2026 2:05 PM	PDF Document	53,899 KB
_Pool	2/4/2026 8:18 AM	PDF Document	7,343 KB
531 College - Documents - 100_DD Equi...	1/7/2026 11:09 AM	PDF Document	18,785 KB
531 College - Documents - 100_DD FFE B...	1/7/2026 11:09 AM	PDF Document	87 KB
531 College - Documents - 100_DD Light...	1/7/2026 11:09 AM	PDF Document	79,659 KB
531 College - Documents - 100_DD Specs	1/7/2026 11:09 AM	PDF Document	26,294 KB
531 College - Documents - Acoustics, No...	1/7/2026 11:09 AM	PDF Document	1,200 KB
531 College - Documents - Shoring Calc...	1/7/2026 11:09 AM	PDF Document	4,150 KB
531 College - Documents - Soils Manage...	1/7/2026 11:09 AM	PDF Document	71,043 KB
531 College - Plans - 50_DD Dry Utility	1/7/2026 11:09 AM	PDF Document	2,879 KB
531 College - Plans - 100_DD .Complete ...	1/7/2026 11:09 AM	PDF Document	649,544 KB
531 College - Plans - 100_DD Facade Acc...	1/7/2026 11:09 AM	PDF Document	6,633 KB
531 College - Plans - 100_DD Lighting	1/7/2026 11:09 AM	PDF Document	26,159 KB
531 College - Plans - 100_DD Methane	1/7/2026 11:09 AM	PDF Document	19,831 KB
531 College - Plans - 100_DD Signage	1/7/2026 11:09 AM	PDF Document	59,920 KB
531 College - Plans - 100_DD Technology	1/7/2026 11:09 AM	PDF Document	41,696 KB
531 College - Plans - 100_DD Vertical Tra...	1/7/2026 11:09 AM	PDF Document	698 KB
531 College - Plans - 100_DD Waste Man...	1/7/2026 11:09 AM	PDF Document	5,061 KB
531 College - Plans - PC Resubmittal - Ci...	1/7/2026 11:10 AM	PDF Document	74,777 KB
531 College - Plans - PC Resubmittal - Sh...	1/7/2026 11:10 AM	PDF Document	15,022 KB
531 College - Reports - Final Lead _ Asbe...	1/7/2026 11:10 AM	PDF Document	5,873 KB
531 College - Reports - Methane Report	1/7/2026 11:10 AM	PDF Document	14,887 KB

39 items 1 item selected 186 MB Start

8. Open Plans

Document Batch Tools Window Help chris.bytt



531 COLLEGE STREET
531 W COLLEGE STREET, LOS ANGELES, CA 90012

**100% DESIGN DEVELOPMENT
DECEMBER 31, 2025**

LADBS APPROVAL STAMP

531 W COLLEGE STREET

PROJECT NO. 2024-001

DATE: 10/15/2024

SCALE: 1/8" = 1'-0"

PROJECT LOCATION: 531 W COLLEGE STREET, LOS ANGELES, CA 90012

OWNER: [REDACTED]

ARCHITECT: [REDACTED]

MECHANICAL ENGINEER: [REDACTED]

ELECTRICAL ENGINEER: [REDACTED]

PLUMBING ENGINEER: [REDACTED]

DATE: 10/15/2024

BY: [REDACTED]

FOR: [REDACTED]

PROJECT NO. 2024-001

DATE: 10/15/2024

SCALE: 1/8" = 1'-0"

PROJECT LOCATION: 531 W COLLEGE STREET, LOS ANGELES, CA 90012

OWNER: [REDACTED]

ARCHITECT: [REDACTED]

MECHANICAL ENGINEER: [REDACTED]

ELECTRICAL ENGINEER: [REDACTED]

PLUMBING ENGINEER: [REDACTED]

DATE: 10/15/2024

BY: [REDACTED]

FOR: [REDACTED]

G0.00

G0.00 (1 of 1) Microsoft Store

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