Computer aided design (CAD) Standards for Bell Canada

(Version Française disponible)

Version 7.6

Prepared by BGIS | Workplace Solutions Team in partnership with BELL Canada.

This document is a set of CAD Drawing Standards and Submission requirements to be utilized by all parties creating or modifying Bell Canada facilitates drawings for submission to Bell Canada's Drawing and Provider, BGIS.

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INTRODUCTION

This document defines the Bell Canada CAD Standards that should be used as guidelines by all consultants in preparing drawings for BGIS on behalf of Bell Canada. The purpose of this document is to establish uniform policies and procedures for the production and submission of project as-built drawings. This document will be updated periodically to stay current with the changing technology, BGIS and Bell Canada Policies.

All necessary tools needed to implement Bell Canada's drawing standards can be found on BGIS's web site the direct link is: https://www.bgis.com/ca/bellcanadacad.htm **password = rp1** This site contains the title blocks, menus, standards (PDF version), electrical legends & symbols, Bell Canada's CTB and the LAS files for each discipline.

For all questions related to standards, please do not hesitate to contact us at the following coordinates:

> *Bell Drawing and Occupancy Team*
> *5025 Creekbank Road, F5*
> *Mississauga, ON. L4W 0B6*
> *BellDrawings@bgis.com*

1.0   DRAWING FORMAT & NAMING CONVENTION

All Bell Canada facilities drawings are to be created and maintained in the AutoCAD native environment and saved with the DWG file extension in a version release that is 2010 or later. Within the AutoCAD environment, all drawings are required to take place in model space, with paper space being used to create publishing views. Within model space, items are to be drawn at their actual size and coordinate location, while layout space is reserved for size and arrangement for printing appearance.

- o   DXF, DWF & PDF files are not acceptable.
- o   All entities should be coloured "Bylayer".
- o   All blocks should be created on layer "0" & inserted in the proper discipline layer. Nested blocks should be avoided. No blocks should be exploded. No blocks should be mirrored.
- o   All drawings shall be in Metric (Decimal, mm)
- o   No external references (Xrefs) shall be present in drawings
- o   Drawings shall be purged of unused blocks & layers.
- o   Drawings shall be purged of all attributes associated with material, pricing and catalogue information (embedded in furniture blocks from furniture manufacturers).
- o   Drawings must be provided in separate files *one drawing file (.dwg) per one drawing sheet;* for example: if your project contains 15 sheets, provide 15 .dwg files plus your title page.
- o   All Bell Canada projects must be drawn with the official title blocks available at the following address: https://www.bgis.com/ca/bellcanadacad.htm **password = rp1**
- o   Files shall be named in the following format:
  project number, discipline, page number.

Mechanical Project	Electrical Project	Architectural Project	Furniture Layout Project
10065837m00	10065837e00	10065837a00	10065837fu00
10065837m01	10065837e01	10065837a01	10065837fu01
10065837m02	10065837e02	10065837a02	10065837fu02
10065837m03	10065837e03	10065837a03	
10065837m04	10065837e04	10065837a04	
10065837m05	10065837e05	10065837a05	
10065837m06		10065837a06	
10065837m07			

*Title pages will be excluded from the sequence named 00

2.0   MASTER DRAWINGS

Master plans include architectural, furniture, mechanical and electrical (including single line diagrams) drawing sets. As described above, these plans are found in separate AutoCAD files as opposed to one drawing file. The standards described hereafter pertain to master drawing sets.

At the beginning of a project, the Bell Drawing and Occupancy team will provide upon request a complete or partial drawing set, as described above. If the drawing set does not exist, the architectural master plan will be provided and thereafter. The intent is to either create a new master plan or to update existing master plans from the information contained in project, therefore it is essential to work with the architectural master plan provided. Along with above drawing format and naming conventions master drawing updates shall include the following*

- o   All master plans shall have point of origin (0,0,0) which is found in the center of the environment. This origin point is the fundamental link of the reference system as it determines the master plan locations of all disciplines as well as the title blocks.
- o   For all the disciplines, the architectural master plan must be placed in the drawing using the 'Bind / Insert' command.
- o   The title blocks must be inserted in 'Paper Space' view. Please note that all our plans are saved in AutoCAD 2010 version.
- o   Duct work must be drawn in its entirety – that is to say, 2 lines must be used.
- o   The project area should be clearly identified in the drawing either by a revision cloud or by hatching out the areas not in contract.
- o   All master drawings must follow the layer guidelines as outlined in *Section 4.0* below.

3.0   NUMBERING GUIDELINES

This section will be updated in for future use

4.0   LAYER GUIDELINES

The following pages outline the method of implementing the official nomenclature for the different disciplines. In the following s*ections 2.1- 2-5*, you will find the primary layers used, along with their detailed names and their respective meaning. The system allows for new layers to be created, if they respect the nomenclature of our system.

Standard guideline for all disciplines
1. Layer names must always be capitalized
2. You can download the .LAS file ('layer state') for each discipline on BGIS's web site ('Cad Standards' on the Home page). The contents of these files can then be directly inserted into your drawing in order to create all the official layers at once.
3. When you start a project, it is not necessary to rename the existing layers; however, it is pertinent that you add extensions to the new layers. If you wish to rename existing layers, add the extension –E.
4. The following convention applies to all layers for all disciplines:

Layers	Description
XXXXXX-N	New construction
XXXXXX-D	Demolition
XXXXXX-E	Existing

4.1 MECHANICAL LAYERS
Layer names for mechanical begin with M.

Mechanical general- *Mechanical.las*

Mechanical Layers	Description
MEBASE	Insert architectural drawing on this layer
MEDETA-XXXX	Details – may be sub-divided into multiple layers
MEDIME	Dimensions
MEHATC	Hatch
MENOTE-TEMP	General notes which are not found on master plans. (*For the construction only).*
MENOTE-XXXX	Notes on drawing – *may be divided into sub-layers and must always start with MENOTE, e.g.: MENOTE-REVI, MENOTE-DEMO, MENOTE-CONS…*
MENOTE-LEGE	Schedules and legends
MEREVI	Guidelines, revision clouds
METEXT	Text and attributes for title block

Mechanical sprinklers - *Mechanical.las*

Sprinkler Layers	Description
MSDIME-XXXX	Dimensions related to sprinkler (can be sub-divided)
MSEQUI	Equipment (pump, valves...)
MSHATC	Hatch
MSHEAD	Sprinkler heads
MSNOTE-XXXX	General notes which are not associated to the sprinkler

	network but related to sprinklers
MSPIPE	Piping network

Mechanical **ventilation** - *Mechanical.las*

Ventilation Layers	Description
MVACCE	Accessories
MVCONT	Controls
MVDIFF	Diffusers
MVDIME	Dimensions
MVDUCT-RETU	Return Ductwork
MVDUCT-SUPP	Supply Ductwork
MVEQUI	Equipment
MVHATC	Hatch
MVNOTE	General notes which are not associated to ventilation network but related to ventilation
MVSYST	Systems

Mechanical **cooling** - *Mechanical.las*

Cooling Layers	Description
MCDIME-XXXX	Dimensions related to cooling equipment; can be sub-divided
MCEQUI	Cooling equipment
MCGLYC	Glycol
MCHATC	Hatching related to the cooling system
MCNOTE-XXXX	General notes that are not associated with the cooling network but related to cooling
MCRETU	Return
MCSUPP	Supply
MCWICE	Ice Water

Mechanical **heating** - *Mechanical.las*

Heating Layers	Description
MHDIME-XXXX	Dimensions related to heating equipment; can be sub-divided
MHEQUI	Heating equipment
MHHATC	Hatching related to the heating system
MHNOTE-XXXX	General notes that are not associated with the heating network but related to heating
MHRETU	Return
MHSUPP	Supply

Mechanical **plumbing** - *Mechanical.las*

Plumbing Layers	Description
MPCOMP	Compressed air piping network
MPCOMB	Combined

MPCOND	Condensed
MPCWTR	Cold water piping network
MPDIME-XXXX	Dimensions related to plumbing equipment; can be sub-divided
MPDRAI	Rainwater drainage
MPEQUI	Equipment
MPFREO	Freon
MPFRDR	French drain
MPGAZN	Natural gas piping network
MPGAZP	Propane gas piping network
MPHATC	Hatching related to the plumbing system
MPHWTR	Hot water piping network
MPNOTE-XXXX	General notes that are not associated with the plumbing system but related to plumbing
MPOIL	Fuel oil piping network
MPRWTR	Recycled water piping network
MPSANI	Sanitary drainage
MPULTS	Ultrasound
MPVALV-XXXX	Valves – *can be sub-divided into multiple layers*
MPVAPE	Vapour
MPVENT	Vents

4.2 ARCHITECTURAL LAYERS

Layer names for architecture begin with AR.

Architecture - *Architecture.las*

Architectural Layers	Description
ARACCE	Accessories, ladders, cable holes, concrete foundation for equipment, foot grilles…
ARAXES	Column grid
ARBASE	All structural elements- exterior walls & doors, windows, columns, staircases, elevators, vertical shafts, fire cabinets…
ARBUIL	Built-in furniture
ARCEIL	Ceiling grid
ARDETA-XXXX	Details – *can be sub-divided*
ARDIME	Dimensions
ARFRAM	Title block, key plan, north arrow
ARFLOR	Raised floor
ARHATC	Hatching
ARINTE	Non-structural interior walls & doors
ARINTE-FENC	Interior fence partitions
ARINTE-TEMP	Temporary walls
ARNOTE-TEMP	General notes which are not found on master plans. (*For the construction only*).

ARNOTE-XXXX	Notes on drawing- *can be sub-divided and must always begin with ARNOTE e.g. ARNOTE-PLUM, ARNOTE-DEMO, ARNOTE-CONS…*
ARPLUM	Plumbing fixtures found on architectural plans e.g. WC, sink…
ARREVI	Revision clouds, guidelines
ARROOF-XXXX	Roofing elements – *can be sub-divided and must always begin with ARROOF e.g. ARROOF-DRAI for roof drains*
ARSYMB-DOOR	Door numbers
ARSYMB-ROOM	Room numbers
ARTEXT	Title block text

Architecture – *Site.las*

SITE PLAN LAYERS	Descriptions
ARSITE	Site Plan
ARSITE-BASE	Concrete base
ARSITE-BLDG	Building outline
ARSITE-BORD	Border
ARSITE-DIME	Dimensions
ARSITE-ELEC	Electrical - *Streetlights, outlets, etc.…*
ARSITE-EQUI	Equipment – *manholes, petrol pumps, telephone poles, etc.…*
ARSITE-FENC	Fence
ARSITE-HATC	Hatching
ARSITE-NOTE	Notes
ARSITE-PAVE	Parking lots
ARSITE-PLNT	Plants & landscaping
ARSITE-PROP	Property line, survey benchmark

4.3   ELECTRICAL LAYERS

Layer names for Electrical begin with EL.

Electrical - *Electrical.las*

ELECTRICAL LAYERS	Description
ELACCE	Accessories
ELALAR	Alarm equipment & devices
ELBASE	Insert the architectural plan on this layer
ELCHGC	UPS & DC equipment related to telecommunications
ELCOMM	Communication equipment & devices
ELCONT	Control
ELDETA-XXXX	Details – *may be sub-divided*
ELDIAG	Single line diagram
ELDIAG-XXXX	Single line diagram- *may be sub-divided*
ELDIME	Dimensions
ELEQUI	Panels, transformers, distribution center
ELEMER	Emergency equipment
ELHATC	Hatching
ELHEAT	Heating equipment and wiring
ELLIGH	Lighting equipment
ELMALT-AC	MALT Network– grounding of the alternating current

ELMALT-DC	MALT Network– grounding of the direct current
ELMONI-BATT	Monitoring system of UPS batteries
ELMONI-BCPM	Monitoring system of UPS circuit panels
ELMONI-ELEC	Monitoring system of the electrical network
ELMONI-UPS	Monitoring system of UPS
ELNOTE-TEMP	General notes which are not found on master plans. (*For the construction only*).
ELNOTE-XXXX	Notes on the drawing- *may be sub-divided and must begin with ELNOTE e.g. ELNOTE-BATT, ELNOTE-DEMO, ELNOTE-CONS…*
ELNOTE-LIGH	Lighting notes
ELNOTE-CONT	Control notes
ELNOTE-COMM	Communication notes
ELNOTE-SECU	Security notes
ELNOTE-LEGE	Schedules and legends
ELNOTE-UNIL	Notes or dimensions relating to the single line diagram
ELREVI	Revision clouds, guidelines
ELSECU	Security
ELSERV	Feeder or Bypass panels only, electrical transformers and electrical distributions
ELTEXT	Text and attributes in title block

Please note:
For electrical legends and symbols, a menu will be required. This can be found in our toolbox and inserted directly into the drawing. Follow the installation instructions found at https://www.bgis.com/ca/bellcanadacad.htm **password = rp1**

4.4 FURNITURE LAYERS
Layer names for furniture plans begin with FU.

Furniture - *Furniture.las*

Furniture Layers	Description
FUBASE	Insert the architectural plan on this layer
FUDETA	Details
FUDIME	Dimensions
FUELEC	Electrical furniture components
FUELEC-POLE	Electrical pole layout
FUEQUI	Equipment
FUFINI	Finishes
FUHATC	Hatching
FUHAWO	Haworth Furniture
FUAGIL	Agile Furniture
FUORGA	Organization Code
FUNAME	Individuals' names

FUNOTE-TEMP	General notes which are not found on master plans. (*For the construction only).*
FUNOTE-XXXX	Notes on the drawing- *may be sub-divided and must begin with FUNOTE e.g. FUNOTE-EQUI, FUNOTE-DEMO, FUNOTE-CONS…*
FUPOSI	Workstation number
FUREVI	Guidelines, revision clouds
FUSCRE	Acoustical panels
FUSCRE-TEKN	Acoustical panels Teknion
FUSCRE-STEE	Acoustical panels Steelcase
FUSCRE-HAWO	Acoustical panels Haworth
FUSTAN	Standard furniture & equipment (all other furniture)
FUSTEE	Steelcase Furniture
FUTEKN	Teknion Furniture
FUTEXT	Text & attributes for the title block
XXXXXX-ATT	Attributes- can be added to any layer

Please note:
For furniture legends and symbols, a menu will be required. This can be found in our toolbox and inserted directly into the drawing.   Follow the installation instructions found at https://www.bgis.com/ca/bellcanadacad.htm **password = rp1**

4.5 STRUCTURAL LAYERS
Layer names for STRUCTURE plans begin with ST.
Structure- *Structure.las*

Structure Layer	Descriptions
STSTEE-COLU	Steel columns
STSTEE-CONT	Steel braces
STSTEE	Steel general
STSTEE-META	Metallic deck
STSTEE-BEAM	Steel beams
STSTEE-GIRD	Steel girders
STFRAM-STRI	Columns strips
STFRAM-BARS	Framework bars
STCONC	Concrete general
STCONC-BASE	Concrete bases and pilasters
STCONC-COLU	Concrete columns
STCONC-PAVI	Concrete paving stones
STCONC-HATC	Hatching for concrete cross sections
STCONC-WALL	Concrete walls
STCONC-BEAM	Concrete beams
STCONC-SAW	Saw cuts in the concrete slab
STCONC-WIRE	Wire-mesh in the concrete slab
STWOOD-COLU	Wooden columns
STWOOD	Wood general

STWOOD-BEAM	Wooden beams
STWOOD-TRUS	Wooden joists and trusts
STAXES	Axes lines and bubbles
STDETA	Cross sections and details
STDIME	Dimensions
STHATC	Hatch general
STOPEN	Opennings
STTEXT	Text, annotations
STNOTE	General notes
STFOND-EMPA	Footings
STFOND-PICK	Pickets
STREVI	Révisions

4.6 COLOUR CODE- *OPTIONAL*

When you receive a master plan, all layers will have the properties set to "ByLayer" and all objects/lines/points/annotation will be in white. The choice of colours for layers is left to the discretion of the individual user. We suggest that you use the following table

Colour	Code	Thickness (mm)	Thickness (in)
Red	1	0.180	0.007
Yellow	2	0.254	0.010
Green	3	0.300	0.012
Cyan	4	0.350	0.014
Blue	5	0.500	0.020
Magenta	6	0.600	0.024
White	7	0.700	0.028
Grey	8	0.080	0.003
Dark Red	12	0.800	0.031
Dark Yellow	50	1.000	0.039
Dark Green	106	1.200	0.047
Dark Cyan	151	1.400	0.055
Dark Blue	172	0.180	0.007
Dark Magenta	214	0.254	0.010
Dark Grey	252	0.180	0.007

5.0 DELIVERY OF DRAWINGS

By email - *directions:*

When returning files by email, they must be sent to the following address:

BellDrawings@bgis.com

When sending an email, please write the following information (exactly as shown) in the Subject line:

BGIS Project number _ Location Code-Full address - Project title

Correct	To:	Belldrawings@bgis.com
	From:	
	Subject:	N171030773_C11204 - 27 Alma St, Moncton - Power Distribution

This guideline is very important as we archive all emails received. This allows us to easily search for information using the project number and/or address.

Will be returned for corrections	To:	Bianca.Ranga@bgis.com
	From:	
	Subject:	New Project for 27 Alma

For large files, send the plans into sequential emails and mark them as such:

Correct	To:	Belldrawings@bgis.com
	From:	
	Subject:	N171030773_C11204 - 27 Alma St, Moncton - Power Distribution 1 of 4

6.0   APPENDIX:

6.1   ABOUT BELL CANADA'S ARCHIVES:

In order to interpret and apply the norms and standards in our drawings, it is essential to understand Bell Canada's system of archives. Following receipt of your project, all pertinent information is entered into the database. The information entered in the database includes, and is not limited to the project number, the drawing title, the sequence of drawings, the discipline, etc.

Locati	Year	Type	Project #	Page	of Page	Floo	Floc	Floo	File Typ	Description
413155	2011	A	10189004	0	22	03			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - COVER PAGE 3RD FLOOR PLAN
413155	2011	A	10189004	1	22	04			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - COVER PAGE 4TH FLOOR PLAN
413155	2011	A	10189004	2	22	05			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - COVER PAGE 5TH FLOOR PLAN
413155	2011	A	10189004	3	22	07			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - COVER PAGE 7TH FLOOR PLAN
413155	2011	A	10189004	4	22	09			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - COVER PAGE 9TH FLOOR PLAN
413155	2011	A	10189004	6	22	10			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - COVER PAGE 10TH FLOOR PLAN
413155	2011	A	10189004	7	22	07			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - DEMOLITION PLAN 7TH FLOOR
413155	2011	A	10189004	8	22	10			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - DEMOLITION PLAN 10TH FLOOR
413155	2011	A	10189004	9	22	09			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - DEMOLITION PLAN 9TH FLOOR
413155	2011	A	10189004	10	22	07			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - PARTITION PLAN 7TH FLOOR
413155	2011	A	10189004	11	22	09			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - PARTITION PLAN 9TH FLOOR
413155	2011	A	10189004	12	22	10			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - PARTITION PLAN 10TH FLOOR
413155	2011	A	10189004	13	22	07			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - REFLECTED CEILING PLAN 7TH FLOOR
413155	2011	A	10189004	14	22	09			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - REFLECTED CEILING PLAN 9TH FLOOR
413155	2011	A	10189004	15	22	10			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - REFLECTED CEILING PLAN 10TH FLOOR
413155	2011	A	10189004	16	22	07			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - MILLWORK, WALL TYPES, DETAILS, ELEVATIONS & SECTIONS
413155	2011	A	10189004	17	22	09			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - MILLWORK, WALL TYPES, DETAILS, ELEVATIONS & SECTIONS
413155	2011	A	10189004	18	22	10			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - MILLWORK, WALL TYPES, DETAILS, ELEVATIONS & SECTIONS
413155	2011	A	10189004	19	22	07			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - DOOR & FINISH SCHEDULE 7TH FLOOR
413155	2011	A	10189004	20	22	09			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - DOOR & FINISH SCHEDULE 9TH FLOOR
413155	2011	A	10189004	21	22	10			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - DOOR & FINISH SCHEDULE 10TH FLOOR
413155	2011	A	10189004	22	22	09			AUTOCAD	50 EGLINTON AVE EAST - BRS STRATEGY 2010 - POWER & COMMUNICATION PLAN 9TH FLOOR PLAN

Bell Canada Real Estate has more than 100,000 drawings in its archive, where the oldest ones date back to the 1920's. Project plans dating from before 1998 and which are hand drawn, have been scanned and stored as TIFF files. The TIFF format allows us to keep the maximum quality while having reasonable file sizes. In addition, TIFF files can be viewed on any computer using the Windows operating system. Simply use Microsoft Paint or Microsoft Picture Manager for those who have the Microsoft Office suite. Upon request, we can conduct a database search using specific keywords in order to quickly obtain the desired information. Do not hesitate to contact us if you need to reference specific plans within your project framework; for example: wall sections and details, structural plans, details of the original generator installation, amongst more. This also applies to all projects made after 1998 with AutoCAD.

6.2   GENERAL NOTES/REMINDERS

6.2.1   At the beginning of a new project, consultants from all disciplines must ask for a new master plan. This ensures that they will work with the most current information.

6.2.2   You should never crop or delete parts of the master plan. Use the 'Layout' mode in order to isolate sections thereof.

6.2.3   All Bell Canada drawings have an insertion point of 0,0,0 and this should not be modified. The plans are not to be moved as our system is based on this insertion point. Due to this insertion point, all plans, from all disciplines, fit perfectly within the architectural plan. Furthermore, the insertion point allows for our plans to be perfectly aligned within our title blocks A0 and A1.

6.2.4   Some consultants like to work using multiple copies of the architectural plans within model space; for example, *construction & demolition* or *existing & proposed*. This kind of layout is unacceptable since this will move the origin

point of the plan. Please work with one single plan, with all information found within it. This is possible due to the layer tool (filter/freeze layers in "Layout" mode). It is very important to use the following system: construction, demolition, existing.

6.2.5   The measurement system for Bell Canada's projects is the metric system.

6.2.6   If you create blocks, they must have properties of 'By Layer'. Each element inside the block must be on a standard layer and not on layer 0.

6.2.7   Standard blocks found in the furniture and electrical menus have been created to be able to modify them without having to explode them. Therefore, leave them intact as much as possible as this keeps the drawing light.

6.2.8   Hatches or fills must be set to the layers relating to the corresponding discipline; for example: architecture ARHATC, furniture FUHATC, electrical ELHATC…

6.2.9   BGIS's project number, address, location code, project and drawing title must all be included in the title block in order to ease the archiving of drawings.

6.2.10   Bell Canada's title blocks (available online 'Toolbox') must be used for all projects.

6.2.11   Please purge completely your drawings before sending it to us.

6.2.12   The drawings must not contain 3D Items of any kind (3D faces, 3D solids, 3d…)

6.3   FREQUENTLY ASKED QUESTIONS F.A.Q.

Can I create new layers?

> Yes, layer names can be created in order to allow for a better understanding and usage of your plans. While doing so, it is essential to respect the nomenclature as described in the section 'Layer names.

When I use the blocks from the furniture and electrical menus, may I explode them in order to modify them?

> No, blocks have been designed to allow for modifications without having to explode them. All the modification tools are found in the menu bar. If you do happen to explode a block, please regroup all unnecessary lines as this clutter the drawing.

Can I modify the title block?

> No, these title blocks have been approved by Bell Canada and must remain as such.