

A Architects checklist prior to print distribution: Date: _____ (draftsman to check each) _____ (draftsman)

> GLOBAL

- Absolutely no items are set to the 0 or defpoints layer that are intended to print**
- Line weights/Line types make sense and are visually acceptable
- Double-check for typos
- Dimension line nodes are placed exactly on the point from which they are intended

> TITLE BLOCKS & TITLE PAGE

- Latest company information and disclaimers are included in the title
- Date, scale, sheet, and page number are correct
- Title marks numbered properly, in sequence
- Title marks phrased properly, minimalist approach
- Title mark north arrow facing correct direction
- Title mark scale is properly referenced
- Site map is oriented in right direction

> ELEVATIONS

- Elevation markers are sited on the floor plans at every level for which the elevation (detail) is drawn
- Elevations show proper direction in the title marker
- All references are noted exactly as intended

> SECTIONS

- Section markers are properly placed on the floor plans at every level for which the section is drawn. UL references are accurate.
- Section markers are of the proper quality, using Autodesk's pre-made palette to reduce file-sizes
- Section markers are placed in the proper direction
- Section markers are placed in paper space
- All sections are unique

> FLOOR PLANS

- Room names are followed by room numbers
- Headers are properly referenced
- All sizes are relative to the actual dimensions (i.e. doors drawn actual size)
- All doors and windows are drawn in their proper locations
- Doors and windows are properly sized, spaced, and referenced

> SCHEDULES

- Door and window schedules are carefully prepared and correct
- Door types are specific
- No duplicate entities exist

> MEP

- All calculations are correct
- All items provide a clear and concise representation of what is to be done
- All electric/plumbing fixtures have finality from beginning to end