





DRAWING CHECKLIST

	BY	DATE	CHECKLIST FOR ORIGINAL DRAFTING	COMMENTS
/	NA		ARCHITECTURAL ELEVATIONS CHECKED AGAINST RCP FOR CEILING HEIGHTS AND SOFFITS	NOT APPLICABLE
/	PD	2018-12-19	DRAWINGS CHECKED FOR INCLUSION OF ALL ITEMS IN SCOPE	NO FOLLOW UP NEEDED
√	NA	NA	NOTIFIED ENGINEERING MANAGER OF DISCREPANCIES BETWEEN SCOPE AND ARCHITECTURALS	NOT APPLICABLE
/	PD	2018-12-19	MATERIALS CHECKED AGAINST SCOPE TO VERIFY WHETHER PROVIDED BY MB	NO FOLLOW UP NEEDED
✓ ✓ ✓	PD	2018-12-19	ALL FINISHES ACCURATELY LISTED AND ASSIGNED TO DRAWING	NO FOLLOW UP NEEDED
	PD	2018-12-19	ALL VISIBLE MILLWORK ELEVATED INCLUDING FINISHED END PANELS AND SOFFITS	NO FOLLOW UP NEEDED
	PD	2018-12-19	ALL MARKERS AND TAGS CHECKED AND VERIFIED TO BE CORRECT	NO FOLLOW UP NEEDED
\checkmark	NA	NA	CASEWORK DRAWN PER MB STANDARDS WHEREVER POSSIBLE	NOT APPLICABLE
\checkmark	NA	NA	APPLIANCES CHECKED AGAINST CUTS AND CUSTOM PANEL DRAWINGS CREATED AS NEEDED	NOT APPLICABLE
\checkmark	NA	NA	DOOR HARDWARE SHOWN TO THE EXTENT POSSIBLE PER HARDWARE SCHEDULE AND CUTS	NOT APPLICABLE
\checkmark	NA	NA	HARDWARE LOCATIONS DIMENSIONED OR REQUESTED FROM ENGINEERING MANAGER	NOT APPLICABLE
\frac{1}{4} \rightarrow	PD	2018-12-19	TITLE BLOCK FILLED OUT COMPLETELY AND ACCURATELY - IE SHEET NUMBERS AND DESCRIPTIONS	NO FOLLOW UP NEEDED
	NA		ALL CABINET HARDWARE ACCURATELY LISTED INCLUDING FINISHES	NOT APPLICABLE
	PD		ALL SPELLING CHECKED AND VERIFIED TO BE CORRECT	NO FOLLOW UP NEEDED
	PD		MODEL SPACE LEFT CLEAN OF UN-NEEDED GEOMETRY	NO FOLLOW UP NEEDED
	NA		NOTES REGARDING WATERPROOF CORES INCLUDED WHERE APPLICABLE	NOT APPLICABLE
\checkmark	PD	2018-12-19	ELEVATIONS DRAWN WITH REFERENCES TO BENCHMARK	NO FOLLOW UP NEEDED
\checkmark	NA	NA	ALL ROUGH OPENINGS CLEARLY DIMENSIONED AND REFERENCED TO BENCHMARK	NOT APPLICABLE
\checkmark	NA		ALL DOORS BY MB TAGGED CORRECTLY IN MODELSPACE	NOT APPLICABLE
\checkmark	NA	NA	ALL DOOR SWINGS VERIFIED TO BE SHOWN AND SCHEDULED CORRECTLY	NOT APPLICABLE

USE ATTRIBUTE EDIT COMMAND ON AN ITEM TO EDIT USERNAME, DATE, AND COMMENTS

\checkmark	PD	2017-MM-DD	CHECKLIST ITEM	NO FOLLOW UP NEEDED
\big 	PD	2017-MM-DD	CHECKLIST ITEM	NEEDS FOLLOW UP
✓	NA	NA	CHECKLIST ITEM	NOT APPLICABLE

Date Drawn:	2018-12-19	Dw
Drawn by	PD	



REVISION CHECKLIST

BY	DATE	CHECKLIST FOR DRAWING REVISIONS	COMMENTS
		ALL REDLINE REVISIONS MADE AND HIGHLIGHTED ON PRINTED COPY	
		ALL IMPLICATIONS OF REDLINE MARKUPS CONSIDERED AND CORRECTED	
		ENGINEERING MANAGER NOTIFIED VIA EMAIL OF ALL POSSIBLE CHANGE ORDERS	
		ALL VISIBLE MILLWORK ELEVATED INCLUDING FINISHED END PANELS AND SOFFITS	
		PLAN AND VERTICAL SECTIONS CROSS CHECKED FOR ACCURACY	
		ALL MARKERS AND TAGS CHECKED AND VERIFIED TO BE CORRECT	
		ALL GRAIN DIRECTIONS CLEARLY INDICATED INCLUDING WOOD, METAL, AND PLAM FINISHES	
		APPLIANCES CHECKED AGAINST CUTS AND CUSTOM PANEL DRAWINGS CREATED AS NEEDED	
		DOOR HARDWARE SHOWN TO THE EXTENT POSSIBLE PER HARDWARE SCHEDULE AND CUTS	
		HARDWARE LOCATIONS DIMENSIONED OR REQUESTED FROM ENGINEERING MANAGER	
		ALL CABINET HARDWARE ACCURATELY LISTED INCLUDING FINISHES	
ALL FINISHES ACCURATELY LISTED , INDICATED ON DRAWINGS, AND ASSIGNED TO SERIES MATERIALS CHECKED AGAINST SCOPE TO VERIFY WHETHER PROVIDED BY MB ALL NECESSARY FIELD DIMENSIONS INDICATED ON DRAWINGS ALL FIELD DIMENSIONS APPLIED, ALL VIF DIMENSIONS REPLACED WTH FD ENGINEERING MANAGER NOTIFIED OF MISSING FIELD DIMENSIONS		ALL FINISHES ACCURATELY LISTED , INDICATED ON DRAWINGS, AND ASSIGNED TO SERIES	
		MATERIALS CHECKED AGAINST SCOPE TO VERIFY WHETHER PROVIDED BY MB	
		ALL NECESSARY FIELD DIMENSIONS INDICATED ON DRAWINGS	
		ALL FIELD DIMENSIONS APPLIED, ALL VIF DIMENSIONS REPLACED WTH FD	
		ENGINEERING MANAGER NOTIFIED OF MISSING FIELD DIMENSIONS	
		ALL +- INDICATIONS REMOVED EXCEPT WHERE SCRIBE IS INVOLVED	
		ALL LOOSE JOINTS INDICATED CLEARLY	
		COMPONENT SIZES CHECKED AGAINST ELEVATOR SIZE TO ENSURE ACCESS	
		UNUSED GEOMETRY DELETED FROM DRAWING	
		UNUSED PAPERSPACE TABS DELETED FROM DRAWING	
ALL RESOLVED QUESTIONS, CLOUDS, AND NOTES REMOVED FROM DRAWING ENGINEERING MANAGER NOTIFIED BY EMAIL OF ANY NEW ISSUES WHICH REQUIRE ANSWERS		ALL RESOLVED QUESTIONS, CLOUDS, AND NOTES REMOVED FROM DRAWING	
		ITEMS READY FOR FABRICATION CLEARLY INDICATED OR ITEMS ON HOLD CLEARLY INDICATED	

USE ATTRIBUTE EDIT COMMAND ON AN ITEM TO EDIT USERNAME, DATE, AND COMMENTS

\checkmark	DZALE	2017-MM-DD	CHECKLIST ITEM	NO FOLLOW UP NEEDED
•	dzale	2017-MM-DD	CHECKLIST ITEM	NEEDS FOLLOW UP
\checkmark	NA	NA	CHECKLIST ITEM	NOT APPLICABLE

Date Drawn:	X	Dwg#
Drawn by:	X	