

# WITH THE GRAIN – INTERNAL REVIEW OF DRAWINGS

Job Name: \_\_\_\_\_ Date: \_\_\_\_\_

## PHASE

DESCRIPTION	✓	NOTES
Conceptual Design	<input type="checkbox"/>	
Schematic Design	<input type="checkbox"/>	
Construction Documents	<input type="checkbox"/>	
Permit Set	<input type="checkbox"/>	

## HARD COPY SETS

DESCRIPTION	N/A	✓	NOTES
1. Office	<input type="checkbox"/>	<input type="checkbox"/>	
2. Project Manager	<input type="checkbox"/>	<input type="checkbox"/>	
3. Client	<input type="checkbox"/>	<input type="checkbox"/>	
4. Todd	<input type="checkbox"/>	<input type="checkbox"/>	
5. Kurt	<input type="checkbox"/>	<input type="checkbox"/>	
6. Andy	<input type="checkbox"/>	<input type="checkbox"/>	
7. Jobsite	<input type="checkbox"/>	<input type="checkbox"/>	Tyvek paper
8. County (x2)	<input type="checkbox"/>	<input type="checkbox"/>	If needed (otherwise electronic)

## TITLE BLOCK

DESCRIPTION	N/A	✓	NOTES
<i>WTG Logo and contact info</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Project name/address same on all drawings, including drawings prepared by consultants</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Names and addresses spelled correctly everywhere</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Same date on all drawings/sheets</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Drawing (sheet) title</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Drawing (sheet) numbers sequential and don't repeat</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Name or Initials of draftsperson</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

# COVER SHEET

DESCRIPTION	N/A	✓	NOTES
1. Project name			
2. Project image/rendering – matches current design, not pixelated or blurry			
3. Vicinity map w/ location marked w/ address			
4. Project Data			
<b>a. Building Site:</b>			
i. Parcel Area			
ii. Elevation			
iii. Legal description			
iv. Parcel number			
v. Zoning			
vi. Applicable codes			
<b>b. Construction Summary:</b>			
i. Building use/occupancy (single family, commercial, etc.)			
ii. Height of building			
iii. Square footage data			
5. Project symbols			
6. Drawing index			
i. Corresponds to individual sheets			
ii. Includes any other drawing sets (Structural, Civil)			
7. Fenestration calculations – provide percentage calc			
8.			

## **SITE PLAN**

Note: State the data taken from survey plan/other information provided by client, including surveyor's name, and drawing title/number/date. State the source(s) of other information. Check all existing information against sources and ensure same orientation as floor plans.

DESCRIPTION	N/A	✓	NOTES
1. Site boundaries, including:			
a. dimensions/orientation of property lines			
b. angles at Intersections			
2. Rights-of-way/easements			
3. Zoning setback lines and other regulatory conditions			
4. Benchmark:			
a. actual (geodetic) elevation			
b. assumed (convenience) elevation			
5. Borehole locations, borehole logs not shown on drawings, but available in geotechnical report referenced in specifications			
6. Legend Indicating symbols for existing/new levels			

**SITE PLAN: EXISTING CONDITIONS**

DESCRIPTION	N/A	✓	NOTES
1. Lot lines, setbacks, easements all noted			
2. Adjacent roadways labeled, with setbacks if present			
3. Existing levels/elevations, including:			
a. Contour lines/spot elevations			
b. Top/bottom at abrupt changes in level			
c. Swales, water courses, ponds			
4. Existing fire hydrants, access covers, etc.			
5. Existing buildings, fences, poles			
6. Existing infrastructure, including:			
a. Irrigation			
b. Electrical cables, boxes, transformers			
c. Propane/gas lines, tanks			
d. Data/phone lines			
e. Water lines			
f. Septic systems w/ blown up view if needed			
7. Existing paving, sidewalks, driveways, curb cuts			
8. Existing vegetation, including:			
a. Trees, shrubs			
b. Lawn, natural grass borders			
c. Garden beds			

# **SITE PLAN: NEW CONSTRUCTION**

DESCRIPTION	N/A	✓	NOTES
1. Proposed levels/elevations, including:			
a. Contour lines/spot elevations			
b. Top/bottom at abrupt changes in level			
c. Swales, water courses, ponds			
2. Proposed structures			
3. Proposed underground infrastructure, including:			
a. Approximate location of irrigation systems			
b. Approximate electrical elements locations (underground or above)			
c. Approximate location of propane/gas lines, tanks			
d. Approximate location of data/phone lines			
e. Approximate location of water line connections			
4. Proposed paving, sidewalks, driveways, curb cuts			
5. Proposed vegetation, including:			
a. Trees, shrubs			
b. Lawn, natural grass borders			
c. Garden beds			
d. Screening for parking/HVAC area if required by HOA			
6. Snow storage areas noted if applicable			



## FLOOR PLANS (CONTINUED)

### LABELS

*Doors and windows annotated with symbol*

*D/W symbols cross-referenced to all other sheets, including schedules and visual representations*

*Room labels included on all relevant plan sheets*

*Room / area numbers include if necessary*

*Crawlspace access labeled w/ dimensions*

### DIMENSIONS

Exterior Dimensions:

*a. Verify total of individual dimensions against overall if complete dimension runs are used*

*b. Any "odd" dimensions double-checked (1/16"s, 1/8"s)*

*c. Dimensions to column centers (unless outside corner)*

*d. Dimensions to center of each door / window opening*

Interior Dimensions:

*Verify total of individual dimensions against overall if complete dimension runs are used*

*Any "odd" dimensions double-checked (1/16"s, 1/8"s)*

*Dimensions to column centers (unless outside corner)*

*Dimensions to each interior partition wall starting from outside of framing / foundation*

### DETAIL CALLOUTS

*(cross reference each callout to details sheets)*

*a. Stair / Ramp detail callouts referencing other sheets if present*

*b. Window bucks assembly called out if needed*

*c. Roof assembly detail called out if present*

*d. Wall sections called out if present*

### INTERIOR FURNISHINGS AND MEP

*Interior furnishings and context included if applicable, linework is clean and cohesive*

*Cabinetry represented as much as possible, upper cabinets, vent hoods, etc. removed for clarity. Linework is clear and cohesive.*

*Mechanical systems represented. Callout to MEP sheets if present.*

*Electrical systems noted if needed for context, linked to MEP sheets with callouts.*

*Toilets, showers, bathtubs, sinks, floor drains represented and annotated as needed. Callout to MEP sheets, and detail sheets if complex detail needed.*



## **ROOF PLANS:**

DESCRIPTION	N/A	✓	NOTES
<b>GENERAL LAYOUT</b>			
<i>Plan view of entire building's roof components, including any rooflines hidden by upper roof assemblies (if needed)</i>			
<i>Blown up views of complex assemblies as needed</i>			
<b>GENERAL ANNOTATIONS</b>			
<i>Structural grid lines with reference symbols</i>			
<i>Slope directions and slope angles annotated</i>			
<i>Dimensions only to items requiring precise locations</i>			
<i>Drains/sumps/scuppers/gutters noted</i>			
<i>Parapets/low rise walls/screens</i>			
<i>Access hatches/skylights</i>			
<i>Vents/chimneys/roof penetrations noted if information is available</i>			
<i>Roof-mounted mechanical/electrical equipment</i>			
<i>Cross-check against engineering drawings</i>			
<i>Differentiation between existing/new for addition/renovation projects by cross-hatching / shading</i>			
<i>Building section marks included, cross reference to other sheets</i>			
<i>Downspouts, gutters, heat taped areas represented and labeled</i>			
<b>SCHEDULES AND KEYED NOTES</b>			
<u>Roof Assembly Type Schedule:</u>			
<i>Identify roof assembly types with symbol and legend</i>			
<i>a. R1, R2, etc. denoting trussed vs hand-framed</i>			
<u>Roof Cladding Schedule:</u>			
<i>a. Identify roof cladding materials with symbol and legend</i>			
<b>DETAIL CALLOUTS</b>	<i>(Cross reference each callout to details sheets)</i>		
<i>Any complex truss connections called out and cross referenced to detail sheets</i>			
<i>Ensure all conditions requiring clarification are detailed</i>			

## **REFLECTED CEILING PLANS:**

Note: Same orientation as floor plans. Verify consistency and match with most recent floor plans.

DESCRIPTION	N/A	✓	NOTES
<b>GENERAL LAYOUT</b>			
<i>Ceiling types annotated and cross referenced to finish schedule if present</i>			
<i>Blown up views of complex assemblies as needed</i>			
<b>GENERAL ANNOTATIONS</b>			
<i>Structural grid lines with reference symbols</i>			
<i>Ceiling slope directions and slope angles annotated</i>			
<i>Dimensions only to items requiring precise locations</i>			
<i>Access hatches/skylights</i>			
<i>Cross-check against engineering drawings</i>			
<i>Light fixtures represented if information is available</i>			
<i>Any air grilles or vents represented if info is available</i>			
<i>Smoke, carbon monoxide detector locations annotated</i>			
<i>Sprinkler heads and associated equipment represented and called out if applicable</i>			
<i>Any other equipment such as speakers, etc. represented and called out</i>			
<i>Legend(s) showing symbols/notes used if needed</i>			
<i>Cross-check against mechanical/electrical drawings</i>			
<i>Building section marks included, cross reference to other sheets</i>			
<b>SCHEDULES AND KEYED NOTES</b>			
<u>Roof Assembly Type Schedule:</u>			
<i>Identify roof assembly types with symbol and legend</i>			
<i>R1, R2, etc. denoting trussed vs hand-framed</i>			
<u>Ceiling Cladding Schedule:</u>			
<i>Identify ceiling cladding materials with symbol and legend</i>			
<i>Ceiling types cross-referenced to finish schedule, using same terminology/ abbreviations</i>			
<b>DETAIL CALLOUTS</b>	<i>(Cross reference each callout to details sheets)</i>		
<i>Ensure all conditions requiring clarification are detailed</i>			

## **BUILDING SECTIONS:**

DESCRIPTION	N/A	✓	NOTES
<b>GENERAL LAYOUT</b>			
Section cut for each room/plate of entire building, including basement or foundation crawlspace			
All exterior walls and interior partitions represented			
Basement/crawlspace walls/piers/columns included			
Outline of all footings represented with dotted lines			
Structural grid lines included and consistent across all sheets (plans and elevations)			
Building section marks included and oriented vertically, cross reference to other sheets			
Verify that window/door openings match elevations			
Complex areas blown up for more clarity			
Differentiation between existing/new for addition/renovation projects by cross-hatching/shading			
MEP components with tight clearances, relevant to section cut are shown and labeled			
Cross check against engineering drawings			
45-degree shadows represented if applicable			
<b>GENERAL ANNOTATIONS</b>			
Doors and windows annotated, cross referenced to other sheets and D/W schedules			
Rooms labeled and cross referenced to other sheets, schedules			
Up / down arrows included for stairs, ramps.			
Room / area numbers include if necessary			
Crawlspace access labeled w/ dimensions if present			
<b>DIMENSIONS / ELEVATION MARKS</b>			
<u>Elevation Marks:</u>			
a. Finish floor for each floor level			Should this be to subfloor or finished floor?
b. Top of each wall plate marked			
c. Top of each roof ridge			
d. Grade at building exterior			
e. Top of any concrete flatwork marked			
f. Bottom of all footers			

## BUILDING SECTIONS (CONTINUED)

<u>Dimensions:</u>			
a. Floor to floor			
b. Floor to windowsills, door and window headers if space allows			
c. Any important distances dimensioned clearly, including any blown-up details if present			
<b>SCHEDULES AND KEYED NOTES</b>			
Wall/roof assembly types identified by reference numbers cross-referenced to drawings where schedules placed			
Materials legend and symbols if selections are available			
<b>INTERIOR FURNISHINGS AND MEP</b>			
Interior furnishings and context included if applicable, linework is clean and cohesive			
Cabinetry represented as much as possible, upper cabinets, vent hoods, etc. removed for clarity. Linework is clear and cohesive.			
Mechanical systems represented. Callout to MEP sheets if present.			
Electrical systems noted if needed for context, linked to MEP sheets with callouts.			
Toilets, showers, bathtubs, sinks, floor drains represented and annotated as needed. Callout to MEP sheets, and detail sheets if complex detail needed.			
<b>DETAIL CALLOUTS</b>	(Cross reference each callout to details sheets)		
Stair / Ramp detail callouts referencing other sheets if present			
Window buck assemblies called out if needed			
Roof assembly detail called out if present			
Wall sections called out if present			
Foundation to framing connections			
<b>FIRE RESISTANCE RATINGS / FIRE WALLS</b>	(Only needed for commercial/multifamily projects)		
Legend/graphic indication of locations and fire-resistance ratings of all firewalls/fire separations:			
a. Firewalls continuous from ground to/ through roof:			
i. May terminate at underside of reinforced concrete roof slab			This section needs some work
j. Parapet height as required by fire-resistance rating of firewall			
b. Fire partitions			
c. Floor/roof assembly fire separations			

**BUILDING SECTIONS (CONTINUED)**

**STRUCTURAL COMPONENTS**

*Note included that structural drawings shall supersede architectural drawings*

Primary Structural Components Included:

- a. Footings shown, linework is clear and uncluttered*
- b. Joists/beams/lintels/rafters/roof trusses*
- c. Columns shown, justified to correct locations and sized appropriately*
- d. Truss heels / wall plate relationship shown clearly and marked with elevation*

## ELEVATIONS:

DESCRIPTION	N/A	✓	NOTES
<b>GENERAL LAYOUT</b>			
<i>Separate elevation view for all building faces</i>			
<i>Fog added to air in visualizing depth of building components</i>			
<i>Below-grade foundation walls/footings dotted</i>			
<i>Thick-weight line representing finished grade line</i>			
<i>All wall openings shown: doors, windows, grilles, vents</i>			
<i>Differentiation between existing/new for addition/renovation projects</i>			
<i>Structural grid lines included and consistent across all sheets (plans and elevations)</i>			
<i>Building section marks included and oriented vertically, cross reference to other sheets</i>			
<i>Complex areas blown up for more clarity</i>			
<i>Cross check against engineering drawings</i>			
<i>45-degree shadows represented if applicable</i>			
<i>Downspouts, gutters, heat taped areas represented and labeled</i>			
<i>Cross-check against engineering drawings</i>			
<b>GENERAL ANNOTATIONS</b>			
<i>Doors and windows annotated, cross referenced to other sheets and D/W schedules</i>			
<i>Up / down arrows included for stairs, ramps.</i>			
<i>Roof-mounted mechanical equipment which affects appearance of building</i>			
<b>DIMENSIONS / ELEVATION MARKS</b>			
<u>Elevation Marks:</u>			
<i>g. Finish floor for each floor level</i>			<i>Should this be to subfloor or finished floor?</i>
<i>h. Top of each wall plate marked</i>			
<i>i. Top of each roof ridge</i>			
<i>j. Grade at building exterior</i>			
<i>k. Top of any concrete flatwork marked</i>			
<i>l. Bottom of all footers</i>			

## ELEVATIONS (CONTINUED)

<u>Dimensions:</u>			
a. Any important distances dimensioned clearly, including any blown-up details if present			
b. dimensions to intermediate mullions for door frames/windows			
<b>SCHEDULES AND KEYED NOTES</b>			
Exterior lighting represented (if information available)			
Note included that exterior lighting shall comply any municipal dark sky ordinances			
Wall/roof assembly types identified by reference numbers cross-referenced to drawings where schedules placed			
Materials legend and symbols if selections are available			
<b>EXTERIOR FURNISHINGS AND MEP</b>			
Exterior furnishings and context included if applicable, linework is clean and cohesive			
Exterior mechanical systems represented. Callout to MEP sheets if present.			
Exterior electrical systems noted if needed for context, linked to MEP sheets with callouts.			
<b>DETAIL CALLOUTS</b>	(Cross reference each callout to details sheets)		
Stair / Ramp detail callouts referencing other sheets if present			
Window buck assemblies called out if needed			
Roof assembly detail called out if present			
Wall sections called out if present			
Locations of wall details cross-referenced to other drawings:			
Ensure all other conditions requiring clarification are detailed			
<b>STRUCTURAL COMPONENTS</b>			
Note included that structural drawings shall supersede architectural drawings			
<u>Primary Structural Components Included:</u>			
e. Footings shown with dotted line, linework is clear and uncluttered			
f. All exterior joists/beams/lintels/rafters shown			
g. Exterior columns shown, justified to correct locations and sized appropriately			



## **INTERIOR ELEVATIONS**

DESCRIPTION	N/A	✓	NOTES

## **CODE COMPLIANCE CHECK**

DESCRIPTION	N/A	✓	NOTES
<i>Legend/graphic indication of locations and fire-resistance ratings of all firewalls/fire separations</i>			

## **BUILDING SCHEDULES:**

D/W SCHEDULE

INSULATION SCHEDULE

WALL TYPES SCHEDULE COPIED FROM OTHER SHEETS

MATERIALS SCHEDULE COPIED FROM OTHER SHEETS

MECHANICAL SCHEDULE IF NOT INCLUDED ON MEP SHEETS



