

CHECKLIST

TITLE _____ **PROJECT NO.** _____
LOCATION _____ **DATE** _____
REVIEWED BY _____
ORGANIZATION _____

| Construction Documents | | |
|-------------------------------|---|------------------------|
| ARCHITECTURAL REVIEW | | |
| NO. | ITEM | COMMENTS/ YES/NO/NA |
| 1 | Compliance with Submission Instructions | |
| 2 | Incorporate all of the revisions required | |
| 3 | Floor Plans/Drawings, | |
| | a. Room names and numbers | |
| | b. Interior dimensions | |
| | c. Exterior dimensions and match lines | |
| | d. Column grid lines | |
| | e. Expansion joints between new and existing | |
| | f. Floor drains and pitch | |
| | g. Corner guards, handrails, bumper guards, and grab bars | |
| | h. Water coolers (near waiting rooms and along corridors) | |
| | i. Air-lock vestibules at main entrance | |
| | j. Elevator lobbies (min 12" deep) | |
| | k. Ducts and utility shafts that pass through floors | |
| | l. Transformer rooms with curbs and no overhead pipes or ducts | |
| | m. Roof slope is minimum 1/4" per foot | |
| | n. Roof-top equipment with screens | |
| | o. Access doors to roof | |
| | p. Walkways on roof | |
| | q. Lightning protection | |
| | r. Door symbols | |
| | s. Lead-lines partitions and "universal floor Ts" | |
| | t. Location and details of Dedication Plaque | |
| | u. Floor slab depressions identified and coordinated with structural drawings | |
| | v. Arcaways with rails or gratings | |
| 4 | Demolition Plans with existing finish schedule and notes | |
| 5 | Reflected Ceiling Plan | |
| 6 | Equipment Plans with elevations and details | |

Construction Documents Checklist For Architects

LL Leslie



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