

# Quality Control: A Working Drawings Preparation Checklist

Contributed by Victor O. Schinnerer & Company Inc.

Revised February 2007

*The AIA collects and disseminates Best Practices as a service to AIA members without endorsement or recommendation. Appropriate use of the information provided is the responsibility of the reader.*

## SUMMARY

The quality of working drawings are among the primary metrics clients use to assess the quality of an architect's services. This preparation checklist can help architects render high-quality drawings.

## FROM CONCEPTION TO FORM

Construction documents are the repository of the architect's vision and the principal medium of communication for realizing that vision in built form. Clients consider the quality of these instruments of service a primary criterion in assessing the quality of the architect's services. The following checklist, while not intended to be exhaustive, may help you produce high-quality working drawings:

- Drafters should have sufficient field experience to graphically depict design details.
- When a drawing segment is reviewed and changed, revised prints should be sent to all concerned parties immediately.
- Unless applicable to a particular drawing, all explanatory text should be included in the specifications.
- The drawings should include language, in the margin or title block, stating that their purpose is only to depict graphically the general nature of the work.
- Completed drawings and specifications should be checked by a qualified staff member not directly involved in the preparation of the documents.
- At a minimum, the documents should be reviewed for the following:
  1. Depiction of the various design elements is accurate and coordinated.
  2. Dimensions and details are correct on all drawings.
  3. All drawings are neat, legible, and properly cross-referenced.

4. All symbols and abbreviations are clearly explained.
5. A standard format has been used, and the work of each discipline is depicted on separate drawings.
6. The architectural drawings provide sufficient space to depict the structural components and the mechanical and electrical equipment to be installed.
7. All infrastructure and equipment depicted in the mechanical, electrical, and structural drawings correspond to the architectural drawings.
8. There are no conflicts between the drawings and specifications.

## RESOURCES

### More Best Practices

The following AIA Best Practices provide additional information related to this topic:

- 11.02.02 Organizing Construction Documents
- 11.02.05 Quality Control: A Specifications Preparation Checklist
- 11.04.01 Quality Control: A Construction Contract Administration Checklist

### For More Information on This Topic

See "Construction Documentation—Drawings" by Ernest L. Grigsby, AIA, *The Architect's Handbook of Professional Practice*, 13<sup>th</sup> edition, Chapter 18, page 576.

See also the 14th edition of the *Handbook*, which can be ordered from the AIA Bookstore by calling 800-242-3837 (option 4) or by email at [bookstore@aia.org](mailto:bookstore@aia.org).



### **Feedback**

The AIA welcomes member feedback on Best Practice articles. To provide feedback on this article, please contact: [bestpractices@aia.org](mailto:bestpractices@aia.org).

### **Key Terms**

- Design
- Construction documents
- Construction drawings



VICTOR O.  
SCHINNERER  
& COMPANY, INC.

Two Wisconsin Circle  
Chevy Chase, MD 20815-7022  
(301) 951-9746  
[www.planetAEC.com](http://www.planetAEC.com)

*Portions of this Best Practice are a contribution of Victor O. Schinnerer & Company, program administrators of the AIA Commended Professional Liability Insurance Program.*