



AIA Best Practices:

Quality control: Preparation of working drawings

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Summary

The quality of working drawings is among the primary metrics clients use to assess the quality of an architect's services. This preparation checklist can help us 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 to be a primary criterion in assessing the quality of the architect's services. The following list, 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:

- Depiction of the various design elements is accurate and coordinated.
- Dimensions and details are correct on all drawings.
- All drawings are neat, legible, and properly cross-referenced.
- All symbols and abbreviations are clearly explained.
- A standard format has been used, and the work of each discipline is depicted on separate drawings.

- The architectural drawings provide sufficient space to depict the structural components and the mechanical and electrical equipment to be installed.
- All infrastructure and equipment depicted in the mechanical, electrical, and structural drawings correspond to the architectural drawings.
- There are no conflicts between the drawings and specifications.

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AIA Best Practices is a collection of relevant, experience-based knowledge and expert advice on firm management, project delivery, contracts and more, aligned with the *Architect's Handbook of Professional Practice, 15th edition*. See the full AIA Best Practices collection at aia.org/aia-best-practices.

This article corresponds to:

Architect's Handbook of Professional Practice, 15th edition Unit 1 – The Profession
Chapter 10 – Design Project Management
Section 06 – Construction Drawings