DESIGNED & BUILT

Construction Drawing Checklist

Use this checklist to review drawing scope, locate missing information, and record questions for your design team before permitting, bidding, or construction.

Project

Drawing issue and date

Reviewer and review date

Choose one status per item. Reviewed means the item was located and discussed. Follow up means a question remains. Use N/A after confirming applicability with the team.

Drawing set and review scope

Confirm what you are reviewing and how the drawings will be used.

Ref	Review item	Status
01	The cover sheet identifies the project, address, drawing issue date, and purpose of issue.	Pending
02	The sheet index matches the sheets received, with missing sheets or disciplines identified.	Pending
03	Revision dates and addenda are tracked so everyone reviews the same drawing set.	Pending
04	The proposed work is distinguished from existing conditions, demolition, and future work.	Pending
05	Drawing symbols, abbreviations, scales, and keynotes are explained where needed.	Pending
06	The design team has identified which consultants, specifications, and reports form part of the set.	Pending
07	Owner selections, allowances, exclusions, and deferred information are listed for follow-up.	Pending
08	The team has confirmed the intended review stage and the drawings still needed for that stage.	Pending

Notes and drawing references

Drawing requirements vary by project and local review. This checklist records a review; it does not certify design adequacy or code compliance.

Construction Drawing Checklist

Site and architectural drawings

Review the project layout and confirm that plans, views, and schedules agree.

Ref	Review item	Status
09	The site plan identifies property information, building location, setbacks, and orientation as applicable.	Pending
10	Site access, parking, walks, exterior steps, and other planned site improvements are shown.	Pending
11	Existing and proposed grades, drainage intent, and utility connection locations are identified.	Pending
12	Floor plans identify rooms, dimensions, openings, circulation, and proposed uses.	Pending
13	Dimensions distinguish important clearances, wall locations, and reference points.	Pending
14	Elevations show exterior materials, openings, heights, and finished grade relationships.	Pending
15	Building sections explain floor levels, ceiling heights, stairs, and roof relationships.	Pending
16	Roof plans show roof geometry, slopes, drainage, penetrations, and referenced details.	Pending
17	Door and window tags agree with schedules, plans, and elevations.	Pending
18	Interior elevations and details explain cabinetry, fixtures, wet areas, and selected finishes.	Pending
19	Stair, guard, handrail, and accessibility information is identified where applicable.	Pending
20	Life safety, exiting, and other project-specific review information is identified by the design team.	Pending

Notes and drawing references

Construction Drawing Checklist

Structure and building enclosure

Locate the details that explain support, connections, and weather protection.

Ref	Review item	Status
21	Foundation plans identify layouts, levels, supports, openings, and referenced details.	Pending
22	Framing plans identify structural members, bearing locations, openings, and coordination points.	Pending
23	Structural notes and details identify materials, connections, and required supporting information.	Pending
24	The structural layout agrees with architectural plans, stairs, doors, and large openings.	Pending
25	Structural requirements at equipment supports and service penetrations are coordinated.	Pending
26	Wall sections show how the foundation, wall, floor, and roof assemblies connect.	Pending
27	Roof edges, valleys, openings, and transitions have applicable construction details.	Pending
28	Flashing and water drainage details are identified at windows, doors, and material changes.	Pending
29	Below-grade waterproofing or dampproofing and foundation drainage are addressed as applicable.	Pending
30	Insulation, air barrier, and vapor control information is identified by the design team.	Pending
31	Cladding attachment, joints, clearances, and transitions are described where needed.	Pending
32	Special assemblies and manufacturer requirements are referenced without unresolved conflicts.	Pending

Notes and drawing references

Construction Drawing Checklist

Mechanical electrical and plumbing

Check the locations, routes, and responsibilities for building systems.

Ref	Review item	Status
33	Mechanical plans identify equipment, service areas, distribution routes, and control locations.	Pending
34	Heating, cooling, and ventilation information is coordinated with room uses and layouts.	Pending
35	Equipment access, maintenance space, condensate, and exhaust discharge locations are addressed.	Pending
36	Ducts and mechanical penetrations are coordinated with structure and ceiling heights.	Pending
37	Electrical plans identify lighting, switches, receptacles, and major equipment connections.	Pending
38	Electrical service, panels, circuits, and equipment schedules are identified where applicable.	Pending
39	Lighting and power layouts agree with cabinetry, fixtures, furniture intent, and owner needs.	Pending
40	Plumbing plans identify fixtures, equipment, supply, drainage, and venting information.	Pending
41	Water heating, shutoffs, cleanouts, and service access are identified as applicable.	Pending
42	Fixture locations and service routes are coordinated with structure and architectural details.	Pending
43	Fire protection, alarms, low voltage, or other specialist systems are included or assigned as applicable.	Pending
44	Utility provider work, owner-supplied equipment, and contractor responsibilities are clarified.	Pending

Notes and drawing references

Construction Drawing Checklist

Coordination and issue readiness

Resolve conflicts and document the next drawing issue before pricing or construction.

Ref	Review item	Status
45	Room names, grids, levels, dimensions, and major equipment agree across disciplines.	Pending
46	Plans, elevations, sections, schedules, details, and written specifications refer to the same scope.	Pending
47	Referenced details and schedule entries can be located and apply to the proposed work.	Pending
48	Existing conditions and field measurements that affect the work have a clear verification plan.	Pending
49	Demolition, temporary protection, phasing, and occupied-area constraints are addressed as applicable.	Pending
50	Finish, fixture, equipment, and product selections are documented or assigned a decision date.	Pending
51	Alternates and allowances are defined consistently for contractor pricing.	Pending
52	Deferred submittals, shop drawings, and specialist design responsibilities are identified.	Pending
53	Open questions have drawing references, responsible people, and target response dates.	Pending
54	Written clarifications and revised sheets are included in the next coordinated issue.	Pending
55	The owner and design team have confirmed what remains before permitting, bidding, or construction.	Pending
56	The current issue is distributed with an index or revision record and superseded sheets are identified.	Pending

Notes and drawing references

Questions and follow up

Record unresolved items by checklist reference and drawing or detail number. Use additional copies of this page when needed.

Follow up item 1

Checklist and drawing reference

Responsible person and target date

Question or required clarification

Response and status

Follow up item 2

Checklist and drawing reference

Responsible person and target date

Question or required clarification

Response and status

Follow up item 3

Checklist and drawing reference

Responsible person and target date

Question or required clarification

Response and status

Follow up item 4

Checklist and drawing reference

Responsible person and target date

Question or required clarification

Response and status

Review summary

Next drawing issue or action

Reviewed with and date

Confirm unresolved items with the responsible design professional before relying on affected drawings for pricing or construction.