

# Architectural Discipline Check List

## Interdisciplinary Document Coordination

Task #	Task_desc	Checked	Applicable	Percent
400	Architectural Document Review	<input type="checkbox"/>	<input type="checkbox"/>	100
401	Locate all architectural plans, specifications, detail sheets and schedules making sure they are present and organized to facilitate review	<input type="checkbox"/>	<input type="checkbox"/>	100
402	Confirm that property line dimensions/limits match with civil or survey documents and drawings	<input type="checkbox"/>	<input type="checkbox"/>	15
403	Confirm that building satisfies set-back requirements	<input type="checkbox"/>	<input type="checkbox"/>	15
404	Confirm that the location of columns, bearing walls, and overall building dimensions match between architectural and structural plans	<input type="checkbox"/>	<input type="checkbox"/>	15
405	Confirm that existing and new work is clearly defined on the site plans	<input type="checkbox"/>	<input type="checkbox"/>	30
406	Confirm that building elevations match floor plans - check roof lines, window and door openings, louver openings and expansion joints in particular	<input type="checkbox"/>	<input type="checkbox"/>	30
407	Confirm that building sections match elevations and plans	<input type="checkbox"/>	<input type="checkbox"/>	30
408	Confirm that wall sections match architectural and structural building sections	<input type="checkbox"/>	<input type="checkbox"/>	30
409	Confirm that door and window openings match between architectural and structural plans	<input type="checkbox"/>	<input type="checkbox"/>	30
410	Confirm that window glass types match between architectural plans, schedules, details and specifications	<input type="checkbox"/>	<input type="checkbox"/>	30
411	Confirm that door lite glass types match between architectural plans, schedules and details and specifications	<input type="checkbox"/>	<input type="checkbox"/>	30
412	Confirm that expansion joints are continuous throughout the building	<input type="checkbox"/>	<input type="checkbox"/>	30
413	Compare large scale and/or partial floor plans to ensure they match small scale floor plans	<input type="checkbox"/>	<input type="checkbox"/>	60
414	Compare architectural plans with reflected ceiling plans to confirm that wall locations match between the two	<input type="checkbox"/>	<input type="checkbox"/>	60
415	Compare architectural plans with structural plans to confirm that wall locations match between the two	<input type="checkbox"/>	<input type="checkbox"/>	60
416	Compare architectural plans with mechanical plans to confirm that wall locations match between the two	<input type="checkbox"/>	<input type="checkbox"/>	60
417	Compare architectural plans with electrical plans to confirm that wall locations match between the two	<input type="checkbox"/>	<input type="checkbox"/>	60

### Notes:

1. Emphasis is to detect and identify consistency between documents and disciplines - NOT to check design elements or to recommend actions when discrepancies are identified and reported.
2. Percent denotes the latest project completion stage that this line item is recommended for review.
3. All line items do not apply to all projects. Applicability is shown in the applicable column.

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418	Compare architectural plans with other floor plans to confirm continuity between the two	<input type="checkbox"/>	<input type="checkbox"/>	60
419	Compare architectural plans with reflected ceiling plans to confirm that door locations, window locations or any other special items match between the two	<input type="checkbox"/>	<input type="checkbox"/>	60
420	Compare reflected ceiling plans with mechanical and electrical to ensure that electrical fixtures, lights, mechanical registers/diffusers match between the two and there are no conflicts	<input type="checkbox"/>	<input type="checkbox"/>	60
421	Make a detailed review of the room finish schedule(s) to confirm that all data match between plan and elevation drawings and details. Look for room numbers, room names, finishes, ceiling heights, notes to ensure consistency	<input type="checkbox"/>	<input type="checkbox"/>	60
422	Review finish schedule(s) to identify inconsistencies or omissions related to like spaces. Compare similar type of rooms and spaces to identify abnormal variations or omissions	<input type="checkbox"/>	<input type="checkbox"/>	60
423	Make a detailed review of door, window and opening scheule(s) to ensure that all data match between plan and elevation drawings and details.	<input type="checkbox"/>	<input type="checkbox"/>	60
424	Review door, window and opening scheule(s) to identify inconsistencies or omissions related to like items. Compare similar type of doors or windows to identify abnormal variations or omissions	<input type="checkbox"/>	<input type="checkbox"/>	60
425	Compare plans to ensure that the location of fire-rated walls and/or smoke dampers match between disciplines	<input type="checkbox"/>	<input type="checkbox"/>	60
426	Confirm that cabinets will fit in available space and that electrical/communication outlets on cabinet walls are shown and at the correct height	<input type="checkbox"/>	<input type="checkbox"/>	60
427	Confirm that the location of flag poles, dumpster pads, generator pads, transformers, cooling towers, vaults, landscaping elements, etc. have been shown and match on all discipline site plans	<input type="checkbox"/>	<input type="checkbox"/>	60

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