

Description	N/A	✓	Notes
1. Confirm documentation standards:			
.1 electronic distribution and printing protocols;			
.2 layering system;			
.3 sheet size/title block/numbering system (<i>same date on all documents</i>);			
.4 specification format.			
2. All parties commit to provide information on schedule.			
3. Progress drawings transmitted electronically weekly from consultants to architect for review:			
.1 instruct consultants to transmit selected relevant drawings to other consultants for their review <i>as required</i> ;			
.2 updated outline floor plans transmitted by architect to consultants;			
.3 other relevant drawings transmitted by architect to consultants <i>as appropriate</i> .			