

Product or System	N/A	✓	Items to review	Reviewed by:
			Division 01 – General	
Building Layout (surveyor’s drawing)			<ul style="list-style-type: none"> ▪ general layout - dimensions 	Architect
Construction Sign and Hoarding Drawings			<ul style="list-style-type: none"> ▪ design ▪ colour ▪ construction ▪ location - dimensions 	Architect
			<ul style="list-style-type: none"> ▪ capacity of sign to withstand lateral forces from wind loads 	Structural Engineer
Scaffolding			<ul style="list-style-type: none"> ▪ general layout and location 	Architect
			<ul style="list-style-type: none"> ▪ design and connections 	Structural Engineer
			Division 31 and 32 – Site Work	
Excavation (shoring, bracing, and sheet piling)			<ul style="list-style-type: none"> ▪ location 	Architect
			<ul style="list-style-type: none"> ▪ design, including calculations ▪ construction ▪ dimensions - levels 	Structural Engineer
Piling (caissons and piles)			<ul style="list-style-type: none"> ▪ locations ▪ dimensions and sizes ▪ reinforcing ▪ welding ▪ design ▪ transition caps ▪ concrete strength ▪ elevations and levels - as-built drawings 	Structural Engineer
Site Furnishings			<ul style="list-style-type: none"> ▪ colour ▪ finish ▪ layout and dimensions 	Architect
Pre-cast Curbs			<ul style="list-style-type: none"> ▪ dimensions and sizes ▪ shape ▪ holes for ground rods ▪ locations and quantity ▪ finish - weep holes 	Architect

Product or System	N/A	✓	Items to review	Reviewed by:
Pre-cast Unit Pavers			<ul style="list-style-type: none"> ▪ dimensions and sizes ▪ shape ▪ finish ▪ joint details and location ▪ extent of unit pavers ▪ materials <ul style="list-style-type: none"> - base and/or support 	Architect
Division 03 – Concrete				
Cast-in-Place Concrete			<ul style="list-style-type: none"> ▪ reinforcing (size, location, quality) ▪ location of elements ▪ concrete strength ▪ dimensions of elements ▪ opening sizes ▪ spans ▪ footing levels <ul style="list-style-type: none"> - stepped footing 	Structural Engineer
			<ul style="list-style-type: none"> ▪ construction joints ▪ expansion joints ▪ slab depressions ▪ recesses ▪ form tie pattern and spacing ▪ dimensions ▪ size and location of openings ▪ waterproofing recesses and joints ▪ stepped walls ▪ weep holes ▪ mechanical and electrical services locations 	Architect
Pre-cast Concrete			<ul style="list-style-type: none"> ▪ reinforcing (size, location, quantity) ▪ connection and bearing ▪ details and location ▪ concrete strength ▪ provisions for lifting 	Structural Engineer
			<ul style="list-style-type: none"> ▪ materials ▪ dimensions and sizes ▪ shape ▪ location ▪ finish and colour (sample) ▪ drips ▪ reglets ▪ joint details ▪ anchor bolts and/or inserts for other materials ▪ waterproofing ▪ openings ▪ mechanical and electrical services locations 	Architect

Product or System	N/A	✓	Items to review	Reviewed by:
			Division 04 – Masonry	
Masonry Walls (mock-ups sometimes required)			<ul style="list-style-type: none"> ▪ masonry units ▪ mortar colour and texture ▪ joint tooling technique ▪ joint size ▪ coursing ▪ masonry ties 	Architect
			Division 05 – Metals	
Structural Steel (loads)			<ul style="list-style-type: none"> ▪ grades of steel ▪ anchor bolt plan layout and dimensions ▪ dimensions and sizes of members ▪ specific deviations from grid lines ▪ heights and levels of beams ▪ connection details ▪ base plate details ▪ anchors required for other materials ▪ size and location of openings through members ▪ bearing details ▪ expansion joint details ▪ painting ▪ framing around openings ▪ lintels ▪ provision for future additions ▪ fireproofing (sample) 	Structural Engineer
			<ul style="list-style-type: none"> ▪ dimensions ▪ method of fireproofing (sample) and/or rated assembly ▪ finish (sample) 	Architect
Steel Joists			<ul style="list-style-type: none"> ▪ engineering certificate ▪ sizes ▪ spacing and location ▪ bearing details ▪ bracing and/or bridging locations ▪ bottom chord extensions 	Structural Engineer
			<ul style="list-style-type: none"> ▪ mechanical services locations ▪ finish 	Architect
Metal Decking			<ul style="list-style-type: none"> ▪ type ▪ gauge of metal ▪ finish ▪ fastenings ▪ location of openings and framing ▪ location and details of closure plates 	Structural Engineer

Product or System	N/A	✓	Items to review	Reviewed by:
Metal Fabrications, Miscellaneous Metals, Metal Stairs and Railings, Ornamental Metal			<ul style="list-style-type: none"> ▪ location ▪ dimensions and sizes ▪ finish ▪ hangers and fastening details ▪ construction and installation ▪ material ▪ railing expansion joints ▪ compliance with codes with respect to resistance to horizontal and vertical loads 	Architect
Load-bearing Metal Stud Framing			<ul style="list-style-type: none"> ▪ gauge and galvanic finish ▪ spacing ▪ connection details 	Structural Engineer
Division 06 – Wood and Plastics				
Timber Framing and Prefabricated Structural Wood			<ul style="list-style-type: none"> ▪ engineering certificate ▪ sizes ▪ spacing and location ▪ bearing details ▪ bracing and/or bridging locations ▪ connections 	Structural Engineer
			<ul style="list-style-type: none"> ▪ finish ▪ exposed connection design ▪ mechanical services locations 	Architect
Architectural Woodwork and Millwork			<ul style="list-style-type: none"> ▪ design ▪ dimensions and sizes ▪ location ▪ material (species, grain direction, and pattern) ▪ finish (sample) ▪ mechanical and electrical services locations ▪ construction and installation ▪ hardware and location ▪ interference between hardware and door or drawer operation ▪ plastic laminate (sample) 	Architect
Division 07 – Thermal and Moisture Protection				
Metal Cladding			<ul style="list-style-type: none"> ▪ profile ▪ material construction ▪ finish and colour ▪ dimensions and sizes ▪ openings ▪ installation details ▪ fixing details to structure ▪ cladding support system ▪ weatherproofing (flashing, sealing, etc.) 	Architect

Product or System	N/A	✓	Items to review	Reviewed by:
Roof Insulation (tapered)			<ul style="list-style-type: none"> ▪ thickness ▪ locations of penetrations ▪ slope 	Architect
Exterior Insulation and Finish Systems			<ul style="list-style-type: none"> ▪ insulation ▪ colour (sample) ▪ finish (sample) ▪ expansion and control joints ▪ decorative features ▪ reinforcement details 	Architect
Division 08 – Doors and Windows				
Doors and Frames (fire ratings)			<ul style="list-style-type: none"> ▪ material ▪ construction ▪ finish ▪ location ▪ dimensions and sizes ▪ size of undercut ▪ glass and louvre openings ▪ finishing hardware locations ▪ door swings ▪ frame profiles ▪ frame installation details ▪ fire ratings ▪ bumpers 	Architect
Aluminum Doors, Frames and Screens			<ul style="list-style-type: none"> ▪ location ▪ type ▪ dimensions and sizes ▪ frame profile ▪ anchorages ▪ location with respect to wall thickness ▪ transom panel ▪ finishing hardware location ▪ door swings ▪ construction ▪ grilles ▪ finish ▪ gauge of material ▪ bumpers ▪ reinforcing for hardware ▪ astragal ▪ rebate sizes ▪ stop location and size ▪ door head frame wide enough for specified hardware ▪ glazing 	Architect
Windows			<ul style="list-style-type: none"> ▪ profile ▪ sizes ▪ material 	Architect

Product or System	N/A	✓	Items to review	Reviewed by:
			<ul style="list-style-type: none"> ▪ finish ▪ location in relation to wall thickness ▪ sealant at perimeter of frame ▪ anchorages ▪ tolerances for structural movement, especially at head ▪ material thickness ▪ insect screen ▪ opening and locking mechanism ▪ weeping holes ▪ glazing (type) ▪ weather bars if specified ▪ sill detail ▪ fixed and operable window section 	
Hardware (schedules)			<ul style="list-style-type: none"> ▪ type ▪ finish ▪ location ▪ function ▪ fire rating ▪ keying system 	Architect
			<ul style="list-style-type: none"> ▪ electrical requirements 	Electrical Engineer
Division 09 – Finishes				
			<p>Generally, shop drawings are not supplied, unless required, except for special treatment such as travertine walls, marble floors, etc., where joint lines and grain direction are important. All finishes are normally approved based on material samples submitted to the architect for reviewing against the specifications and colour schedule.</p>	
Special Finishes or Treatment			<ul style="list-style-type: none"> ▪ material ▪ finish ▪ location ▪ extent of application ▪ joint type location, size and detail ▪ panel sizes ▪ grain direction and pattern ▪ base, ceiling and corner details ▪ fixing and location ▪ location and size of openings 	Architect

Product or System	N/A	✓	Items to review	Reviewed by:
Carpeting and Resilient Flooring			<ul style="list-style-type: none"> ▪ location ▪ access to electrical underfloor duct system ▪ installation and accessories ▪ seam locations and pattern direction 	Architect
Division 10 - Specialities				
Manufactured Specialties			<ul style="list-style-type: none"> ▪ finish and colour ▪ location ▪ fixing details ▪ construction ▪ dimensions and sizes ▪ material ▪ gauges ▪ dimensions and sizes 	Architect
Washroom Accessories			<ul style="list-style-type: none"> ▪ type ▪ finish and colour ▪ fixings ▪ construction ▪ materials ▪ gauges ▪ dimensions and sizes 	Architect
Toilet Partitions			<ul style="list-style-type: none"> ▪ location ▪ type ▪ dimensions and sizes ▪ material ▪ finish and colour ▪ reinforcing for accessories ▪ door swing ▪ hardware ▪ construction ▪ gauges 	Architect
Signs and Directories			<ul style="list-style-type: none"> ▪ location ▪ dimensions and sizes ▪ construction ▪ finish and colour ▪ material ▪ fixings ▪ electrical and mechanical services locations if applicable ▪ access ▪ glazing ▪ lettering 	Architect
Division 11 - Equipment				
Special Equipment (e.g., kitchen equipment)			<ul style="list-style-type: none"> ▪ location ▪ clearances required around computers, controls, equipment for maintenance machinery, lifts, etc. ▪ access for replacement 	Architect

Product or System	N/A	✓	Items to review	Reviewed by:
			<ul style="list-style-type: none"> ▪ loading and vibration ▪ dimensions and sizes ▪ finish and colour ▪ installation details (isolation – structure, sound, heat) 	Structural Engineer
			<ul style="list-style-type: none"> ▪ mechanical services, sizes and location 	Mechanical Engineer
			<ul style="list-style-type: none"> ▪ electrical services, sizes and location 	Electrical Engineer
Division 12 – Furnishings				
Blinds and Window Treatment			<ul style="list-style-type: none"> ▪ type ▪ finish and colour ▪ fixings ▪ dimensions and sizes ▪ operation 	Architect
Division 13 – Special Construction				
Special Construction			<ul style="list-style-type: none"> ▪ location ▪ extent ▪ material ▪ dimensions and sizes ▪ construction ▪ finish and colour ▪ installation ▪ clearances ▪ presence of electrical services ▪ presence of mechanical services 	Architect
Division 14 – Conveying Systems				
Elevators, Lifts and Dumbwaiters			<ul style="list-style-type: none"> ▪ shaft construction ▪ shaft sizes ▪ clearances and heights ▪ door frame details and finishes ▪ cab sizes ▪ design and finish of cab ▪ design, finish and location of name plates, push buttons, hall indicators, etc. ▪ equipment location ▪ shaft projections ▪ number of stops ▪ operation (firefighters' elevator) 	Architect and Structural Engineer
			<ul style="list-style-type: none"> ▪ imposed loads ▪ sizes of structural members, hoist beams, etc. ▪ bearing of load capacity members 	

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			<ul style="list-style-type: none"> ▪ shaft and machine room ventilation requirements 	Mechanical Engineer
			<ul style="list-style-type: none"> ▪ electrical services and equipment and location of same 	Electrical Engineer
Escalators			<ul style="list-style-type: none"> ▪ location ▪ size of floor openings ▪ escalator dimensions ▪ material ▪ finish and colour ▪ access ▪ installation details with respect to adjacent areas ▪ clearances around escalators 	Architect and Structural Engineer
			<ul style="list-style-type: none"> ▪ imposed loads ▪ sizes of structural members, hoist beams, etc. ▪ bearing of load capacity members 	Structural Engineer
			<ul style="list-style-type: none"> ▪ electrical services and equipment and location of same 	Electrical Engineer
Pneumatic Tube System			<ul style="list-style-type: none"> ▪ tube runs and tube sizes ▪ station location ▪ station design ▪ materials ▪ finish and colour ▪ operation and speed ▪ construction ▪ openings required in structure ▪ exhaust and its location ▪ station interconnections ▪ accessories such as carriers, speed controllers ▪ type of sending and receiving terminals ▪ station access for maintenance 	Architect
Conveyors			<ul style="list-style-type: none"> ▪ shaft dimensions ▪ shaft construction ▪ conveyor routing ▪ material ▪ finish and colour ▪ clearances ▪ dimensions and sizes ▪ access for maintenance ▪ operation ▪ number of stations and location 	

Product or System	N/A	✓	Items to review	Reviewed by:
			Divisions 21, 22 and 23 – Mechanical	
Sprinkler Systems			<ul style="list-style-type: none"> ▪ location and spacing ▪ finish ▪ special requirements 	Architect and Mechanical Engineer
			<ul style="list-style-type: none"> ▪ conformity with NFPA and insurance underwriter standards ▪ pressure and flow ▪ calculations based on correct data ▪ design ▪ equipment and pipe sizes ▪ water storage tanks, pumps, valves ▪ sprinkler control trees ▪ clearances, access ▪ supports, foundations 	Mechanical Engineer
Plumbing Fixtures			<ul style="list-style-type: none"> ▪ colour ▪ controls ▪ mounting and installation requirements 	Architect and Mechanical Engineer
			<ul style="list-style-type: none"> ▪ quantity ▪ roughing-in requirements ▪ connections 	Mechanical Engineer
HVAC Units			<ul style="list-style-type: none"> ▪ size and weight 	Structural Engineer
			<ul style="list-style-type: none"> ▪ location and required openings 	Architect and Mechanical Engineer
			<ul style="list-style-type: none"> ▪ all performance data 	Mechanical Engineer
			<ul style="list-style-type: none"> ▪ controls and electrical requirements 	Electrical Engineer
Boiler Room Equipment (boilers, pumps, tanks)			<ul style="list-style-type: none"> ▪ size and clearances ▪ installation and mounting requirements ▪ louvres and ventilation sizes 	Architect, Structural Engineer and Mechanical Engineer
			<ul style="list-style-type: none"> ▪ size and weight ▪ location of openings ▪ clearances, heights 	Structural Engineer
			<ul style="list-style-type: none"> ▪ all performance data 	Mechanical Engineer
			<ul style="list-style-type: none"> ▪ controls ▪ power, panels, shut-offs 	Electrical Engineer

Product or System	N/A	✓	Items to review	Reviewed by:
Diffusers			<ul style="list-style-type: none"> ▪ colour ▪ finish ▪ louvre direction 	Architect
			<ul style="list-style-type: none"> ▪ other features (dampers, etc.) 	Mechanical Engineer
Division 25, 26 and 27 – Electrical				
Light Fixtures			<ul style="list-style-type: none"> ▪ quantity ▪ colour ▪ finish ▪ options ▪ location ▪ lamps 	Architect
			<ul style="list-style-type: none"> ▪ lamps ▪ performance and installation 	Electrical Engineer
Distribution Equipment			<ul style="list-style-type: none"> ▪ location and size ▪ clearances 	Architect
			<ul style="list-style-type: none"> ▪ all features 	Electrical Engineer
Fire Alarm System, Security System and Communications System			<ul style="list-style-type: none"> ▪ location of components ▪ size and colour 	Architect
			<ul style="list-style-type: none"> ▪ all features ▪ quantity ▪ rough-in requirements 	Electrical Engineer