Description	N/A	✓	Notes
1. Differentiation between existing/new for addition/renovation projects *by cross-hatching/ shading*			
2. Outline plan of each floor of entire building, including basement or foundation plan if building has no basement, showing:			
a. scope of demolition work *as required*			
b. all exterior walls/interior partitions			
c. doors with swings/windows/other openings/door sizes/types *or provide door schedule*			
d. basement walls/piers/columns			
e. outline of wall/pier/column footings dotted on basement or foundation plan			
f. names of all interior spaces *if key plan not used*			
g. identifying number of each space *as required*			
3. Finish floor level/elevation *for each floor level*			
4. Ramps/stairs, with up/down arrows			
5. Plumbing fixtures/toilet partitions *as required*			
6. Detailed plan of each floor level:			
a. depending on scale selected, it may be necessary to divide each floor into segments shown on separate drawing sheets (in this case, indicate match line between segments of plan on each sheet)			
7. Delineate wall components:			
a. masonry wythes/cavity			
b. insulated metal wall systems			
c. EIFS/drywall/cladding to stud walls			
d. (not necessary to cross-hatch each element if wall types identified by reference numbers as below)			
8. Identify wall assembly types by reference numbers:			

Description	N/A	✓	Notes
a. W1, W2, etc., for exterior walls; P1, P2, etc., for interior partitions			
b. schedule giving thickness/name of each component of each wall assembly type, *including cavities, if any*, and locations of air and vapour barriers: • e.g., W1 • 90mm masonry veneer 50mm air space • 60mm semi-rigid insulation air/vapour barrier • 190mm concrete block (Note: Do not give specifications for components, unless no separate specification document is provided)			
9. Structural grid *as required*			
10. Dimensions:			
a. overall wall thickness (not necessary to dimension each element if wall types identified by reference numbers as above)			
b. partitions			
c. locations of windows/doors/other openings showing overall dimensions *as required*			
d. column centres *as required* if key plan not used			
e. cabinetwork only if interior elevations not used			
11. Fire separations and ratings *as required* if key plan not used			
a. minimum clearances to combustible framing			
12. Exits *as required* if key plan not used			
13. Exit calculations *as required* if key plan not used			
14. Location of building cross-sections/details if key plan not used:			
a. cross-references to building section/ detail drawings (Note: Use same symbol/geometrical shape consistently for each type of reference throughout set of drawings)			
15. Outlines of cabinetwork:			
a. kitchen/bathroom			
b. closets, including rod and shelf/shelves			

Description	N/A	✓	Notes
16. Cross-references to interior wall elevations *as required*			
17. Other work not indicated elsewhere:			
a. concrete bases for mechanical/electrical equipment			
b. manufactured items:			
i. panel folding doors			
ii. washroom accessories			
iii. prefabricated shelving			
18. Structural:			
a. joists/beams/lintels/rafters/roof trusses showing span directions			
b. cross bracing *as required*			
c. columns			
d. may be on separate drawing(s) prepared by structural engineer			
19. Heating/ventilating/air conditioning:			
a. locations of supply and return air grilles when critical for furniture layouts			
b. main duct risers			
c. exhaust fans			
d. heat recovery ventilator *as required*			
e. furnace/boiler/package HVAC unit(s)			
f. hot water heater			
g. A/C condenser			
h. meters:			
i. gas/water			
ii. location of remote readers *as required*			
20. Electrical:			
a. receptacles/switches/fixtures			
b. smoke/carbon monoxide detectors			
c. main panel/service location			
d. electricity meter			
21. Heating/ventilating/air conditioning/electrical:			
a. usually on separate drawing(s) prepared by mechanical/electrical engineer(s)			