Description	N/A	✓	Notes
1. Outline plan of each level: use same orientation for all floor plans and match line when floor plan divided into segments shown on separate drawing sheets			
2. Differentiation between existing/new for addition/renovation projects *by cross-hatching/ shading*			
3. Locations of plan details/interior wall elevations cross-referenced to other drawings/ ensure all conditions requiring clarification are detailed			
4. Structural grid lines *with reference symbols*			
5. Expansion joints:			
a. locations			
b. uninterrupted throughout entire building			
6. Exterior walls/interior partitions/walls:			
a. partial-height partitions/walls differentiated/noted			
7. Floor slopes/depressions/trenches			
8. Location of changes in flooring materials			
9. Doors with swings/windows/other openings:			
a. door sizes/types/fire protection ratings *if door schedule not used*			

Description	N/A	✓	Notes
b. door numbers cross-referenced to door schedule			
c. cross-check openings against elevations			
10. Piers/columns			
11. Dotted footings to walls/piers/columns on basement or foundation plan			
12. Names/identifying numbers of all interior spaces			
13. Ramps/stairs, with up/down arrows			
14. Toilet partitions/plumbing fixtures			
15. Dimensions:			
a. overall wall thicknesses: not necessary to dimension each element in walls if wall assembly types identified by reference numbers			
b. partitions			
c. locations of windows/doors/other openings showing overall dimensions *as required*			
d. verify total of individual dimensions against overall *if complete dimension runs are used*			
e. cross-check against other plans/details at different scales; *refer also to Notes*			
f. cabinetwork if interior elevations not used			
16. Wall components delineated:			
a. masonry wythes/cavity			
b. insulated metal wall systems			
c. EIFS/drywall/cladding to stud walls			
d. no cross-hatching of each element if wall assembly types identified by reference numbers			
17. Wall assembly types identified by reference numbers:			
a. W1, W2, etc. for exterior walls; P1, P2, etc. for interior partitions			
b. schedule giving thickness/material of each component of each wall type *preferably on same drawing*			
c. cross-check that terminology/ abbreviations used for materials same as in specifications			

Description	N/A	✓	Notes
b. every wall identified by appropriate reference number			
18. Outlines of cabinetwork			
19. Other work:			
a. concrete bases for mechanical/electrical equipment			
b. manufactured items:			
i. panel folding doors			
ii. washroom accessories			
iii. prefabricated shelving			
20. Engineer-designed items:			
a. dimensions only to items requiring precise locations			
b. structural:			
i. columns			
c. mechanical:			
i. vertical ducts/duct shafts/pipe spaces			
ii. built-in/semi-recessed/surface mounted components			
iii. plumbing fixtures			
iv. piping requiring chases			
v. major equipment			
d. electrical:			
i. panels			
ii. other built-in/semi-recessed/surface-mounted components			
iii. major equipment			
e. cross-check against engineering drawings			