

Description	N/A	✓	Notes
1. Project name/address <i>same on all drawings</i> , including drawings prepared by consultants			
2. Project number			
3. Same date on all drawings, including drawings prepared by consultants			
4. Drawing (sheet) title			
5. Drawing (sheet) number			
6. Scale of plot or paper copy, <i>additional graphic scale on any drawings which may be reduced</i>			
7. Name or initials of draftsman			
8. North point on relevant drawings only (site plan, key plan, floor plans, etc.)			
a. Project north point if the angle of the building on the site is such that the orientation of a side is not readily apparent			
9. Location diagram with portion of building plan cross-hatched showing which part of floor is on sheet; required only if entire building plan, when drawn at appropriate scale, will not fit on one sheet			
10. Electronic file name and number/date of print or plot			