

CHECKLIST

TITLE _____ **PROJECT NO.** _____
LOCATION _____ **DATE** _____
REVIEWED BY _____
ORGANIZATION _____

Construction Documents		
ARCHITECTURAL REVIEW		
NO.	ITEM	COMMENTS/ YES/NO/NA
1	Compliance with Submission Instructions	
2	Incorporate all of the revisions required	
3	Floor Plans/Drawings,	
	a. Room names and numbers	
	b. Interior dimensions	
	c. Exterior dimensions and match lines	
	d. Column grid lines	
	e. Expansion joints between new and existing	
	f. Floor drains and pitch	
	g. Corner guards, handrails, bumper guards, and grab bars	
	h. Water coolers (near waiting rooms and along corridors)	
	i. Air-lock vestibules at main entrance	
	j. Elevator lobbies (min 12" deep)	
	k. Ducts and utility shafts that pass through floors	
	l. Transformer rooms with curbs and no overhead pipes or ducts	
	m. Roof slope is minimum 1/4" per foot	
	n. Roof-top equipment with screens	
	o. Access doors to roof	
	p. Walkways on roof	
	q. Lightning protection	
	r. Door symbols	
	s. Lead-lines partitions and "universal floor Ts"	
	t. Location and details of Dedication Plaque	
	u. Floor slab depressions identified and coordinated with structural drawings	
	v. Arcaways with rails or gratings	
4	Demolition Plans with existing finish schedule and notes	
5	Reflected Ceiling Plan	
6	Equipment Plans with elevations and details	

Construction Documents Checklist For Architects

The American Institute of Architects



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