

Drawing Standard Checklist



WILLIAM & MARY

CHARTERED 1693

Project Title

W&M Project Number

General Requirements: The following clarifies the requirements, standards, and expectations applicable to drawings prepared for bidding and construction on state projects. See College of William and Mary Technical Standards for applicable drafting standards.

Standard Drawing Sheet Information: Each drawing to be reproduced shall show:

| | Yes | No | N/A |
|--|-----|----|-----|
| The name of the A/E | | | |
| The Project Title | | | |
| The Project location | | | |
| The 8 digit state Project Code | | | |
| The 3 digit sub-project code | | | |
| Drawing / Sheet Title | | | |
| Drawing / Sheet number | | | |
| The seal and signature of the responsible licensed professional | | | |
| Uniform date of the completed documents | | | |
| Drawings are sequenced by discipline letter and number, i.e., A-1, A-2, A-3.1, A-3.2, S-1, S-2, etc. | | | |

Requirements for A/E Sealing and Signatures: The Seal and Signature of the licensed Professional Engineer, Architect or Certified Landscape Architect on the drawings provides notice to the public the drawings are complete and that the professional has exercised complete direction and control over the work to which the seal or signature is affixed. All plans and specifications for building projects designed for the College must bear the seal and signature of the responsible licensed professional.

| | Yes | No | N/A |
|--|-----|----|-----|
| The drawing cover sheet shows a complete list of the drawings in the set, seal and signature of the responsible licensed professional and a uniform document date | | | |
| The original cover sheet without seal and signature has been reproduced and is attached to copies of the other drawings in the set. Each cover sheet print shall then be sealed, signed and dated with original seals and signatures. | | | |
| All drawings bear the seal, signature and date of the Architect or Engineer responsible for that discipline | | | |
| Calculations are organized, indexed, numbered and submitted for each discipline involved. Design calculations indicate assumptions, considerations and factors involved in the design and support the design shown on the plans and specifications. One (1) copy of the completed design calculations of each discipline to the College Code Review Team with submission. Calculations bear the seal, signature and date of the Architect and all Engineers. | | | |

The Title sheet(s): In addition to the standard information indicated on the previous page, the Title sheet indicates the following:

| | Yes | No | N/A |
|--|-----|----|-----|
| Activity or function(s) to be performed in the facility | | | |
| Version (date) of VUSBC on which the design is based other & major code used | | | |
| Use Group classification(s) | | | |
| Maximum VUSBC occupancy for each level and total for building | | | |
| VUSBC classification of construction type | | | |
| Area for each floor and entire building; volume of building | | | |
| Location and Vicinity Maps | | | |
| The Index of Drawings | | | |
| A master listing of all applicable abbreviations and symbols and discipline specific abbreviations and symbols at the beginning of each discipline | | | |
| Facility Capacity, Number of beds (dormitory), Number of fixed seats (auditorium), Number of parking spaces (parking deck), Other information relating to capacity of the facility as applicable | | | |
| Seal of the A/E Principal-in-Charge of the project, signed and dated A/E may also require the seal and signature of a principal of its consultants. | | | |

Uniform Date of Completed Drawings:

| | Yes | No | N/A |
|--|-----|----|-----|
| All drawings & the specifications dated with the same date which is established by the A/E as the date the documents are (or will be) complete, sealed, signed and dated | | | |
| Documents printed for bidding bear the date described above with no revision numbers or dates. | | | |

Arrangement of Drawings: Drawings are arranged in the following order with the discipline identifying character shown:

| | Yes | No | N/A |
|--|-----|----|-----|
| T - Title Sheet and Index | | | |
| C - Plot and/or Site plans | | | |
| C - Sanitary and Civil | | | |
| B - Boring logs | | | |
| L - Landscaping | | | |
| D - Demolition | | | |
| A - Architectural | | | |
| S - Structural | | | |
| FP- Fire Protection Information | | | |
| SP- Sprinkler Systems, Standpipes, and Accessories | | | |
| P - Plumbing | | | |
| M - Mechanical (heating, cooling, ventilation, etc.) | | | |
| E - Electrical | | | |
| R - Asbestos Abatement | | | |

Drawing Orientation: Building floor plans and drawings for all disciplines shall be oriented the same to avoid confusion and to facilitate overlaying of drawings.

| | Yes | No | N/A |
|--|-----|----|-----|
| Building floor plans and drawings for all disciplines are oriented the same to avoid confusion and to facilitate overlaying of drawings. | | | |

Boring Log Presentation:

| | Yes | No | N/A |
|--|-----|----|-----|
| Boring logs representing soil conditions encountered in the site investigation including pertinent logs from previous explorations in the project location are presented on the drawing(s) | | | |
| Boring logs show the ground elevation, the depths of boring, depths and classifications/descriptions of materials encountered, blow counts per ASTM D-1586, ground water elevation, and other pertinent information | | | |
| Boring locations relative to the project are shown on a small-scale location plan or on the Site Plan. Boring logs may be photocopied to stick-on transparencies and securely and neatly organized on the Boring log sheet if legible and suitable for microfilming. | | | |

Asbestos drawings and specifications: Drawings show:

| | Yes | No | N/A |
|---|-----|----|-----|
| The name, signature and Virginia license number of the asbestos project designer on each asbestos drawing sheet and at the beginning of the asbestos specifications section | | | |
| Asbestos drawings and specifications are incorporated into the contract documents as an appendix. | | | |

Limits of the Work:

| | Yes | No | N/A |
|---|-----|----|-----|
| The drawings describe/show the Work to be provided by the Contractor | | | |
| Existing features, structures, archaeology features, or improvements to remain are noted | | | |
| Existing features, structures, or improvements to be demolished and/or removed are noted or identified | | | |
| Work, improvements, demolition or construction which the College will perform or have performed by separate contract are identified as "Not In Contract" or "NIC" and the abbreviation has been defined | | | |