

# Construction Documents Checklist For Architects

## 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 T's"	
	t. Location and details of Dedication Plaque	
	u. Floor slab depressions identified and coordinated with structural drawings	
	v. Areasways 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** is an essential aspect of the architectural design process. It ensures that all necessary documents are prepared, reviewed, and approved before construction begins. This checklist serves as a guide for architects to streamline their workflow, maintain quality control, and minimize errors during the construction phase. In this article, we will delve into the various components of a construction documents checklist, providing a detailed overview of what architects need to consider throughout the project lifecycle.

# Understanding Construction Documents

Construction documents are a collection of drawings, specifications, and other related documents that communicate the design intent to contractors and builders. These documents must be thorough and precise to ensure that the construction process runs smoothly and that the final building meets the intended design standards.

## Key Components of Construction Documents

1. Drawings: These are the visual representations of the project, including:
  - Site plans
  - Floor plans
  - Elevations
  - Sections
  - Details
  - Schedules (e.g., door and window schedules)
2. Specifications: Written descriptions that outline the quality and performance criteria for materials, products, and workmanship. They typically include:
  - General requirements
  - Technical specifications for various building components
  - Performance and testing criteria
3. Project Manual: This document consolidates all project-related information, including:
  - Bidding requirements
  - Contract conditions
  - Specifications
  - Administrative procedures
4. Addenda: Any changes or clarifications made to the original construction documents after they have been issued.
5. Construction Contracts: Legal agreements between the owner and contractor, outlining the scope of work, timeline, and payment terms.

## Construction Documents Checklist

Creating a comprehensive construction documents checklist can help architects ensure that all necessary elements are included and that the documents are complete and accurate. Below is a detailed checklist organized by categories.

## Preliminary Documents

- [ ] Site Analysis: Assess site conditions, zoning regulations, and environmental impact.
- [ ] Program Requirements: Document client needs and project goals.
- [ ] Feasibility Studies: Evaluate project viability in terms of budget, timeline, and resources.

## Design Development Documents

- [ ] Schematic Design Drawings: Preliminary drawings representing the overall concept.
- [ ] Design Development Drawings: More detailed drawings that refine the design.
- [ ] Design Intent Statement: Outline the architectural vision and key design principles.

## Construction Drawings

- [ ] Site Plan: Detailed layout of the project site, including topography, landscaping, and utilities.
- [ ] Floor Plans: Drawings showing the layout of each level of the building.
- [ ] Elevations: Exterior views of the building, indicating materials and finishes.
- [ ] Sections: Vertical cuts through the building, showing interior relationships and construction details.
- [ ] Details: Specific drawings illustrating construction methods and material connections.
- [ ] Schedules:
  - Door and window schedules
  - Finish schedules
  - Equipment schedules

## Specifications

- [ ] General Conditions: Outline the rules and regulations governing the project.
- [ ] Technical Specifications: Provide detailed information on materials, products, and workmanship.
- [ ] Performance Specifications: Define expected performance metrics for various components.

# **Project Manual**

- [ ] Bidding Requirements: Instructions for prospective bidders, including submission deadlines and formats.
- [ ] Contract Conditions: Terms and conditions of the contract, including payment schedules and penalties.
- [ ] General Requirements: Outline administrative procedures, including project meetings and communication protocols.

## **Construction Contracts**

- [ ] Owner-Contractor Agreement: Legal contract detailing the responsibilities of both parties.
- [ ] Subcontractor Agreements: Contracts with subcontractors outlining their scope of work and payment terms.

## **Coordination Documents**

- [ ] Consultant Drawings: Include architectural, structural, mechanical, electrical, and plumbing drawings.
- [ ] Coordination Drawings: Ensure that all disciplines are working together seamlessly, avoiding conflicts.
- [ ] Shop Drawings: Detailed drawings prepared by contractors or fabricators, showing how specific components will be constructed.

## **Quality Control and Review**

- [ ] Internal Review: Conduct a thorough review within the architectural firm for accuracy and completeness.
- [ ] Client Review: Present the documents to the client for feedback and approval.
- [ ] Code Compliance Review: Verify that all documents meet local building codes and regulations.

## **Final Documents**

- [ ] Final Construction Drawings: Ensure that all revisions and changes are incorporated.
- [ ] Final Specifications: Update specifications to reflect the final design choices.
- [ ] Final Project Manual: Compile all documents into an organized project manual for distribution.

# Best Practices for Managing Construction Documents

To effectively manage construction documents, architects should consider the following best practices:

## 1. Utilize Digital Tools

- Use Building Information Modeling (BIM) software to create and manage digital models that integrate all aspects of the project.
- Employ document management systems to store, share, and track revisions of construction documents.

## 2. Implement a Version Control System

- Maintain a clear version control process to ensure that all stakeholders are working from the most up-to-date documents.
- Clearly label document versions and maintain a revision history for accountability.

## 3. Establish Clear Communication Protocols

- Set up regular meetings with stakeholders, including clients, contractors, and consultants, to discuss progress and address any issues.
- Use collaborative platforms to facilitate communication and feedback among project team members.

## 4. Conduct Thorough Reviews

- Schedule multiple rounds of reviews throughout the design and documentation process to catch errors early.
- Engage third-party reviewers or consultants to provide an external perspective on the documents.

## Conclusion

A well-prepared construction documents checklist for architects is crucial in facilitating a successful construction process. By following a structured approach and adhering to best practices, architects can ensure that all necessary documents are completed accurately and on time. This attention to

detail not only enhances the quality of the final build but also fosters better communication and collaboration among all parties involved in the project.

## **Frequently Asked Questions**

### **What are construction documents in architecture?**

Construction documents are a set of comprehensive drawings and specifications that outline the design, materials, and systems for a construction project. They serve as a guide for builders and contractors to understand how the architect envisions the project.

### **What should be included in a construction documents checklist for architects?**

A construction documents checklist should include items such as site plans, floor plans, elevations, sections, details, schedules, specifications, code compliance documentation, and any necessary permits.

### **How can a construction documents checklist improve project management?**

A construction documents checklist helps ensure that all necessary documents are prepared and reviewed systematically, minimizing the risk of errors, omissions, and delays during the construction process.

### **What is the role of specifications in construction documents?**

Specifications detail the materials, workmanship, and installation methods required for the project. They complement the drawings by providing essential information that ensures quality and compliance with standards.

### **How often should architects update their construction documents checklist?**

Architects should update their construction documents checklist regularly, especially with each new project or after learning from past experiences to incorporate best practices and lessons learned.

### **What are the common mistakes to avoid in construction documents?**

Common mistakes include insufficient detail, lack of coordination between drawings and specifications, ignoring local building codes, and failing to include critical information such as notes and legends.

## Why is collaboration important when creating construction documents?

Collaboration is crucial to ensure that all stakeholders, including engineers, contractors, and clients, are aligned on the design intent and requirements, which helps in reducing misunderstandings and conflicts during construction.

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