



Documentation - Detail

Check
Box *

No.

01	Establish/distribute detail project standards: size, title, numbering system & uniform reference system.	
02	Review all plans, elevations and sections; determine sections still needed to be prepared. Advise PIC.	
03	Mark up complete set of general documents to show all locations where details are required.	
04	Assign number and sequence schedule for all details; confirm reference system is understood by general documenters.	
05	Prepare detail work and staff plan and time schedule. Review with PIC.	
06	Check progress to work plan in current reporting period. Note deficiencies.	
07	Prepare detail "library" of typical details from other projects anticipated to apply to this project. Provide to team.	
08	Request list of architectural detail information needed from each subconsultant; revise workplan as necessary	
09	Check sizes of all column and beam sections for conflicts with ceilings or other elements, including equipment.	
10	Confirm design of grilles, diffusers and ducted skirting with BSEng.	
11	Coordinate lighting details with BSEng.	
12	Confirm security requirements; check against door and other details.	
13	Each team member: collect product literature; make notes on all discussions with suppliers; give to TL to hold for spec. writer.	
14	Obtain standard or preliminary shop drawings on lifts and escalators; confirm detail provisions.	
15	Confirm expansion and control joint details with SEng; verify that precast panel design and jointing conforms to thermal and other movement criteria (I 22).	
16	Review tolerances established for all surfaces and materials; confirm they are achievable in practice; coordinate with specification writer.	
17	Request list of "builders work" items from all other consultants; verify against architectural details.	
18	Confirm requirements for attaching of cladding systems to edge beams; check details, including fire rating requirements.	
19	Periodically check detailing to ensure that materials descriptions are reserved for specifications and not on drawings.	
20	Verify that details are drawn for all general document reference points (per J 08).	
21	Eliminate all references as "by others"; determine and note responsible party.	
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23	Submit drawings, spec. notes and product literature to specification writer.	
24	Confirm that provisional Bills of Quantities have been prepared.	
25	Obtain client's approval and sign off for completed drawings and related documents (at same time as general documentation) (I27)	