



Architectural Check

Check
Box *

No.		Check Box *
01	Verify that limits of existing and new work are clearly shown (additions and renovations only).	
02	Verify all structural elements and dimensions against structural drawings.	
03	Compare elevations to floor plans; check all features shown on both.	
04	Compare building sections to elevations and plans; check all features on both.	
05	Compare detail wall sections with building sections.	
06	Verify that all details referenced on plans, elevations and sections exist and are properly keyed.	
07	Verify that all details are referenced at least once to plans, elevations and sections.	
08	Verify rough openings for doors and windows against schedule and structural.	
09	Verify movement joint locations and cross-check with SEng requirements.	
10	Compare finish schedule with ceiling and wall finish notes.	
11	Check lighting fixture layout against electrical plan and schedules.	
12	Check diffusers, grilles and registers against mechanical plans.	
13	Check vent locations against reflected ceiling plans and elevations.	
14	Verify door schedule data including sizes, types, frame conditions and fire ratings etc.	
15	Verify ironmongery and door furniture schedule against door schedule and specification.	
16	Compare door swings with electrical switch locations.	
17	Verify fire rated wall locations and details.	
18	Verify ratings of doors in fire rated walls.	
19	Check all dimension strings and totals.	
20	Verify fit of cabinets and items of equipment.	
21	Verify that material descriptions are in specification and not on drawings.	
22	Verify data on room finish schedule against all other drawings; check room names and numbers, ceiling heights and finishes.	
23	Check detail of plan enlargements against small scale plans.	
24	Where plan of one floor is on more than one drawing, check match of all meeting lines.	
25	Submit completed documents for building approval where required.	