

# CHECKLIST

**TITLE** \_\_\_\_\_ **PROJECT NO.** \_\_\_\_\_  
**LOCATION** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**REVIEWED BY** \_\_\_\_\_  
**ORGANIZATION** \_\_\_\_\_

<b>Construction Documents</b>		
<b>ARCHITECTURAL REVIEW</b>		
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

**Gang Chen**



## **Construction Documents Checklist For Architects:**

The Architect's Handbook of Professional Practice Joseph A. Demkin, American Institute of Architects, 2008-03-24 This updated resource covers all aspects of architectural practice featuring new material of sustainable design managing multiple offices lifelong learning mentoring and team building revised content on programming project management construction contract administration risk management and ethics and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery Jacket

**Project Management Checklist: A Complete Guide For Exterior and Interior Construction** Fred Stitt, 1992-09-30 A true management time saver this volume covers all project management stages from pre design up to the point that construction begins Following the standard American Institute of Architects AIA project format and three hole punched for portability it supplies checklist for site analysis schematic design design development and covers all phases of prebidding bidding and negotiations as well as contracts and post construction administration

**Lean Tactics for Architects, Engineers, and IPD Contractors** J.T. Brown, 2018-01-30 Implementing lean is the best way to become a high performing design firm By improving design and construction services production architecture engineering IPD construction A E C firms automatically improve their design products and their profitability They have great repeat clients they do wonderful design they have fewer lawsuits and contractors respect them Good project management is absolutely critical to A E C business success and applying lean design processes is the most effective way to improve project management Doing it right takes determination and it will significantly change the way you work It s not rocket science but it s also not for the timid However it will be well worth it when lean design is functioning properly and your firm becomes very high performing you could be earning a consistent 30% profit while providing better services and projects This book will show you how to become one of the really high performing firms

**Landscape Architectural Graphic Standards** Leonard J. Hopper, 2007-09-28 The new student edition of the definitive reference on landscape architecture Landscape Architectural Graphic Standards Student Edition is a condensed treatment of the authoritative Landscape Architectural Graphic Standards Professional Edition Designed to give students the critical information they require this is an essential reference for anyone studying landscape architecture and design Formatted to meet the serious student s needs the content in this Student Edition reflects topics covered in accredited landscape architectural programs making it an excellent choice for a required text in landscape architecture landscape design horticulture architecture and planning and urban design programs Students will gain an understanding of all the critical material they need for the core classes required by all curriculums including Construction documentation Site planning Professional practice Site grading and earthwork Construction principles Water supply and management Pavement and structures in the landscape Parks and recreational spaces Soils asphalt concrete masonry metals wood and recreational surfaces Evaluating the environmental and human health impacts of materials Like Landscape Architectural Graphic

Standards this Student Edition provides essential specification and detailing information on the fundamentals of landscape architecture including sustainable design principles planting including green roofs stormwater management and wetlands construction and evaluation In addition expert advice guides readers through important considerations such as material life cycle analysis environmental impacts site security hazard control environmental restoration and remediation and accessibility Visit the Companion web site [wiley.com/go/landscapearchitecturalgraphicstandards](http://wiley.com/go/landscapearchitecturalgraphicstandards)

**The Architect's Handbook of Professional Practice** American Institute of Architects, 2008-03-24 Architects must be proficient in a variety of business practices to contribute to manage or launch a successful firm They are responsible for the same kind of legal financial marketing management and administrative activities as any other professional Within these broad categories however there are many details including professional standards and documents that are unique to the profession of architecture

**Building Construction** Gang Chen, 2010 Learn the Tips Become One of Those Who Know Building Construction and Architectural Practice and Thrive For architectural practice and building design and construction industry there are two kinds of people those who know and those who don't The tips of building design and construction and project management have been undercover until now Most of the existing books on building construction and architectural practice are too expensive too complicated and too long to be practical and helpful This book simplifies the process to make it easier to understand and uncovers the tips of building design and construction and project management It sets up a solid foundation and fundamental framework for this field It covers every aspect of building construction and architectural practice in plain and concise language and introduces it to all people Through practical case studies it demonstrates the efficient and proper ways to handle various issues and problems in architectural practice and building design and construction industry It is for ordinary people and aspiring young architects as well as seasoned professionals in the construction industry For ordinary people it uncovers the tips of building construction for aspiring architects it works as a construction industry survival guide and a guidebook to shorten the process in mastering architectural practice and climbing up the professional ladder for seasoned architects it has many checklists to refresh their memory It is an indispensable reference book for ordinary people architectural students interns drafters designers seasoned architects engineers construction administrators superintendents construction managers contractors and developers You will learn

- 1 How to develop your business and work with your client
- 2 The entire process of building design and construction including programming entitlement schematic design design development construction documents bidding and construction administration
- 3 How to coordinate with governing agencies including a county's health department and a city's planning building fire public works departments etc
- 4 How to coordinate with your consultants including soils civil structural electrical mechanical plumbing engineers landscape architects etc
- 5 How to create and use your own checklists to do quality control of your construction documents
- 6 How to use various logs i.e RFI log submittal log field visit log etc and lists contact list

document control list distribution list etc to organize and simplify your work 7 How to respond to RFI issue CCDs review change orders submittals etc 8 How to make your architectural practice a profitable and successful business About the author Gang Chen holds a master s degree from the School of Architecture University of Southern California USC Los Angeles and a bachelor s degree from the School of Architecture South China University of Technology He has over 20 years of professional experience Many of the projects he was in charge of or participated in have been published extensively in Architecture Architectural Record The Los Angeles Times The Orange County Register etc He has worked on a variety of unusual projects including well known large scale healthcare and hospitality projects with over one billion dollars in construction costs award winning school designs highly acclaimed urban design and streetscape projects multifamily housing high end custom homes and regional and neighborhood shopping centers Gang Chen is a LEED AP and a licensed architect in California He is also the internationally acclaimed author for other fascinating books including *Planting Design Illustrated* and *LEED Exam Guides Series* which include one guidebook for each of the LEED exams

*Landscape Architecture Documentation Standards* Design Workshop,2015-10-26 SUPERB EXECUTION RELIES UPON RIGOROUS PROJECT DOCUMENTATION A project will only be built as well as it is documented This publication focuses on the key documentation needs of the landscape architectural design and construction documentation process That includes both design documentation and construction documentation as well as all that which occurs in the transition from one phase to the other Documentation requirements include those components necessary to explore and define design intent logic physical proposals and ultimately the specific components included within construction and bid documents Discover how proper documentation facilitates every stage of the design process from pre planning to construction and leads to a highly resolved built outcome Understand the principles behind these documentation practices Implement best practices specific to each documentation phase and drawing from title block and cover sheet design to soil plans and plant protection Organize keynoting systems cross referencing and interdisciplinary coordination amongst multiple consultants and vendors Study sample project documents from a leading landscape architecture firm to better understand the elements and benefits of complete and well coordinated project documentation These standards have been time tested by over 150 designers at the industry leading landscape architecture firm Design Workshop reflecting a range of project types including parks streetscapes urban spaces and over structure construction This guide shares the methods behind the success to facilitate exceptional built outcomes through principled documentation practices

*The Architect's Handbook* David Kent Ballast,1984 **Illustrated Dictionary of Architecture, Third Edition** Ernest Burden,2012-02-06 Now in full color a thoroughly updated edition of the premier illustrated architectural dictionary Revised and expanded the *Illustrated Dictionary of Architecture Third Edition* features 8 000 definitions 4 000 illustrations and biographies of hundreds of architects accompanied by classic examples of their work This new full color edition includes terms relating to green

ecological and sustainable architecture Everything critically important to those in the field of architecture and design is covered including Architectural styles Details Building elements Architectural forms Building systems Green building Meticulously written heavily cross referenced and filled with more than 3 000 new and updated definitions and 1 000 new photographs this impressive visual resource is the best way to gain a full understanding of architectural elements and the new language of green and sustainable architecture *Managing Architectural Projects* David S. Haviland,1984 The Architect's Handbook of Professional Practice The American Institute of Architects,2003 Get the latest information on issues affecting your profession This annual update of the Handbook offers up to the minute tools and practical guidance that you can put to work in your practice today Included in this year s Practice Update is an overview of new AIA documents and sample contracts that you can view on a CD ROM included Seven new practice profiles demonstrate how firms of all sizes can increase their business and improve their profits by adding new practice methods and services such as Design Led Design Build to their portfolios The expanded practice topics section features seven new topics including proven techniques for improving client communications and four new services such as building security assessment that architects can provide So keep ahead of the curve and order your update right away **The Architect's Guide to Law and Practice** Bob Greenstreet,Karen Greenstreet,1984 **The Architect's Handbook of Professional Practice** David S. Haviland,1994 Modern Construction and Development Forms James A. Douglas,Rosa M. Koppel,Jack Kusnet,1983 **Checklist of Public Documents Containing Debates and Proceedings of Congress from the First to the Fifty-third Congress** United States. Superintendent of Documents,1895 Soil Design Protocols for Landscape Architects and Contractors Timothy A. Craul,Phillip J. Craul,2006-09-11 This guide to soil design and specifications offers landscape architects and other designers the information they need to ensure the success of designs over the long term **The Construction Industry** Ralph W. Liebing,2001 This introductory book covers the entire construction industry as a whole with specific details information and directions as well as the impact and basic inner working of the industry in each project It addresses three specific industry aspects the players the processes and practices all spelled out in a way that promotes readers understanding An effective overview of the basic essence of construction its impact on society and the magnificent work it produces helps demonstrate the worldwide impact of the industry Chapter topics include The construction industry at large the players in construction the sequence of a project and communications and documentation Appendices cover a narrative of a project sequence the concept and application of building codes and other construction regulations sample specification on regulations a project checklist costing trade associations standards generating organizations governing authorities and leading firms in the industry For those involved in architecture and the various engineering disciplines connected with project design and construction as well as in related businesses who need help understanding the construction process Architectural Contract Document Production Thomas Berg,1992 Architectural drawings schedules and specifications

actually become legal documents so it is imperative that architects follow standardized methods when producing them Thomas Berg provides a comprehensive reference to the appropriate architectural symbols graphics lettering and preferred materials used to promote reliability and consistency in producing contract documents Professionals will find detailed procedures for mastering graphics and notations drawing organization and content schedules production systems and quality control methods For draftsmen architects their clients and builders this new guide provides the advice on how to produce read and interpret architectural renderings and drawings The Architect's Remodeling, Renovation & Restoration Handbook H. Leslie Simmons, 1989 Contents include Introduction Definitions Existing Conditions Obtaining Data Photographing Work Drawings Schedules and more Bibliography Index 52 tables 24 line drawings 23 halftones Checklist of Wisconsin Public Documents , 1918 Early issues include some publications of learned societies as well as state documents

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