

Sr No	Description of Items	Checked (Y/N)	Remarks
Cover Page & Index			
1	AAAPL Company Logo, Name and Address		
2	Project Name		
3	Project Number		
4	Project Location		
5	Clients Name, Client's Company name, Logo		
6	Copyright Seal		
7	Package Name- Design Development Set		
8	Date of Release		
9	List of Consultants, address and contact numbers		
10	Architecture Symbols, Abbreviation and Legends		
11	Drawing Notes		
12	Title Block		
13	Drawing Index		
Site Plan			
1	Vicinity Plan Provided?		
2	North Arrow Marked?		
3	Drawing Title provided?		
4	Drawing Scale indicated?		
5	Width & Name of Access Road provided?		
6	Width of Internal Roads provided?		
7	Plot boundary marked?		
8	Setbacks from site and inbetween buildings provided?		
9	Entry points marked?		
10	Levels Indicated?		
11	Indication of underground structure or basement line shown?		
12	Surface parking slots/ areas shown?		
13	Site Dimensions provided?		
14	General Notes provided?		
15	Amenities marked?		
16	External service Areas Marked in coordination with MEP Drawings? Eg: Transformers, DG units, UGTs etc.		
17	If retaining wall positions indicated?		
18	Existing features marked on site? (Eg: Well, water body, bore holes etc.)		
Floor Plans			
1	Key Plan shown with block shaded marked?		
2	North Arrow Marked?		
3	Drawings Title Provided?		
4	Drawing Scale indicated?		
5	Levels Indicated?		
6	Legend provided?		
7	Sunks and Lofts labeled?		
8	If section lines clearly marked?		
9	Elevation Indicators marked?		

Sr No	Description of Items	Checked (Y/N)	Remarks
10	Building Outer dimensions provided?		
11	All spaces named?		
12	Internal dimensions indicated below space names?		
13	Ducts and cutouts indicated with dotted crosses?		
14	Kitchen platform location indicated?		
15	Door and Window types marked?		
16	Railings and heights mentioned?		
17	Staircase numbered?		
18	Tread and Risers of staircase indicated?		
19	Staircase width indicated?		
20	Location of louvers indicated?		
21	Upper floor projections shown in dotted?		
22	Lower floor projection shown in solid light line?		
23	Elevation features marked on architecture plans?		
24	Unit Numbers indicated?		
25	Parking slots provided with numbers?		
26	Refuge areas provided?		
Terrace Floor Plan			
1	Key Plan shown with block shaded marked?		
2	North Arrow Marked?		
3	Drawings Title Provided?		
4	Drawing Scale indicated?		
5	Levels Indicated?		
6	Legend provided?		
7	Sunks labeled?		
8	If section lines clearly marked?		
9	Elevation Indicators marked?		
10	Building Outer dimensions provided?		
11	Internal dimensions of rooms provided?		
12	All spaces named?		
13	Ducts and cutouts indicated with dotted crosses?		
14	Slopes , Ridges and Vally marked?		
15	Rainwater pipes location marked?		
16	Top of Terrace levels marked? Eg: Top of LMR, Staircase headroom, pump room, OHT etc.		
17	Steps to access LMR, OHT indicated?		
18	Lighting arrester location marked?		
19	Covering for internal ducts shown?		
Unit Plans			
1	Key Plan shown with block shaded marked?		
2	North Arrow Marked?		
3	Drawings Title Provided?		
4	Drawing Scale indicated?		
5	All spaces named?		
6	Internal dimensions indicated below space names?		

Sr No	Description of Items	Checked (Y/N)	Remarks
7	Tile drop indicated?		
8	Door and Window types marked?		
9	Railings and heights mentioned?		
10	Ducts indicated with dotted crosses?		
11	Kitchen platform location indicated?		
12	Sunks and Lofts labeled?		
13	Plumbing fixtures indicated?		
14	Furniture indicated?		
Elevations			
1	Drawings Title Provided?		
2	Drawing Scale indicated?		
3	Ground Line indicated?		
4	Plinth level mentioned?		
5	Floor to floor height mentioned?		
6	Total height upto the top of building provided?		
7	Key plan provided (if req)?		
8	Are finishes marked on elevation?		
9	Are Hatches are used in elevation for indicating different materials?		
10	Is Legend for various material provided?		
11	Doors and window tags provided and matching with plan?		
12	Section tags provided?		
13	General notes provided?		
14	Parapet wall heights with elevation features?		
15	Staircase headrooms, OHT, Lift Machine rooms shown in Elevation?		
16	Location and sizes of banding, ornamental element etc. indicated?		
17	Plaster grooves location and sizes marked?		
18	Different indication for Chamfered, curved, sloped surface etc. indicated in elevation?		
Sections			
1	Formed Ground Line and level indicated?		
2	Plinth level mentioned?		
3	Floor to floor height mentioned?		
4	Total height upto the top of building provided?		
5	Earth hatching provided?		
6	Key plan provided with section line marked (if req)?		
7	Section marking and names matching with plan?		
8	General notes provided?		
9	Room Names indicated?		
10	False ceiling, lintels, sill heights indicated?		
11	Hatches shown in drawings as per material indication?		
12	Internal heights provided?		

Sr No	Description of Items	Checked (Y/N)	Remarks
13	Sunk depts, lofts heights, parapet heights indicated?		
14	Labeling of all critical elements done?		
15	Location and label of doors and windows matching with plans and elevations?		
16	Critical beam depths in relation to elevation and openings?		
17	Horizontal distance of roof overhangs?		
18	Angle of sloping roof/ parapet slope indicated?		
19	Planter boxes/ curb wall/ bund walls indicated and heights given?		
Enlarged Elevations & Sections			
1	Drawings Title Provided?		
2	Drawing Scale indicated?		
3	General notes provided?		
4	Detail title provided and matching with the tag given in elevation/section?		
5	Railing height provided?		
6	Dado height indicated?		
7	Skirting line shown?		
8	Working counter heights and details provided?		
9	parapet height provided?		
10	Sunken slab and filing indicated?		
11	Internal half wall heights indicated?		
12	Plinth protection with slopes towards outside indicated?		
13	Plaster line indicated?		
14	Drip moulds indicated?		
15	Location of windows, ventilators and door frames with respect to inner surface indicated?		
16	Dimension for all projections, plaster bands and other architecture features with dimensions.		
Door Details			
	Following information included?:		
1	Single Shutter or double shutter		
2	Equal or unequal shutter		
3	Door swing- Inside/ outside openable shutter		
4	Vision panel- size and location		
5	Size of Door Width and Height?		
6	Lintel height?		
7	Door Frame- Material and frame member size indicated?		
8	Door Shutter- Material and thickness indicated?		
9	Hardware Indicated?		
10	Fire Rating indicated?		
Window/ Ventilator Details			
	Following information included?:		
1	Fixed, openable or sliding?		
2	Number of panels and equal or unequal?		

Sr No	Description of Items	Checked (Y/N)	Remarks
3	Swing- Side hung, top hung, sliding		
4	Single or double glazing		
5	Glass type		
6	Frame and shutter- size and thickness		
7	Hardware		
8	Finishing- Painted/ Anodised/ Powder Coated		
9	Sill and Lintel Heights		
10	Size of Window Width and Height?		
Rolling Shutter Details			
1	Grilled or Lathed		
2	Inside or Outside flushed		
3	Beam Depth/ false ceiling height?		
4	Frame and shutter- Size and thickness		
5	Type of Finish?		
Staircase Details			
1	Drawings Title with staircase number Provided?		
2	Drawing Scale indicated?		
3	General notes provided?		
4	Levels indicated - Landing and midlandings?		
5	Floor to floor height indicated?		
6	Clear heights checked and indicated for all locations?		
7	Width of the staircase provided?		
8	Staircase well indicated with dotted cross line?		
9	Tread and Riser dimensions mentioned?		
10	Tread and Riser finishing given?		
11	Handrail height and finish indicated?		
12	Building grids/ centerline indicated in plan?		
13	Direction of up and down flight indicated?		
14	If fire escape staircase, is the door swing position shown in the exit floors?		
15	Is the section through the opening/ window indicated?		
16	Start point of tread dimension from adjacent grid/ column/ wall indicated?		
17	Riser number shown?		
18	Maximum number of steps, sizes of tread, risers, landings, mid-landings and railings as per norms?		