

DESIGN COORDINATION CHECKLIST

ARCHITECTURAL

Project Name:		Project No :
Drawing title, with number and revision		Originator :
		Checker :
		Reviewer :

No.	Aspect Reviewed	Coordinated			Remarks
		Yes	No	N/A	
1	Property lines on survey or civil match architectural				
2	Sheet titles match index				
3	All sheets oriented in the same direction				
4	All floor plan sheets to have north arrow				
5	Building is located behind set-back lines				
6	Overall building dimensions match structural				
7	Column grid lines match structural				
8	Column and shear wall locations match structural				
9	Column orientation match structural				
10	Existing and new work clearly defined on site plans				
11	All interior walls located				
12	All doors located by dimension or by typical detail				
13	Stair shafts are dimensioned, and dimensions match structural				
14	Elevator shafts are dimensioned, and dimensions match structural				
15	Mechanical plumbing shafts are dimensioned, and dimensions are consistent with structural and mechanical plumbing				
16	Slab depressions shown match structural				
17	Sloping floors for drainage match structural and plumbing				
18	Electrical panel boards located in rated walls with detail				
19	Location of fire hose cabinets match plumbing				

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20	Provide exit signs at each exit door and at each exit corridor change of direction				
21	Exit sign locations match electrical				
22	Doors at electrical vaults and main electrical rooms swing out of these rooms and are provided with panic bars				
23	Provide two exits at main electrical rooms when electrical service exceeds 1,200 amps				
24	Architectural exterior door locations match civil and landscaping				
25	Architectural exterior door threshold elevations match civil elevations				
26	Elastomeric coating and floor drains provided at supply air plenums				
27	Verify handicap path of travel				
28	Plumbing fixture number and location to match plumbing				
29	Floor sink and floor drain locations match plumbing				
30	Check structural diagonal bracing for penetration of architectural and mechanical items				
31	Check structural diagonal bracing for penetration of space behind exterior				
32	Elevator guide rail tubes and counterweight tubes shown on plans				
33	Architectural equipment requiring power matches electrical				
34	Utility service entrances (gas, water, fire, storm drain, sewer, telephone and electrical) do not interfere with architectural				
35	Roof deck elevations match structural				

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36	Fresh air intake shafts and plenums sheet metal lined				
37	Construction of roof slopes match structural and specifications				
38	Roof drain locations match plumbing				
39	Roof drain discharges match civil				
40	Roof slopes 1/4" at valley lines				
41	Roof scuppers shown on elevations				
42	Overflow drain through walls match plumbing				
43	Roof curbs detailed on either architectural or structural				
44	Check for obstructions above top of helipad slab elevation				
45	All roof safety tiebacks and davit sockets located				
46	Structural beams provided at each safety tie-back and davit socket				
47	Floor slabs sloping to floor drains				
48	Dimension strings tied to column grid lines				
49	Dimension strings add to correct amount at large scale plans				
50	A clear dimension of 18" provided at pull side of each interior door				
51	A clear dimension of 24" provided at pull site of each exterior door				
52	Light fixture locations and diffuser locations match electrical and mechanical				
53	Accessible ceiling or ceiling access doors provided at fire damper locations				
54	Elevator machine room duct and pipe enclosures shown				

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55	Electrical room duct and pipe enclosures shown				
56	Stair pressurization ducts, hoistway vent ducts and smoke evacuation ducts to be enclosed in a 2-hour enclosure				
57	Duct enclosures match mechanical				
58	Provide section at fire rated corridors				
59	Door hold open devices scheduled on door schedule match electrical locations				
60	High tower locks scheduled on door schedule match electrical locations				
61	Glass lights in doors should be 48" from the floor to the bottom of the light				
62	Door louver locations match mechanical				
63	Building elevations match plans: check roof lines, door and window openings, exterior light fixture and expansion joints				
64	Wall sections match structural				
65	Waterproofing and protection board shown at all below grade walls				
66	Wall sections provided at each exterior wall condition				
67	Finish floor elevations (including stair landings) match structural				
68	Exterior edge of slab matches structural				
69	Size of openings for windows and doors match structural				
70	Exterior louver locations match mechanical				
71	Exterior elevations show pipes, light fixtures, louvers, electrical cabinets				
72	Visible mechanical equipment shown on exterior elevations				

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73	Above grade meters shown on exterior elevations and match plumbing locations				
74	Fire Department connection shown on exterior elevations and match plumbing locations				
75	Code required signage shown on exterior elevations				
76	Verify glass types with specifications				
77	Location of tempered lights or tempered "knock-out" lights shown in elevation				
78	Exposed concrete walls have finish noted on elevations or specifications				
79	General notes and details for waterproofing coordinated with soils report				
80	Sloping kitchen hood ducts shown on architectural				
81	Seismic joints are continuous throughout building				
82	Verify ceiling heights with room finish schedule				
83	Interior elevations of all major spaces should show visible engineering items				
84	Partial height walls to have miscellaneous steel tubes in wall anchored to slab				
85	Reinforcing for curbs, pads and floating slabs shown on architectural				
86	Counter tops and cabinets deep enough for specified sinks				
87	Architectural elevator shaft sections match structural and elevator consultant drawings				
88	Architectural stair sections match structural				
89	There is a minimum clearance of 7' - 0" at the stair landing				
90	There Is a minimum clearance of 6' - 8" at the stair risers				