

Drawing Standards Manual

4th Dimension Architects

1. Purpose

This manual establishes the drawing standards for all architectural documentation at 4th Dimension Architects. Adherence ensures consistency, professionalism, and efficient collaboration.

2. Drawing Sizes & Scales

Standard Sheet Sizes

Size	Dimensions (mm)	Use
A0	841 x 1189	Master plans, large projects
A1	594 x 841	Primary working drawings
A2	420 x 594	Detail sheets
A3	297 x 420	Client presentations, reports

Standard Scales

Drawing Type	Preferred Scale	Alternative
Site Plan	1:500	1:200
Floor Plans	1:100	1:50
Elevations	1:100	1:50
Sections	1:50	1:100
Details	1:20, 1:10	1:5
Furniture Layout	1:50	1:100

3. Title Block

Required Information

- Company logo and name

- Project name and code
- Drawing title
- Drawing number
- Scale
- Date
- Drawn by / Checked by / Approved by
- Revision table
- Sheet number (X of Y)

Title Block Location

- Always bottom-right corner
 - Standard size: 180mm x 60mm
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4. Layer Naming Convention

Format: DISCIPLINE-ELEMENT-STATUS

Disciplines

Code	Discipline
A	Architectural
S	Structural
M	Mechanical
E	Electrical
P	Plumbing
L	Landscape
I	Interior

Elements

Code	Element
WALL	Walls
DOOR	Doors
WIND	Windows
FURN	Furniture
CLNG	Ceiling
FLOR	Flooring
DIMS	Dimensions
TEXT	Text/Notes
HATCH	Hatching

GRID	Grid lines
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Status

Code	Meaning
NEW	New work
EXIST	Existing
DEMO	To be demolished
FUT	Future work

Examples

- A-WALL-NEW - New architectural walls
- A-DOOR-EXIST - Existing doors
- I-FURN-NEW - New furniture
- A-WALL-DEMO - Walls to be demolished

5. Line Types & Weights

Line Weights

Weight	mm	Use
Heavy	0.50	Section cuts, outlines
Medium	0.35	Major elements, walls
Light	0.25	Furniture, text
Fine	0.18	Hatching, dimensions
Hairline	0.13	Construction lines

Line Types

Type	Use
Continuous	Visible outlines
Dashed	Hidden lines, above cut
Chain	Center lines, grid
Dotted	Demolished/removed

6. Text Standards

Font

- Primary: Arial or Simplex
- Titles: Arial Bold

Text Heights

Use	Height (mm)
Drawing title	5.0
Room names	3.5
Dimensions	2.5
Notes	2.5
Fine annotations	2.0

7. Dimension Standards

Rules

- Always dimension to finished surfaces
- Use running dimensions where possible
- Maintain consistent dimension line spacing (10mm)
- Place dimensions outside the drawing when possible

Dimension Styles

- Arrow type: Architectural tick or oblique
- Text position: Above line, centered
- Units: Millimeters (no suffix)

8. Hatching Standards

Common Patterns

Material	Pattern	Scale
Brick	ANSI31	1.0
Concrete	AR-CONC	0.5
Earth	EARTH	1.0
Insulation	INSUL	1.0
Wood	WOOD	1.0
Glass	Solid	-

9. Drawing Numbering

Format: PROJECT-DISCIPLINE-TYPE-NUMBER

Example: 2024-001-A-FP-01

- 2024-001: Project code
- A: Architectural
- FP: Floor Plan
- 01: Sheet number

Drawing Types

Code	Type
LOC	Location plan
SP	Site plan
FP	Floor plan
RCP	Reflected ceiling plan
EL	Elevation
SEC	Section
DET	Details
SCH	Schedules
3D	3D views

10. Revision Management

Revision Clouds

- Use revision clouds to highlight changes
- Triangle marker with revision letter

Revision Table

Rev	Date	Description	By
A	01/01/25	Issued for Review	DS
B	15/01/25	Client comments	AK

Revision Naming

- Pre-issue: P1, P2, P3...
- Issued: A, B, C...

11. File Naming Convention

Format

[ProjectCode] - [Discipline] - [Type] - [Number] - [Rev]

Example

2024-001-A-FP-01-B.dwg

12. Quality Checklist Before Issue

- ☐ All layers correctly named
 - ☐ Title block complete and accurate
 - ☐ Dimensions verified
 - ☐ Text spell-checked
 - ☐ Hatching consistent
 - ☐ File purged (PURGE command)
 - ☐ Xrefs bound (for issue)
 - ☐ PDF generated correctly
 - ☐ Reviewed by Team Leader
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Standard effective from: January 2025 Review annually