

ENGINEERING DEPARTMENT

CADD DRAWING CHECKLIST

Client: _____
 Project Name: _____
 Project No.: _____
 Date: _____
 Reviewed By: _____

PRELIMINARY **FINAL**

OVERALL DRAWINGS

1. Run spell check on each sheet.
2. Check north arrow rotation, **bar scale, and scale listed in title block that they match each other.**
3. Check overall drawing appearance for missing layers, overlapping text, misplaced text & leaders, overall readability.
4. Check boring & coring log.
5. Check that Excel table sheet numbers are correct.
6. Check for labels on centerline stations, contours, streets, bodies of water, etc.

CHECK COMPLETED **N/A**

TITLE SHEET

1. Check for project outline on location map.
2. Check for P.O.B. & P.O.E. on location map.
3. Check index of sheets for matching page numbers & titles.
4. Check that the total number of sheets is correct everywhere it is listed.
5. Check that current title block is in use. (Aerial and Simplex fonts only)
6. Standard plan note should reference 2012 MDOT standard specs.
7. Check for the Miss Dig note and 811 graphic.

CHECK COMPLETED **N/A**

EXISTING/PROPOSED CROSS SECTIONS

1. Check each section's road name and stationing against plan sheets.
2. Check that cross sections are drawn to scale.

CHECK COMPLETED **N/A**

STANDARD DETAILS & NOTES

1. Check that there is a standard plan legend and that the line types are displaying correctly.
2. Check all details for uniformity. (i.e. text size, dimension style, etc.)

CHECK COMPLETED **N/A**

EXISTING CONDITIONS

1. Check that sheet number outline matches corresponding sheet, if applicable.
2. Check that benchmarks are present. Check that text matches survey notes.
3. Verify phasing areas, if applicable.
4. Check for P.O.B & P.O.E.
5. Check that all existing manholes, gate valves/vaults, and fire hydrants are numbered.

CHECK COMPLETED **N/A**

See last sheet for Corrections List.

<u>REMOVAL SHEETS</u>	<u>CHECK COMPLETED</u>	<u>N/A</u>
1. Check that hatch scale and angle match legend.	<input type="checkbox"/>	<input type="checkbox"/>
2. Do a spot check on quantities.	<input type="checkbox"/>	<input type="checkbox"/>
<u>PLAN & PROFILE SHEETS</u>	<u>CHECK COMPLETED</u>	<u>N/A</u>
1. Check that structures are logically numbered and notes in plan match notes in profile. Curb catch basin labels should show an "EM" grade rather than a "RIM". Do a spot sanity check on inverts.	<input type="checkbox"/>	<input type="checkbox"/>
2. Check that benchmarks and buried utility caution notes are present where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
3. Check match line and "see sheet" notes for correct sheet numbers.	<input type="checkbox"/>	<input type="checkbox"/>
4. Check that hatch legend matches the hatches in use in style, scale, and rotation.	<input type="checkbox"/>	<input type="checkbox"/>
5. Check that profile vertical scale is correct and that data bands have been mapped.	<input type="checkbox"/>	<input type="checkbox"/>
6. Do a spot check on quantities.	<input type="checkbox"/>	<input type="checkbox"/>
7. Spot check that RIM/EM grades match proposed surface or grading plan.	<input type="checkbox"/>	<input type="checkbox"/>
<u>INTERSECTION DETAILS/GRADE PLAN</u>	<u>CHECK COMPLETED</u>	<u>N/A</u>
1. Check spot grades for blank or default text.	<input type="checkbox"/>	<input type="checkbox"/>
2. Check that all pipes and utilities are hidden in viewport. Storm and sanitary manholes should be visible.	<input type="checkbox"/>	<input type="checkbox"/>
3. Check RIM/EM grades with Plan/Profile sheet to match.	<input type="checkbox"/>	<input type="checkbox"/>
<u>TRAFFIC MAINTENANCE PLAN</u>	<u>CHECK COMPLETED</u>	<u>N/A</u>
1. Check that legend matches the plan.	<input type="checkbox"/>	<input type="checkbox"/>
2. Do a sanity check on all signs. (If you were driving, do they make sense)	<input type="checkbox"/>	<input type="checkbox"/>
3. Do a spot check on quantities.	<input type="checkbox"/>	<input type="checkbox"/>
<u>SOIL EROSION / SEDIMENTATION PLAN</u>	<u>CHECK COMPLETED</u>	<u>N/A</u>
1. Check that legend included all soil keys used.	<input type="checkbox"/>	<input type="checkbox"/>
2. Do a spot check on quantities.	<input type="checkbox"/>	<input type="checkbox"/>

See last sheet for Corrections List.

CORRECTIONS LIST