

# ENGINEERING DEPARTMENT CADD DRAWING CHECKLIST

Client: _____
Project Name: _____
Project No.: _____
Date: _____
Reviewed By: _____
<b>PRELIMINARY</b> <input type="checkbox"/> <b>FINAL</b> <input type="checkbox"/>

## OVERALL DRAWINGS

	<u>CHECK COMPLETED</u>	<u>N/A</u>
1. Run spell check on each sheet.	<input type="checkbox"/>	<input type="checkbox"/>
2. Check north arrow rotation, <b><u>bar scale, and scale listed in title block that they match each other.</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
3. Check overall drawing appearance for missing layers, overlapping text, misplaced text & leaders, overall readability.	<input type="checkbox"/>	<input type="checkbox"/>
4. Check boring & coring log.	<input type="checkbox"/>	<input type="checkbox"/>
5. Check that Excel table sheet numbers are correct.	<input type="checkbox"/>	<input type="checkbox"/>
6. Check for labels on centerline stations, contours, streets, bodies of water, etc.	<input type="checkbox"/>	<input type="checkbox"/>

## TITLE SHEET

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

## EXISTING/PROPOSED CROSS SECTIONS

	<u>CHECK COMPLETED</u>	<u>N/A</u>
1. Check each section's road name and stationing against plan sheets.	<input type="checkbox"/>	<input type="checkbox"/>
2. Check that cross sections are drawn to scale.	<input type="checkbox"/>	<input type="checkbox"/>

## STANDARD DETAILS & NOTES

	<u>CHECK COMPLETED</u>	<u>N/A</u>
1. Check that there is a standard plan legend and that the line types are displaying correctly.	<input type="checkbox"/>	<input type="checkbox"/>
2. Check all details for uniformity. (i.e. text size, dimension style, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

## EXISTING CONDITIONS

	<u>CHECK COMPLETED</u>	<u>N/A</u>
1. Check that sheet number outline matches corresponding sheet, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
2. Check that benchmarks are present. Check that text matches survey notes.	<input type="checkbox"/>	<input type="checkbox"/>
3. Verify phasing areas, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
4. Check for P.O.B & P.O.E.	<input type="checkbox"/>	<input type="checkbox"/>
5. Check that all existing manholes, gate valves/vaults, and fire hydrants are numbered.	<input type="checkbox"/>	<input type="checkbox"/>

**See last sheet for Corrections List.**

**REMOVAL SHEETS**

1. Check that hatch scale and angle match legend.
2. Do a spot check on quantities.

**CHECK COMPLETED**☐  
☐**N/A**☐  
☐**PLAN & PROFILE SHEETS**

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.
2. Check that benchmarks and buried utility caution notes are present where applicable.
3. Check match line and "see sheet" notes for correct sheet numbers.
4. Check that hatch legend matches the hatches in use in style, scale, and rotation.
5. Check that profile vertical scale is correct and that data bands have been mapped.
6. Do a spot check on quantities.
7. Spot check that RIM/EM grades match proposed surface or grading plan.

**CHECK COMPLETED**☐  
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☐  
☐**N/A**☐  
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☐**INTERSECTION DETAILS/GRADING PLAN**

1. Check spot grades for blank or default text.
2. Check that all pipes and utilities are hidden in viewport. Storm and sanitary manholes should be visible.
3. Check RIM/EM grades with Plan/Profile sheet to match.

**CHECK COMPLETED**☐  
☐  
☐**N/A**☐  
☐  
☐**TRAFFIC MAINTENANCE PLAN**

1. Check that legend matches the plan.
2. Do a sanity check on all signs. (If you were driving, do they make sense)
3. Do a spot check on quantities.

**CHECK COMPLETED**☐  
☐  
☐**N/A**☐  
☐  
☐**SOIL EROSION / SEDIMENTATION PLAN**

1. Check that legend included all soil keys used.
2. Do a spot check on quantities.

**CHECK COMPLETED**☐  
☐**N/A**☐  
☐

**See last sheet for Corrections List.**

## CORRECTIONS LIST

[illegible]