2 types of data:

1. Data we flag and can QC
2. Data we delegate and cannot QC

|  |  |  |
| --- | --- | --- |
| **QC section** | **Purpose** | **Check if** |
| **Views** |  | **Complete list of views (every instance)** |
| View names | Work | Standardized (work that don’t have initials are flushed) |
| View names | Presentation | Standardized, spellcheck, placed on sheet |
| View scale | Presentation | Standardized |
| **Legends** |  | **Complete list of legends (every instance)** |
| Legend names | Presentation | Standardized |
| View scale | Presentation | Standardized |
| **Schedules** |  | **Complete list of schedules (every instance)** |
| Schedule names | Presentation | Standardized |
| **Sheets** |  | **Complete list of sheets (every instance)** |
| Sheet names | Presentation | Standardized |
| Approved by | Presentation | Name is correct |
| Designed by | Presentation | Name is correct |
| Checked by | Presentation | Name is correct |
| Drawn by | Presentation | Name is correct |
| Discipline name | Presentation | Discipline name is correct |
| Appears in sheet list | Presentation | Appears in sheet list is checked |
| **Groups** |  | **Complete list of groups (every instance)** |
| Groupe names | Work | Standardized |
| Workset | Work | Group on correct workset (by type) |
| **Color schemes** |  | **Complete list of color schemes (by category)** |
| Schemes names | Work | Standardized |
| **Keynotes** |  |  |
| File location | Work | File location is correct |
| File path (for local files) | Work | Correct file path is used (absolute, relative or at library locations) |
| Numbering method | Work | Correct numbering method is selected (by keynote or by sheet) |
| Element keynotes | Work | Number of instances (checked if allowed) |
| Material keynotes | Work | Number of instances (checked if allowed) |
| User keynotes | Work | Number of instances (checked if allowed) |
| **Revisions** |  |  |
| Numbering | Work | Standardized |
| Date | Work | Correct |
| Description | Work | Correct |
| Issued | Work | Correct |
| Issued to | Work | Correct |
| Issued by | Work | Correct |
| Show | Work | Correct |
| **Materials** |  |  |
| Material names | Work | Material names are standardized |
| “Usage” | Work | Used in model |
| **Parameters** |  |  |
| **Project parameters** |  |  |
| Name | Work | Standardized |
| Discipline | Work | Correct |
| Type of parameters | Work | Correct |
| Group parameter under | Work | Correct |
| Categories | Work | Correct |
| **Shared parameters** |  |  |
| Shared parameter file | Work | Correct |
| Parameter group | Work | Correct |
| Parameter name | Work | Standardized |
| Discipline | Work | Correct |
| Type | Work | Correct |
| **Global parameters** |  |  |
| Parameter name | Work | Standardized |
| Value | Work | Correct |
| Formula | Work | Correct |
| Discipline | Work | Correct |
| Type of parameter | Work | Correct |
| Group under | Work | Correct |
| **Phases** |  |  |
| **Project phases** |  |  |
| Name |  |  |
| Description |  |  |
| **Phase filters** |  |  |
| Filter name |  |  |
| New |  |  |
| Existing |  |  |
| Demolished |  |  |
| Temporary |  |  |
| Graphic overrides |  |  |
| **Phase status** |  |  |
| [TBC] |  |  |
| **Design options** |  |  |
| **Option set** |  |  |
| Name | Work | Standardized |
| **Option** |  |  |
| Name | Work | Standardized |
| “Usage” | Work | Not primary or used on a view (forced option) |
| **Links** |  |  |
| **Revit** |  |  |
| Room bounding | Work | Option is checked |
| Workset | Work | Link on correct workset (by instance) |
| Workset | Work | Link on correct workset (by type) |
| Reference type | Work | Overlay or attached |
| Phase mapping | Work | Phases are mapped correct |
| Status |  |  |
| Positions not saved |  |  |
| Saved path |  |  |
| Path type |  |  |
| Local alias |  |  |
| Shared coordinates |  |  |
| **CAD** |  |  |
| Link name |  |  |
| Status |  |  |
| Positions not saved |  |  |
| Size |  |  |
| Saved path |  |  |
| Path type |  |  |
| Workset | Work | Link on correct workset (by instance) |
| Workset | Work | Link on correct workset (by type) |
| **Worksets** |  |  |
| Workset names |  | Workset names are standardized |
| Visible in all views |  | Worksets are visible in all views |
| **Families** |  |  |
| Name |  | Standardized (focus on specific categories – furniture, consider all categories) |
| # of instances |  | Reasonable, unique families and type |
| Family size |  | Over 2MB |
| “Usage” |  | Family is used on project |