

2/23/2021

IRL Process

Lead/Submittal Drafter Review:

Drafters will conduct a complete review of their work. Each series created should be reviewed for accuracy and completeness. This review should be extensive and include, but not limited to, the following tasks.

Check all boxes to complete review.

- Project is set up in Microvellum.
- MV project tree is set up per Drafting Standards.
- Project wizard has been set up according to project specifications provided and location standards.
- Sheet Set Manager is set up per Drafting Standards.
- Sheet Set Properties are completed and accurate.
- Cover Sheet information is complete and accurate.
- Deviations from project specifications are listed on deviation report.
- RFI's are clearly noted on RFI sheet and properly noted on corresponding series sheets.
- Sheet index is complete and accurate.
- Project finishes and equipment is properly listed on Finish Schedule.
- No repeated color codes.
- No discontinued colors.
- Material size restrictions.
- Sink and faucet requirements are shown on drawings.
- Project hardware, cabinet materials and edgeband treatment are properly listed on material sheets.
- Typical Construction Methods are properly shown.
- All ADA requirements are met.
- File cabinet sizes are adequate.
- Reference plans are included per Drafting Standards.
- Reflected Ceiling Plans are included per Drafting Standards.
- Check ceiling heights.
- Page numbering is consistent and conforms to Drafting Standards.
- Layouts in paper space are placed and sized properly and fully visible.
- Dimensions on each plan, elevation, and section are accurate, properly formatted, and in the proper locations.
- Tags, markers, and architectural references are complete and placed accurately.
- Finishes are accurately labeled on elevations and sections as required.
- Grain direction is indicated as required.
- Grain direction or pattern on solid surface is indicated properly.
- Stone (Quartz, Granite) thickness is confirmed.
- Field joints are indicated and labeled properly.
- Check floor finishes.
- Design intent is accurate according to information provided on architectural drawings.
- Reveals are shown at 48 x 96 or 120 on paneling, or 47.5 x 95.5-119.5 if necessary.
- Specialty or buyout materials are accounted for.
- Typical toe kick finish is shown.
- All scope is captured according to construction documents provided.
- ASI's, CB's, or changes issued during the draft duration that have been communicated are incorporated.
- Spell check is complete.
- Check Summary Report is completed.
- Drawings are published and uploaded to the Bluebeam Studio Session for review.
- Product data is complete.
- Submittal Complete for IRL** date is entered in the drafting log.
- Status is changed to **IRL** in the drafting log.
- Approval form is completed, and review is submitted via automated email.

DRAFTING REVIEW

REVIEWED	NOT APPLICABLE	APPROVED	COMMENTS
----------	----------------	----------	----------

ARCH

ARCH DESIGN INTENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINISH MATCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SINKS & FAUCETS MATCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT MATCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FILLERS & OVERHANGS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DRAFTING & CLIENT STANDARDS

LAYERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CALLOUTS & LABELS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARCH REFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINISH TAGS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEADERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIMENSIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VIF DIMENSIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRAIN DIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPELL CHECK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TITLE BLOCK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MATERIALS & EQUIPMENT

CORRECT MATERIAL SETTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIELD JOINTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SINKS & FAUCETS CLEARANCES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT CLEARANCES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BRACKET DISTRIBUTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AWI STANDARDS

ADA STANDARDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---------------	--------------------------	--------------------------	--------------------------

2/23/2021

IRL Process

Project Manager Review:

Project Managers will review the entire drawing package in the Bluebeam Studio Session. Each series created should be reviewed for accuracy and completeness. This review should include, but is not limited to the following items.

Check all boxes to complete review.

- Confirm bid scope and specification compliance.
- Verify all scope is captured according to bid documents provided at handoff.
- Confirm drawings provided to drafting are current.
- Check the descriptions in the bid.
- Confirm the estimator's intent on custom items.
- Confirm any ASI's, CB's, or changes issued during the submittal process have been communicated and incorporated.
- Confirm any changes to scope that have occurred during the submittal process have been communicated.
- Confirm site conditions that will affect product, i.e. (elevator access and size, delivery access, etc.) have been addressed.
- Confirm Cover Series information is complete and accurate to the project information provided at handoff.
- Review and confirm Deviation Report and RFI sheet have been completed.
- Confirm items on Deviation Report are clearly noted and conform to information provided at handoff.
- Confirm Deviation Report items have been discussed and agreed upon internally.
- Review cost impacts to any listed deviations.
- Confirm RFI's are clearly noted on RFI sheet and properly noted on corresponding series sheets.
- Review all RFI's and confirm any outstanding questions during draft have been addressed.
- Confirm any cost impacts to RFI's have been addressed.
- Review and confirm all materials specified are available and match procured samples.
- Review for drawing errors not picked up on previous reviews.
- Review custom or unique items for constructability and location standards.
- Review and confirm product data compliance to scope.
- Review and confirm buyout drawings provided by vendors (i.e., metal, 3-form, fixture buyouts) are supplied and integrated into submittal drawings, as necessary.(as required per project)
- PM Review Date** is entered in Smartsheet Submittal Log.
- Approval form is completed, and review is submitted via automated email.

DRAFTING REVIEW

- SCOPE CHECK
- FINISHES
- ARCH REFERENCES
- VIEW CALLOUTS
- LABEL
- VIF DIMS
- DIM OVERALLS (PLAN & ELEV)
- CUT LINES
- GRAIN DIRECTION
- BLOCKINGS
- CENTER LINES - CL
- SINK AND FAUCET
- CEILING HEIGHT
- FIELD JOINTS
- ADA
- FILLERS
- OVERHANGS
- TOEKICK INSETS
- EQUIPMENTS
- LAYERS
- LEADERS
- SPELL
- BRACKETS
- TITTLE BLOCK
- SCHEDULES
- BACKGROUND LAYERS
- SCALES
- ALIGN
- HARDWARES
- SECTIONS AT DIMS
- INTERIOR FINISH

MICROVELLUM REPORT REVIEW

- ITEM #
- CORRECT PRODUCT
- SPECS
- WIDTH
- HEIGHT
- DEPTH
- DOOR SWING
- FINISHED ENDS
- LOCKS QTY
- TOE KICK HEIGHT
- ADJ SHELVES QTY
- FIXED SHELVES QTY
- BOTTOM VALANCE
- TOP VALANCE