

**Socool Cottage Final Construction Documents**

1. Are the construction documents plotted black and white, on B-size sheets and stapled in order?
2. Are all drawings located on the correctly assigned sheet number?
3. Is the Project Title information (*upper left hand corner*) filled out on the Title Block?
4. Is the square footage of floor plans correctly stated?
5. Is the Sheet Index filled out correctly?
6. Is the Designer's Name in the title block on all 9 pages?
7. Is the Project Name/ Address/ Phone #/ Designed by correctly filled out in the title block on all pages?
8. Is the Issued for & Date correctly filled out on all 9 pages?
9. Is the Sheet Title correctly filled out in the title block on all 9 pages?
10. Is the Sheet Number in the title block correctly filled out on all 9 pages?
11. When printing was the LTSCALE correctly set for all 9 pages?
12. Are all MV boxes drawn on def-points layer, or not visible on all 9 pages?
13. Is the foundation plan inserted at  $\frac{1}{4}" = 1'-0"$ ?
14. Is the foundation plan complete?
15. Is the floor plan inserted at  $\frac{1}{4}" = 1'-0"$ ?
16. Is the floor plan complete?
17. Is the roof plan inserted at  $\frac{1}{4}" = 1'-0"$ ?
18. Is the roof plan complete?
19. Are the attic ventilation notes included and complete?
20. Is the front elevation inserted at  $\frac{1}{4}" = 1'-0"$ ?
21. Is the front elevation complete?
22. Is the window and door schedule included?
23. Is the right elevation inserted at  $\frac{1}{4}" = 1'-0"$ ?
24. Is the right elevation complete?
25. Is the left elevation inserted at  $\frac{1}{4}" = 1'-0"$ ?
26. Is the left elevation complete?
27. Is the rear elevation inserted at  $\frac{1}{4}" = 1'-0"$ ?
28. Is the rear elevation complete?
29. Is the building section inserted at  $\frac{1}{4}" = 1'-0"$ ?
30. Is the building section complete?