

# tech-checking how to use the LISTS

## WHERE ARE THEY?

**Checklists are necessary;** they walk you help you to review as your DOCUMENTATION process progresses. RMW tech-checking lists are in Rspace and in the Tech-Checking section of the RMW eQM Handbook ([rmwqm.com](http://rmwqm.com))

## QUESTIONS?

If you

- Need tech-checking lists for the structural, civil, m/e, landscape, or for another of our consultants, or,
- Need a list for a subject not included, or have questions, call Gloria or Josie.

## WHEN TO USE THE LISTS

The lists are templates: They include what is typically used to document each RMW project type. The lists are designed to be your guidelines during the documentation process, so use them before, during, and after you work on your drawings.

## HOW TO USE THE LISTS

1. First **SELECT YOUR PROJECT TYPE**.
2. Early in the process of documenting, **DOWNLOAD THE TECH-CHECK LIST**.
3. **DO A QUICK PASS** and delete what is not applicable to your project and add what is missing. Later, you can always add or delete items as you go. Call Gloria or Josie if you need help or need new items added to the list.
4. **BEFORE** you start documenting, read the list; this will help you to reduce errors from the beginning.
5. **DURING DOCUMENTATION** use the list to make sure you are progressing on track, to facilitate team coordination and product selection.
6. At **COMPLETION** before submittal use it to review what you have and make sure you are complete.

QM Handbook | TC1 Tech-Checking Drawings | Architectural | Garage [INSERT PROJECT No.]  
[INSERT project name]  
[INSERT date]

## tech-check architectural | garage

This is a template, so some items will apply to your project, and others won't or will be missing. When using the list, make the changes needed for your project.

Content of the Tech-Check Lists is based on several sources including MASTERSPEC®.

### 1 GENERAL

<input type="checkbox"/>	<b>REFERENCE DOCUMENTS</b> <ul style="list-style-type: none"> <li>• <b>DIMENSIONING</b> - CHECK the "Dimensioning Guidelines - Tilt-ups Projects".</li> <li>• <b>OTHER CHECK LISTS</b> - "Building Code" and "Accessibility."</li> <li>• <b>NOTATION HELP</b> - "Drawing Notation," "General Notes for Tilt-ups."</li> <li>• Coordinate abbreviations with list in Cover Sheet</li> </ul>
<input type="checkbox"/>	<b>TITLE BLOCK</b> <ul style="list-style-type: none"> <li>• Project name and Address.</li> <li>• Owner's legal name and address. (check with Google)</li> <li>• Issue Number, Description (Issue for Bid, Addendum A, etc.) and date of issue.</li> <li>• Additional information such as general contractor, when known and approved by Principal.</li> <li>• Initials in "Drawn By" and "Checked By"; plot date.</li> <li>• Stamp.</li> <li>• Scale, Project Number.</li> <li>• Drawing Title / Drawing Number.</li> <li>• Deltas for Addenda and subsequent Bulletins when applicable.</li> </ul>
<input type="checkbox"/>	<b>ALWAYS DO THIS:</b> <ul style="list-style-type: none"> <li>• Number SIMILAR components for clear notation: Stair #1, Stair #2, Storefront #1, Storefront #2, etc.</li> <li>• Designations are the same throughout the set.</li> <li>• Always talk to reps. Confirm capacities, sizes, configuration, availability, use. Send your plans for reviewing when applicable.</li> <li>• If an item is typical and you know it, do not add other labels. Add <b>UON</b> only when you know that there is, or probably is, a different condition or materials from the one documented.</li> </ul>
<input type="checkbox"/>	<b>GRAPHICS</b> <ul style="list-style-type: none"> <li>• Indicate with dashed lines and label overhead components at building exterior: canopies, awnings, and such. Label them, for example, "CANOPY ABOVE".</li> <li>• Wall and roof openings: Indicate with an "X" and label "OPEN".</li> <li>• "North" arrow in every floor plan - oriented in the same way.</li> <li>• Graphic bars (these are required by some agencies - check).</li> <li>• Indicate areas in Project Site which are not included in the Contract and label: <b>NIC</b> ("BY OTHERS" can be confusing, use "NIC" instead.)</li> <li>• Project Site indicated clearly in building plans or site plans if too big.</li> </ul>

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