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**Job Title:**

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**WORKING DRAWINGS CHECKLIST**

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**Wednesday 4 March 2020**

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<b>Drawing</b>	<b>Description</b>	<b>N/A</b>	<b>Yes</b>
<u>Existing Floor Plans</u>	Are all existing wall thicknesses/build-up correctly shown (insulation, changes for stone or timber cladding etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
	Do all wall lengths, room sizes & orientation on both internal & external walls match correctly according to existing survey or any previous plans?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing doors correctly specified, sized and positioned according to existing survey or any previous plans?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing windows / roof lights correctly specified, sized, positioned and at the correct heights according to existing survey or any previous plans?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all the main existing structures e.g. Chimneys, Flues, stoves, built in presses etc. correctly shown on the plan?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing sanitary fittings (Bath, bidets, sinks, w.c's, showers, heated towel rails etc) correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing services, electrics(fuse boards, light switches, light fittings, plug sockets, smoke & carbon monoxide alarms etc), plumbing(radiators, S&VPs, RWPs, manholes, BIGTs, hot water cylinder etc) correctly shown on plan?	<input type="checkbox"/>	<input type="checkbox"/>
	Is all existing furniture (sofas, coffee tables, beds, side boards, units etc) correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing appliances (Fridges, cookers, washing machines, dryers etc) correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are any stairs, steps, ramps or other changes in level correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the drawing have the North Point correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the drawing have the Title Box with all the correct information, (client name, address, date, drawing title, drawing reference number and scale) correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Existing Elevations</u>	If drawn in 2d, are all the main components (walls, windows, doors, S&VPs, gutters, RWPs) specified correctly & positioned & lined up correctly from existing floor plans drawn?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing electrics (external lights, meter boxes etc.) correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing roofs with correct roof type (pitched, flat, mono pitched etc.) with finishes (slate, tiles, trocal, zinc etc.) clearly shown with existing eaves & ridge heights correct, soffit/eaves depth correct? Also if roof lights are correctly indicated?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all Finished Floor Levels correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are wall finishes correctly shown (stone or timber cladding, nap plaster etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
	Are window openings, reveals, plaster bands required to be shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are any other features required to be shown?	<input type="checkbox"/>	<input type="checkbox"/>

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Drawing	Description	N/A	Yes
	Are all the elevations correctly titled in accordance with the existing North Point shown on plan?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all the main existing & proposed structures e.g. Chimneys, Flues, stoves, built in presses, steel, steel posts, concrete pads etc. correctly shown on the plan?	<input type="checkbox"/>	<input type="checkbox"/>
	Are any existing stairs, steps, ramps, handrails or other changes in level correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the drawing have the Title Box with all the correct information, (client name, address, date, drawing title, drawing reference number and scale) correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Proposed Floor Plans</u>	Are all existing & proposed wall thicknesses/build-up correctly shown (insulation, wall finishes, changes for stone or timber cladding etc.)	<input type="checkbox"/>	<input type="checkbox"/>
	Do all existing & proposed wall lengths, room sizes & orientation on both internal & external walls match correctly according to existing survey, previous plans and also to new sketches or proposed plans (Check if they are required to comply with Building Regulations i.e. Part M etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing & proposed doors correctly referenced, specified, sized and positioned according to existing survey, previous plans and also to new sketches or proposed plans (Check if they are required to comply with Building Regulations i.e. Part B (Fire door Rating) or Part M etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing & proposed windows correctly referenced, specified, sized, positioned and at the correct heights according to existing survey, previous plans and also to new sketches or proposed plans (Check if they are required to comply with Building Regulations i.e. Part B or Part M etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
	Are any new / replacement windows at existing window openings shown & noted on all plans, elevations, window schedule & sections?	<input type="checkbox"/>	<input type="checkbox"/>
	Are window cills to be standard concrete or passive (EPS 200) cill, to be noted in general notes, and use appropriate construction details for same.	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing & proposed first floor window openings between 800mm to 1100mm & 600mm in the case of roof lights from the finished first floor level?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all openings fire escape compliant?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all the main existing & proposed structures e.g. Chimneys, Flues, stoves, built in presses, steel, steel posts, concrete pads etc. correctly shown on the plan?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing & proposed sanitary fittings (Bath, bidets, sinks, w.c's, showers, heated towel rails etc) correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Drawing</b>	<b>Description</b>	<b>N/A</b>	<b>Yes</b>
	Are all existing & proposed services, electrics(plug sockets, pop-up sockets, fuse boards, light switches, light fittings etc), plumbing(radiators, S&VPs, RWPs, manholes, BIGTs, hot water cylinder etc) correctly shown on plan?	<input type="checkbox"/>	<input type="checkbox"/>
	Is mechanical extract to Bathroom / Utility / Kitchen clearly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Is all existing & proposed furniture (sofas, coffee tables, beds, side boards, units etc) correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing & proposed appliances (Fridges, cookers, washing machines, dryers etc) correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are any existing & proposed stairs, steps, ramps, handrails or other changes in level correctly shown (Check if they are required to comply with Building Regulations i.e. Part K or Part M etc.)	<input type="checkbox"/>	<input type="checkbox"/>
	Is Part 'M' level threshold clearly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are footpaths, walkways, ramps, boundary walls, gates correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all relevant demolition & proposed works noted, numbered and properly described where it is required?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Are the demolition works and the proposed works clearly indicated, outlined, hatched, shaded and with the correct line types &amp; opacity on all plans where it is required for all of the above?</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all the relevant dimensions clearly shown? <b>Make sure all overall dimensions are clearly shown.</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Are the overall floor areas of existing & proposed calculated and clearly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are the section lines correctly indicated showing all the important details, sections of the proposed building?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the window & door schedule correctly indicate references, sizes, types & openings? (Double check with plan & Elevations that they correspond)	<input type="checkbox"/>	<input type="checkbox"/>
	Does the drawing have the North Point correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the drawing have the Title Box with all the correct information, (client name, address, date, drawing title, drawing reference number and scale) correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Make sure Gridlines are shown / set-up with numbers vertically & letters horizontally to the extremities/outside of existing and proposed walls.	<input type="checkbox"/>	<input type="checkbox"/>
	Are gutter / outlet calculations required for sizing gutters & RWP's see Part H for calculations using roof areas?	<input type="checkbox"/>	<input type="checkbox"/>
	Show airtight or standard stira ladder location(s) (1200 x 600 opening size)	<input type="checkbox"/>	<input type="checkbox"/>

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Drawing	Description	N/A	Yes
<u>Proposed Elevations</u>	If drawn in 2d, are all the main components (walls, windows, doors, S&VPs, gutters, RWPs) specified correctly & positioned & lined up correctly from existing floor plans, sketches or proposed plans drawn? (Check if they are required to comply with Building Regulations i.e. Part B, Part M, Part H etc.)?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	Are all existing & proposed electrics (external lights, meter boxes, alarms etc.) correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Location of any new / replacement ESB meter box to be constructed in <b>accordance with ESB Networks regulations</b> (ie Meter cabinet must be directly accessible from the main entrance driveway. A position on the house wall facing the driveway or within 2m of either corner of this wall subject to proper access)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	Are all existing & proposed roofs with correct roof type (pitched, flat, mono pitched etc.) with finishes (slate, tiles, trocal, zinc etc.) clearly shown with existing & proposed eaves & ridge heights correct, soffit/eaves depths correct? Also if roof lights are correctly indicated (Check if they are required to comply with Building Regulations i.e. Part B or Part M etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all finished floor, changes in level, eaves, window / door head, wall plate, ridge levels correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are any new / replacement windows at existing window openings shown & noted on all plans, elevations, window schedule & sections?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing & proposed first floor window cills between 800mm to 1100mm & 600mm in the case of roof lights from the finished first floor level?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all openings fire escape compliant?	<input type="checkbox"/>	<input type="checkbox"/>
	Is mechanical extract to Bathroom / Utility / Kitchen clearly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all wall finishes correctly shown (stone or timber cladding, nap plaster etc.) does it correspond correctly with the materials legend?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	Are window openings, reveals, plaster bands required to be shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are any other features required to be shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all the elevations correctly titled in accordance with the North Point shown on existing & Proposed plans?	<input type="checkbox"/>	<input type="checkbox"/>
	Have we put in a step & cover flashing / cavity trays flashings & if they are they correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	If there is a penetrating roof is there a DPC shown?	<input type="checkbox"/>	<input type="checkbox"/>

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	Are any existing or proposed stairs, steps, ramps, handrails or other changes in level correctly shown (Check if they are required to comply with Building Regulations i.e. Part K or Part M etc.)?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	Is the materials legend & elevation legend included showing all the relevant information correctly shown on all the elevations?	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	<b>Are the demolition works and the proposed works clearly indicated, outlined, hatched, shaded and with the correct line types &amp; opacity on all elevations where it is required for all of the above?</b>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	Does the drawing have the Title Box with all the correct information, (client name, address, date, drawing title, drawing reference number and scale) correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are gutter / outlet calculations required for sizing gutters & RWP's see Part H for calculations using roof areas?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Proposed Sections</u>	Are all existing & proposed foundation & floor details correctly shown (insulation type, wall thickness, DPC, floor finishes, wall finishes, changes for stone or timber cladding etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing & proposed wall thicknesses/build-up correctly shown (insulation type & wall thickness, wall finishes, changes for stone or timber cladding etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing & proposed window & door details & heights correctly shown (insulation type & wall thickness, DPC, cills, lintels, steel, changes for stone or timber cladding etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
	Are window cills to be standard concrete or passive (EPS 200) cill, to be noted in general notes, and use appropriate construction details for same.	<input type="checkbox"/>	<input type="checkbox"/>
	Are any new / replacement windows at existing window openings shown & noted on all plans, elevations, window schedule & sections?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing & proposed first floor window cills between 800mm to 1100mm & 600mm in the case of roof lights from the finished first floor level?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all openings fire escape compliant?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing & proposed roof construction methods correctly shown (insulation type & thickness, rafters, ceiling joists, battens, counter battens, roof finishes, underlay etc.)?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	If drawn in 2d, are all the main components (walls, windows, doors, S&VPs, gutters, RWPs) specified correctly & positioned & lined up correctly from existing floor plans, sketches or proposed plans drawn? (Check if they are required to comply with Building Regulations i.e. Part B, Part M, Part H etc.)?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	Is Part 'M' level threshold clearly shown?	<input type="checkbox"/>	<input type="checkbox"/>



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**Wednesday 4 March 2020**

<b>Drawing</b>	<b>Description</b>	<b>N/A</b>	<b>Yes</b>
<u>Additional Documentation</u>	Is a general notes included?	<input type="checkbox"/>	<input type="checkbox"/>
	Is a Specification included?	<input type="checkbox"/>	<input type="checkbox"/>
	Is a Room Finishes Schedule included?	<input type="checkbox"/>	<input type="checkbox"/>
	Do we require a reflected ceiling plan? If yes, is it done?	<input type="checkbox"/>	<input type="checkbox"/>
	Is there construction detail drawings to be included, if so are they correct?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	Is there a Site Location Map / Plan?	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a Site Layout Plan?	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a Document / Drawing Register included?	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a Document / Drawing Issue Sheet included?	<input type="checkbox"/>	<input type="checkbox"/>
	Is there gutter/outlet size calculations required, if so is it included?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Site Layout Plan</u>	Is the site clearly outlined in red?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing & proposed kerbs, roads gates clearly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing & proposed paved areas clearly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all existing & proposed footpaths clearly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the septic tank and percolation area information correctly indicated & located clearly on the the site layout?	<input type="checkbox"/>	<input type="checkbox"/>
	Are overall dimensions & dimensions to the boundary clearly shown?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Final Check</u>	Is everything correctly dimensioned?	<input type="checkbox"/>	<input type="checkbox"/>
	Overall dimensions, Opes dimensions & Internal Wall dimensions correctly shown?	<input type="checkbox"/>	<input type="checkbox"/>
	Is all relevant information shown on the drawings clearly marked and detailed?	<input type="checkbox"/>	<input type="checkbox"/>