

Memo

To: All CAD Users
From: Tom Hanley
Date: 11/17/2003
Re: Drafting Standards Checklist

This list is to help remind us some of the things we should be checking before we say our drawing is done and ready to pass on to the "next guy". Our checking should ensure that our drawings are handed off in a finished state at each step in the design process. This is a list of recurring deficiencies and is a bare minimum of things to check or ask yourself. Each drawing is a legal document and prudence dictates the level of scrutiny required.

Check List

General Drawing Standards

- Are all layers turned on and thawed in model space and visibility controlled in each viewport?
 - Are all viewports scaled and locked?
 - If Dview twist is used in floating model space (viewports), is it using a nice round number?
 - Dview twist should not be used in tiled model space
 - Are all layouts descriptive and named in the titleblock?
- If the drawing wasn't started using the current startup templates:
 - Are the layers consistent with the current layer standard?
 - Is the title block consistent with the current standard?
 - Are the Dimstyles and Textstyles consistent with the current standard?
 - Were the Page Setups imported into the drawing and set in each layout page setup? (Remember that page setups change the plot pen table settings to the current standard and must not be used for drawings created using "older standards".)
- Are custom layer names descriptive enough so that anyone can figure out what objects belong on it?

- If custom layers were created, have you inadvertently caused objects on those layers to become visible on other layout viewports?
- Are all "temporary" layers removed from the drawing?
- Is each of the layouts and model space zoomed to extents?
- Are there any "model space objects" in paper space or vice versa?
- Is the drawing saved to the dwg subdirectory under the project number on the T: drive?
- Were all drafting objects created using proper drafting technique?
 - Are objects drawn on correct layers?
 - Are all lines and curves drawn end to end or up to and touching intersecting lines?
 - Were Osnaps and other tools used to precisely position objects? (Warning: do not use Osnaps to position to an object with elevation other than 0 unless you want to draw the object at that elevation.)
 - Do the parcel lines form closed regions?
 - Are roadway centerlines drawn using the fillet command to create tangent arcs with round number radii?
 - Are R.O.W. lines parallel and offset equally from roadway centerlines?
 - Is plinegen set to 1?
 - Do all plines have Linetype Generation Property "On" to show linetype correctly?

File Maintenance

- Is the drawing purged?
- Have you deleted any temporary blocks/drawings and superceded versions from the project directories?
- Are the drawings in the project dwg directory only the active drawings and the latest versions?

Text

- Are there any spelling errors?
- Is there any text that will be <.08" high on the plotted sheet?
- Is all text in conformance with the text style standards (fonts and text height)?
- Is there any unreadable text that might become readable either by moving to a clear area or text masking?

- Is the correct title block information on the drawing?

Do's and Don't's

- Our Survey Department is responsible for accurate metes and bounds labeling. The Engineering Dept. will not label parcels or property lines with metes and bounds. They may however label lot lines using approximate distances with "±" in the label suffix.
- It is a judgment call as to whether we should convert an older project to the newest drafting standards. As a rule of thumb, if the project is near completion, it doesn't make sense to spend the time converting it.
- Are Lot numbers and adjacent property owner names prominently displayed?

I will be going over these issues with everyone on an individual basis in the next few days. Please be prepared to discuss any suggestions that you might have to improve our quality of work.

Thank You,

Tom Hanley