

Interior Design QC Checklist

Project :	
PDT Reviewer:	
Signature:	

Comments:	DOR	Yes	No	N/A	Remarks
Title blocks are filled in fully, uniformly and correctly.					
File / sheet naming conventions are correct					
Index sheet titles matches actual sheet titles and order					
Key plan provided for all partial floor plans					
Consistent size, style and location of key plans					
North arrows shown for all plan drawings					
Scale(s) indicated for all drawings and details					
Use the standard detail title and graphic symbols for all details and sections cut					
Correctly cross-reference across all sheets					
Callouts numbered sequentially on sheets per the grid locatic					
Dimensions add up on plans					
Legend symbols match symbols used on plans.					
Dimension settings are correct: standard slash dimensions, arrow size, color, weight, text size, level, etc.					
Section line marker placed where section is taken.					
Spelling is correct					
References between sheets are correct.					
All details are shown only once					
Show all room names and numbers on plan sheets					
All plans, details and elevations are shown to scale					

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Comments:	DOR	Yes	No	N/A	Remarks
DA:					
Provide any known codes required related to interior design requirements in the general chapter.					
List all user requirements					
List all designer proposed features, aesthetic considerations, and quality goals					
List any questions for the stakeholders.					
Provide interior design input in the Sustainable Design chapter					
SRAM:					
List all specifications and discipline responsible.					
Plans:					
FF&E Plans					
Code all FF&E and coordinate generic furniture legend					
Show all N.I.C. equipment dashed					
Note FF&E procurement type.					
Enlarged Restroom Plans if provided are complete (See DD)					
Elevations, if provided are complete (See DD phase)					
Interior Finish Schedule/ Plans:					
Fill out material types					
Ensure all abbreviations are accounted for in Materials Legend					

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Comments:					
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DA:					
List any scope or user changes from the SD review.					
Update all information from previous submittal.					
SRAM:					
Update all information from previous submittal.					
PLANS:					
FF&E Plans					
Update all information from previous submittal.					
Coordinate electrical/ comm. Requirements					
Coordinate all wall mounted locations (mech/elec) with FF&E					
Enlarged Restroom Plans:					
Provide enlarged plans for all layouts or coordinate and place on architectural enlarged restroom plans					
Provide interior elevation symbols where elevations are shown					
Provide critical dimension for the location of wall or floor mounted items					
Show coded toilet accessories and equipment					
Show coded toilet accessory legend with abbreviation and description					
Show critical dimensions (ADA stall)					
Dimension centerline of plumbing fixtures & toilet accessories					
Elevations:					
Indicate and label all wall materials (tile, glazing, floor base, wallcovering, etc.) using consistent abbreviations and numbering system					
Provide numbered finishes where not shown on detail sheets or finish schedule					
Show all architectural, plumbing, toilet accessories and built-in items to convey size type and finish.					
Indicate and label all millwork trim and moldings.					
Show critical dimensions to locating finishes or wall-mounted items.					
Show sections cuts where details will be shown.					
Only provide elevations critical to design.					
Provide note for elevations where finishes apply to all walls in the room					

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Elements Plans					
Show interior wall elevation symbols and reference locations.					
Provide critical dimensions for the location of wall or floor mounted items.					
Show all interior element locations and code on legend referencing specification section.					
Provide a list of remarks and reference in elements legend.					
Detail Sheets:					
Show and label all material					
Verify references with larger plans or elevation					
Show critical dimensions (do not duplicate dimensions)					
Ensure blocking is provided in walls to anchor items					
Verify any framing with architectural and structural					
Provide and verify ADA / ABA dimensional requirements where needed					
Cabinetry details:					
Provide cabinet construction notes					
List all cabinet and countertop finishes					
Interior Finish Schedule: (or include in finish plans)					
Fill out material types					
Ensure all abbreviations are accounted for in Materials Legend					
Ensure all room names and numbers correspond with plans and are included in the legend					
Include general notes for overall finishes and specific remarks keyed to each room.					
Ensure all surfaces and finishes have been addressed					
Interior Finish Materials Legend:					
Include all interior floor wall and ceiling finish types.					
selection (toilet partitions, corner guards, millwork, etc.)					
Include general note not to limit manufacturers based on current selection.					
Check coordination of abbreviations and numbers (such as PT-2, VWC-4, etc.) with the interior finish schedule.					
SPECIFICATIONS:					
Any specifications provided are fully edited.					
Reference CD phase for specification requirements.					

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DA:					
List any scope or user changes from the DD review.					
Update all information from previous submittal.					
SRAM:					
Update all information from previous submittal.					
PLANS:					
FF&E Plans					
Update all information from previous submittal.					
Enlarged Restroom Plans:					
Update all information from previous submittal.					
Elevations:					
Indicate and label all wall materials (tile, glazing, floor base, wallcovering, etc.) using consistent abbreviations and numbering system					
Provide numbered finishes where not shown on detail sheets or finish schedule					
Show all architectural, plumbing, toilet accesories and built-in items to convey size type and finish.					
Indicate and label all millwork trim and moldings.					
Show critical dimensions to locating finishes or wall-mounted items.					
Show sections cuts where details will be shown.					
Only provide elevations critical to design.					
Elements Plans					
Update all information from previous submittal.					
Detail Sheets:					
Show and label all materials					
Verify references with larger plans or elevation					
Show critical dimensions (do not duplicate dimensions)					
Ensure blocking is provided in walls to anchor items					
Verify any framing with architectural and structural					
Provide and verify ADA / ABA dimensional requirements where needed					
Cabinetry details:					
Provide cabinet construction notes					
List all cabinet and countertop finishes					
Interior Finish Schedule: (or include in finish plans)					
Update all information from previous submittal.					
Apply any user changes from DD finish review meeting					

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Include general notes for overall finishes and specific remarks keyed to each room.					
Ensure all surfaces and finishes have been addressed					
Interior Finish Materials Legend:					
Include all interior floor wall and ceiling finish types.					
selection (toilet partitions, corner guards, millwork, etc.)					
Include general note not to limit manufacturers based on current selection.					
Check coordination of abbreviations and numbers (such as PT-2, VWC-4, etc.) with the interior finish schedule.					
Finish Plans					
Show floor finishes, float transitions and specialty wall finishes not clearly annotated on finish schedule.					
Include a flooring legend where floor patterns or types are provided.					
Show all interior element locations and code on legend referencing specification section.					
Include general notes for finishes as applicable.					
Interior Signage Plans & Details					
Provide signage details for each signage type required					
Include signage notes for material, size, and finish.					
Code and and identify sign types, room number, mounting surface, typography and graphics in signage schedule.					
Include general notes for finishes as applicable.					
Verify signage type and location meet ADA requirements					
Show typical signage elevations for each location of signage					
SPECIFICATIONS:					
Provide a specification for each interior finish or interior item included in the construction drawings.					
Ensure submittal items are properly annotated (G, RO or G, DO, no "S" tags)					
Ensure any codes (Abbreviations: EM, CG-1, etc.) are correctly cross-referenced to the drawings					

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Provide height ranges for all FF&E, including workstation heights (50-54") and chair height ranges.					
Specify vertical material for seamless resinous flooring base.					
Coordinate mechanical heater locations in restrooms with interior elements.					
Provide integral rubber stair tread and riser with integral contrasting color insert (not tape)					
Vertical protective distribution system (PDS) routing should be routed in a location that is not obtrusive. PDS must be in an accessible space that can be checked daily by occupants without a DPW or NEC key.					
Ensure that signage details meet the requirements of 36 CFR 1191, Section 703 to include braille.					
Specify rubber base, when located adjacent to precast panels, be attached to the panels, to avoid V-groove alcove for dirt to collect.					
Specify entry rail system carpet inserts with poly bristles. (not nylon carpet inserts)					
Verify FF&E counts are accurate.					
Verify warranty periods are sufficient to cover product but not excessive.					
3D FF&E images in specification should be used as a visual reference only, not contractual.					
Do not duplicate dimensions, verify cabinetry elevations and standard detail dimensions are consistent.					
Locate laundry rooms where ventilation can be provided to multiple dryers. (preferably exterior wall)					
Verify thickness of porcelain wall tile; shall not exceed hollow metal door frame thickness.					
Locate lockers on elevated surface to avoid uneven concrete floors due to drain slopes.					
Verify surface next to gas appliances have fire rating required.					
Provide recycling bins required by LEED in FF&E package.					
Provide toilet partitions will adequate maneuvering room inside the stall. Locate toilet accessories on door hinge side of the partition.					
When placing window blinds mounting method, verify an mullion or obstructions that may hinder the blind from operating to the length required.					

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Where extensive finish changes and unique building elements occur, provide adequate elevations clearly noting all the finish change and transitions required.					
LEED Scorecard and HPSB attached to specifications.					
Coordinate projector screen and projector location with electrical. Verify if the projection screen is motorized.					
Verify specs specify the quality of wood doors.					
Verify that access flooring is static dissipate if required by the customer.					
Verify demountable partitions are acceptable to the installation.					
Verify details for ADA sink are all provided with correct dimensions.					
Verify casework details dimensions match up with elevation dimensions.					
In locations of intricate finish and edge trim detailing and transitions clearly annotate on enlarged plans and elevations with callouts for enlarged details to clearly depict what should be happening.					
Use standard note for elevations when wall finish or patterns are applicable to all adjacent walls in the room.					
Verify customer has authorized flooring type, up to the last review meeting.					
FF&E plans are FIO if going to HNC or not in contract.					
If using different paint colors for doors, note on finish plans or architectural door schedule. (finish plan does not clearly note door colors unless there is only one per room)					
Include workstation name tags in FF&E specification.					
Clearly indicate workstation material / finishes on the enlarged workstation plans.					
Mark on the drawings or clearly note in the spec amount of receptacles required at each workstation, also note desktop power modules.					

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Review plumbing spec for required fixtures and specific plumbing					
Verify that access flooring is static dissipative, if required by the customer.					
Verify demountable partitions are acceptable to the installation.					
Verify details for ADA sink are all provided with correct dimensions.					
Verify casework details dimensions match up with elevation dimensions.					
In locations of intricate finish and edge trim detailing and transitions clearly annotate on enlarged plans and elevations with callouts for enlarged details to clearly depict what should be happening.					
Verify customer has authorized the flooring type, up to the last review meeting.					