[ ]  30% Review [ ]  60% Review [ ]  90% Review [ ]  Final Issuance [ ]  Final for Construction [ ]  As-Built [ ]  Revision

CAD drawings and all supporting files provided for issuance must be accompanied by the Facility Drawing Quality Checklist. When the checklist has been accepted and approved by NY CREATES, the vendor can be assured that all submitted materials adhere to the standards and guideline set forth by NY CREATES.

**FILE FORMAT AND SETUP COMPLIANT**

[ ]  Electronic File Format (DWG)

[ ]  Native Files included

[ ]  Functionality of Exports

**NY CREATES Format**

[ ]  NY CREATES Title Block present

[ ]  Cover Sheet (multi-discipline only)

[ ]  Attributes filled to completion

[ ]  Signatures present

**Drawing Standards**

[ ]  External References bound

[ ]  Model Space vs Paper Space

[ ]  Layering and Attributes (Colors, Pen settings, Line types, etc.)

[ ]  Legibility
[ ]  Legend

[ ]  Scale

[ ]  North Arrow

[ ]  Blocks, Details, and Hatches

**Formal Issuance documentation required**

[ ]  2 sets of D-size prints (24X36)

[ ]  2 sets of B-size prints (11X17)

[ ]  Thumb Drives clearly marked with Drawing # and Building Name, that includes all files associated with the project (dwg. rvt. rfa pdf. Skp.)

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|      \_\_\_\_\_\_\_\_\_\_\_\_Drawing Number(s)  |      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Title |

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NY CREATES, Project Lead / Designer

(Please print)

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Vendor Name, Project Lead / Designer

(Please print)

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|      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Accountable Consultant / Vendor RepresentativePhone number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |      \_\_\_\_\_\_\_\_\_\_\_\_DateEmail:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |