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 Representative  Phone number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_  Date  Email:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |