

CAD CHECK REVIEW
ABREVIATED CHECKLIST

This is an abbreviated checklist and is in no way authoritative in nature or requirements.
 For complete information regarding CAD Check standards review UW contractual documentation.

*****check-list*****

DATE:

TO:

FROM:

PROJECT NAME:

PROJECT NO.:

SUBJECT:

CAD Check Standard		Comments
1. Submittal Content		
1A	Use Owners CMS	
1B	Included drawings Master Sheet index <i>(Matching PDF and DWG)</i>	
2. Sheet Title Blocks		
2	Sheet Title Blocks Date, UW Proj. Name, Proj. Num, FACNUM, Sheet Name, Sheet Number, Consultant Co. Name, Seal (where required)	
3. BIM Standards		
3A	Format: Revit – RVT format	
3B	Packaging for Submission: Models must be detached from central All worksets must be relinquished On final export dialog box, UNCHECK the box saying “Export views on sheets and links as external references”. Use eTransmit to package model and related files.	
3C	File Names: Revit model file names must start with the UW CPD Project Number	
4. CAD Standards		
4A	Format: Must be in .Dwg format	

4B	<p>File Organization: Each CAD drawing file must represent a single printed sheet.</p>	
4C	<p>File Names: Drawing and PDF file names must be titled <Sheet Number> <Sheet Name>. i.e. (A-101 1ST FLOOR PLAN.dwg or (.pdf))</p>	
4D	<p>Image and .PDF references: Unreferenced and Unloaded images must be detached from the drawing.</p>	
4E	<p>External References (Xrefs): External drawing references are not allowed. External references used during the project must be bound using the 'Bind' option (instead of the 'Insert' option) before submitting.</p>	
PDF Standards		
5A	<p>Single Sheet .PDF Each .PDF file must represent a single sheet and must not contain multiple pages.</p>	
5B	<p>File Names .PDF file names must match the corresponding .DWG file names except for the file extension.</p>	
5C	<p>File Creation .PDF files are to be created by printing from the native CAD/BIM format by printing to PDF. Scanning is not permissible.</p>	
5D	<p>Layer Content .PDF files must not contain layers.</p>	
5E	<p>Image Resolution All documents must be created with a resolution of no less than 300 dpi.</p>	
5F	<p>Fonts All fonts must be embedded in the .PDF.</p>	
5G	<p>Compression When compression is used, the algorithm must be LZW, CITT Group 4, or PackBits.</p>	
5H	<p>Page Size The .PDF page size must be the same as the original page size if the page were printed.</p>	