

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.

*****APPROVED/REJECTED*****

Date: 0/0/2026

To:

From: University of Washington, Engineering Services, POC: Azahar Saleh

Project Name: FACNUM

Project No.:

UW Connect Ticket:

Subject: CAD Check Review SUB1 – Rejected / Accepted

CAD Check Process Note:

Submission approval is attained when all documents are following the requirements listed in each of the sections below. These requirements are used in the CAD Check process and should be followed when preparing documents for CAD Check submission. Doing so will allow for quicker approval and less submissions.

Review Notes:

CAD Check Compliance Standard		Comments
Derived from Professional services agreement link: https://facilities.uw.edu/projects/business-opportunities/contracts-forms Consultants – Professional services agreement – UW CAD Standards and Compliance – Professional Services Agreement.		
1. CAD Compliance Submittal Content		
1A	Use Owners CMS	Accepted Rejected See Note 1
1B	Master Sheet Index Provide Final Record Drawings, including a final cover sheet with a master sheet index of all drawings in the document set. All drawing file names and descriptions must match the index names and descriptions.	Accepted Rejected See Note 1
1C	CAD Drawing Folder Structure All CAD drawings shall use the following folder structure: one folder per discipline, by discipline name (Civil, Landscape, Architecture, etc.) The .dwg and .pdf files for each discipline can reside in that specific discipline folder.	Accepted Rejected See Note 1

2. Matching Content - Sheet Title Blocks / Sheet Body		
2A	Sheet Title Blocks – Spot Checked Title blocks must contain the following information: Record drawing date, UW Project Name, UW Project Number, UW Facility Number (FACNUM), Sheet Name, Sheet Number, A Key Plan, List of Revisions, Consultant Company Name. All PDF and drawing title blocks must match content. The sheet numbers must match the file name sheet number.	<div>Accepted Rejected</div> See Note 2
2B	Sheet Body – Spot Checked All PDF and drawing body must match content.	<div>Accepted Rejected</div> See Note 2
3. BIM Standards		
3A	Format BIM models shall be submitted in Revit.rvt format in a mutually agreed upon release.	<div>Accepted Rejected</div> See Note 3
3B	Packaging for Submission Models must be detached from central. All work sets 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.	<div>Accepted Rejected</div> See Note 3
3C	File Names Revit model file names must start with the UW CPD Project Number.	<div>Accepted Rejected</div> See Note 3
3D	BIM and CAD Drawings If BIM is required, all CAD drawings shall be exported from Revit.	<div>Accepted Rejected</div> See Note 3
4. CAD Standards		
4A	Format Must be in .dwg format. Remove all non-drawing files from drawing folder before submission, i.e.: .log, .bak, .svs, etc. as they interfere with the CAD Check Excel tool.	<div>Accepted Rejected</div> See Note 4
4B	File Organization Each CAD drawing file must represent a single printed sheet.	<div>Accepted Rejected</div> See Note 4
4C	File Names Drawing and PDF file names must be titled <Sheet Number> <Sheet Name, i.e. (A-101 1ST FLOOR PLAN.dwg or .pdf).	<div>Accepted Rejected</div> See Note 4
4D	External References (Xrefs) External drawing references are not allowed for submittals. All external referenced drawings are to be bound using the ‘Bind’ option (instead of the ‘Insert’ option). External referenced image and PDF needed in the drawing are to be bound in the drawing.	<div>Accepted Rejected</div> See Note 4
4E	Layering Drawings shall follow the AIA layer standards . Architectural drawings to follow the UW Architectural CAD Standard Layers . Furniture/equipment layers are populated (if applicable).	<div>Accepted Rejected</div> See Note 4

5. PDF Standards		
5A	Single Sheet .PDF Each PDF file must represent a single sheet and must not contain multiple pages.	Accepted Rejected See Note 5
5B	File Names PDF and corresponding drawing file names must match, except for the file extension.	Accepted Rejected See Note 5
5C	File Creation PDF files are to be created by printing from the native CAD/BIM format by printing to PDF. Scanning is not permissible.	Accepted Rejected See Note 5
5D	Layer Content PDF files must not contain layers.	Accepted Rejected See Note 5
5E	Image Resolution All documents must be created with a resolution of no less than 300 dpi.	Accepted Rejected See Note 5
5F	Fonts All fonts must be embedded in the PDF.	Accepted Rejected See Note 5
5G	Compression When compression is used, the algorithm must be LZW, CITT Group 4, or PackBits.	Accepted Rejected See Note 5
5H	Page Size The PDF page size must be the same as the original corresponding drawing page size if the page were printed.	Accepted Rejected See Note 5