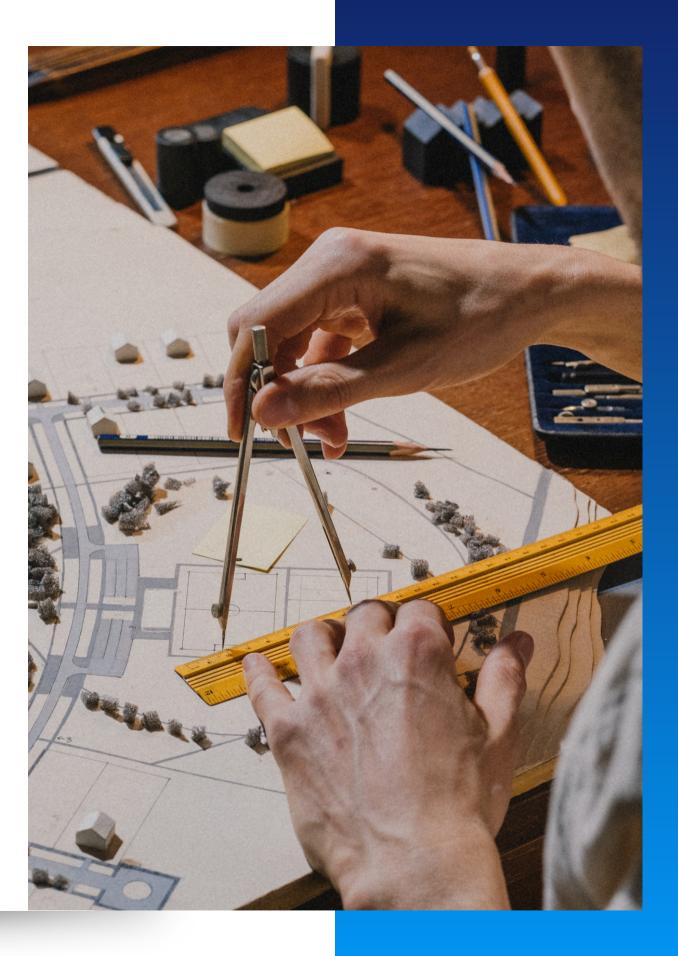


# DRAFTING CHECKLIST

For Administrative Work, Artwork & CAD Planning

A <u>drafting checklist</u> supports administrative, artwork, and CAD tasks by streamlining work, reducing errors, and providing clear structure. It boosts efficiency for both new and experienced drafters.



### **ADMINISTRATIVE WORK**

**Project Title:** Clearly define the name of the project

**Project Location:** Mention the exact address/site

**Project Codes/Numbers:** Assign identifiable reference codes

**Project Date:** Track key planning and delivery dates

**Contractor Logos:** Include contractor branding for clarity



**Drawings:** Prepare detailed project sketches

**Drawing Index:** Maintain a complete drawing list

**Logs:** Record changes and approval history

Landscaping: Include exterior design elements

**Demolition:** Add proposals for removing old structures

## **ARCHITECTURAL WORK**

Highlight key building design features

Add electrical layouts with detailed specs

Organize documents using discipline-based sequencing

Ensure clear visual representation of the structure

Follow letter-number document labeling format

### **FINISHING TOUCHES**

Surface Treatments: Define wall, floor & ceiling finishes

Paint and Coatings: Choose colors and textures

Hardware Selection: Knobs, handles, locks, etc.

**Lighting Fixtures:** Type and location of lights

**Flooring & Windows:** Choose materials and treatments

## FINAL MEASUREMENTS

Double-check dimensions for all design elements

Align final specs with real-world fitting needs

Confirm fitment for all installations

Ensure all data is accurate for handover

Ready drawings for execution phase

### **BENEFITS OF DRAFTING**

**Clarity:** Makes ideas easy to understand

Organization: Ensures structured documentation

Error Reduction: Minimizes costly mistakes

Collaboration: Supports teamwork and feedback

Professionalism: Creates reliable, polished output

## **POPULAR CAD OPTIONS**

**AutoCAD:** Industry standard for 2D/3D drafting

**Fusion 360:** Cloud-based CAD + CAM integration

**SolidWorks:** Ideal for mechanical 3D modeling

**TinkerCAD:** Beginner-friendly online tool

CATIA & Rhino: Great for advanced and industrial use

## CONCLUSION

Regular use of a drafting checklist ensures nothing is overlooked during the planning and documentation process. From administrative details to CAD precision, it provides clarity, reduces errors, and streamlines collaboration across all project stages. Whether you're working on artwork, architectural plans, or technical drawings, a checklist keeps your workflow efficient and your output professional.

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# THANK YOU

We hope this Drafting Checklist helps you deliver clearer, smarter, and more efficient design outcomes.

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