

DRAFTING CHECKLIST

For Administrative Work, Artwork & CAD Planning

A **drafting checklist** 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

ARTWORK



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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