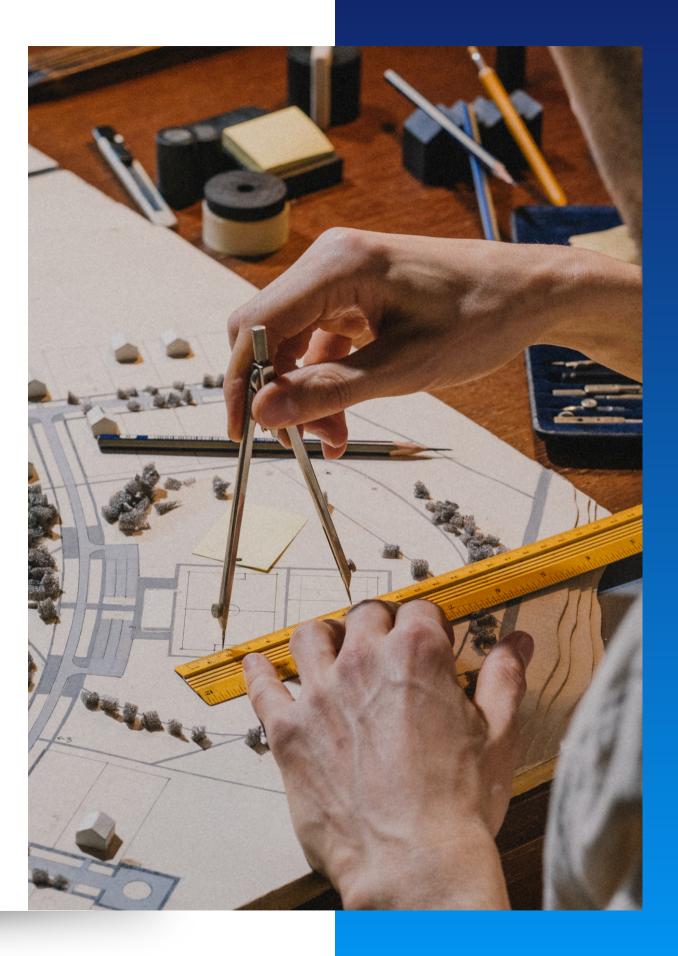


DRAFTING CHECKLIST

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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