

AUTOCAD AND PDF CHECKLISTS FOR SUBMITTALS

AUTOCAD Checklist (See PDF Below)			
PREPARER		QUALITY CONTROL REPRESENTATIVE	
Y <input type="checkbox"/>	N <input type="checkbox"/>	Has there been a required Port of Seattle CAD Kick-Off Meeting for this project with the Port Design Services Quality team?	<div style="display: flex; justify-content: space-between;"> Verified <input type="checkbox"/> Not Verified <input type="checkbox"/> </div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
		Comments (Optional):	
SUBMITTAL DOCUMENTS			
Y <input type="checkbox"/>	N <input type="checkbox"/>	Is this submittal in conformance with the Port of Seattle CAD Standards 2025 Edition?	<div style="display: flex; justify-content: space-between;"> Verified <input type="checkbox"/> Not Verified <input type="checkbox"/> </div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
		Comments (Optional):	
Y <input type="checkbox"/>	N <input type="checkbox"/>	Is each submitted AutoCAD sheet listed in the Sheet Index? Are all sheets listed in the index submitted unless noted otherwise?	<div style="display: flex; justify-content: space-between;"> Verified <input type="checkbox"/> Not Verified <input type="checkbox"/> </div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
		Comments (Optional):	
Y <input type="checkbox"/>	N <input type="checkbox"/>	Do the Sheet Numbers and Sheet Titles in each title block match those listed in the Sheet index?	<div style="display: flex; justify-content: space-between;"> Verified <input type="checkbox"/> Not Verified <input type="checkbox"/> </div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
		Comments (Optional):	
Y <input type="checkbox"/>	N <input type="checkbox"/>	Are both PDF and AutoCAD files included with this submittal?	<div style="display: flex; justify-content: space-between;"> Verified <input type="checkbox"/> Not Verified <input type="checkbox"/> </div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
		Comments (Optional):	
Y <input type="checkbox"/>	N <input type="checkbox"/>	Have all CAD drawing files been saved in an AutoCAD format compatible with AutoCAD 2024 software?	<div style="display: flex; justify-content: space-between;"> Verified <input type="checkbox"/> Not Verified <input type="checkbox"/> </div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
		Comments (Optional):	
Y <input type="checkbox"/>	N <input type="checkbox"/>	Is the complete AutoCAD submittal provided in one folder for all disciplines, including all referenced files (DWG, JPG, PDF, etc.) and CTB files?	<div style="display: flex; justify-content: space-between;"> Verified <input type="checkbox"/> Not Verified <input type="checkbox"/> </div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
		Comments (Optional):	
Y <input type="checkbox"/>	N <input type="checkbox"/>	Have all comments in previous Port of Seattle CAD Reviews been resolved?	<div style="display: flex; justify-content: space-between;"> Verified <input type="checkbox"/> Not Verified <input type="checkbox"/> </div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
		Comments (Optional):	
NAMING			
Y <input type="checkbox"/>	N <input type="checkbox"/>	Does this submittal follow Port of Seattle Sheet Numbering convention?	<div style="display: flex; justify-content: space-between;"> Verified <input type="checkbox"/> Not Verified <input type="checkbox"/> </div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
		Comments (Optional):	

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Y <input type="checkbox"/>	N <input type="checkbox"/>	Are the sheet file names made per the Port of Seattle protocol?	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
			Comments (Optional):	
Y <input type="checkbox"/>	N <input type="checkbox"/>	Do the Paper Space Layout Tab and Title Block Sheet Number match?	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
			Comments (Optional):	
LOCATION REFERENCE				
Y <input type="checkbox"/>	N <input type="checkbox"/>	Is all Model Space plan work located in the required Port of Seattle coordinate system, origin and orientation?	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
			Comments (Optional):	
Y <input type="checkbox"/>	N <input type="checkbox"/>	Are all Model Space plans using a Port of Seattle approved building grid base file?	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
			Comments (Optional):	
DRAWING FORMAT AND PROTOCOL				
Y <input type="checkbox"/>	N <input type="checkbox"/>	Are the Cover Sheet and Sheet Index using the templates provided by the Port of Seattle?	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
			Comments (Optional):	
Y <input type="checkbox"/>	N <input type="checkbox"/>	Does this submittal use a title block from the Port of Seattle AutoCAD Resource Library 2025?	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
			Comments (Optional):	
Y <input type="checkbox"/>	N <input type="checkbox"/>	Are the x-referenced files (DWG, JPG, PDF, etc.) successfully attaching, and is each applied onto a dedicated xref layer, as an overlay, with the 'No Path' option selected?	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
			Comments (Optional):	
Y <input type="checkbox"/>	N <input type="checkbox"/>	Are all layers consistent with the Port of Seattle Layering Protocol?	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
			Comments (Optional):	
Y <input type="checkbox"/>	N <input type="checkbox"/>	Are all view titles using Port of Seattle Standard View Title Blocks?	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
			Comments (Optional):	

Name:	
Date:	

Name:	
Date:	