

DRAWING UPDATES

RECOMMENDATION:

A brief narrative, in a word document, should be provided when changes or updates are made to a set of drawings. This will provide a clear understanding of multiple changes on multiple pages and will be easier to follow instead of sending out an entire set of plans with changes included. All prices changes should be clearly noted as well.

COMMENTS:

- A. When changes are made, go back to the sheet of origination, make the changes on that one sheet, and send that one page back out instead of sending out the entire set.
- B. Easier to keep track of the change and make the notation in the title block.
- C. Make sure the on-site contractor has all information in one place.
- D. Most current changes are in a bubble and a summary of the changes included is another way to handle.
- E. The narrative is just a guide on where changes are in the documents.
- F. If a figure changes, that should be noted as well.
- G. Note if multiple trade will be impacted.

DRAWING UPDATES

RECOMMENDATION:

A brief narrative, in a word/pdf document, should be provided by the architect/engineer when changes or updates are made to a set of drawings. This narrative should provide a clear understanding of drawing changes and the pages that are affected.

COMMENTS:

- A. Changes should be made to the most recent drawing and the affected drawings should be re-issued in lieu of re-issuing the entire set.
- B. Changes on the drawings should be identified by being clouded.
- C. The revision date in the title block should be updated.