



AIA North Carolina

A Chapter of The American Institute of Architects



Carolinan AGC
Building Your Business

JCR-60

Coordination of Construction Documents

October 2000

Recommendations:

For a project to be properly coordinated, the architect, engineers, general contractor, subcontractors, and utility companies must all review the work together.

The following guidelines for coordination of construction documents are recommended.

1. The architect should coordinate the architectural drawings with the civil drawings, structural drawings, plumbing drawings, mechanical drawings, electrical drawings, and fire protection or other specialty drawings if they are issued as part of the design package.
2. Drawings should be properly coordinated prior to issuing drawings for bidding, negotiation, or construction.
3. The project drawings should be properly coordinated with the project manual (i.e. project specifications).
4. After drawings have been issued for construction, any revisions to the drawings should be properly flagged and bubbled noting all revisions in the title block.

Comments:

- A. If a contractor notes any coordination issues in the set of drawings being priced, these should be immediately brought to the attention of the architect for clarification.
- B. The contractor should make available to all subcontractors all drawings and specifications on the project for review.
- C. During the construction process, shop drawings should be properly coordinated prior to submittal of shop drawings to the architect.
- D. All public utility companies associated with the installation and/or extension of lines to a project site should receive a full set of drawings for review and coordination in the planning and/or pricing of their work.

End of JCR-60

This recommendation is the result of considerable discussion and deliberation by the Architect and General Contractor members of the Joint Cooperative Committee of AIA North Carolina and the Carolinas AGC. While its provisions are not binding on individual Architects or General Contractors, the committee believes that adherence to the recommendations will benefit the Owner and the Construction Industry in general.