

## CAD Drawing Checklist

### Title Block

- The sheet numbers are in the correct order.
- The total sheet number count is correct.
- The date is correct and current.
- The correct job or project number and phase is listed.
- The scale is correct and matches the scale of the data in the viewport.
- The text content in the title block is free from spelling errors.
- The correct engineers/surveyors stamp is used.

### Layers

- Do the layers follow the proper naming convention?
- Are the layers the proper color and linetype?
- Is the layer that contains the viewport turned off for printing?
- Is Layer 0 empty?

### Text

- Has spell check been run on text in the drawing? Is the drawing free from spelling errors?
- Is the text set to the proper size for reading and plotting?
- Is the text the correct font? Are you using the correct text style?
- Is unnecessary text turned off for printing?

### Plotting

- Have the layout tabs been correctly labeled?
- Has the correct printer or plotter been selected in the page set-up?
- Has the correct pen style been selected in the page set-up?
- Have the sheets been set to plot at the correct scale?
- Is the binding edge oriented correctly?
- Is there a north symbol present in each sheet and is it oriented correctly?
- Are image frames toggled off for printing?

### DTM or Surface Model

- Are the contours properly labeled?
- Are minor and major contours at the proper interval? Are they differentiated by linetype or color?
- Do the contour lines overlap?

### Miscellaneous

- Has the drawing been purged?
- Was the drawing view set to the proper extents before saving?

- Are the precision and/or rounding of dimension, length, direction, and angle values correct?