



PROJECT CHECKLIST

Project Number

Franchise ID

Customer Number

Brand

FILE SETUP

Y/N	TASK	COMPLETION DATE
	Import any existing brand drawing PDFs	
	Ensure drawings are scaled properly before continuing	
	Label & organize drawing into overall floors & room types according to project scope <ul style="list-style-type: none">- Ex. individual guestrooms, enlarged Public Space, Overall level Architectural plans, etc.	
	Reference Room Type templates to begin drawing guestrooms.	
	Verify lines match up with Room Type in Overall architectural plan (If Applicable per project)	

GUESTROOMS & PUBLIC SPACE

Y/N	TASK	COMPLETION DATE
	Begin space planning.	
	Ensure all lineweights/ layers are properly assigned per block/object. - Use Match Properties command (MA)	
	Add product tags - use blocks loaded in file and edit attributes for each tag. Assign to PRODTAG Layer	
	Add dimensions where needed. Assign to DIMS Layer	
	Add room label block & edit attributes. Calculate SQFT with AREA command.	
	Turn off product tags, dimensions, symbols, etc. and make a copy of the floor plan to use for Floor Finish.	
	Add floor hatches to designated areas in the Finish Floor plan. Refer to the Floor Type Legend and <u>Match Properties</u> to coordinate hatches.	
	Draw any Elevations for Guest Room room type and repeat the process	



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OVERALL ARCHITECTURAL PLANS

Y/N	TASK	COMPLETION DATE
	Use a copy of each guestroom room type and group (command → G) them. Place over the coordinating room type in the overall plan and ensure walls line up.	
	Mirror/copy rooms on guest room floors.	
	Add in public space plans as well with the same "grouping" process.	
	Clean any overlapping or out of place lines	
	Use the room callout symbol and place over 1 of each room type. Edit callout bubble with coordinating sheet #.	
	Hatch any areas with "Out of Scope" properties if applicable.	

PAPERSPACE

Y/N	TASK	COMPLETION DATE
	Create sheets for each necessary page in the construction set.	
	Place drawings in viewports and ensure they are scaled. Annotated the scale and edit the drawing title on sheets.	
	Place Title Block and edit attributes per sheet.	

GENERAL NOTES

Y/N	TASK	COMPLETION DATE
	Edit Drawing Index	
	Edit/ calculate Program area summaries	
	Ensure ceiling heights for guestrooms and public spaces are accurate	



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TITLE PAGE

Y/N	TASK	COMPLETION DATE
	Add project name, franchise code, and hotelfurniture info.	
	Add in brand renderings (if available) to top of the cover page. → insert & paste as block to ensure the image is embedded in file.	

PRINT

Y/N	TASK	COMPLETION DATE
	File → Batch Publish <ul style="list-style-type: none">- Ensure Model Space tab is deleted from print que- Select DWG to PDF print setting- Print to PDF.	
	Review final Printed Sheet Set.	



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