

CAE Checklist before the seminar work handing in

1st check:

- ☐ Drawing has the coordinates origin in a specific position (e.g. walls corner, axes intersection and the like)
- ☐ Non-printability set for the layers which shall not be printed
- ☐ Everything is in appropriate layers, nothing is in layer „0“ (except see below)
- ☐ Inside blocks is used only layer „0“, the block itself is then inserted in appropriate layer
- ☐ Blocks have their base point somewhere (reasonably) on them
- ☐ Accuracy of the drawing (size and placement of entities (lines, blocks etc.) is accurate, i.e. no digits after decimal point; required also inside blocks)
- ☐ Lines are not composed from several segments and there are not several lines at the same place
- ☐ Equipment (sanitary, kitchen, furnishings...) as blocks
- ☐ Linetype scale (scale of all entities (except for thermal insulation line) =1, global scale set properly)

Final check:

- ☐ Everything listed above checked also for entities created later
- ☐ Size of texts, dimensions, bubbles, hatches etc. in various scales is the same on a paper
- ☐ Bubbles, elevation dimensions, drawing label etc. are blocks with attributes
- ☐ Tag and Prompt of attributes are properly defined
- ☐ Origins of all dimensions are on the dimensioned objects
- ☐ Openings dimensions include information bellow the dim line
- ☐ Table of rooms – areas and a sum counted automatically
- ☐ 3 layouts are prepared – 2x for *pdf*, 1x for *jpg* – and all are properly set for printing
- ☐ Viewports are in non-printed layer and are locked
- ☐ DWF is multi-page
- ☐ Purge unused items

Files to be delivered for final check:

- ☐ dwg
- ☐ pdf 1:50
- ☐ pdf 1:100 + 1:20 (e.g.)
- ☐ jpg
- ☐ dwf (multi-page)