

MEP drawing QA checklist

What to check before an MEP set leaves the office, in the order that catches the expensive errors first.

redline
REDLINE.BEST

Project _____ Issue _____ Reviewed by _____

1. THE SHEET SET AND TITLE BLOCKS

- ☐ Sheet index matches the set
- ☐ Revision information is consistent
- ☐ Old clouds are cleared
- ☐ Scales are right and stated
- ☐ North arrows and key plans agree
- ☐ Seal and signature blocks are present where required

2. WHERE DISCIPLINES MEET

- ☐ Backgrounds are current
- ☐ Ceiling space works
- ☐ Equipment fits its room
- ☐ Penetrations are coordinated
- ☐ Rated walls carry the right protection
- ☐ Roof equipment is supported
- ☐ Electrical data matches mechanical data

3. MECHANICAL

- ☐ Schedules match plans
- ☐ Airflow adds up
- ☐ Outdoor air intakes are separated from exhausts
- ☐ Condensate has somewhere to go
- ☐ Controls and sequences exist
- ☐ Access is shown

4. ELECTRICAL

- ☐ Panel schedules, one-line and plans agree
- ☐ Working space is shown
- ☐ Home runs are labelled
- ☐ Emergency and normal power stay separate
- ☐ Devices sit where the architecture allows
- ☐ Lighting controls match the energy code approach

5. PLUMBING

- ☐ Fixture counts match the architecture
- ☐ Risers match plans
- ☐ Vents terminate in the right places
- ☐ Cleanouts are shown and accessible
- ☐ Relief and overflow have a route
- ☐ Equipment is scheduled and powered

6. FIRE PROTECTION

- ☐ Coverage follows the ceilings
- ☐ Obstructions are checked
- ☐ Standpipes and connections are coordinated
- ☐ Fire alarm interfaces are shown

7. NOTES, DETAILS AND SPECIFICATIONS

- ☐ Every callout resolves
- ☐ Boilerplate is current
- ☐ Notes and specs do not contradict each other
- ☐ Abbreviations are defined

8. MAKING IT REPEATABLE

- ☐ Record every finding with a sheet, a location and a severity
- ☐ Close every finding explicitly
- ☐ Have someone other than the author run it

YOUR JURISDICTION

Codes and local amendments in force:

What the plan reviewer most often rejects:

Review path (and whether it puts the full review on you):

Climate and hazard conditions (wind, flood, seismic, humidity):