Drawing Issue Check

Issue one clear, traceable quote package.

Use before sending a scope to bidders to check the current set, expose gaps and record clarifications.

Project reference	Issue date	Revision set

CHECK / NOTE / ASK

- [ ] **Plans and dimensions**
  Confirm relevant layouts are dated and share the same revision.
- [ ] **Elevations and sections**
  Include views needed to understand heights, openings and scope.
- [ ] **Finish information**
  Separate selected specifications from pending choices.
- [ ] **Structural documents**
  Confirm prepared documents are issued by the responsible professional.
- [ ] **Services documents**
  Include relevant prepared layouts and flag unresolved routes.
- [ ] **Site information**
  Label survey source, date and approximate observations.
- [ ] **Scope and exclusions**
  List owner supply, external work and other commercial boundaries.
- [ ] **Queries and reissue**
  Track answers and distribute revised sheets to all bidders.

Print this sheet or fill it in a PDF app. Keep observations separate from decisions.

Preparation worksheet; project-specific review still required.

Turn notes into next steps.

Use one row per decision or observation. Add a photo/drawing reference where useful.

Sheet or query	Revision / answer	Date and recipient

AT YOUR NEXT MEETING

01 Which missing item prevents a comparable quote?

02 Which drawings are still preliminary?

03 How will revisions reach every bidder?

READ THE GUIDE / CHECK THE SOURCES

BIS: National Building Code of India 2016 overview

Bengaluru Building Plan Approval System

Ready to discuss your home?

Request a quotation at arkline.studio/quote/