

<b>Project Title</b>	_____
<b>Project Number</b>	_____
<b>MMSD Project Manager</b>	_____
<b>Deliverable Phase (<i>circle</i>)</b>	Preliminary Review, Essentially complete, Ready for Bid, Bid/Addenda, Record Drawing [As-Built]

A signed copy of the CAD Quality Assurance Checklist must be submitted with the CAD drawings being delivered at any phase. Through this checklist designers verify that the submitted CAD deliverables conform to MMSD standards. Exceptions granted by MMSD should be explained in a supplemental document that references checklist item number. Project shall not be considered complete until all deliverable standards have been confirmed by the MMSD PM and FIS CAD Reviewer. Deliverables that fail to comply with any of the following standards shall be denied and will be corrected and resubmitted at the designer's expense. The MMSD CAD Standards (and this checklist) are subject to change without notice.

**File Format and Setup**

- 1 MicroStation V8i SS1 version files; translation testing procedures recommended (if applicable)
- 2 External reference are bound to the associated file (no hardcoded path names)
- 3 File compressed
- 4 No corrupt graphic elements in CAD files
- 5 MMSD prototypes used (cover sheet, site map, legends, index, title block)
- 6 Project Name in title block matches index and spec book covers
- 7 Title present and matches drawing content
- 8 All drawings use MMSD standard border file, which may not be altered in any way.
- 9 CAD files contain one drawing only; multiple drawings sheets in a single file are not acceptable
- 10 MMSD-approved keyplan used
- 11 Drawing content uses symbols matching legends
- 12 Fonts compliant (no custom font files specified, only allowed fonts and sizes used)
- 13 All detail call-outs have corresponding detail sheet
- 14 Custom color tables not referenced
- 15 Spell checker returns spelling mistakes of common words
- 16 MMSD-approved abbreviations used
- 17 Drawing notations compliant

**Layering**

- 18 Layering complies with layering guidelines
- 19 MMSD level names used
- 20 Color & linestyles compliant
- 21 Views turned on and drawing contents fit to view
- 22 Level visibility compliant - empty layers turned off

**Naming Conventions**

- 23 File naming conforms to MMSD standards
- 24 Correct MMSD-assigned file numbers referenced in title blocks
- 25 MMSD Revision procedure followed; Title block also indicates revisions
- 26 Title blocks and index sheet must match (i.e., coincident drawing names and numbers)

**Final Deliverables**

- 27 Spatial Representation
- 28 North arrows present on all plan views and oriented correctly
- 29 Drawings must be full scale (dimensioned elements must measure on screen exactly as called out); noted scale
- 30 All civil and site plans must use **Survey Feet** (as opposed to International Feet); building elevations noted
- 31 All civil and site plans must use NAD27 State Plane Wisconsin South
- 32 Submitted hard copy must match plots by MMSD of submitted CAD files.
- 33 New vs. existing facility information plots with correct black vs. grayscale
- 34 Line weights plot correctly
- 35 Scale correct
- 36 Submit half-size (11 x 17 inch) hard copy of each drawing
- 37 Raster images meet minimum resolution/DPI requirements
- 38 Directory structure compliant
- 39 File names correct using MMSD-assigned File Numbers
- 40 Sheet order correct in drawing set
- 41 CD/DVD disc and case labeling compliant

<b>Name (<i>please print</i>)</b>	_____
<b>Signature</b>	_____
<b>Phone Number</b>	_____
<b>Date</b>	_____