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DOCUMENT UPLOAD CHECKLIST

1   Project Name and if relevant the Building or Section Title   ☑

2   Unique Document Number   ☑

3   Unique Document Title   ☑

4   Document Revision
     (ensuring each issue has a unique revision reference)   ☑

5   Revision Notes
     (including summary and highlighting of any changes)   ☑

6   Author Name
     (most consultants will also include details of the individual(s) who issue and check
     the document prior to release)   ☑

7   Document Paper Size   ☑

8   Document Scale and Dimensions
     (including a scale bar to enable scale to be checked when printed or digitally measured)   ☑

9   Date of Issue / Revision   ☑

10   Document Status
     (is it clear what status the new document has under the contract?)   ☑

11   Suitable File Type and File Naming   ☑

12   Formatting of File
     (to ensure suitable file size and removal of unnecessary document layers)   ☑

13   A suitable structural grid, with dimensions, added to all general arrangement information   ☑

14   Is the document clear and easy to follow?   ☑

     DOCUMENT CHECKED AND READY FOR UPLOAD   ☑