



# Quality Assurance Checklist

CAD drawings submitted to Virginia Tech must be accompanied by the following checklist. When this checklist has been signed and submitted, the design professional (Architect, Engineer, Consultant, etc.) is assuring that all materials adhere to the standards and guidelines set forth in the Virginia Tech Design and Construction Standards Manual (DCSM).

VT Project Name: \_\_\_\_\_

VT Project Number: \_\_\_\_\_

Phase: \_\_\_\_\_

## POLICY ON CAD FILE TRANSLATION

Full AutoCAD<sup>®</sup> Compliance

## FILE FORMAT AND SETUP

- Electronic File Format (DCSM section 2.4.1)
- Drawing Composition & Unused Information (DCSM section 2.4.2)
- Title Blocks (DCSM section 2.4.3)
- Layer Standards Compliance (DCSM section 2.4.4)
- Entity Properties (DCSM section 2.4.5)
- Model Space and Paper Space Policy (DCSM section 2.4.6)
- External References Policy (DCSM section 2.4.7)
- Referenced Image Policy (DCSM section 2.4.8)
- Fonts and Text Styles (DCSM section 2.4.9)

\_\_\_\_\_  
Signature of Design Professional Date

\_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address City/State/Zip

\_\_\_\_\_  
Email Address Telephone Number