When drawings and specifications follow industry standard formats and are well coordinated; bids are more responsive and there are fewer delays and change orders.

- Use the standard presentation of information as recommended by the American Institute of Architects, Construction Specifications Institute (CSI), or American Council of Engineering Companies. Some examples include:
  - Provide graphic scales to facilitate the use of half size drawings.
  - Dimension to grid system (normally column centerlines) when possible.
  - Provide plans for each discipline with the same scale, north arrow, and orientation when possible.
  - Where ambiguity can occur, use notes to make the instructions clear. Information should be shown only once and in the right disciplines.
  - On the drawings, utilize a specification based numbering system, or other method, to assign each component of all details to a specific CSI specification section.

- Do not assign work by trade; this is the responsibility of the General Contractor.
  - Present information in a standard format but do not state that the work is the responsibility of a specific subcontractor.
  - Avoid the use of “by others”. When an item is “furnished by Owner”, ensure that the responsibility for storage, installation, rough in, commissioning, warranty, etc. is clear.

- Specify work only once in the documents.
  - Ensure that specifications and drawings are consistent and avoid double call-outs.
  - Ensure that Division 1 requirements are compatible with the requirements stated in the technical sections.

- Prepare specifications and drawings that only contain information pertinent to the project.
  - Use industry standard specification format modified to fit the project.
  - Eliminate items from the specifications and drawings that are not to be provided for the project.
  - Ensure that construction documents are based on all prior schematic and design development documents.

- It is recommended that construction documents go through a quality control and/or peer review process prior to being issued for use.

REFERENCES:
National CAD Standard, Construction Specifications Institute & American Institute of Architects
Construction Guidelines for the Metropolitan St. Louis Construction Industry

Project Delivery Practice Guide, Construction Specifications Institute

Issued: 2001