

tech-check interiors | TIs

This is a template, so some items will apply to your project and others will not or will be missing. When using the list, make the changes needed for your project.

Content of the Tech-Check Lists is based on several sources including MASTERSPEC®.

1 GENERAL



REFERENCE DOCUMENTS

- **MAKE SURE THAT YOU HAVE THE LATEST EDITION OF THE BUILDING STANDARDS.**



TITLE BLOCK

- Project name and Address.
- Owner's legal name and address (check with Google).
- Issue Number, Description (Issue for Bid, Addendum A, etc.) and date of issue.
- Additional information such as general contractor, when known.
- Initials in "Drawn By" and "Checked By"; plot date.
- Stamp.
- Scale, Project Number.
- Drawing Title / Drawing Number.
- Deltas for Addenda and subsequent Bulletins when applicable.



ALWAYS DO THIS

- Number SIMILAR components and tag for clear notation: Countertop #1, Countertop #2; Wall Base #1, Wall Base #2, etc. Note the tags in the Schedule of Finishes and other schedules and refer to the components by their tag throughout the set.
- Check that the tags in the schedules match the tags on the drawings.
- Always talk to reps. Confirm capacities, sizes, configuration, availability, use. Send your plans for reviewing when applicable.
- If an item is typical and you know it, tag it "TYP" and do not add other labels. Add UON only when you know that there is, or probably is, a different condition or materials from the one documented.



GRAPHICS

- Indicate with dashed lines and label overhead components at building interior: soffits, mezzanines, and such. Label them, for example, "SOFFIT ABOVE".
- Indicate with an "X" and label floor and wall openings "OPEN".
- Insert a "North" arrow in every floor plan – oriented in the same way.
- Add graphic bars if required by the permitting agency.
- Graphically differentiate areas not in the contract and label "NIC".

<input type="checkbox"/>	DIMENSIONING <ul style="list-style-type: none"> Vertical (heights) dimensions for interior work are from finished floor, except at carpet flooring where vertical dimensions are from top of concrete (TOC). Horizontal dimensions for interior work are to face of gypsum, except: <ul style="list-style-type: none"> Critical dimensions (exiting, accommodate equipment, and such) are labeled "CLEAR" are to "face of finish" When dimensioning from existing construction. Critical dimensions. Generally, do not set dimensioning to less than 1/8". Go to 1/16" only when you know it can be done in the field or it can be manufactured to that precision level. 6" only when you know it can be done in the field or it can be manufactured to that precision level.
<input type="checkbox"/>	CONSISTENCY <ul style="list-style-type: none"> Terminology is the same throughout. <ul style="list-style-type: none"> Items are tagged with the same word throughout the set. Work which is the same has the same tab. Address only the contractor, no one else, as if he was in front of you: "Paint this", "Provide that". Graphics representing the same item or work are consistent: Size, type, etc., (for example, finishes, types of partitions, and such).
<input type="checkbox"/>	MOCKUPS <ul style="list-style-type: none"> If you want mockups, list them and coordinate with the specifier. Indicate on the Drawings where do you want the mockups (location and extent), when applicable.
<input type="checkbox"/>	NO-NOS <ul style="list-style-type: none"> Do not describe wall finishes and other elevation information in the floor plans. Do not use periods in the abbreviations, (UON not U.O.N). DO NOT INCLUDE RATED ASSEMBLIES THAT DO NOT HAVE A UL NUMBER (or other number by any other testing agency). NEVER DESIGN YOUR OWN!

2 COVER SHEET

<input type="checkbox"/>	COORDINATION WITH THE SET <ul style="list-style-type: none"> Coordinate abbreviations used in the set with list in Cover Sheet
<input type="checkbox"/>	CHECK THAT THIS IS INCLUDED: <ul style="list-style-type: none"> Abbreviations General notes – check that they are applicable to the project. Project name and address. Title 24 notes. Drawing List. Project Directory. Vicinity Map. Project Information and code data. Separate permits and deferred submittals. Project Legend - Graphic symbols used on the project

3 EXITING AND CODE ANALYSIS PLAN (ONE OR MORE SHEETS)

- ☐
 - Code analysis and calculations.
 - Calculations (Exiting and Number of Plumbing Fixtures requirements).
 - CALGreen Checklist.
 - ADA/ Accessibility Path of Travel Layouts.
 - Compliance Statements if required by the local Authority Having Jurisdiction.

4 ACCESSIBILITY and EXITING DETAILS

- ☐ **ACCESSIBILITY**
 - Accessibility Standard Details (maneuvering clearances, signage, etc.)
 - Door and wall accessible toilet signs as applicable to the Project.
 - Exit signage - Route and stairs when applicable.
 - REFERENCE ONLY:
 - Accessibility clearances in bathroom floors.
 - Showers accessibility clearances.
 - Enlarged bathrooms or toilet plans showing accessibility clearances.

- ☐ **SIGNAGE**
 - Door and wall accessible toilet signs as applicable to the Project.
 - Exit signage - Exit route and stairs when applicable.

5 SELECTIVE DEMOLITION PLANS

- ☐ **COORDINATION WITH PROJECT TEAM:**
 - Coordinate items to be removed, replaced, and restored and **MAY AFFECT LAYOUT OR CAN CONFLICT WITH ARCHITECTURAL ITEMS**, with Owner's Representative or Building Owner's Representative, and if included in the project team, with mechanical / plumbing / electrical engineers.
 - Use DASH LINES to indicated items to be removed.
 - Indicate areas NIC by shading or other graphic method that clearly shows which they are.

- ☐ **SCOPE OF WORK**
 - Demolition areas clearly indicated.
 - Demolition Schedule notes named and grouped per type of action indicated:
 - **REMOVE** - USE to tag items to be detached and disposed off.
 - **REMOVE AND RE-INSTALLED** - USE to tag Items to be removed, restored, and re-installed.
 - **REMAIN** - USE to tag items to stay in place (include in final cleanup where applicable).

- ☐ **EXISTING HARDWARE TO REMAIN**
 - Add the following sheet notes:
 - Make an inventory of existing hardware that can be re-used with little or no repair work.
 - Compare the existing re-usable hardware inventory with the Contract Documents and determine which items of existing hardware can be re-used and which new items must be provided to complete the hardware requirements of the Project. See specifications.

6 FLOOR PLANS

**COORDINATION WITHIN THE SET**

- The following key references are indicated and correctly tagged:
 - Enlarged plans.
 - Interior Elevations by Room numbered clockwise.
 - Details.

**COORDINATION WITH PROJECT TEAM**

- Coordinate location and type of the following:
 - Light fixtures, outlets, with equipment or furnishings that require power, etc.
 - Type and location of security components with Owner's representative.
 - Type and location of food preparation equipment with Consultant.

**GRAPHIC INFORMATION AND SHEET NOTATION**

- NIC areas clearly marked by shading or any other graphic way.
- Move notes and Information describing items located in walls, partitions, and ceilings to Elevations and RCPs sheets.
- Sheet Notes and Key Notes:
 - Review notes to check they all apply to the project.
 - Notes that address the same thing should be repeated exactly (copy-paste) and if possible with the same number throughout. If a note is not used in a sheet, leave the number and write "NOT USED".
 - Check that the terminology is the same as the terminology on the drawings (tags, schedules and notes). BASICALLY CALL THE SAME THING THE SAME WAY THROUGHOUT.

**PARTITIONS**

- Partition types selected do not exceed the maximum height indicated in the partition details. If you have questions on this, call Gloria or Josie.
- Partitions are tagged one by one or in group (note "PARTITION TYPE A").
- Fire rated partitions are correct for the fire ratings required.
- Depths required by fully-recessed or semi-recessed items, such as fire extinguisher cabinets and toilet accessories, are adequate.

**DOORS**

- All doors are tagged; tag doors only in the floor plans, not in the enlarged plans.
- Door numbers correspond to the room numbers.
- Doors in rooms with multiple doors are tagged sequentially, for example, doors in Room 1001 are tagged as 1001A, 1001B, 1001C, etc.
- Sidelights are tagged as one unit along with the adjacent door, not separately.
- Door tags are coordinated with the Door & Frame Schedule and the Hardware Groups.
- Door sidelights and vision panels are labeled as "SAFETY GLAZING".
- Required clearances at doorways (doors and gates) are correct and labeled.
- Direction of door swing meets code.

**EXITING WIDTHS**

- Required minimum clear exiting widths at stairs, hallways and corridors are provided or exceeded and labeled as "CLEAR".
- Aisles with cabinets that open towards the aisle (in the full-open position) do not reduce the required minimum clear exiting width.

**FIRE EXTINGUISHERS**

- Travel distances to nearest fire extinguisher are indicated (MAX 75').
- Cabinet types are labeled: Rated or non-rated, recessed; semi-recessed; surface-mounted.
- Partition type widths are sufficient to accommodate recessed and semi-recessed cabinets.
- References to drawing and detail number that show accessible mounting heights for cabinets are included.

7 RCP PLANS

**COORDINATION WITH THE DESIGN TEAM**

- Location of equipment (such as screens, roller shades pockets, etc.).
- Location of electrical, fire prevention, and mechanical items.

**CEILINGS**

- Ceiling Schedule: List tiles or panels and associated suspension system. Make sure they are by the same manufacturer
- "Heavy Duty" type for all.
- Areas without ceilings are marked 'NO CEILING' or 'OPEN TO UNDERDECK ABOVE'.
- Location of overhead equipment or other FF&E items is coordinated.
- Layout does not include tiles or panels smaller than ½ a unit or are cut in a way they cannot be suspended.
- Extent of each new ceiling is shown.
- Ceiling and Soffit heights indicated; 9'-0" AFF.
- Light fixtures
- Layout of ceiling grids.
- Ceiling-mounted items, such as screens, air supply diffusers, return air grilles, exit signs, operable partitions, overhead doors, etc.

**COORDINATION WITH FF&E:**

- ☐ Access to items such as light switches, outlets, thermostats, access panels, electrical panels and similar items are not blocked by fixed furniture.

8 POWER AND COMMUNICATION PLANS

**COORDINATION WITH THE DESIGN TEAM**

- Location of furniture.
- Location of floor, ceiling, and wall mounted electrical components.

9 FINISH PLANS



FINISH SCHEDULES INFORMATION IS INCLUDED AT THE END OF THIS DOCUMENT.

<input type="checkbox"/>	COORDINATION WITH the PRODUCT REPS <ul style="list-style-type: none"> • Finishes are correct for intended use. • Finishes are available and ready for sale. • If needed, extra materials for replacements or patching are available. • Warranties are available. • Installation is easy. • Maintenance is easy.
<input type="checkbox"/>	DRAWINGS <ul style="list-style-type: none"> • Locations and extent of finishes are clearly indicated and finishes are tagged and scheduled. • Finish products are described correctly.

10 ENLARGED PLANS

<input type="checkbox"/>	BEFORE YOU ENLARGE A PLAN, MAKE SURE IT IS WILL HAVE INFORMATION NOT ALREDY SHOWN.
<input type="checkbox"/>	ITEMS INDICATED <ul style="list-style-type: none"> • Locations and extent of finishes are clearly indicated and finishes are tagged and scheduled. • References to details are correct. • Elevations are selected and referenced correctly

11 INTERIOR ELEVATIONS

<input type="checkbox"/>	COORDINATION WITHIN THE SET <ul style="list-style-type: none"> • References to floor plans are the correct. • References in elevations to details are correct.
<input type="checkbox"/>	ITEMS INDICATED <ul style="list-style-type: none"> • Locations and extent of finishes are clearly indicated and finishes are tagged and scheduled. • Elevation is complete and enclosed: Floor, ceiling (show changes in ceiling and floor levels if applicable), side walls or end of walls. • Openings are crossed and labeled "OPEN". • Heights are indicated as AFF. • Room doors and cabinet doors show swing. • Elevations of the same room are together. • Elevator finishes are coordinated with the elevator representative.

**SHOWERS AND JANITOR ROOMS**

- Showers:
 - Elevations: Show fixtures, bench, shelf for shampoo, soap dish, hook, and curtain/rod.
 - Plans: Indicate curb at non-accessible showers,
 - Partitions on Wet Side: Backboard (not gypsum) on wet side, tile over mortar over waterproofing.
 - Shower Receptacle: Waterproofing under pre-manufactured receptacle and extending to the room (preferred).
- Janitor Rooms:
 - Elevations: Show shelf for cleaning stuff and protective panels to waist height.
 - Plans: Show janitor floor sink.

12 CABINET WORK

**GENERAL**

- Do not call out for tolerances or finishes not included in the AWI standards for Custom Cabinetwork Grade. Check with J or G.
- Each type of plastic laminate used in the project is tag correctly.
- Tags in the interior elevations and details are the same as in the Finish Schedule.
- Correct terminology is used. Use AWI standards or ask specifier.
- Baking needed for or installing interior architectural woodwork is called out in the Sheet Notes or indicated (steel bar running along the studs to fasten cabinet work.)

**PLASTIC-LAMINATE-CLAD CABINETS**

- Each type of plastic-laminate-clad architectural cabinet is included.
- Extent of work is indicated correctly, including dimensions of all components and relationships to adjacent construction shown.
- Swing of cabinet doors is indicated.
- The following is scheduled:
 - Plastic laminate manufacturer and color.
 - Core: MDF (this is important).
 - Grade: AWI Custom.
 - Door pulls (type and finish). Other hardware, like drawer slides and hinges, is indicated in the specs).

**PLASTIC-LAMINATE-CLAD COUNTERTOPS**

- Label countertop materials correctly and detail according to each type of material.
- Detail backsplash and edge type. See AWI manual for types.
- Locations of items requiring cutouts or drilled holes, such as sinks, faucets, soap dispensers, etc.
- The following is scheduled:
 - Plastic laminate manufacturer and color.
 - Core: MDF (this is important).
 - Grade: AWI Premium Custom.
 - Door pulls (type and finish). Other hardware, like drawer slides and hinges, is indicated in the specs).

13 DOORS

**COORDINATION WITHIN THE SET**

- All doors types are tagged and tags are the same throughout.
- Coordinate with the Door Schedule, Hardware Groups, and elevations of door types.

**ALUMINUM FRAMES**

- Locations and elevations of aluminum frames. Clearly delineate between aluminum framing systems and other aluminum framing system applications such as interior aluminum framed doors, and glazed partitions.
- Fire ratings for aluminum frames (check ratings availability with manufacturer).
- Type, color, and finish if more than one framing profile, color, and finish are required.
- Glass type(s) and thicknesses if not specified or scheduled.
- Anchorage and support system.

**FLUSH WOOD DOORS**

- Location and swing of each door.
- Fire ratings for fire-rated doors including temperature rise if applicable. Do not exceed maximum size of vision panels in rated doors.
- The following information is indicated the door schedule:
 - Door mark or number.
 - Key to door elevation.
 - Dimensions of door.
 - Construction of door (typically solid core flush wood door).
 - Frame material and finish.
 - Hardware set required.
 - Threshold type if any. Face materials and finishes. Typically they are:
 - Core: MDF.
 - Faces for painted doors (opaque finish): Colors.
 - Schedule veneer species and cut and paint or plastic-laminate colors.
- Indicate vision panels on door elevations.

14 DOOR HARDWARE

**COORDINATE WITH FLOOR PLANS, ELEVATIONS, DOOR SCHEDULE AND DOOR/FRAME ELEVATIONS**

- Tag of each door opening on plans and in a door and frame schedule.
- Hardware group for each door, tag with the door and in the Door Schedule.
- Hand of each door and degree of swing.
- Size, exposure, special clearances, and so forth, for each door
- Special characteristics of doors. Include fire-protection rating and sound rating.
- For pairs of doors, location of active leaf.
- Special door hardware installation requirements if any. Include unusual security or fasteners, and so forth.
- Mounting locations if different from those specified or indicated in referenced standards.
- Coordination of electrified hardware locations with electrical power supply.

15 SCHEDULES ORGANIZATION

**FINISHES SCHEDULE**

- Materials are grouped by types (all carpet products together; paint colors together, etc.)
- Tags in the interior elevations and details are the same as in the Finish Schedule.
- Correct terminology. Refer to Template attached.
- **TAGS ARE TAKEN FROM THE SPECS.** Change them if you are used to other designations.

17 RCP SCHEDULE

CHECK typical info (entries are examples only)

APC1

- Type: Acoustical Panel Ceiling
- Classification: Heavy Duty
- Panel Product: [Insert manufacturer and product]
- Color: White [Insert]
- Size: 24" by 24" [Insert]
- Suspension System Product: [Insert manufacturer and product]
- Suspension System Color: White [Insert]

GC1

- Type: Gypsum Suspended Ceiling
- Panel Product: USG SHEETROCK® Ultra-light panels
- Thickness: 1/2"
- Suspension System Typ: USG Drywall Suspension System
- Suspension System at Corridors: USG Drywall
- Classification: Heavy Duty

NOTE: GYPSUM BOARD CEILINGS CAN ALSO BE SUSPENDED WITH REGULAR STEEL FRAMING: STUDS AND CHANNELS.

18 FINISHES SCHEDULE

Floor finishes

CF1 CONCRETE FLOOR

- Finish: Polished.
- Product: [Insert].
- Color: [Insert].
- Polish Level: [Insert].
- Contact: [Insert rep's info]

CF2 CONCRETE FLOOR

- Finish: Sealed
- Product: [Insert Sealer-Densifier]
- Contact: [Insert rep's info]
- Contact: [Insert rep's info]

CS1 CARPET SHEET

- Product: [Insert manufacturer and product].
- Color: [Insert]

- Installation: [Direct-glue-down installation] [Double-glue-down installation]
- Contact: [Insert rep's info]

CT1 CARPET TILE

- Product: [Insert].
- Color:[Insert]
- Size: [Insert]
- Contact: [Insert rep's info]

RF1 RESILIENT FLOORING

- Product: [Insert].
- Material: Sheet, Vinyl.
- Thickness: 1/8 inch.
- Color: [Insert]
- Contact: [Insert rep's info]

RF2 RESILIENT TILE FLOORING

Product: [Insert Manufacturer and Product]

Material: Recycled Rubber [Insert]

Thickness: 1/8 inch [Insert]

Size: 36" by 36" [Insert]

Color: [Insert]

- Contact: [Insert rep's info]

CERAMIC TILE FLOORING

- Product: [Insert].
- Material: Ceramic Tile.
- Size: [Insert]
- Thickness: 1/8 inch.
- Color: [Insert]
- Finish (for stone)
- Contact: [Insert rep's info]

WB1 WALL BASE

- Wall Base Type: [Coved] [Straight]
- Wall Base Product: [Insert]
- Wall Base Color: [Insert]
- Contact: [Insert rep's info]

Wall Finishes

WP1 WALL PAINT

- Color: [Insert]
- Manufacturer: [Insert]

NOTE: PAINT MANUFACTURERS IN THE FINISH SCHEDULES ARE LISTED **ONLY FOR COLOR IDENTIFICATION**. THE MANUFACTURES of products to be used in the project are included in the Specifications, scheduled by substrates and listed as systems.

Architectural Woodwork

CW1 CABINET WORK plastic laminate clad

- AWI Grade: Custom, Flush Overlay
- Core Material: MDF
- Exposed Surfaces Material: Plastic Laminate
- Product: [Insert]
- Color: [Insert]
- Semi-Exposed Surfaces Material: Melamine
- Color: White [Insert]
- Hinges: European Type, 180 degree opening unless opening is restricted by adjacent construction, self-closing
- Shelf Support: Adjustable, installed at sides
- Wire Pulls: Back Mounted, 5" long
- Drawer Slides: Side mounted, full extension
- Exposed Hardware Finish: [Satin Stainless Steel] [Insert]

CT1 COUNTERTOP

- AWI Grade: Custom
- Core Material: MDF
- Exposed Surfaces Material: Plastic Laminate
- Product: [Insert]
- Color: [Insert]
- Contact: [Insert rep's info]
- Semi-Exposed Surfaces: Melamine
- Color: [White] [Black]
- Edge: As detailed [Insert]
- Backsplash: As detailed [Insert]

Glazed Assemblies

GL1 GLASS for sidelites.

- Type: Safety Glass - [Fully Tempered Single Panel] [Laminated]
- Color: [Clear] [Insert]
- Thickness: As required by structural performance but not less than 1/2inch

19 DOOR SCHEDULE minimum INFORMATION

CHECK Typical Information (entries are examples only)

- Room Name and Number
- Door Number
- Door Dimensions
- Door Thickness:
- Wood doors:
 - Product:
 - Door Type: Flush wood
 - AWI Grade: Custom
 - Door Face: MDF painted.
 - Color: [Insert]
- Hollow Metal Doors:
 - Product:
 - Grade:
 - Door Type: Flush SDI
 - Face: Primed steel to be field painted

- Aluminum Frames:
 - Product:
 - Details at Head, Jamb and Threshold
- Glass Type
- Louver Type
- Assembly Rating (be consistent; indicate either minutes or hours, not both; i.e. 20-MINS, 90-MINS; not 20-MINS, 1 ½ Hrs.)
- Hardware groups and threshold.
- Miscellaneous information, such as Card Reader where applicable, etc.
- Remarks – for example: “OWNER-PROVIDED, CONTRACTOR TO INSTALL”.

DOOR SCHEDULE GRAPHICS

- Doors:
 - Sizes and types of units, by elevation.
 - Details of head, jamb at door and sidelight.
 - Hardware mounting heights.
 - Security and access systems mounting heights.
 - Aluminum or hollow metal frames.
 - Vision panels and louvers shown.
 - Frames material and finish.

END OF TECH-CHECKLIST FOR TIs