

The AV CAD Drafting Standards Checklist

Everything a complete, submittal-ready AV drawing set should include — the standards our team drafts to in AutoCAD. Run through it before you issue any set, whether you draft in-house or send it out.

PROJECT	SHEET SET / REV	CHECKED BY	DATE

▲ Flagged items are the most common causes of rework. If you only check a few things, check these.

01 PROJECT SETUP & STANDARDS

- ☐ Client CAD standards applied — layers, blocks, line weights, plot style
- ☐ Correct title block and sheet template
- ☐ Drawn 1:1 in model space; scale and units confirmed
- ☐ Sheet numbering and drawing index complete
- ☐ Revision block, date and author filled in

02 ARCHITECTURAL BACKGROUNDS

- ☐ Native DWG received, not a PDF ▲
- ☐ Attached as an xref, not pasted geometry ▲
- ☐ Reference path is relative, not absolute
- ☐ Background revision and date recorded on each sheet ▲
- ☐ Device positions re-checked since the last background update ▲
- ☐ File audited and purged; no missing references on open
- ☐ Architect's layers and geometry left untouched

03 AV FLOOR PLANS & RCPS

- ☐ Device locations and mounting heights shown
- ☐ Coordinated against the architectural plan and RCP ▲
- ☐ Ceiling devices on the RCP, not only the floor plan
- ☐ Conduit, pathways and backboxes routed
- ☐ Legend and symbol key present, matching the symbols used
- ☐ Set states whether it is field-verified ▲

04 RACK ELEVATIONS

- ☐ Equipment to scale with correct RU positions
- ☐ Front and rear views where rear access matters
- ☐ Labels, make and model numbers
- ☐ Blank panels, vents and thermal spacing
- ☐ Power draw and heat load noted
- ☐ Weights shown for anything wall- or overhead-mounted ▲

05 SIGNAL FLOW / SINGLE-LINE

- ☐ Every source, processor and display represented
- ☐ Signal and connector types labelled
- ☐ Signal path direction clear
- ☐ Control and network connections shown
- ☐ Device IDs match the schedules ▲

06 POINT-TO-POINT WIRING

- ☐ Every connection shown port to port
- ☐ Both ends labelled to match the cable schedule
- ☐ Agrees with the signal flow — no contradictions ▲

07 CABLE SCHEDULES

- ☐ Every cable uniquely numbered
- ☐ Origin, destination, type and length
- ☐ Connector type at both ends
- ☐ Jacket rating stated where required (plenum) ▲
- ☐ Pull-sheet ready for the field

08 DELIVERY & QC

- ☐ Native DWG and PDF both issued
- ☐ No orphan devices — every device appears on a schedule ▲
- ☐ Revisions clouded; client comments incorporated
- ☐ Checked by a second person against this list
- ☐ As-builts updated to the installed condition

ITEMS NOT PASSED — WHAT NEEDS FIXING, AND WHO OWNS IT

What to send your drafting partner

Whether the drafting goes to a colleague, a freelancer or an outsourced team, these are the inputs that decide whether the first issue comes back right. Missing inputs are the single biggest cause of revision cycles.

1 • The backgrounds

Native DWG floor plans **and** reflected ceiling plans, at the latest revision, with the revision number and date. Say which consultant issued each one.

PDFs and markups are useful as reference but cannot serve as the base drawing — working from a PDF means retracing to scale, which is chargeable work nobody budgets for.

2 • The design

Your approved equipment list or schedule, any design-intent sketches, and the rack or room concept if one exists. A marked-up plan beats a written description every time.

3 • Your standards

Title block, layer standard, symbol library, plot style, and a previous set you were happy with. This is what makes the output look like yours rather than ours.

4 • Site information

Survey notes and measurements with the reference points they were taken from, a photo set named by room (not IMG_4417), ceiling void and pathway notes, and anything you found above the tiles.

5 • The discrepancies

A written list of every difference between the drawings and the building. Flag them — never quietly correct them, because a correction made inside your own copy disappears at the next reissue.

6 • The commercial detail

The sheet list you expect, the deadline, and who reviews the set. Agreeing the sheet list up front prevents most scope arguments later.

Don't have all of it? Send what you have. A good drafting partner will tell you what's missing before starting, rather than guessing and billing you for the revision. If nobody asks you a question before drawing begins, that is a warning sign.

Want this done for you — to your exact standards?

Kenny AV Solution produces submittal-ready AutoCAD drawing sets for AV integrators, consultants and contractors worldwide. Floor plans and RCPs, rack elevations, signal flow, point-to-point, cable schedules and as-builts — drawn to your template and your title block. Quote and timeline within one business day.

kennyavsolution.com/schedule

or email kenny@kennyavsolution.com