

Shop Drawing Review Checklist

Project Information

Project Name	
Drawing Title	
Drawing Number	
Contractor / Supplier	
Date Submitted	
Reviewed By	
Date Reviewed	

Checklist

Description	Yes	No	N/A	Comments
All relevant project information included				
Conforms to contract drawings/specifications				
Dimensions, details, and notes are clear				
Materials identified and specified				
Shop drawing is legible and complete				
Referenced standards and codes met				
Coordination with other trades/disciplines checked				
Manufacturer's data attached (if required)				
Deviations from contract clearly indicated				

Additional Comments

Review Status

Approved	Approved as Noted	Revise and Resubmit	Rejected

