



# SCAN TO PLAN CHECKLIST

**PROJECT NAME:**

**TOTAL BUILDING SQFT:**

**TOTAL SITE SQFT:**

**PROJECT ADDRESS:**

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## FLOOR PLANS

**QUANTITY** (Number of Floor Plans required)

**Included Elements:** Floors, Walls, Doors, Windows, Stairs, Common Plumbing Fixtures\*

**Included Annotations:** Room Areas, Room Dimensions, Overall Building Dimensions

**Optional Drawn Elements** (not included as standard)

Basic Millwork (Built-in Cabinetry and Fireplaces only)

Furniture (Standard Office)

MEP (Electrical)

**Optional Annotations** (not included as standard)

Gross Area

Door & Window Openings

Windowsill Heights

Wall Thickness

Ceiling Heights

## ROOF PLANS

**QUANTITY** (Number of Roof Plans required)

**Included Elements:** Roof Structure, Walls, Doors, Windows, Stairs

**Included Annotations:** Room Areas, Room Dimensions, Overall Building Dimensions

**Optional Annotations** (not included as standard)

Gross Area

Wall Thickness

Door & Window Openings

## CEILING PLANS

**QUANTITY** (Number of Ceiling Plans required)

**Included Elements:** Walls, Exposed Structure, Openings, Ceiling Grid, Representative Light Fixture Locations

**Included Annotations:** None

**Optional Drawn Elements** (not included as standard)

Exposed Mechanical, Electrical and Plumbing (includes annotated sizes)\*\*

**Optional Annotations** (not included as standard)

Ceiling Heights

Overhead Structure Heights



## EXTERIOR ELEVATIONS

**Included Elements:** Walls, Doors, Windows, Exterior Stairs & Ramps, Roofing, Landings & Decks, Grade Line

**QUANTITY** (Number of Exterior Elevations required)

**Included Annotations:** Floor Levels (if interior data not available, levels will be indicative)

### Optional Annotations (not included as standard)

Grade at Building Corners

Door and Windowsill Heights

Roof Slope

Deck/Landing Heights

Soffit Heights

## INTERIOR ELEVATIONS

**Included Elements:** Walls, Doors, Windows, Stairs & Ramps, Visible Service Locations, Wall-Mounted Lights, Switches and Vents

**QUANTITY** (Number of Interior Elevations required)

**Included Annotations:** None

### Optional Drawn Elements:

Basic Millwork (Built-in Cabinetry, Fire Places, & Basic Decorative Details)

**Optional Annotations:** Component Heights (above Finished Floor Level)

## BUILDING SECTIONS

**Included Elements:** Floors, Walls, Doors, Windows, Stairs, Common Plumbing Fixtures, Ramps, Ceilings, Roofs

**QUANTITY** (Number of Building Sections required)

**Included Annotations:** Floor Levels (if interior data not available, levels will be indicative)

### Optional Annotations (not included as standard)

Ceiling Heights

Overhead Structure Heights

Soffit Heights

Roof Slope

Door & Window Heights

## SITE LAYOUT

(if selected please complete TOTAL SITE SQFT at top of page)

**Included Elements:** Walls (at Foundation), Landscaping Material Changes (Outline), Trees & Large Foliage

**QUANTITY** (Number of Site Layouts required)

**Included Annotations:** None

## CAD Drawing Methodology

By default, drawings will be generated per TRUE As-Built conditions within the stated accuracy tolerance of LOA20. Note that drawn elements will likely not be perfectly parallel/perpendicular, but rather will reflect actual field conditions. Should you wish otherwise, please select the option for "As-Design conditions" where the environment will be modeled as "square/designed" or discuss directly with your Multivista contact. Drawing to True As-Built conditions and As-Design conditions can not be changed once project has started.

**Drawing to TRUE As-Built Conditions**

**Drawing to As-Design Conditions**



## PROJECT UNITS (Compulsory)

**IMPERIAL** (Feet and Inches)

**METRIC** (Metres and Millimetres)

## 2D CAD PLAN DELIVERABLES (Compulsory)

**DWG**

**DXF**

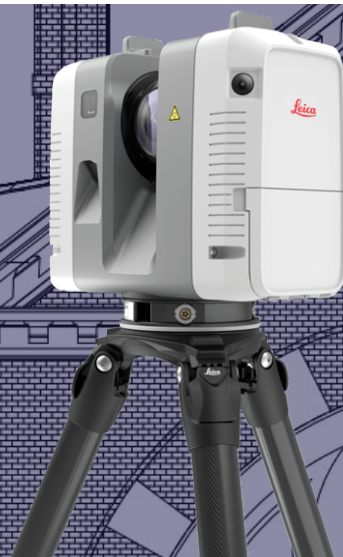
**PDF**

If an older version is required, please specify:

## NOTES:

## PLEASE NOTE

- Each additional option and add-on will increase the overall price of the project. To discuss your project requirements in more detail, please speak to one of our Multivista sales team.
- \*Common Plumbing Fixtures include toilets, sinks, shower trays and bathtubs only
- \*\*MEP components smaller than 2" or 50mm will not be drawn
- Projects will not start until all mandatory sections are completed
- For more details, please refer to Scan to Services Product Matrix and Scan to Services Product Definition
- Any additional requirements not listed in our standard deliverables will be subject to additional charges and increased timeline.



**PROJECTS IN  
13 COUNTRIES**



**+1,800  
PROJECTS**



**+ 235M SQ. FT.  
COVERED**