

Millwork Shop Drawing Review Checklist

Use this practical pre-release check to review the information that commonly affects millwork coordination, drawing clarity, and controlled handover. Adapt it to the agreed project scope and standards.

1. Project and document control

- ☐ Confirm the project, room, item, drawing purpose, and current revision status.
- ☐ Verify the current architectural, interior, structural, and services references are identified.
- ☐ Check units, scales, drawing standards, title blocks, and issue naming conventions.
- ☐ Record open decisions, assumptions, and the agreed route for consolidated comments.

2. Layout and visible intent

- ☐ Check plans, elevations, sections, and details agree on item locations and dimensions.
- ☐ Confirm levels, alignment lines, clearances, reveals, fillers, and interfaces with adjacent finishes.
- ☐ Verify each repeated item and each exception has a clear tag or reference.
- ☐ Identify dimensions that require site verification before fabrication or installation.

3. Materials, construction, and hardware

- ☐ Coordinate material, finish, edge, thickness, and construction references with the correct item.
- ☐ Check hardware schedules identify the fitting, quantity, operation, and related item or detail.
- ☐ Show support, fixing, access, movement, and service conditions where they affect the scope.
- ☐ Make fabrication-specific details clear enough for the agreed review or production stage.

4. Release and handover

- ☐ Check drawing references, detail callouts, schedules, and notes point to the correct revision.
- ☐ Confirm the package states its intended status: coordination, approval, fabrication, installation, or record.
- ☐ Issue only the agreed file formats and retain the current controlled source package.
- ☐ Keep review, approval, site verification, and fabrication responsibilities clear in the project workflow.

Important: This checklist is educational guidance. It does not replace project-specific review, site verification, specialist coordination, shop standards, or the responsibilities agreed for the work.