



SCAN TO PLAN CHECKLIST

To avoid any errors or confusion please complete this form using a digital PDF reader and return to your Multivista contact.

PROJECT NAME:

TOTAL BUILDING SQFT:

TOTAL SITE SQFT:

PROJECT ADDRESS:

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

Included Annotations: None

Optional Drawn Elements (not included as standard)

Exposed Mechanical, Electrical and Plumbing

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 (not included as standard):

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 LOA30. 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 COORDINATE SYSTEM** (Must be specified before scanning has started)**Not Required/Arbitrary Coordinates****National/Large Coordinates****Project Specific Coordinates****PROJECT UNITS (Compulsory)****IMPERIAL** (Feet and Inches)**METRIC** (Metres and Millimetres)**2D CAD PLAN DELIVERABLES (Compulsory)****DWG****DXF**

(PDF files included with all 2D CAD deliverables)

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 modelling does not include hangers, support structures and components smaller than 2" or 50mm
- ^Interior elevations are only created for major internal rooms, including living rooms, dining rooms, kitchens, bedrooms, and bathrooms. Does not include cupboards, corridors and other supplementary spaces.
- Projects will not start until all mandatory sections of the checklist 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 may not be possible or will be subject to additional charges and increased timeline.
- It is the responsibility of the client to notify Multivista of any default or concern with the deliverables as soon as possible, but no later than 30 days after client has received the deliverables by Multivista. All claims or deficiencies will be deemed waived by client if not made within 30 days of receiving the deliverables by Multivista and will effectively be accepted by client.