



LAYOUT BEST PRACTICES

Purpose for layout - To communicate as much information from the contract documents to the framing crews in a clear and concise manner.

- Drawings will need to be scrubbed a minimum of two weeks before the start of layout, "if possible." All missing dimensions and miscellaneous items not communicated well on the contract documents must be answered on a "Request for Information" (RFI) at this time.
- Double check that the latest and greatest drawings are being used, "IFC SET". If there is no IFC set an RFI must be answered as to what drawings we are to use for layout, (possible cost). Confirm all RFIs have been red lined to most current response at time of layout.
- We must also be asking for all approved submittal packages by all MEPF trades. Such as access door drawings, fire extinguisher cabinets, toilet accessories, fire damper framing requirements, elevator shop drawings, and backing for all trades.
- Grid must be established by the general contractor:
 - Preferably two points in the North South direction, and two marks in the East West direction.
 - 5' elevation also must be established.
- Verify grid is "PLS" plum level and square:
 - Exterior elevations should be plum from the ground floor to the top floor.
 - At interiors, special attention should be taken at stairwells confirming that grid stacks from floor to floor.
 - All inconsistencies must be RFI'd and addressed with general contractor in writing.
- All marks on floor are to be consistent. A color coded wall plan must be established at the start of layout to differentiate between different wall types, and wall priority. Some examples are rated or non-rated, full height drywall or 6" above ceilings.
- Rated to non-rated intersections. Wall paint must be precise so priority walls are clear.
- Grid must be marked in blue chalk.
- Walls must be marked with red chalk.
- All door and window openings need to be marked in a way suitable for your job site (no black marker on exposed concrete or vinyl floor). Use approved HM/Alumn frame submittal.
- Doors must have door swing and number (verify ADA requirements and write RFIs for issues not in compliance).
- Windows, and openings must have R.O. and elevations marked clearly.
- MEP approved submittals must be laid out as well (If they are not approved we do NOT lay them out).
- Backing, a backing drawing should be obtained "best case scenario" given to us from each MEP trade. If no backing drawings are provided approved submittals will be our documents to follow. Be aware of all types of backing (i.e. toilet partitions, mirrors, art work, and the dreaded owner furnished items).
- All layout should be sealed with a clear coat "if needed."
- Use approved CJ/EJ layout to establish backing or separation.