

HOW TO MARK UP A DRAWING

Start with a **draft mark up in pencil** to make sure everything fits clearly.
Once finished, mark a **final copy** up in **RED and BLUE** pen.

Don't use **BLACK** pen as it is very hard to read against black plan prints.

DO NOT write upside down on drawings or plans.
!!it makes them very hard to read!!

DO NOT mark each light fitting up with a circuit number, **it's confusing**.
Use different colour **HIGHLIGHTERS** to show each circuit.

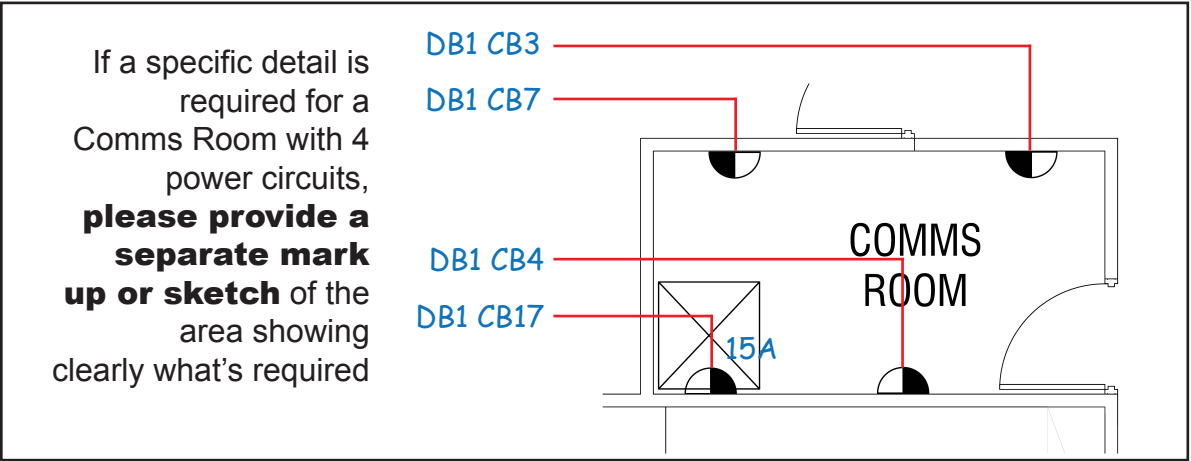
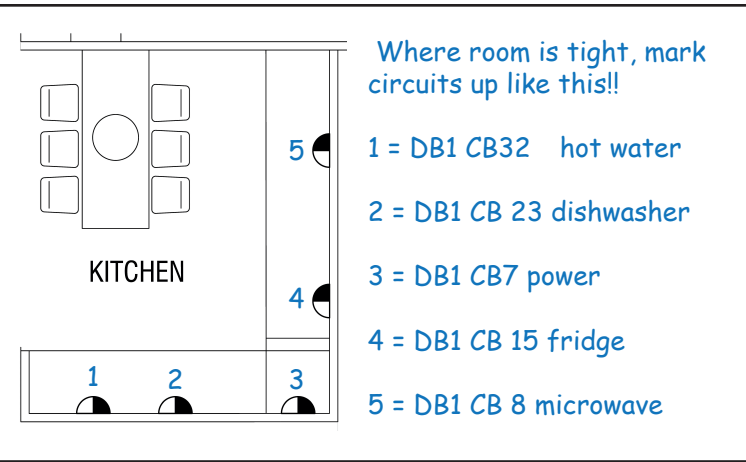
Indicate whether the drawings are **REVISION CHANGES, SHOP, CONSTRUCTION or AS BUILT** drawings and provide revision numbering.

Ensure that **ALL DATA OUTLETS** are marked clearly and check that ALL OUTLETS have been numbered.

Let us know if there is **ANY PREFIX** for data numbering e.g. **LV7-001, LV7-002** etc. Write a note **CLEARLY** on the top of the data drawing.

Cross out **ANYTHING YOU WOULD LIKE REMOVED** with **RED PEN**.

Where there are multiple power circuits in a limited area, **please label clearly**.
Make a separate schedule if required.



Use **different colour highlighters** to show different lighting circuits.

Use **alternate colours** and nominate **every circuit**.

Label **circuit breakers clearly** and provide DB details.

Circuits SHOULD be identified and presented like this:

- = DB1 CB6
- = DB1 CB8
- = DB1 CB23

Provide separate drawings for **power, lighting, data, CCTV and emergency + exit lighting** to make the mark ups easier to read!!

Mark starter sockets clearly and add an S/S symbol.

Colour each starter socket with a **different colour**.

Use **different colour highlighters** to show separate power circuits.

Alternate colours AND nominate circuit numbers.

DON'T JAM TOO MUCH information on ONE DRAWING!
Do 2 or 3 if needed.

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Please call us if you're not sure about anything.