FREE RESOURCE FOR FLORIDA CONTRACTORS

PLAN SET PREPARATION CHECKLIST

What to gather before you bid, or before you send plans for a takeoff. A complete, current set is the single biggest factor in quantities you can trust.

1 · THE DRAWINGS

- [ ] Every sheet listed in the sheet index
  Open the index first and tick off each sheet you actually have.
- [ ] Architectural, structural, MEP and civil sheets that affect your trades
- [ ] Details, sections and enlarged plans referenced from the plans
  Callouts often point to sheets that never got sent.
- [ ] Schedules: doors, windows, finishes, fixtures
  They live on their own sheets more often than not.
- [ ] Native PDF (vector) where possible
  Scans and photos lose dimensions and scale.

2 · REVISIONS AND ADDENDA

- [ ] The revision letter/number and date on each sheet
- [ ] Every addendum issued so far, in order
- [ ] Revision clouds and deltas visible
- [ ] A note of which revision the bid is based on
  Put it in your bid and your takeoff cover.

3 · SCOPE

- [ ] Which trades and items you need measured
  Be specific: 'drywall, all floors, incl. ceilings' beats 'drywall'.
- [ ] Areas included and excluded
  Phases, alternates, owner-furnished items.
- [ ] Spec sections that change quantities
  Board types, finishes, sizes.
- [ ] Units you price in
  SF, LF, EA, CY.

4 · DATES AND CONTACTS

- [ ] Bid due date and time
- [ ] Who answers RFIs (architect / designer contact)
- [ ] Pre-bid meeting notes or Q&A log
- [ ] Your company name and the project location

5 · BEFORE YOU HIT SEND

- [ ] All files in one folder or one link
  One download link is easier than 12 attachments.
- [ ] Link set to 'view' or 'download', not 'edit'
- [ ] File names that match the sheet numbers
  A-201.pdf, not scan0042.pdf.

Educational checklist for organizing documents. It is not engineering, design, legal or code-compliance advice. Your designer of record and your building official have the final word on what a project requires. StructConsultPro provides quantity takeoff services only. Sealed drawings, engineering judgments, and any work that requires a licensed Professional Engineer are outside our current scope and must be performed by a separately engaged licensed professional. Send your plans: intake@structconsultpro.com · structconsultpro.com/#send-form · © 2026 StructConsultPro