1 Scope & drawing authority

Coordination of the floor plans, sections and elevations for the relationships defined in the audit request.

Scope of review

The review coordinates the five floor plans (Ground, First, Second, Third and Roof) with Sections A-A and B-B and the four elevations.

The relationships reviewed are those defined in the audit request; conditions outside that scope are not reported. Stair riser counts and flight or landing configurations are not compared between drawings.

Drawing-based conclusions

Counterparts are established from the information actually drawn, and no drawing is assumed correct by default.

What may be checked

Written dimensions and marked levels may be compared. Drawings are not scaled, and tolerances or missing values are not inferred.

Findings are based only on the supplied drawings. External codes, design preferences and undocumented assumptions are not applied, and no design corrections are proposed or fault assigned.

2 Review decisions & classification

Only drawing-based contradictions and unresolved cross-drawing relationships within the requested scope are reported.

Mismatch

A definite contradiction between corresponding drawing information, including a verifiably missing, extra or inconsistent representation.

Cannot Determine

A specific relevant relationship cannot be resolved uniquely from the supplied drawings. The finding states exactly what is ambiguous or missing.

Full Matched

All relationships within the requested scope for the assigned floor have been reviewed with no reportable contradiction or unresolved condition.

Details not shown

A detail not shown in a drawing is not automatically an error. It is reported only when a comparable counterpart or required representation can be established.

Where a definite contradiction and uncertainty coexist in one finding, it is classified as Mismatch with the uncertainty explained; Cannot Determine is not used in place of an established error.

3 Findings, floor allocation & counts

Each finding is counted once; the summary must reconcile with the detailed findings.

Overall floor status	Rule	Mismatch	Cannot Determine
Full Matched	No reportable findings	0	0
Cannot Determine	No Mismatch; at least one unresolved finding	0	1 or more
Mismatch	At least one definite discrepancy; uncertainty may coexist	1 or more	0 or more

Independent cases

Each distinct affected occurrence or independently unresolved relationship receives its own Finding ID and is counted separately.

Cross-floor and repeated evidence

One issue shown on several drawings forms one finding; separate issues on one opening in different views are separate findings. Openings on different floor plans are separate occurrences, even with the same tag and discrepancy.

Floor counts = findings assigned to that floor. Building totals = sum of the five floor counts, separately for each status.

4 Report structure & visual evidence

A compact exception register, not a catalogue of correctly coordinated drawing elements.

Slide 1 | Building summary

The summary has one row for each floor, from the lowest floor up to the roof. It shows each floor's Overall Status and separate Mismatch and Cannot Determine counts, together with both building totals.

Remaining slides | Findings only

Distinct findings are organized under their primary floors, each with Finding ID, affected floor(s), identifiable location, source drawings, classification and precise reason. A floor with no findings may appear only in the summary.

Evidence for every finding

Each finding is supported by legible crops taken from the relevant supplied drawings, showing both sides of the disputed relationship wherever available, at the original aspect ratio and with enough grids, level marks or surrounding context to verify the claim. Uncertain findings show the ambiguous area.

Delivery limits

A single editable PPTX.
Maximum 10 slides, including the summary.
No cover, full sequence lists, Match rows, recommendations or severity ratings.

Findings are presented in a readable exception table, with explanatory labels tied to the source evidence. Every valid finding is reported.

5 Presentation style

House style for exception-only coordination reports.

Element	Required specification
Slide format	16:9 widescreen; at most 10 slides, summary first.
Typeface	Aptos for all report text, excluding original drawing crops.
Slide titles	24 pt, bold, dark teal #214E52.
Body and table text	At least 11 pt; maintain legible drawings and captions.
Background	Solid warm off-white #F7F6F2.
Table header row	Teal fill #2F6F73, bold white text.
Regular table cells	White fill and dark text #1F1F1F.
Status cells	Full Matched #E8F5E9; Mismatch #FDECEA; Cannot Determine #FFF4D6.

Status colors apply only to status cells. Source drawing crops are not distorted, recolored or stretched. No legend or footer is required.