

Module 11. Quality Assurance and Quality Control.

The Grace QA/QC process, sized to your project.

• WHAT YOU TOLD US

CATEGORY	COMMENT	COVERED IN
Rollout	The QC Form was blank or missing for all 3 who looked.	Your questions
Roles	Half of you asked about the Storyteller.	Your questions
Preparation	Half referenced Prepare the reviewer.	Preparation
Review time	Review time runs short.	Preparation
Project size	Some projects run 8 to 10 weeks.	Right sizing

From your survey responses this week.

From October 2026, every project uses the QC Form.

WHAT GRACE EXPECTS

- A QC Form for every phase, addendum and ASI.
- In construction: start with your next ASI.

WHERE IT LIVES

Milo: QC Form and checklists

BIM template: QA Prompts

Module 11 hub: process guides

QA/QC IMPLEMENTATION



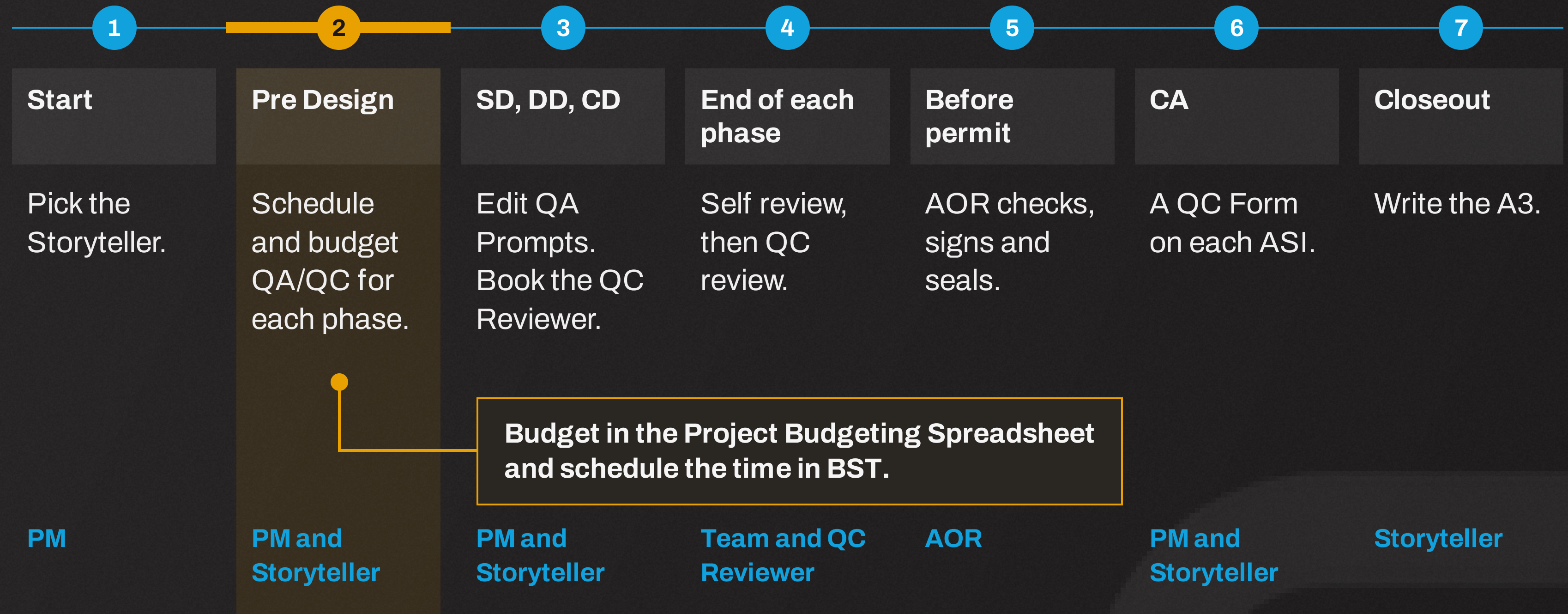
What will make the form hard to use this month?

ROLE	WHAT THEY DO	SOURCE
Project Manager	Picks the Storyteller and QC Reviewer. Schedules and budgets the reviews. Completes the QC Form.	PM timeline. Implementation deck, slide 14.
Storyteller	An emerging designer who shadows the PM, keeps the records and composes the A3.	PM timeline
QC Reviewer Grace: Peer Reviewer	Reviews with the BIM QC Checklist. At 100 percent CD, from outside the team and the office.	PM timeline. Storytellers Timeline.
Architect of Record	Receives the QC report before signing and sealing.	PM timeline
Storyteller Ambassador	Onboards Storytellers. Your first stop for Storyteller questions.	PM timeline. Implementation deck, slides 10 to 12.
Design team	Reviews its own work at the end of each phase.	PM timeline

On the site: The Grace QA/QC Process · Roles

What other questions do you have about roles?

• THE PROCESS, START TO CLOSEOUT



On the site: The Grace QA/QC Process · By phase

Which stage is new for your team?

STEP

1 · Schedule the review

2 · Prepare the reviewer

3 · Drive the resolution

4 · Verify the correction

Choose your QC Reviewer from this list. At 100 percent CD, choose someone outside the project team and outside your office.


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Quality Control Staff

12/2/2025

	QA/QC Staff	K-12	Higher-Ed Sports/Rec	Healthcare	Senior Living	Defense & Security	Civic & Public Safe	Hospitality Themed Ent.	CASE	Interior	Other
Phoenix	Chuck Kottka	*	*								
	Tim Scolaro	*									
	Tom Payton				*						
	John Colby				*						
Baton Rouge	Jody Gascon						*				
	Jimmy Hebert			*			*				
	Katy Morton									*	
	John Streva	*					*				
Fort Worth	Mark Travis										
	Ping Cai										
St Louis	Robert Neu		*								
	Nick Kattendidt		*								
Pensacola											
Dallas	Ray Dameron	*									
	Jeff Billman			*							
Nashville	Brent Shivers										Healthcare Code
	Tiana Lemons									*	
	Ron Randell		*								
New Orleans	Damien Job	*		*							Performing Arts, Commercial
	Jared Bowers	*									
Orlando	Chris O'Brien								*		
	Ed Napier							*			
	Brent Shivers			*							FGI and Healthcare Planning
	Mike Chatham							*			
Jeffersonville	Nathan Love	*		*			*				
	Greg Edwards			*			*				
Fort Myers	Bryan Lee	*	*				*				
	Sandra Kohler				*		*	*			
Irving											
Lafayette	Jaron Young	*									
	Bill Peterson										
Lake Charles	Jason Funderburgh										
	Jimmy Trache	*		*							Commercial & Residential
Naples	Dan Summers				*		*	*			
Shreveport	Geoff Perego			*			*				
Baltimore	Dave Peabody			*							
Lakeland											
Charlotte	Dennis Robert			*							
Lancaster	David Beyer										CASE

Quality Control Staff list on Milo.

STEP · THE RECORD

1 · Schedule the review

Review dates in the schedule and on the form.

2 · Prepare the reviewer

Prompts, red lines and checklists in the folder.

3 · Drive the resolution

Back check row complete.

4 · Verify the correction

Records complete before sign and seal.

On the site: Quick Reference · The 4 steps

BIM QA PROMPTS

BIM QA Prompts

Tool in BIM / Excel

The screenshot displays the BIM QA Prompts v1.0 tool interface. On the left, a 'Properties' panel shows a 'Schedule' for 'QA PROMPTS v1.0' with fields for 'Sub-Discipline', 'View Template', 'View Name', 'Dependency', 'Schedule_Sort', 'View Sub-Discipline', 'IFC Parameters', 'Export to IFC', 'Other', 'Parameter Name', 'Fields', and 'Sort/Grouping'. Below this is a 'Project Browser' showing a tree structure with 'zPresentation Plans', 'zUnder Development', 'Legends', 'Schedules/Quantities (Grace Schedules)', 'Abutment Piles', 'QAQC', 'QA PROMPTS v1.0' (highlighted), 'Abutment Walls', and 'Analytical Spaces'. The main area shows a table titled '<QA PROMPTS v1.0>' with columns A (No.), B (QA Prompt), C (PD), D (SD), E (DD), and F (CD). The table contains 26 rows of prompts, each with a status indicator in column C and a completion status in column F. The prompts cover various aspects of BIM QA, including overall floor plans, area plans, and dimensioning.

No.	QA Prompt	PD	SD	DD	CD
1	CONFIRM IF YOUR PROJECT WILL HAVE A COMBINED FLOOR PLAN WITH ANNOTATION AND DIMENSIONS OR IF THERE WILL BE A SEPARATE FLOOR PLAN WITH ANNOTATION AND DIMENSIONS	NA	NA		
2	EDIT NON-APPLICABLE GENERAL NOTES	NA			
3	SHOW THE ARCHITECTURAL LIMIT	NA	Yes		Yes
4	PROVIDE KEY PLAN	NA	NA		
5	TAG ALL WALL TYPES	NA	NA		
6	TAG ALL DOORS, OPENINGS, WINDOWS (INCLUDE RATING WHERE APPLICABLE)	NA	Yes		
7	COORDINATE OPENINGS WITH FRAMES AND GLAZING TYPES	NA	NA		
8	SHOW DIMENSIONS IN THIS PLAN IF NO DIMENSION PLAN IS INCLUDED - ALL ROOMS PER PRACTICE AREA BEST METHODS PER PM. FINIS	NA	NA		
9	IDENTIFY ENLARGED PLAN AREAS	NA	NA		
10	CHECK WALL TYPES FOR RATED, COLUMN ENCLOSURES, PLUMBING PIPES ARE SIZED CORRECT	NA			
11	ENSURE ALL DISCIPLINES ARE WORKING FROM THE MOST CURRENT BACKGROUNDS	NA			
12	ALL ROOMS AND ROOM NUMBERS TO BE TAGGED	NA	Yes	Yes	Yes
13	INCLUDE KEY PLAN FOR LARGE FACILITIES OR DIVIDED AREA PLANS	NA			
14	ALL CALL-OUT AREA INFORMATION TO BE LOCATED IN ENLARGED DETAILS / PLANS. FLOOR PLAN TO ONLY SHOW THE CALL-OUT TAG	NA			
15	REVIEW CORRIDOR WIDTHS FOR CLEAR WIDTH REQUIRED PER CODE AND FOR EQUIPMENT RIGGING	NA	NA		
16	ENSURE ALL WALL SECTIONS, CALL-OUTS, ELEVATION MARKERS ARE SHOWING ON THE PLANS	NA	NA		
17	ENSURE THE DOOR SWINGS ARE ALIGNED WITH THE LIFESAFETY PLANS	NA			
18	CONFIRM THE DIMENSION MARGIN IS SET TO MIN 1/8"	NA			
19	ENSURE THE GENERAL NOTES FOR DIMENSIONING INDICATE YOUR STRATEGY FOR DIMENSIONING.	NA	NA		
20	ALL PLUMBING FIXTURES SHOULD SHOW IN THE PLAN	NA			
21	AT ALL MATCHLINES, TAG MATCHING PLAN	NA			
22	INDICATE SLOPE AT AREA OF SLOPED FLOOR	NA			
23	SHOW FRT PLYWOOD AT IT WALLS AND ELECTRICAL CLOSETS	NA	NA		
24	REVIEW TRAVEL PATHS FOR LARGE EQUIPMENT WITH PM	NA			
25	CHECK DOOR SWING DIRECTIONS WITH PM FOR EGRESS	NA	NA		
26	CHECK DOOR SWING DIRECTIONS WITH PM AT TOILETS	NA			
1	REVIEW MARGIN OF ERROR ACCEPTABLE INDUSTRY STANDARDS FOR DIMENSIONS WITH PM	NA			
2	FOR NEW CONSTRUCTION PROJECTS SHOW DIMENSIONS FROM COLUMN GRIDS	NA			
3	FOR RENOVATION BUILDING PROJECTS SHOW DIMENSIONS FROM EXTERIOR WALLS, STAIR TOWERS, ELEVATOR SHAFTS (KNOWN POINT	NA			
4	FOR INTERIOR RENOVATION PROJECT SHOW DIMENSIONS FROM FINISHED FACE TO FINISHED FACE OF INTERIOR WALLS.	NA			
5	USE HOLD / MIN MAX DIMENSIONS FOR PRIORITY SPACES TO SHOW DESIGN INTENT	NA			
6	ENSURE DIMENSION LOCATIONS ARE LEGIBLE	NA			
7	INDICATE DRAWING SCALE	NA			

Prior to submitting for review, the design team performs an internal review. The BIM QA prompts are a useful tool.

● THE QC FORM, ROW BY ROW

Row on the form	If it's blank
Phase Due Dates	The review was never scheduled. Fix this first.
Design Standards Review	Not done, or not recorded.
Code and Zoning Review	Not done, or not recorded.
Red lines Back Checked	Corrections may not reach the drawings.
QC Peer Review	The reviewer was never booked.
Areas Under Development	Open items are missing.

Who has used this? How well does it work?

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QUALITY CONTROL FORM

To be completed at each phase (TYP. SD/DD/CD Phases; Addenda, ASIs; Early Release Package; etc.), Provide adequate time for review and red-line pickup before the issue dates.

Project Number

Project Name

Project Address

Jurisdiction

Project Description

Architect of Record

Project Manager

Design Team

Consultant Firms

QC Peer Reviewer 1

QC Peer Reviewer 1

Project File Paths

	SD	DD	CD	S/S DOCS
Phase Due Dates				
Design Review / Design Standards Review				
Building Code / Zoning Review				
QA Reviews / Red-lines Back Checked				
QC Peer Review				

Design Team Report

Current Phase

QC Date

Areas Under Development

Lean Principles

Customer Focused Quality
Client Values & Goals

Which project goals did the client note to the design team?

Waste Elimination
Client Measures for Success

Please choose: Financial Performance, Operational Performance, Staff Experience, Organizational Growth, Risk Reduction, Brand and Public Value, Environmental Responsibility, or other?

Continuous Improvement
Examine Our Processes

Share a successful design team process that you wish to repeat.

Team Shout-Outs

Reviewed By

Innovative Processes

Innovation Details / Documentation

Innovative Products

BIM Template

QA Revit Prompts for Consideration for Revit Template

Reference/Links

Project Folder

ACC

Centerline

1

grace-design.com

Review time runs short when it is not scheduled and budgeted.

SCHEDULE THE REVIEW

- 1 Put QA/QC dates in the schedule at Pre Design.
- 2 Book every reviewer 3 weeks before sign and seal.
- 3 Block the review and red line pickup together.
- 4 Give the team the review start date as its deadline.

READY FOR THE REVIEWER ON DAY 1

- Sheet PDFs with checklists
- The QC Form, dates filled
- QA Prompt sheets
- Areas Under Development

On the site: Quick Reference · What to do

Is review time on your project schedule now?

ILLUSTRATIVE EXAMPLE ONLY. Your projects will vary.

2 to 5 percent

of the fee, planned for QC.

On a \$1,000,000 fee: \$20,000 to \$50,000.

Grace's own fee, without consultants.

AN EXAMPLE ON A \$1,000,000 FEE

Phase	Phase fee	QC share	QC budget
SD	\$150,000	3 percent	\$4,500
DD	\$200,000	4 percent	\$8,000
CD	\$350,000	5 percent	\$17,500
Bidding	\$50,000	3 percent	\$1,500
CA	\$200,000	2 percent	\$4,000
Total	\$950,000		\$35,500

Programming is the other \$50,000. Size the shares to your project.

Plan hours for every QC task.

THE 7 QC TASKS

- 1 Edit the QA Prompts
- 2 The team's own review
- 3 The Storyteller's package and QC Form
- 4 The QC Reviewer's review
- 5 Red line pickup and back check
- 6 The PM's 4 steps
- 7 The AOR's read before sign and seal

IN THE PROJECT BUDGETING SPREADSHEET

- 1 **Budget Updated tab:** Set the QC total at 2 to 5 percent of the fee.
- 2 **Each phase tab:** Task 4 hours on the QC Peer Reviewer row.
- 3 **Each person's row:** Hours for the other 6 tasks.

Done when every phase tab shows QC hours.

Which QC tasks have no hours in your budget?

• WHAT'S FIXED, WHAT FLEXES

FIXED ON EVERY PROJECT

- A QC Form every phase
- A review every phase
- An outside reviewer at 100 percent CD
- Everyone booked 3 weeks before sign and seal

FLEXES WITH THE PROJECT

- Which QA Prompts apply
- How close to issue the review runs
- Consultant reviews
- QC budget, within 2 to 5 percent

The fixed items happen on every project. Size changes the rest.

Which fixed item will be hardest to hold on your projects?

	Small and fast 8 to 10 weeks	Medium 6 to 9 months	Large and slow 18 months or more
Book people	At kickoff	At Pre Design	At Pre Design, and per package
Review timing	Close to issue	Before each phase ends	Before each package
QC budget	5 percent	Middle, weighted to CD	Low end, spread through CA
Biggest risk	Booking too late	Late phases shorten reviews	The form falls out of date

Why small projects differ: fixed steps cost the same on a small fee, so they take a larger share. Short schedules leave little time to catch mistakes later.

How would you explain the difference between a small project and a large project to a junior architect?

• WHERE IT LIVES

The process, roles and tools

Quick Reference,
Field Resource

QC Form, checklists,
BlueBeam tools

QA Prompts

Project Budgeting Spreadsheet

Module 11 hub · The Grace QA/QC Process

Module 11 hub

Milo

BIM template

Onsite #1 · Lifecycle Maps

QA/QC PROCESS
OVERVIEW



[Open the overview](#)

From October 2026, every project uses the QC Form.

WHAT'S NEXT

THU 10/8

Centerline Technical Session

FRI 10/9

Module 9: Leading with Data

WEEK OF 10/12

Module 12: Closeout and
Lessons Learned