



QA / QC | IMPLEMENTATION

08/04/2026 FINAL



MANDATE



10/2025

**QA/QC
ROLLOUT**



12/2025

**BIM TEMPLATE QA/QC
ROLLOUT**



02/2026

**STORYTELLING
ROLLOUT**



05/2026

IMPLEMENTATION



08-10/2026



Rollout

01

BIM QA Prompts

Tool in BIM / Excel

Properties

Schedule

Schedule: QA PROMPTS v1.0

Graphics

Sub-Discipline

Identity Data

View Template: <None>

View Name: QA PROMPTS v1.0

Dependency: Independent

Schedule_Sort

View Sub-Discipline: QAQC

IFC Parameters

Export to IFC: By Type

Other

Parameter Name: QA Num

Fields

Sorting/Grouping

Project Browser - GRACE_TEMPLATE_v26

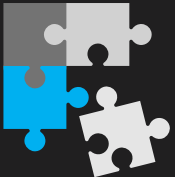
Search

- + zPresentation Plans
- + zUnder Development
- + Legends
- Schedules/Quantities (Grace Schedules)
 - Abutment Piles
 - QAQC
 - + QA PROMPTS v1.0
 - + Abutment Walls
 - Analytical Spaces

PD-5 - Presentation Drawing PD-6 - Presentation Drawing B100 - Project Dashboard QA PROMPTS v1.0 B101 - C

<QA PROMPTS v1.0>

A	B	C	D	E	F
No.	QA Prompt	PD	SD	DD	CD
A-101 OVERALL FLOOR PLANS					
1	CONFIRM IF YOUR PROJECT WILL HAVE A COMBINED FLOOR PLAN WITH ANNOTATION AND DIMENSIONS OR IF THERE WILL BE A SEPARAT	NA	NA		
2	EDIT NON-APPLICABLE GENERAL NOTES	NA			
3	SHOW THE ARCHITECTURAL LIMIT				
4	PROVIDE KEY PLAN	NA	Yes		Yes
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			
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			
A-101a AREA PLANS (ANNOTATION or DIMENSION)					
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			
A-141 OVERALL RCP PLANS					
1	EDIT NON-APPLICABLE GENERAL NOTES	NA	NA		



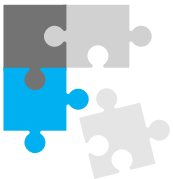
Peer Reviewer

Milo Tool



Architect of Record

Milo Tool



QUALITY CONTROL FORM

To be completed at each phase (TYP. SD/DD/CD Phases; Addendums; 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			
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		Waste Elimination Client Measures for Success		Continuous Improvement Examine Our Processes	

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	

A graphic of four interlocking puzzle pieces. The top-left piece is dark grey, the top-right is light grey, the bottom-left is blue, and the bottom-right is light grey. The blue piece is slightly offset from the others.[illegible]



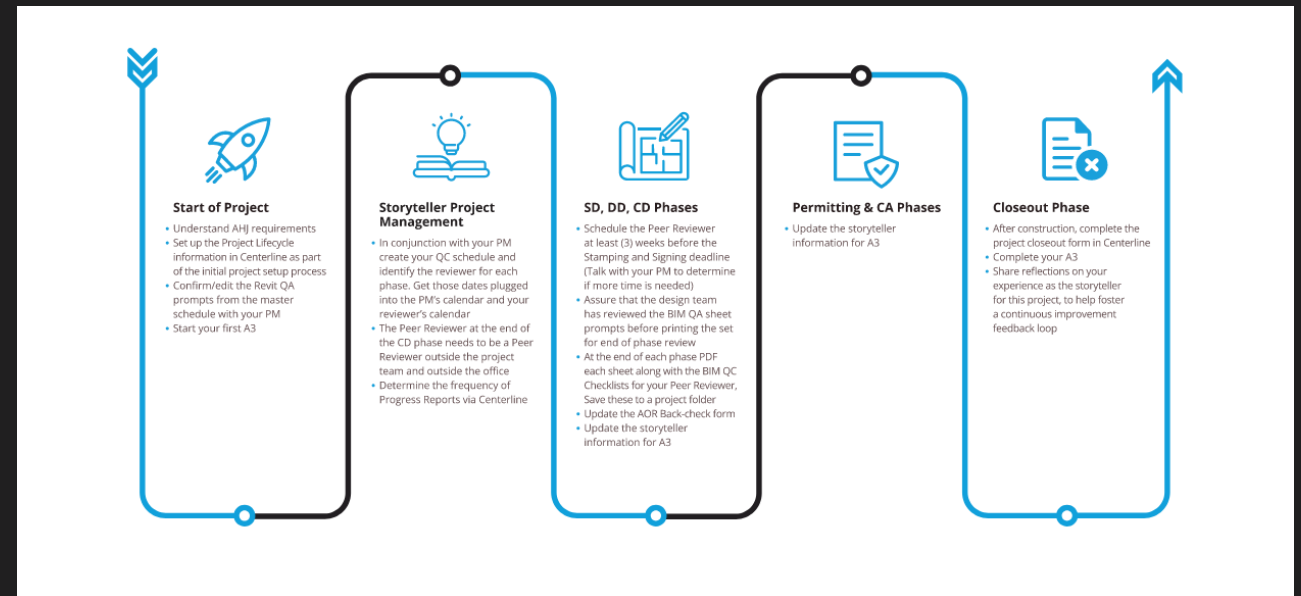
Implementation

02

MEET

PM VALUE-ADDED MEETINGS

- Share the **WHY** of Office / Practice Area QC Reporting Metrics with PMs
- Share PM reflections
- Share QA/QC Committee next steps
- Institute a continuous improvement loop and involve **Storyteller Ambassadors**



Project with QA/QC

PHASE	RESPONSIBLE PARTY	ACTION TO BE TAKEN
PD	PM/ST	ON MILO REQUEST NEW PROJECT NUMBER AND PROJECT FOLDER; ONCE NEW PROJECT NUMBER IS ASSIGNED, SEND REQUEST FOR NEW ACC FORM AND NEW CENTERLINE PROJECT. ADD ALL IDENTIFIED TEAM MEMBERS AND CONSULTANTS TO THE ACC FORM AND CENTERLINE. IDENTIFY PROJECT SCHEDULE WITH QA/QC DATES FOR EACH PHASE
SD, DD, CD	PM/ST	EDIT BIM/EXCEL QA PROMPTS WITH DESIGN TEAM + PROGRESS REPORTS
SD, DD, CD	ST	SEND QC FORM WITH QC CHECKLISTS TO PEER REVIEWER + AOR
QUALITY CONTROL	PR	REVIEW QC FORM + PERFORM QUALITY CONTROL
PRIOR TO PERMITTING	AOR	REVIEW QC FORM, CHECK DRAWINGS & STAMP+SIGN DRAWINGS
CA	PM/ST	UPDATE CENTERLINE INCLUDING CONSTRUCTION TAB
CLOSE-OUT	ST	COMPLETE A3

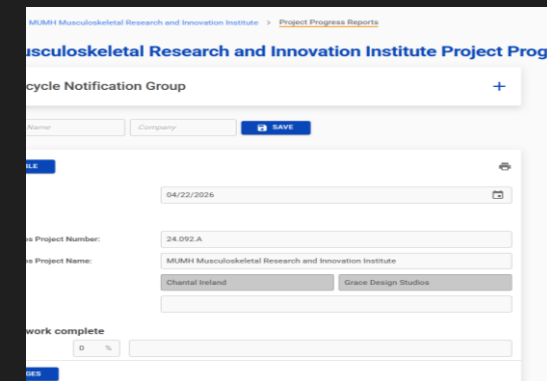
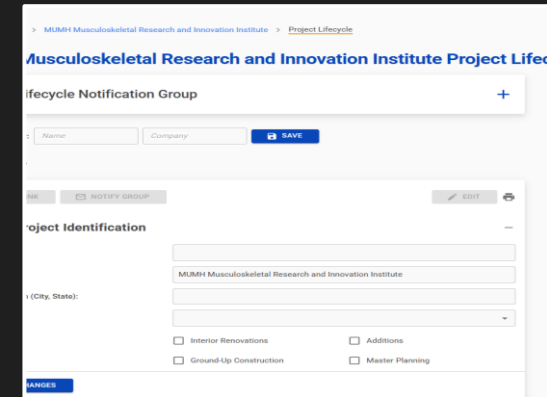
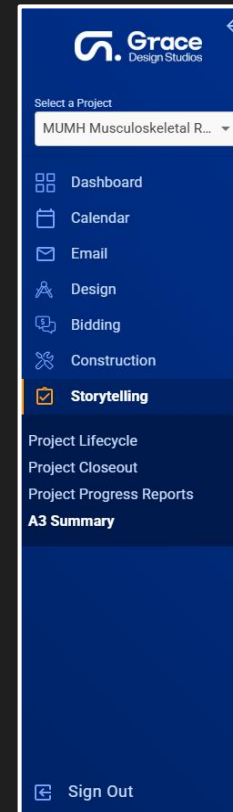
INVITE

Project INFORMATION

Each office invites the office

Storyteller Ambassador

to each project





**Yizhuo
Chen**

**Fort Myers, FL
& Naples, FL**



**Kylie
McMurray**

**Pensacola,
FL**



**Bailey
Sullivan**

**New Orleans,
LA**



**Cecilia
Gomes**

**Baton Rouge,
LA**



**Reagan
Lannom**

**Shreveport,
LA**



**Andrew
Courts**

**Orlando,
FL**



**Ashley
McMillin**

**Lafayette,
LA**



**Sandy
Troffer**

**Lakeland,
FL**



**Taylor
Glorioso**

**Lake Charles,
LA**

Storyteller Ambassadors | 2026





**Tia
Jones**

**Fort Worth,
TX**



**Shreya
Manda**

**Baltimore,
MD**



**Saly
Elsols**

**Nashville,
TN**



**Alexa
Busby**

**Nashville,
TN**



**Erica
Villamayor**

**St.Louis,
MO**



**Steven
Honora**

**Dallas, TX
Irving, TX**



**Thomas
Chasty**



**Brian
Fish**

Phoenix, AZ



**Biby
Carbonneau**



**Nathan
Adams**

**Jeffersonville,
IN**

Storyteller Ambassadors | 2026



REPORT

Leverage CENTERLINE

End of Quarter 2026

Aggregate 2026 S+S dwgs

INTERNAL REPORTING

Quality Control Metrics

BALTIMORE



21

2026 STAMPED AND SIGNED
PROJECTS REPORTED

42,560 +

TOTAL SF

XX % QC
Review
Coverage

(3) PROJECTS TOTAL
REPORTING

IMPLEMENT

ALL PROJECTS

EVERY PROJECT MANAGER completes

REWORKED QC FORM

QUALITY CONTROL FORM

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BIM Template

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IMPLEMENT

FULL QA/QC PROCESS

Aug 2026 (3) - (5) projects

Firmwide implementation October 2026

QC Form

QUALITY CONTROL FORM

Use this form to document the results of a Quality Control (QC) inspection. This form is used to document the results of a QC inspection and to provide a record of the inspection.

Project Name: Project Number:

Project Location: Project Manager:

Design Team: QC Inspector:

QC Inspector:

Project QC Form			
SA	QA	QC	QA/QC
Project Name: Design Team: Design			
Project Location: Design Team: Design			
Project Manager: Design Team: Design			
QC Inspector: Design Team: Design			

Design Team Report

Current Phase: QC Date:

Project Name:

Project Location:

Project Manager:

QC Inspector:

Team Show-Outs

Project Name:

Project Location:

Project Manager:

QC Inspector:

QA/QC Template

QC Inspector:

Project Name:

Project Location:

Project Manager:

QC Inspector:

A3 Story Telling

An A3 is a condensed way to share information. It is a one-page document highlighting the what, why, and how in a methodical, fact-based approach. Choose from any of the templates below to tell the story of the project.

A3 Story Template

QUALITY ASSURANCE + QUALITY CONTROL

GRACE DESIGN STUDIOS, FIRM WIDE

Grace Design Studios maintains a rigorous Quality Assurance and Quality Control process to ensure project quality and regulatory compliance. This process includes the development of a Quality Assurance and Quality Control plan, the implementation of a Quality Assurance and Quality Control system, and the monitoring and reporting of project quality and regulatory compliance. The Quality Assurance and Quality Control process is a continuous cycle that ensures the highest quality and regulatory compliance for all projects.

QA/QC Firm Wide Standards

MARKET

ALIGN OUR MESSAGE

- Emphasize technology tools
- Emphasize specialized expertise
- CASE to review messaging

Protecting Your Project at Every Milestone

QA/QC system: Combining technology tools with specialized technical expertise, we perform real-time QA/QC throughout the project lifecycle to minimize risk and maintain quality.

Quality Evidence | Peer Review | Readiness Confirmation | Benchmarking

MARKET

PROGRESS REPORTS

- Share Progress Reports with the client

GRACE Centerline Training Project Project Progress Report

Project Storyteller: Name Toni Wiggins Company Grace Design

Project Progress Report

Project Progress Report

Report Date: 08/03/2026

Details

Grace Design Studios Project Number: 00000

Grace Design Studios Project Name: GRACE Centerline Training Project

Submitted by: Toni Wiggins Grace Design Studios

Submitted to: The Client

Percentage of work complete

Pre-Design: 100 %

Schematic Design: 100 %

Design Development: 50 %

Construction Documents: 0 %

Construction Administration: 0 %

Accomplishments this month

Floor plan has been approved by client

HVAC system has been approved by client

Upcoming Activities

Electrical waiting for a response from local power company to see if existing transformer can handle new load

Decisions Needed

Client needs to decide if they intend to shell second floor or if design team should spec finishes

Need client's material list if they would like to use same finishes as other existing facility

Need to know what type of elevator system client would prefer

Target Dates

DD pricing package due 8/21/26

Invoice Status

Current outstanding invoice of \$150,600 is at 60 days.

MARKET

A3's

- Capture the project story

THE WHY (Our Reason for Action):

This project sought to bring a different standard of healthcare that we have in the US into Mexico. A major goal was to provide a “health city” concept that provided a full system of services to accommodate the needs of the population under one master plan.

INITIAL STATE:

The client had provided a heavily researched program to us to incorporate into a master plan. The location that had been originally determined evolved into exploring multiple sites (and project numbers), each of which came with unique access and routing challenges. The Latiz Health City is one of many locations that came out of these studies.

TARGET STATE:

The major goal was to have a complete master plan within a singular structure that encapsulates a newly synthesized program that was up to standards with the FGI Guidelines of the US. The project was phased to accommodate additional services outside of the initial programming effort.

GAP ANALYSIS:

CRGA devised a way to categorically condense the needs of the client with the requirements of FGI into a digestible format. With this spatially organized through a stacking diagram, we conceptualized how the massing is realized onto the site by using various softwares.

INSIGHTS AND CHALLENGES

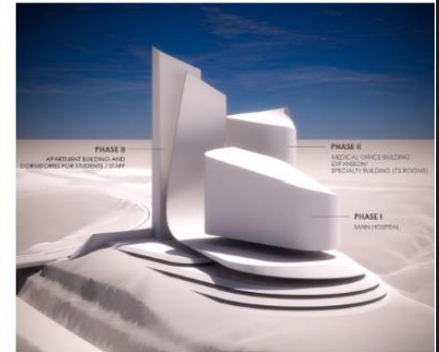
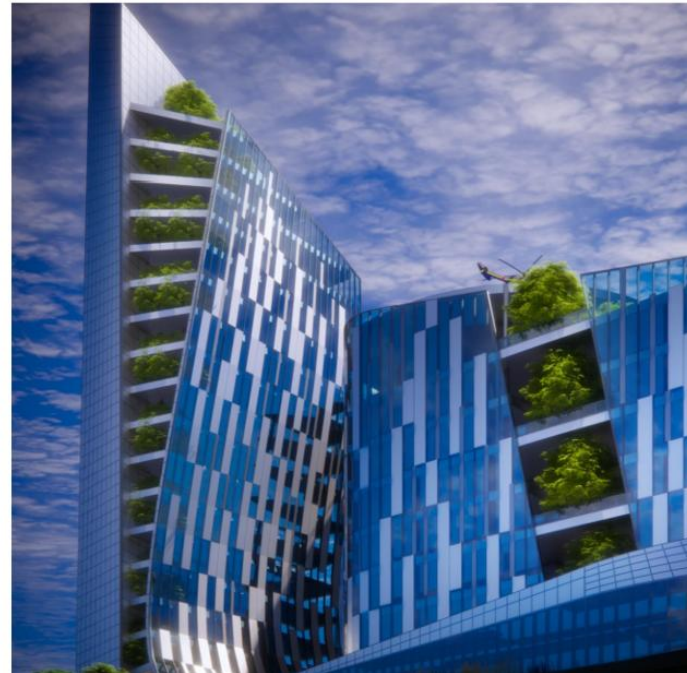
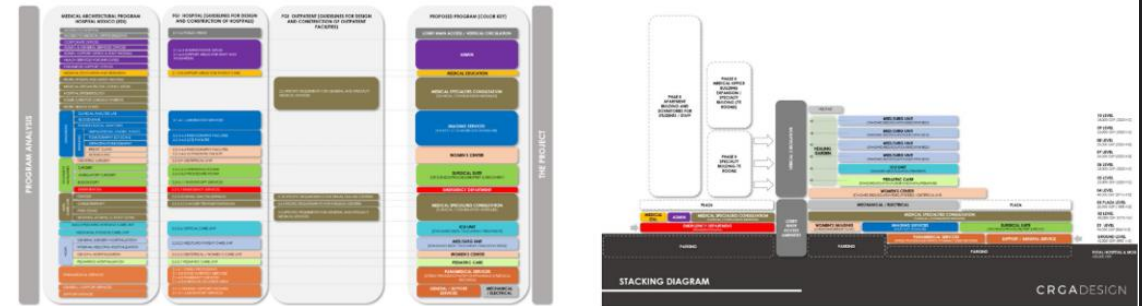
A major challenge we faced was adapting to cultural differences that show up in the healthcare environment. Also, the site specifically for the Latiz Health City was situated in a nuanced topographical situation, so accessing and routing to the structure was a huge consideration in its organization.

IMPROVEMENT CYCLE (How Do We Sustain It?)

Additional services such as an MOB and Apartment housing were phased as additions to the plinth to address any potential growing needs of the area.

SOLUTION APPROACH:

CRGA Design synthesized a holistic master plan program from the given EDI program and FGI Hospital and Outpatient standards. We then worked with the program and a conceptual mass to produce the concept as a “Health City” structure that houses all services plus additional functions in future phases.



August
meet

SHARE PROCESS WITH PM's

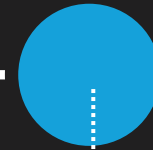


August
implement

3-5 PROJECTS FULL QAQC PROCESS



October 2026
full QC process



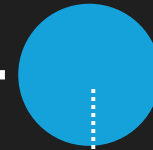
August
invite

STORYTELLER AMBASSADORS
TO CENTERLINE



August
report

QUALITY CONTROL METRICS





Do Good.
Be Great.

Thank
You