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Technical Bulletin

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and intended as guidelines to increase awareness of
recommended industry practices.



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Subject: Reduced Scale Drawings

Occasionally full sized project drawings are reduced and distributed for tender purposes. Concerns have been raised regarding the quality and readability of these sets and the WCA/MAA was asked to examine this practice.

The recommended practice is to work with full-sized project drawings, however, in using reduced scale drawings the MAA/WCA Committee recommends the following:

1. Reduced scale drawings are provided as a convenience only and should be used as a supplement to full-scale drawings.
2. Lettering to be oversize for readability – reduced print/font size should not be less than 8 pt. (2 mm in height)
3. Open spacing for drafting layouts to avoid overcrowding.
4. Dimensioning of plans and details to be sufficient to minimize need for scaling.
5. Choice of scales should be standardized and the smallest resulting scale after reduction should be $1/16'' = 1'0''$ (imperial) or 1:200 (metric). Scale bar should be shown.
6. Every drawing should be stamped with a warning that it is a reduced scale issue.
7. Full-scale drawings should be made available for use by all trades during construction.