

## 8. Documentation and Drawings Submission Format

### General Office Drawing Submission

Item	Recommended Drawing Submission	Reference Scale	Drawing Size
1	Hoarding Plan	1:20 / 1:50	A3
2	Design Note / Fire Services Design Note	1:20 / 1:50	A3
3	Design layout plan	1:50 / 1:100	A3
4	Design layout index plan	1:50 / 1:100	A3
5	Floor layout plan	1:50 / 1:100	A3
6	Furniture and setting out plan	1:50 / 1:100	A3
7	Ceiling plan	1:50 / 1:100	A3
8	Design elevation plan	1:50 / 1:100	A3
9	Feature wall elevation plan	1:20 / 1:50	A3
10	Combined services plan	1:50 / 1:100	A3
11	Electrical Layout plan	1:50 / 1:100	A3
12	Wiring layout plan / Electrical Schematic diagram	1:20 / 1:50	A3 / A4
13	Power and cooling loading calculation	N / A	A3 / A4
14	Lighting layout plan	1:50 / 1:100	A3
15	HVAC layout plan	1:50 / 1:100	A3
16	Fire services layout plan	1:50 / 1:100	A3
17	Sprinkler layout plan	1:50 / 1:100	A3
18	FS emergency lighting directional sign and safety exit sign layout plan	1:50 / 1:100	A3
19	Smoke detector and public address layout plan	1:50 / 1:100	A3
20	Smoke extraction layout plan ( if applicable)	1:50 / 1:100	A3
21	Fire Hydrant / Extinguisher layout plan (if applicable)	1:50 / 1:100	A3
22	Extra low voltage layout plan	1:50 / 1:100	A3
23	Sample submission	N / A	N / A
24	Major equipment list	N / A	A3 / A4
25	Detailed working programme	N / A	A3

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### B) Recommended Drawing Content

Item	Recommended Drawing Submission
1	<p>Layout Plan</p> <ul style="list-style-type: none"> <li>a. Main Entrance door dimension, exit and direction sign indication</li> <li>b. Main Internal partition wall, material and installation methodology</li> <li>c. Interior furniture and equipment layout arrangement details</li> <li>d. Spacing indication of fixture wall / furniture between floor and suspended ceiling/ concrete ceiling</li> <li>e. Indication of emergency exit with door lock</li> <li>f. Indication of heavy weighed equipment on plan, including the size, loading, installation methodology</li> <li>g. Changes to original construction of main structure (roof, floor, beams, columns, wall, interfacing, foundation) and ancillary facilities shall be designed by original professional designer or approved equivalent. Prior to design work, any structural alternation shall require to obtain prior consent of landlord.</li> </ul>
2	<p>Elevation plan</p> <ul style="list-style-type: none"> <li>a. Office unit door exit &amp; entrance elevation design</li> <li>b. Wall and pipework inspection access panel location</li> <li>c. Fire hydrant / else fire service facilities location (if installed inside the premises)</li> </ul>
3	<p>Ceiling plan</p> <ul style="list-style-type: none"> <li>a. Details of interfacing to ceiling structure and partition wall</li> <li>b. Indication to point of interfacing with regard to connection and modification of pipeduct and wiring work.</li> <li>c. Addition, diversion or modification to installed thermostat and sprinkler heads</li> <li>d. Indication of emergency lighting and safety exit (if applicable), especially for means of escape. Addition of public announcement and fire alarm.</li> <li>e. Suspended ceiling maintenance access for common facilities, valve and power termination location inside the premises</li> <li>f. Lighting plan and relevant lighting fixture information including quantity, power consumption and etc</li> <li>g. Indication of sprinkler head / smoke detector / fire damper / air diffuser location</li> <li>h. Floodlighting installation, size, material (fireproofing treatment)</li> </ul>
4	<p>HVAC layout plan</p> <ul style="list-style-type: none"> <li>a. Design of AC system inside the premise shall match with building design chilled water supply and return temperature</li> <li>b. Indication of ductwork, trucking, diffuser and thermostat</li> <li>c. Carry out air balancing of supply air (if applicable)</li> <li>d. Interfacing location and routing for heating and cooling water pipe, valve and relevant information</li> <li>e. Interfacing location and routing of fresh air duct, smoke extraction louver, air damper and relevant information</li> <li>f. Indication of FCUs and Fan equipment location and information</li> <li>g. Heating and chilled water main valve location</li> </ul>

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5	<p>Electrical layout plan</p> <ul style="list-style-type: none"> <li>a. Location and information of main MCB board, isolator, earthing and else protection device</li> <li>b. Max power loading estimate</li> <li>c. Emergency lighting and wiring arrangement</li> <li>d. Interface of power terminal and routing of wiring</li> <li>e. Detail power distribution schematic diagram</li> <li>f. Detail and location of uninterrupted power supply (if applicable)</li> </ul>
6	<p>Fire services layout plan</p> <ul style="list-style-type: none"> <li>a. Indication of specially design FS system on plan</li> <li>b. Addition, modification layout of sprinkler head and fire alarm</li> <li>c. Addition, modification of smoke / heat detector</li> <li>d. Location of FS announcement</li> <li>e. Addition, modification of any fire suppression system (if applicable)</li> <li>f. Location of fire hydrant, hose reel and associated pipework (if applicable)</li> </ul>
7	<p>Potable water and drainage layout plan</p> <ul style="list-style-type: none"> <li>a. Dimension, material and routing of potable water pipework; indication of relevant maintenance access panel</li> <li>b. Interfacing location of potable water and drainage</li> <li>c. Water proofing information, any additional drainage and filtering system information</li> <li>d. Pantry floor waterproofing and curb construction details</li> </ul>
8	<p>Extra low voltage layout plan</p> <ul style="list-style-type: none"> <li>a. Indication of equipment connection point, splitter and amplifier</li> <li>b. Indication of CCTV, TV, audio system and etc</li> </ul>
9	<p>Fitting out working programme</p> <p>Details of work progress, system suspension, special equipment delivery and work beyond normal working hours or daily schedule</p>