

Form 23 <Conceal work inspection checklist>

Name of company		Office unit		
Fitting out unit		Date of inspection		
Fitting out responsible person		Contact no.		
Item	Sub-item	Standard	Inspection status	Remark
Building Structure	Curtain Wall	Check if any curtain wall alteration and modification; No trenching, cutting or poster and finishing on glass curtain wall.		
	Structure	No alteration and modification work to structural beam, column and concrete structure		
	Interior Suspended Ceiling	Provision of sufficient access panel on suspended ceiling (e.g. FCU, water valves and other equipment) No expansion bolt to be used at suspended ceiling. Provision of appropriate access panel of suspended ceiling above which should be accessed with people.No hanging bar blockage to inspection, maintenance and equipment. No portion of wooden ceiling will exceed 5% of the total gross floor area of the office unit while the wooden ceiling should be painted of not less than 3 times of fire proved painting material. Application subject to acceptance inspection by management company. Ceiling finishes shall be smooth, flat and no bump and bubbling phenomenon.		
	Structure	No alteration and modification work to structural beam, column and concrete structure.		
	Ceiling and Floor	Allowable floor live loading at 300kg/sqm, Overweight is prohibited.		
Air Conditioning	FCU	Air return plenum to be installed on the surface of suspended ceiling with proper anti-vibration proof; Between FCU and ductwork should be softly connected with insertion to comply with relevant requirement.		
	Fresh Air Duct	Fresh air supply accordingly to required flow rate calculation and thus no provision of additional fresh air duct.		
	Supply and Return Air Duct	Supply and return air duct should be insulated; return air duct may be flexible connection.		
	Fresh Air Duct	Fresh air supply accordingly to required flow rate calculation and thus no provision of additional fresh air duct.		
	VAV Box	Air flow balance should be recalibrated and retested in case of any addition or relocation of VAV box.		
Electrical Work	Capacity	No power consumption will exceed 90% of the power rating of the office unit in building; Individual circuit should be adopted for large power equipment.		
	Socket Outlet	Socket outlet should be installed at not less than 30cm from floor level,with reliable earthing connection and Residual Current Device protection.		

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Item	Sub-item	Standard	Inspection status	Remark
Electrical Work	Wiring	All wiring should be single core copper wire with it's conduit to be satisfying the requirement of allowable number of wires and cross section area. All wiring inside the conduit should be free from connection and not more than 40% of effective cross sectional area of it's conduit. Junction box to be provided for those cable with connection point which shall be welded. No wiring or cable in the same cable containment in case of different voltage and metering.		
Electrical Facilities	Conduiting	G.I. metal conduit should be used. The conduit should be concealed and installed as short as possible with minimal of bend. Conduit should be connected with appropriated fitting and nuted junction box being tightly fixed. The head and end of conduit should be provided with protective retainer. All metal conduit / trunking to be earthed with earthing resistance not less than 4 Ohm; Compatible fittings should be used while all lighting wiring to be installed inside the conduit of max. length at 50cm.		
	Earthing	MCB board, conduit, equipment and socket outlet shall be earthed effectively; Earthing should be two color cables and shall not be series connection; Discrimination should be provided between main power switch and MCB board.		
Finishing Decoration	Material	Material Grade and specification and accessories shall comply with design intent, should contain and ready with approved equipment certificate and technical specification.		
	Waterproofing	2 layers of waterproofing to be provided for self maintained washroom/ kitchen area and not less than 1.5m wall service from floor level, together with 24 hrs continuous water leakage test without leakage. Tenant is allowed to proceed further work inspection and acceptance by management company		
Fire Services	Material	Encourage the use of fire rated material; Application of 3 layers of fire proved painting for any non-fire rated material.		
	Wiring	All conduits work should be G.I.or metal conduit to comply with the design requirement.		
	Sprinkler Pipework	All sprinkler pipe installation shall be capable to withstand a water pressure of not less than 12kg to comply with GB requirement and drain off/ refill the water upon inspection and acceptance by management company.		
	AFA	AFA interface / installation shall comply with relevant GB requirement, local standard and requirement of the design. AFA may put into operation upon inspection and acceptance by management company.		
Inspection Comment				

Name of Supervisor : _____ (YY) (MM) (DD)