

Form 22 <Standard Fitting Out Work Self Inspection List>

Office unit :			Type of Work : <input type="checkbox"/> Fitout <input type="checkbox"/> Reinstatement			
Item	Item	Description and Standard	Pass	Basically Pass	Not Pass	Not Applicable
FS	1	Smoke detector from end wall in distance > 3.5m				
	2	Smoke detectors in distance between > 7m				
	3	Smoke detectors from side wall in distance < 0.5m				
	4	No obstruction within 0.5m distance surround the smoke detector				
	5	Smoke detector from air diffusers in horizontal distance < 1.5m				
	6	Smoke detector from luminaires in horizontal distance < 0.2m				
	7	Smoke detector from sprinkler in horizontal distance < 0.3m				
	8	Minimum one number of smoke detector installed each enclosed small room				
	9	FS water pipe in water pressure compliance to GB				
	10	between sprinkler heads in distance ≤ 3.6m				
	11	Sprinkler head from end of wall in distance ≤ 1.6m				
	12	No obstruction within 0.75m distance surround the sprinkler head				
	13	Sprinkler pipe supports and hanging bars in compliance with GB				
	14	Wall, wooden decoratin must be painted with 3 layers of fire retardant painting				
	15	Carpet must be non inflammable type				
	16	Partition wall extends above suspended ceiling > 0.4m				
	17	Glass partition wall or glass door must be not less than 12mm tempered glass				
	18	All Sprinkler heads located in middle of a smooth and flat ceiling panel at same level				
	19	Fire extinguisher shall be provided for every 50 sqm floor area				
Electricity	1	Check of Socket / lighting in separated power source, Check of phasing balance of power main				
	2	Check of air conditioning equipment in independent power source and control				
	3	Check of correctness of tripping discrimination of each circuit, radial circuit with 16A isolator				
	4	Provision of RCD for each circuit of Socket outlet				
	5	On / Off switch to be installed 1.3m above ground				
	6	No trunking or conduit with cables in different current grading				
	7	Check of proper earthing to each socket outlet				
	8	Check of proper earthing to MCB board, Power racking, metal conduit				
	9	Check of correct color code for earthing wiring to comply with GB				
	10	Proper lug to be used for all cable connction within the tenantion				
	11	Check of provision of cover for junction boxes and trunking				
	12	Check of emergency lighting and else FS direction sign in compliance with FS requirement				
	13	Check of actual installation in consistent with as fitted drawings				
	14	Flood lighting, conduit and control box being covered properly				
HVAC	1	Check of propoer installation of FCU and pipeduct of air conditioning system in compliance to standard				
	2	Check of sufficient loading and thickness of ceiling frame for maintenance				
	3	Check of sufficient gradient of condensation drain for FCU installation				
	4	Check of pipeduct and insulation for air conditioning system in compliance with design standard				
	5	Check of VAV air flow text in compliance with design standard				
	6	Right grading and pressured tested pipe work and proper connection should be used for FCU's installation				

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HVAC	7	Brand of air conditioning equipment and accessories should comply with standard requirement of office tower				
	8	Check of temp. control, air outlet of FCU and solenoid valves in order				
	9	Check if 3 speeds air flow control would be provided for each FCU installation				
	10	Check of Split type unit installation in compliance with approved requirement of building				
Structural Decoration	1	Main and sub-main frame /hanging bars of suspended ceiling should be flat and straight respectively.				
	2	Brand of Light weight ceiling frame for office tower				
	3	Bordered ceiling access panel location and size in 500x500				
	4	Allow for access panel directly below equipment and valves				
	5	Fixing of aluminum windows should be rigid to comply with installation standard				
	6	Light weight partition wall should be adopted to comply with construction standard				
	7	Lighting weight ceiling frame and gypsum board should be used and comply with installation standard				
	8	No flooring grooving depth for wiring exceeding 20mm				
	9	Wall, floor, partition work and material in compliance with required standard				
	10	Recommend provision of anti-crash label on Glass door and partition				
	11	Tenant is required to remove all tenant's installations, facilities and equipments and reinstate the unit to original handover status				
	12	All ceiling panel and framework should be tidy and unified without obvious colour difference and bubble				
	13	Keep same floor level inside and outside of the office unit				

Remark :

This preinspection checklist will be mainly used for large-scale and complex construction project of the office unit.

Reinstatement projection: self inspection in accordance with requirement of the tenancy contract and <Letter of acknowledgement for reinstatement standard of office unit>.

Fitting out contractor : _____ Self inspection result : _____

Fitting out responsible person : _____ Self inspection result : _____