



# Documentation - General

Check  
Box \*

No.		Check Box *
01	Establish/distribute project drawing standards, preliminary schedule of drawings, numbering system & title information.	
02	Prepare documentation work and staffing plan and time schedule; review with PIC; verify against programmer's schedule (if any).	
03	Check progress to work plan in current reporting period. Note deficiencies.	
04	Establish documentation coordination procedures with all consultants, set regular meeting times, agenda format and minuting procedure.	
05	Compare each subconsultant's and other consultant's design development drawings to architectural. Verify match.	
06	Confirm any revisions to Cost Plan.	
07	Finalise glazing selection in consultation with BSEng; confirm against requirements of authorities.	
08	Review provisions for telephone system with Telstra and client's real estate advisers.	
09	Review and confirm security system provisions with client and BSEng.	
10	Review and confirm communications and PA system provisions with client and BSEng.	
11	Review and confirm cleaning, refuse and waste paper removal system provisions with client and BSEng.	
12	Confirm if energy management system is to be employed; establish brief.	
13	Confirm final dimensions for all shafts and duct openings.	
14	Confirm final dimensions for all lifts and escalators.	
15	Confirm locations for firehose cabinets, fire extinguishers, sprinkler control valves, pumps and control panel.	
16	Confirm weights of all heavy equipment and special floor loading requirements; advise SEng.	
17	Obtain BSEng's report on acoustic and vibration characteristics of mechanical system, review with client.	
18	Establish size and locations of slab and beam penetrations (from BSEng) and confirm with SEng.	
19	Identify all non-conforming elements of the building design; eliminate or seek modification for non-conforming items.	
20	Confirm grades at all building entry points with civil drawings; check disabled access requirements.	
21	Verify limits of site if required; compare property line dimensions on architectural against survey plan.	
22	Confirm overall thermal and other movement coefficients; check against movement joint provisions.	
23	Verify that all details are referenced to general documents.	
24	Submit drawings to QS for possible adjustment to Cost Plan.	
25	Submit drawings, specification notes and product literature to specification writer.	
26	Submit complete set of drawings to all other consultants and subconsultants for checking and comparison.	
27	Obtain client's approval and sign off for completed drawings and related documents at same time as detail documentation (J 24).	