2. Project Filing System

(a) Normal Project

(i) Project No. - Owner

(ii) Project No. - Architect

(iii) Project No. - Authorities

(iv) Project No. - Other Consultants

(v) Project No. - Contractors

(vi) Project No. - CC (Cost Control)

(vii) Project No. - CF (Confidential)

(viii) Project No. - PQP/QSP

(b) Alteration/Addition, Tenancy, Investigation, Professional Engineer etc

Project No.	- 600 onwards	Tenancy Works in buildings engineered by ACE. Additional M&E Services confirmed by Owners, for which additional fees are chargeable.

(c) Other Files if Necessary/Required by Project Manager

Project No.	- AE	Communications with Authorities i.e. SP Services, SP PowerGrid, Telecom, CAAS, BCA, LTA etc. pertaining to electrical matters (i.e. applications, submittals, notes/minutes of meetings, written directives, approvals, etc)
Project No.	- AM	Communications with Authorities i.e. PUB (Water Department), City Gas, BCA, FSSD & ENV pertaining to mechanical matters (i.e. applications, submittals, notes/minutes of meetings, written directives, approvals, etc.).
Project No.	- AA	Correspondence between other Consultants (i.e. Architects, etc.) and the Authorities.
Project No.	- EC/MC	Mechanical & Electrical Calculations (including lift traffic analysis etc.) and Design Criteria
Project No.	- PP	Progress Payment Claims and Architect's Payment Certificates pertaining to Non-M&E Contracts/Sub-Contracts and Packaged M&E Contract/Sub-Contract.

NOTES:

(i) Where project is constructed in phases or is made up of a few buildings, for which M&E Services for each phase or within certain buildings are executed under different contract packages, the standardised project no., when used, shall be followed by a phase or a building no. in bracket to distinguish the service related to the respective phase or building.

(ii) For tenancy works in existing projects, the project no. of the building concerned shall be retained, to be followed by the no. allocated for the tenancy concerned.

(iii) Generally for small alteration and addition works or tenancy works, only 1 file needs be opened for each project or tenancy unit; further, for small tenancy units within the same building, one file should be used for a few tenancy units.

(iv) For tenancy and renovation works, investigation works and the like, no suffix is necessary after the allocated project and services no.

(v) The respective PM/APM should, in consultation with the Project Director and Accounts Department, allocate the job no. for tenancy works under “600” series.

(vii) If required, letters may be duplicated for keeping in other relevant files for quick reference.

(viii) The PM may instruct opening of other files if necessary/required and these shall be reflected in the respective PQP.