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20 February 1998

MEMORANDUM

To : CHL/BY

From : Richard Teo

Subject : **HDB PROJECT**

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Please note that the following HDB forms are to be used for HDB Projects.

- Proforma for submission of base drawings (BP) to HDB for approval
- Proforma for endorsement of drawings by HDB as Land Owner for submission to URA for development control approval
- Proforma for issuance of undertaking letter from HDB on water conservation measures taken
- Document for extension of time claim
- Discrepancy feedback

RICHARD TEO

cc EL – Please keep a separate folder entitled 'HDB Standard Forms'

encl

RT/kt

cc All Technical Staff

HOUSING & DEVELOPMENT BOARD
BUILDING & DEVELOPMENT DIVISION
BUILDING & PROJECT MANAGEMENT DEPARTMENT

PROFORMA FOR SUBMISSION OF BASE DRAWINGS (BP) TO HDB FOR APPROVAL

DESIGN AND BUILD CONTRACT AT SENGKANG N3 C8
CONTRACT NO. P/ 377 / 97

	OFFICER	ACTION TO BE TAKEN	NAME/SIGNATURE/ DATE
1	BPMD Attn: _____	We are please to submit one (1) copy of base drawings for your approval. We hereby declared that we have complied with all the HDB's design requirements and design specifications execept items as shown in the attached list.	Qualified Person (QP) of Design and Build Contract _____
2	Arch Dept * Attn : (a) _____ (b) _____ SE Dept * Attn: _____ CE Dept * Attn: _____ CAD* Attn:_____ EMED* Attn: _____ Survey Dept* Attn : _____ EAPD* Attn: _____	Please check and approve the base drawings submitted by the Design and Build Contractor. A meeting will be arranged within fourteen (14) days to resolve outstanding matters related to approval of base drawings.	Project Manager : _____
3	BPMD Attn: _____	The base drawings are approved subject to the condition that the design and build contractor has complied with all the requirements imposed by the relevant Building Authorities.	Name, Designation, Signature & Date of TPs & EO:
4	CAD Attn: _____	The base drawings are approved by HDB and the relevant Building Authorities. Please arrange for execution of contract.	Project Manager : _____
5	MPC (CAD) (200-21-04- _____)	Please file.	

* Please delete where applicable

HOUSING & DEVELOPMENT BOARD
BUILDING & DEVELOPMENT DIVISION
BUILDING & PROJECT MANAGEMENT DEPARTMENT

PROFORMA FOR ENDORSEMENT OF DRAWINGS BY HDB AS LAND OWNER FOR SUBMISSION TO URA FOR DEVELOPMENT CONTROL APPROVAL

DESIGN AND BUILD CONTRACT AT SENGKANG N3 C8
CONTRACT NO. P/ 377 / 97

	OFFICER	ACTION TO BE TAKEN	NAME/SIGNATURE/ DATE
1	BPMD Attn: _____ Note : (a) These 3 sets of drawings are to be checked by Arch & CE Dept. (b) These 3 sets of drawings must be checked and approved by Archt Dept, CE Dept and EAPD.	We are please to submit : (a) 3 sets of drawings for your approval for our preparation of DC submission, please. (b) 3 sets of drawings for your approval and endorsement as land owner. The endorsed drawings will be submitted to URA for Development Control (DC) approval.	Qualified Person (QP) of Design and Build Contract _____
2	Arch Dept * Attn : SPA Mrs Loh Peng Wah CE Dept * Attn: _____ EAPD* Attn: _____	Please check and approve the drawings submitted by the Design and Build Contractor. A meeting will be arranged within seven or fourteen (7/14) days to resolve outstanding matters related to approval of drawings.	Project Manager : _____
3	BPMD Attn: _____	The drawings is approved for : (a)preparation of DC drawings. (b)submission to URA for Development Control (DC) approval.	Name, Designation, Signature & Date of Archt CE & EO : _____
4	EAPD Attn: SEO Mr Foo Kea Toh	Please endorsed on the drawings for submission to URA for Development Control (DC) approval.	Project Manager : _____
5	MPC (CAD) (200-21-04-_____)	Please file	

*Please delete where applicable

HOUSING & DEVELOPMENT BOARD
BUILDING & DEVELOPMENT DIVISION
BUILDING & PROJECT MANAGEMENT DEPARTMENT

PROFORMA FOR ISSUANCE OF UNDERTAKING LETTER FROM HDB ON WATER CONSERVATION MEASURES TAKEN FOR DESIGN AND BUILD CONTRACT AT SENGKANG N3 C8 CONTRACT NO. P/ 377 / 97

	OFFICER	ACTION	SIGNATURE/DATE
1	EMED Attn: _____	Kindly vet the attached water supply system with respect to the water conservation measures undertaken and the undertaking letter submitted	Project Manager : _____
2	EAPD* Attn : _____	IN ORDER* (i) Water conservation measures are in order. (ii) Undertaking letter from HDB can be issued to PUB (Water). (iii) Under taking letter and Drawings are attached.	Mechanical Engineer: _____
	BPMD* P.Mgr _____	NOT IN ORDER* (i) The submission is not in order. (ii) Our comment are attached. (To attach comments separately) (iii) Drawings are returned.	
3	BPMD P.Mgr _____	(i) Copy of letter of undertaking to PUB (Water) is attached for your information. (ii) Drawings are attached.	EAPD : _____
4	MPC (CAD) (200-21-04-_____)	Please file	Project Manager : _____

* Delete where applicable

REF NO. : EOT- _____

DOCUMENT FOR EXTENSION OF TIME CLAIM

	Name	Sign/Date
TP		
P.Mgr		

To P.Mgr _____

Contract : _____ (A/___/_____)
Ref No. : 200-21-04- _____

ACTION BY HDB

C/W's Verification

P.Mgr's Remarks

(I) REPORT OF OCCURRENCE ON _____ (To be reported to P.Mgr immediately)

Description :

Critical Activity Affected :
Ph/Block No. Description of Critical Activity

The following supporting documents are attached:-

- ☐ Critical Activity List (Computer printout)
- ☐ Layout plan showing location of occurrence
- ☐ Others (Pls specify):

Name/Signature/Date Company Stamp	C/W's Signature/Date	P.Mgr's Signature/Date

APPENDIX 5-1
(Reference clause 5.2.2.(3)
5.1 (Mar 97)

Housing & Development Board Building & Development Division Building & Project Management Dept	DISCREPANCY FEEDBACK	Ref No *Arch/SE _____

Contract : _____ (___/_____/_____)

1. To TP _____ Thru' P.Mgr _____ - Kindly feedback by _____#
   a Discrepancies are found between the following documents. For your decision please
   b 1 set of sketches No._____is attached for your reference. Please detach & forward the sketches to your drafting team for action.
   c This form 5.1 shall be returned to P Mgr for follow-up action.

#To be completed by P Mgr

DOCUMENT A	DOCUMENT B	Name/ Signature/ Date
*Arch drg No. _____/ SE drg No. _____ / Specification Clause_____	*Arch drg No _____/ SE drg No _____ / Specification Clause_____	
		Prepared by Contractor's P.Mgr
		Verified by C/W

2. To P.Mgr _____
   a. My decisions are:-
      (i) To follow details in Document *A/ B
      (ii) Other remarks:-
   b. *Amendment drawings/ RVO will be issued.

TP's Signature/ Date

3a. To MPC(CAD) (200-21-04- _____) - File (Original copy)

3b. To TP _____ (Carbon copy)
For your follow-up action on drawing updating and issue of *RVO/ amendment drawings.
All relevant sketches were retained by you during the submission.

3c. To C/W _____ (Carbon copy)
Please file this form together with sketches at site & monitor the receipt of amendment drawings/ RVO, if applicable.

P.Mgr's Signature/ Date

4. *Amendment drawings No. _____received on _____(Date)
/ *RVO No. _____dated _____ raised for this item.

C/W's Signature/ Date

* To delete if not applicable

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