Alpha
Engineering Consultant

Standard drawing checklist

Project No. : Date :

Draftperson : Noraini CAD Leader : ¦¶Vî&b

Tender and submission checklist for Air Conditioning & Mechanical Ventilation Installation

		Complied	Not Applicable
1	BP / FSSD / Project reference number	☐	☐
2	Drawing number	☐	☐
3	Drawing title	☐	☐
4	Service title	☐	☐
5	Project title	☐	☐
6	Owner/Tenant/Applicant's particulars	☐	☐
7	Architect/Other's particulars	☐	☐
8	Drawn/Checked/Approved column	☐	☐
9	Proper scale annotated	☐	☐
10	Date	☐	☐
11	Revision column/box	☐	☐
12	CAD reference file names	☐	☐
13	Relevant Authority/PE endorsement (For Submission)	☐	☐
14	Relevant standard legend/details used.	☐	☐
15	The correct layers/colors have been used	☐	☐
16	Proper layout title & scale shown (below each layout)	☐	☐
17	Proper annotations to denote cross-referencing of notes/legend/details	☐	☐
18	Site plan required (1 : 500 preferred) with site boundary highlighted in Red, for FSSD submission	☐	☐
19	For A&A works, a floor key plan required (1 : 200 preferred), if any, with the relevant unit/area "hatched" in Red	☐	☐
20	For A&A works, a blown-up plan of the unit/area involved required (1 : 50 preferred), if any, showing the service layout with the area of submission highlighted in magenta	☐	☐
21	Area/room usages & mode of ventilation are clearly labeled	☐	☐
22	Existing/new/deleted works clearly identified	☐	☐
23	Fire doors' annotations (can be retrieved from architectural files)	☐	☐
24	Different types, if any, of fire-rated ducts have been used and indicated in legend	☐	☐
25	No other services running above fire-rated ducts	☐	☐
26	Schematic air distribution diagram	☐	☐
27	Fire-compartmented wall highlighted	☐	☐
28	Raised floor area highlighted clearly with depth indicated	☐	☐
29	Relevant sectional view with ceiling height clearly indicated	☐	☐
30	Location of SCPs	☐	☐
31	To include typical detail of car park exhaust air duct dropper (From \\Sapphire\root\library\m-sym\cp83block\83ea-drop.dwg)	☐	☐
32	For Smoke Fume Extract system, to show fresh air ventilation openings on plans	☐	☐

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