# ACT GovernmentInfrastructure Finance, and Capital Works (IFCW)QUALITY CHECKLIST BUIDING PROJECTSPre-Tender Review

**For use by IFCW Project officers and Design Engineers.**

**IMPORTANT: Tenders should not be advertised if documentation is incomplete.**

**PRE-TENDER REVIEW**

# IFCW Officer to Complete

|  |  |
| --- | --- |
| Project: |  |
| Date of Check: | Click here to enter a date |
| Project Officer: |  |
| Construction Contract: |  |
| Tender Document Scope: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **n/a** | **Yes** | **No** | **BASIC BRIEF/PROJECT PROCESSES AND APPROVALS(Note DSC Projects require different list)** |
| [ ]  | [ ]  | [ ]  | **2.8.2** Consultant’s Project Quality Plan submitted up to DR stage |
| [ ]  | [ ]  | [ ]  | **2.8.3** DR Document issue status in accordance with Basic brief |
| [ ]  | [ ]  | [ ]  | **2.8.4** Client Directorate confirmation that DR scope of work is in accordance with the Functional Brief |
| [ ]  | [ ]  | [ ]  | **3.6** Pretender Estimate submitted |
| [ ]  | [ ]  | [ ]  | **3.6.3** Specification included in accordance with the Basic Brief |
| [ ]  | [ ]  | [ ]  | **3.6.16** Final design (DR) report submitted as per Basic Brief |
| [ ]  | [ ]  | [ ]  | **3.6.17** Project Officer DR Review and written approval as per Basic brief |
| [ ]  | [ ]  | [ ]  | **3.6.18** Tender Documents circulated to Partners Directorate for review and comment |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **DESIGN PROCEDURES** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | Consultant has established electronic document control system, web based or similar, for the purpose of control and distribution of documentation |
| [ ]  | [ ]  | [ ]  | Drawing revision protocol in place for pretender, tender and post-tender documentation as per Basic Brief cl 2.8.3 or as amended |
| [ ]  | [ ]  | [ ]  | ‘**Safety in Design**’ process in place. Where appropriate, this shall be extended to include ‘Safety in construction and maintenance’ |
| [ ]  | [ ]  | [ ]  | ‘**Accessible Design**’ Report in place |
| [ ]  | [ ]  | [ ]  | Partner Directorate approval to advertise the tender documents obtained |
| [ ]  | [ ]  | [ ]  | BIM Modelling in place (if required by Project brief). Any other 3d documentation required by Project Brief |
| [ ]  | [ ]  | [ ]  | Design Report detailing scope of documentation prepared for particular tender process, specification, trade packages etc. Maintenance criteria and regime for the structure to be documented in a schedule to be forwarded to the Client/ Maintenance Authority at handover. Whole of Life report as per Brief submitted and endorsed |
| [ ]  | [ ]  | [ ]  | Peer Review report and response ratified if in Agreement |
| [ ]  | [ ]  | [ ]  | Consultant certification that design incorporates requirements of the Brief, including Design Certifications, common CAD base for documentation, evidence of coordination of documents. Certification that specification and schedules are coordinated |
| [ ]  | [ ]  | [ ]  | Thermal performance criteria specified |
| [ ]  | [ ]  | [ ]  | Fire rating performance criteria specified |
| [ ]  | [ ]  | [ ]  | Energy rating assessment for the building and performance criteria for insulation unless fully detailed. Confirm that Part J analysis has been completed |
| [ ]  | [ ]  | [ ]  | Principal’s Documents’ and attachments, prepared for inclusion as may be supplied by Procurement |
| [ ]  | [ ]  | [ ]  | Conditions of Contract, Special Conditions of Contract, Contract Information and Contract Schedules as supplied by Procurement, including any special conditions, to be included in the RFT |
| [ ]  | [ ]  | [ ]  | Consultant has submitted the pretender estimate as required by Brief |
| [ ]  | [ ]  | [ ]  | Document change Register covering changes since PSP etc as per Brief |
| [ ]  | [ ]  | [ ]  | Consultant to certify heating, Ventilation, and Air Conditioning (HVAC): air conditioning, heating temperature performance in conformity with Brief |
| [ ]  | [ ]  | [ ]  | Risk Analysis Updated |
| [ ]  | [ ]  | [ ]  | Consultant to certify storm/rainwater system including roofs, gutters, dp’s overflows; facade and roof watertight |
| [ ]  | [ ]  | [ ]  | Pretender documents submitted as a single package |
| [ ]  | [ ]  | [ ]  | Building Code of Australia (BCA) compliance certification |
| [ ]  | [ ]  | [ ]  | No D&C elements in documents for Lump Sum tender |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **AUTHORITY APPROVAL** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | Development Approval received from ACTPLA and Land Requisitions Checked |
| [ ]  | [ ]  | [ ]  | Verification that DA Conditions of Approval have been met and included in the Tender Documents |
| [ ]  | [ ]  | [ ]  | Works Approval received from National Capital Authority (NCA) ( If relevant) |
| [ ]  | [ ]  | [ ]  | Design Acceptance Received from ACT Territory and Municipal Services Directorate (TAMSD) |
| [ ]  | [ ]  | [ ]  | Design Acceptance received from ActewAGL – Water |
| [ ]  | [ ]  | [ ]  | Design Acceptance received from ActewAGL – Sewer |
| [ ]  | [ ]  | [ ]  | Design Acceptance received from ActewAGL – Electricity |
| [ ]  | [ ]  | [ ]  | Electrical Design Completed by ActewAGL |
| [ ]  | [ ]  | [ ]  | Street Light Design Approved by ActewAGL |
| [ ]  | [ ]  | [ ]  | Design Acceptance for internal domestic water and sewer reticulation and WSUD Design |
| [ ]  | [ ]  | [ ]  | Receipt of Stamped Plumbing Drawings as Approved by Building Electrical and Plumbing Control (BEPCON) |
| [ ]  | [ ]  | [ ]  | Design Approval received from Jemena – Gas |
| [ ]  | [ ]  | [ ]  | Design Approval received from Telstra – Comms |
| [ ]  | [ ]  | [ ]  | Design Approval received from ICON – Comms |
| [ ]  | [ ]  | [ ]  | Design Approval received from ACT Heritage Unit (if applicable) |
| [ ]  | [ ]  | [ ]  | Design Approval received from ICT – Comms |
| [ ]  | [ ]  | [ ]  | BCA Approval complete, or review in place. Or report by consultant’s Building Surveyor to confirm that design will achieve a Building Approval |
| [ ]  | [ ]  | [ ]  | A copy of the preliminary report of the ACT Fire Brigade giving approval to the design |
| [ ]  | [ ]  | [ ]  | Alternative Fire Engineered Solution. (If applicable) |
| [ ]  | [ ]  | [ ]  | Check whether Bushfire construction code applies |
| [ ]  | [ ]  | [ ]  | Public Health clearance. (If applicable) |
| [ ]  | [ ]  | [ ]  | SS ICT Approval. (If applicable) |
| [ ]  | [ ]  | [ ]  | E.P.A.: Hazmat clearance for site |
| [ ]  | [ ]  | [ ]  | Construction Environmental Management Plan Approval (concept stage) |
| [ ]  | [ ]  | [ ]  | Commonwealth Environmental Protection and Biodiversity Conservation ACT Compliance (if applicable) |
| [ ]  | [ ]  | [ ]  | Environmental Impact Statement Approved by ACT Planning and Land Authority (ACTPLA) (if applicable) |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **DOCUMENTATION AND DESIGN STATUS** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | All design documentation and Project Drawings to be issued to the Contractor in a hard copy format (A3 drawings adequate in most circumstances) |
| [ ]  | [ ]  | [ ]  | Consider whether to require issue of basic drawings as .drawing files to contractor for preparation of shop drawings, structure etc |
| [ ]  | [ ]  | [ ]  | Traffic Management Plan included where relevant to determining contractor’s site access, parking etc |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **CONFIRMATION OF DESIGN OFFICE CHECKING PROCEDURE** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | Drawings indicate name of Principal Designer involved in preparation of plans |
| [ ]  | [ ]  | [ ]  | Drawings indicate design has been reviewed by an experienced/qualified engineer |
| [ ]  | [ ]  | [ ]  | **Drawing indicate checking process including:** |
| [ ]  | [ ]  | [ ]  |  Printing and checking of printed drawings |
| [ ]  | [ ]  | [ ]  |  E-data checked against drawings |
| [ ]  | [ ]  | [ ]  |  Confirmation that Project officer has reviewed the Consultant’s completed and internally audited project quality plan for the DR stage of the agreement |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **SAFETY IN DESIGN REPORTThe designer of the works has provided a written report that states the hazards relating to the design of the works that, so far as the designer is reasonably aware:** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | (a) create a risk to the health or safety of persons who are to carry out any construction work |
| [ ]  | [ ]  | [ ]  | (b) are associated only with the particular design and not with other designs of the same type of work |
| [ ]  | [ ]  | [ ]  | (c) The consultant has submitted a ‘Safety in Design’ report, covering all aspects of the design, in a form suitable to be included in the RFT for tender, in conformity with the particular construction delivery |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **DOCUMENTATION CONTENTS** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | Geotechnical investigation works carried out and included in tender documents for tenderer’s information |
| [ ]  | [ ]  | [ ]  | Bench marks established |
| [ ]  | [ ]  | [ ]  | Accurate pick-up of existing ground levels |
| [ ]  | [ ]  | [ ]  | Accurate pick-up of all existing features |
| [ ]  | [ ]  | [ ]  | Accurate location of all trees, nominating those to be kept and those approved as subject to 1damaging activity1 which are likely to be kept |
| [ ]  | [ ]  | [ ]  | Uncontrolled fill |
| [ ]  | [ ]  | [ ]  | Existing services and levels, I.L’s of pits and drains |
| [ ]  | [ ]  | [ ]  | Location Plan, drawing index, general arrangement, contractor’s site area, vehicle access, parking, protection of existing buildings |
| [ ]  | [ ]  | [ ]  | Plan of all Existing Services, Includes all known surface features, O/H lines and U/G cables for power, underground communications cables incl. copper and fibre optic, gas lines, sewer, S/W, Water mains, existing electricity and light poles etc, cable risks |
| [ ]  | [ ]  | [ ]  | **Drawn details of all external works elements to be constructed including:*** Survey control drawing (including all bench marks to be used)
 |
| [ ]  | [ ]  | [ ]  | * Set out points
 |
| [ ]  | [ ]  | [ ]  | * Road Kerb Lines
 |
| [ ]  | [ ]  | [ ]  | * Kerb types and transitions
 |
| [ ]  | [ ]  | [ ]  | * Pavement types
 |
| [ ]  | [ ]  | [ ]  | * Footpaths
 |
| [ ]  | [ ]  | [ ]  | * Pram crossings
 |
| [ ]  | [ ]  | [ ]  | * Driveways and vehicle crossings
 |
| [ ]  | [ ]  | [ ]  | * Stormwater lines and structures
 |
| [ ]  | [ ]  | [ ]  | * Sewer lines and Structures
 |
| [ ]  | [ ]  | [ ]  | * Water mains and fittings
 |
| [ ]  | [ ]  | [ ]  | * Subsoil Drains
 |
| [ ]  | [ ]  | [ ]  | * Streetlights
 |
| [ ]  | [ ]  | [ ]  | * Substations
 |
| [ ]  | [ ]  | [ ]  | * Open Drains
 |
| [ ]  | [ ]  | [ ]  | * Line marking,
 |
| [ ]  | [ ]  | [ ]  | * Tactile, Disabled Access / Parking,
 |
| [ ]  | [ ]  | [ ]  | * Signage,
 |
| [ ]  | [ ]  | [ ]  | * Bulk earthworks details,
 |
| [ ]  | [ ]  | [ ]  | * Basement details, Protection and treatment of batters,
 |
| [ ]  | [ ]  | [ ]  | * Pump out sumps,
 |
| [ ]  | [ ]  | [ ]  | * Landscaping, Retaining walls, Lifts/ Lift shaft
 |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **ARCHITECTURAL INFORMATION** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | Plans to indicate site remedial works and early works to coordinate development of the site to possession by a building Contractor |
| [ ]  | [ ]  | [ ]  | Location plan showing the relationship of the project site to existing buildings and landscape features |
| [ ]  | [ ]  | [ ]  | Site plan showing all existing and altered landforms, paved areas and planting, and the location of main services (1:200) with floor plans |
| [ ]  | [ ]  | [ ]  | Demolition Plan |
| [ ]  | [ ]  | [ ]  | Floor plans to show indicative wall materials and set out dimensions sufficient to define concrete outline plans and site coordination. |
| [ ]  | [ ]  | [ ]  | Foundation plans to indicate relevant ground levels and excavations including slab set out and dimensions, set downs |
| [ ]  | [ ]  | [ ]  | Roof plan to 1:100 scale showing slopes, materials and major penetrations |
| [ ]  | [ ]  | [ ]  | Elevations of all aspects to 1:100 scale, showing roof forms and all projections above the roof |
| [ ]  | [ ]  | [ ]  | Elevations of the overall scheme or part of the scheme to a scale of 1:100 |
| [ ]  | [ ]  | [ ]  | Sections through the overall scheme or part of it to a scale of 1:100 or 1:50; insulation, structure heights and window levels |
| [ ]  | [ ]  | [ ]  | 1:20 wall and construction details of all areas, joinery |
| [ ]  | [ ]  | [ ]  | Wet area layouts, kitchen layouts |
| [ ]  | [ ]  | [ ]  | Verify that elevations conform to sections |
| [ ]  | [ ]  | [ ]  | Verify detail references and drawing references |
| [ ]  | [ ]  | [ ]  | Check movement joints, masonry control joints, ceilings, tiled areas, eaves |
| [ ]  | [ ]  | [ ]  | Compare all Schedules against drawings |
| [ ]  | [ ]  | [ ]  | Check coordination of construction with electrical, fire and mechanical layouts, ductwork and load supports in ceilings etc. Include indication of in-ceiling bulkheads |
| [ ]  | [ ]  | [ ]  | Check lighting layout with mechanical outlets, fire services and security on ceiling plans, exit signs and access panels |
| [ ]  | [ ]  | [ ]  | Verify door width data re disabled minimums |
| [ ]  | [ ]  | [ ]  | Compare door swings with switching positions |
| [ ]  | [ ]  | [ ]  | Check set downs and thresholds |
| [ ]  | [ ]  | [ ]  | Check access and egress routes |
| [ ]  | [ ]  | [ ]  | Check ceiling heights |
| [ ]  | [ ]  | [ ]  | Compare plan enlargements with floor plans |
| [ ]  | [ ]  | [ ]  | Window schedules, frame and glazing performance and energy assessment |
| [ ]  | [ ]  | [ ]  | Door and door hardware schedule and outline specification, fixtures and fittings |
| [ ]  | [ ]  | [ ]  | Finishes schedule and outline specification of materials and finishes |
| [ ]  | [ ]  | [ ]  | Partition type schedule and description. Fire rated walls/ceilings, in-ceiling divisions, security walls and acoustic requirements |
| [ ]  | [ ]  | [ ]  | Site servicing coordination drawings showing all hydraulic services, ground levels, floor levels, location of sumps and overland water flow, etc. Check structural supports against positioning of walls, joinery and service runs |
| [ ]  | [ ]  | [ ]  | Drawings showing the structural system; verify structural elements against structural drawings and verify set out points. Structural Engineer has reviewed site services coordination to confirm lines of influence are not compromised. |
| [ ]  | [ ]  | [ ]  | Detail plans where necessary, elevations and sections of the proposed buildings (1:50), clearly showing ceiling and roof heights, construction methods and typical details. Furniture layouts and room dimensions are to be shown; |
| [ ]  | [ ]  | [ ]  | Glazing details, canopies and covered ways |
| [ ]  | [ ]  | [ ]  | Check safe roof access, anchors points, walkways and ladders |
| [ ]  | [ ]  | [ ]  | Site Plan shows the limited of boundary defining the site for the purpose of contractually determining‘possession of the site’. Site constraints such as access, site carparking are to be shown. |
| [ ]  | [ ]  | [ ]  | Check gutter calculations, dp sizes, gutter expansion, overflows |
| [ ]  | [ ]  | [ ]  | Check vague references ‘by others’, ‘as specified1, 1as necessary1 etc |
| [ ]  | [ ]  | [ ]  | Verify lintel heights, sill beams etc in walls, bond beams coordinated with conduits |
| [ ]  | [ ]  | [ ]  | Check wall bracing against window elevations |
| [ ]  | [ ]  | [ ]  | Check no screw fixed roofing, check that roofing exceeds minimum falls |
| [ ]  | [ ]  | [ ]  | Statement from consultant that all standards and tolerances referenced in specifications have been reviewed, understood and accepted, if not specifically addressed in the tender documents |
| [ ]  | [ ]  | [ ]  | Signage, internal and external |
| [ ]  | [ ]  | [ ]  | BCA thresholds, flush grates, grading at doorways. Check design against compliance with AS1428 |
| [ ]  | [ ]  | [ ]  | Roof flashings of all roof penetrations coordinated and addressed |
| [ ]  | [ ]  | [ ]  | Schedule of warrantees required |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **FOR CONSTRUCTION DRAWINGS – CRITICAL INFORMATION FOR HYDRAULICS** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | Schematic layouts for water supply |
| [ ]  | [ ]  | [ ]  | Hot and cold water reticulation |
| [ ]  | [ ]  | [ ]  | Sanitary plumbing system and site drainage |
| [ ]  | [ ]  | [ ]  | Roof plumbing |
| [ ]  | [ ]  | [ ]  | Check gutter calculations, dp sizes, gutter expansion, overflows |
| [ ]  | [ ]  | [ ]  | Check access panels for concealed valves, TMV’s |
| [ ]  | [ ]  | [ ]  | Check provision for freezing –pipes and valves |
| [ ]  | [ ]  | [ ]  | Check that drain provided for sprinkler valve set |
| [ ]  | [ ]  | [ ]  | Check who provides and locates fire extinguishers |
| [ ]  | [ ]  | [ ]  | Fire Hydrant locations, fire boosters |
| [ ]  | [ ]  | [ ]  | IO’s and external pits |
| [ ]  | [ ]  | [ ]  | Isolation valves, positioning and sufficiency for future maintenance |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **WORK IN EXISTING PREMISES** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | Verify capacity of existing services for new works |
| [ ]  | [ ]  | [ ]  | Electricity supply and sub-mains |
| [ ]  | [ ]  | [ ]  | Main switchboard and fire indicator panel |
| [ ]  | [ ]  | [ ]  | Sewer mains |
| [ ]  | [ ]  | [ ]  | Communications |
| [ ]  | [ ]  | [ ]  | Report on upgrades of existing building to comply with current Building Code of Australia (BCA) |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **INFORMATION FOR ELECTRICAL / COMMUNICATIONS** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | Sub Station availability confirmed mains and sub-mains conduits shown |
| [ ]  | [ ]  | [ ]  | Electrical and lighting layouts, including preliminary selection of fittings and equipment |
| [ ]  | [ ]  | [ ]  | Site and external lighting |
| [ ]  | [ ]  | [ ]  | Schematic layout for PV system installation in accordance with specification and support structures, clearance between electrical and comms, Comms room, data panels, server racks, cabling specification |
| [ ]  | [ ]  | [ ]  | Check requirements for Electric Magnetic Fields (EMF) shielding |
| [ ]  | [ ]  | [ ]  | Clarify who does fire rating of penetrations |
| [ ]  | [ ]  | [ ]  | Check lighting layouts with ceiling plans where shown on both |
| [ ]  | [ ]  | [ ]  | Verify u’ground conduits shown on site drawings |
| [ ]  | [ ]  | [ ]  | Verify electric locks, etc shown or specified |
| [ ]  | [ ]  | [ ]  | Verify safety service feeds and any fire rated supporting structure |
| [ ]  | [ ]  | [ ]  | Power shown on electrical drawings to all plant and equipment |
| [ ]  | [ ]  | [ ]  | Map’s shown |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **INFORMATION REQUIRED FOR STRUCTURES AND CIVIL WORKS** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | Final structural design criteria, including basis of foundation and footing design |
| [ ]  | [ ]  | [ ]  | Cross check for any provisions required by the Geotechnical Report |
| [ ]  | [ ]  | [ ]  | Excavation and civil works plans and layouts for site works and car parking, roads and crossings, together with indication of any works off-site |
| [ ]  | [ ]  | [ ]  | Fully detailed structural framing, not reliant on shop drawings |
| [ ]  | [ ]  | [ ]  | Structural notes and details regarding roof tie-down and precautions during construction, temporary works etc |
| [ ]  | [ ]  | [ ]  | Paved area levels and site stormwater services |
| [ ]  | [ ]  | [ ]  | Verify sub floor insulation and wpm’s |
| [ ]  | [ ]  | [ ]  | Check slab perimeter dimensions, set-downs, bases, falls |
| [ ]  | [ ]  | [ ]  | Check roof platforms, supports |
| [ ]  | [ ]  | [ ]  | Check plant and equipment bases against mechanical drawings |
| [ ]  | [ ]  | [ ]  | Check ductwork penetrations through beams etc |
| [ ]  | [ ]  | [ ]  | Check roof platforms, supports |
| [ ]  | [ ]  | [ ]  | Check plant and equipment bases against mechanical drawings |
| [ ]  | [ ]  | [ ]  | Check ductwork penetrations through beams etc |
| [ ]  | [ ]  | [ ]  | Penetrations through slab |
| [ ]  | [ ]  | [ ]  | Traffic Management Concept plans endorsed in principle by Roads ACT and other interested authorities |
| [ ]  | [ ]  | [ ]  | Erosion Control Concept plans endorsed in principle by EPA. Concept plans to include location and size of water quality control dams |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **INFORMATION FOR MECHANICAL** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | Layouts for mechanical services, including ductwork reticulation and plant room layouts, outline description of mechanical systems. Mechanical drawings to show sections |
| [ ]  | [ ]  | [ ]  | Performance criteria and indicative selection of equipment and plant. Check reference for fire (exhaust / pressurisation zoning) |
| [ ]  | [ ]  | [ ]  | Acoustic performance criteria and roof access requirements |
| [ ]  | [ ]  | [ ]  | Verify that fans and vents are shown on roof plans |
| [ ]  | [ ]  | [ ]  | Verify that wall air conditioners, fans, grilles and louvers are shown on architectural drawings |
| [ ]  | [ ]  | [ ]  | Verify plant access and access to filters, maintenance items |
| [ ]  | [ ]  | [ ]  | Check ‘building in by other trades’ etc. Check who makes and seals penetrations, roof flashings |
| [ ]  | [ ]  | [ ]  | Check door grilles and who provides and who builds in |
| [ ]  | [ ]  | [ ]  | Verify condensate drains, tundishes shown |
| [ ]  | [ ]  | [ ]  | Check plinth |
| [ ]  | [ ]  | [ ]  | Check system is compatible with existing if it is an extension or refurbishment |
| [ ]  | [ ]  | [ ]  | Plant rooms to have adequate safe access for maintenance |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **INFORMATION FOR LANDSCAPE** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | Design drawings for landscape excavation works, paved and planted areas, avoiding zone of influence for footings |
| [ ]  | [ ]  | [ ]  | Layouts for gardens and play area |
| [ ]  | [ ]  | [ ]  | Coordination with external works, levels and drainage |
| [ ]  | [ ]  | [ ]  | Outline specification of equipment, planting and materials |
| [ ]  | [ ]  | [ ]  | Irrigation and surfaces schedules |
| [ ]  | [ ]  | [ ]  | Water Sensitive Urban Design (W.S.U.D) |
| [ ]  | [ ]  | [ ]  | Landscape plans and supporting drawings showing in detail the plant species, the area and type of fencing, the paving areas and materials to be used, external lighting and associated water services |
| [ ]  | [ ]  | [ ]  | Ground works requirements (Civil) |
| [ ]  | [ ]  | [ ]  | Retaining walls include details |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **CONTRACT INFORMATION TO BE PREPARED, DETAILING AS FOLLOWS** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | A full list of Contract drawings in a format that can track future drawing amendments |
| [ ]  | [ ]  | [ ]  | Hold points |
| [ ]  | [ ]  | [ ]  | **Requirements for independent review as appropriate:** |
| [ ]  | [ ]  | [ ]  |  i. Independent quality assurance audit; |
| [ ]  | [ ]  | [ ]  |  ii. Independent safety audit. Territory process to be described; |
| [ ]  | [ ]  | [ ]  |  iii. Independent review of design for construction (Peer review if included). |
| [ ]  | [ ]  | [ ]  | Appropriate design certification process |
| [ ]  | [ ]  | [ ]  | Appropriate design validation process |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **INFORMATION FOR FIRE SERVICES** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | Wet or dry system |
| [ ]  | [ ]  | [ ]  | Check reference to mechanical services (smoke exhaust / pressurisation zoning) |
| [ ]  | [ ]  | [ ]  | Fire protection services layouts, in ceiling clearances |
| [ ]  | [ ]  | [ ]  | Fire protection of services penetrations |
| [ ]  | [ ]  | [ ]  | Location of Fire Control Panel re entrance |
| [ ]  | [ ]  | [ ]  | Access and building work in association with sprinkler control room |
| [ ]  | [ ]  | [ ]  | Acceptance of any Alternative Solution by independent certifier |
| [ ]  | [ ]  | [ ]  | Report of the ACT Fire Brigade giving approval to the design |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **INFORMATION FOR SECURITY ( IF NOT IN ELECTRICAL)** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | Check against Functional Brief for requirements |
| [ ]  | [ ]  | [ ]  | Security protection of penetrations |
| [ ]  | [ ]  | [ ]  | Level of security |
| [ ]  | [ ]  | [ ]  | Hardware – Door Open Too Long (DOTL), magnetic locks, card readers etc |
| [ ]  | [ ]  | [ ]  | Security cabling |
| [ ]  | [ ]  | [ ]  | Security panel and monitoring |
| [ ]  | [ ]  | [ ]  | Hardware compliant with existing if applicable, and/or be compliant with systems in use by Partner Directorate |
| [ ]  | [ ]  | [ ]  | Closed-circuit television (CCTV) system if required |
| **Comments** |
|  |

| **n/a** | **Yes** | **No** | **DSC-ACT-2013 PROJECT PROCESSES AND APPROVALS (Note DSC engagements impose conditions contrary to the Basic Brief. This checklist includes the template conditions, however these may be edited out for AS 2124 and GC21 deliveries and some will not be applicable at all for DD&C, D&C style construction deliveries.)** |
| --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | **2.10** Consultant has applied for and obtained all Approvals referred to in Item 31 of the Contract Particulars |
| [ ]  | [ ]  | [ ]  | **2.10** Consultant has given all notices and paid all fees as required |
| [ ]  | [ ]  | [ ]  | **2.13** Consultant has cleaned up and restored the environment as necessary |
| [ ]  | [ ]  | [ ]  | **5.1 (c)** Evidence of Insurance currency of Consultant and sub-consultants |
| [ ]  | [ ]  | [ ]  | **6.13(a)** Confirmed consultant has obtained and checked all relevant measurements and dimensions on the site before proceeding |
| [ ]  | [ ]  | [ ]  | **6.14** Consultant and sub-consultants have provided Design Certifications as listed |
| [ ]  | [ ]  | [ ]  | **6.15** Consultant has submitted samples as nominated for approval |
| [ ]  | [ ]  | [ ]  | **6.16** Consultant has complied with the Work Health and safety management requirements listed |
| [ ]  | [ ]  | [ ]  | **7.1** Consultant has completed the Quality assurance system specified in the DCAP to the extent of the tender documentation for issue |
| [ ]  | [ ]  | [ ]  | **7.4(a)** Consultant has submitted Project Plan – Environmental Management Plan (if applicable) |
| [ ]  | [ ]  | [ ]  | **7.4(a)** Consultant has submitted Project Management Plan – Site Management Plan (if applicable) |
| [ ]  | [ ]  | [ ]  | **7.4(a)** Consultant has submitted Project Management Plan – Work Health and Safety Plan (if applicable) |
| [ ]  | [ ]  | [ ]  | **7.4(a)** Consultant has submitted Project Management Plan – Design Management Plan (if applicable) |
| [ ]  | [ ]  | [ ]  | **7.4(a**) Consultant has submitted Project Management Plan - User Group Consultation and Endorsement Plan(if applicable) |
| [ ]  | [ ]  | [ ]  | **7.4(a)** Consultant has submitted Project Management Plan - Commissioning and Handover Plan (if applicable) |
| [ ]  | [ ]  | [ ]  | **14.4** Consultant has submitted WOL Report at tender stage (if applicable) |
| [ ]  | [ ]  | [ ]  | **15.6(b)(14**) Consultant has submitted any Moral Rights Consent (if applicable) |
| [ ]  | [ ]  | [ ]  | **15.12** Consultant has submitted Building Surveyor’s certification that the Design Documentation complies with Building Code of Australia (BCA) |
| [ ]  | [ ]  | [ ]  | **17.4** Confirm that consultant has maintained adequate records of compliance with the National Code of Practice for the Construction Industry |
| [ ]  | [ ]  | [ ]  | **Amm1.2** Tender documents include specific schedule of Warranties and warranty periods |
| **Comments** |
|  |

# Infrastructure Finance and Capital Works Officer (IFCW) to Complete

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| --- |
| Completed [ ]  Yes [ ]  No [ ]  N/A |
| Prepared by: Print Name | Insert your full name. | Signatory’s Title/Position: | Insert you position or title. |
| Signatory’s Phone Number: | Insert your phone number, including area code. | Signatory’s email address: | Insert your email address. |
| Date: | Click here to enter a date. |

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| --- | --- | --- | --- |
| Checked by: Print Name | Insert your full name. | Signatory’s Title/Position: | Insert you position or title. |
| Signatory’s Phone Number: | Insert your phone number, including area code. | Signatory’s email address: | Insert your email address. |
| Date: | Click here to enter a date. |

Infrastructure Finance and Capital Works via IFCW Officer via email: **Level 2, 153 Nature Conservation House cnr Emu Bank &, Benjamin Way, Belconnen ACT 2617| PO Box 158 Canberra City ACT 2601**