

DESIGN TEAM – TASK SHEET



ESTATES AND
INFRASTRUCTURE

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PROJECT NAME: _____

DATE: _____ PROJECT NO.: _____

PLANNED START DATE: _____ ESTIMATED FINISH DATE: _____

#	PRELIMINARIES ACTIVITIES MANDATORY	DESCRIPTION	HRS.	TICK
1	Space Form / Job Card	Read & Understood Scope and Discussed with Coordinator		
2	Complete Task Sheet			
3	Check Assets Database	Site Layout; As Built Plans; Project Close Out forms		
4	Check Infield Reports (IFR's)	Relevant Infield Reports / Site Inspections Reports		
5	Check/Confirm relevant Codes, Standard & Regulations	National Building Codes; Cyclone Requirements; Design Manual; Disability Access Requirements; Energy Efficiency; Backup Power; Washroom Facilities; Emergency Vehicle Parking Space		
6	Site Inspection	Verifying Boundaries; Utilities; Items to be Removed/Demolished		
7	Title Block & Cover Sheet Setting Std. Specification	Also Include Specification to suit Nature of Work & Appropriate Work Contract		

#	DRAWING SCHEDULE:	TICK IF APL.	DESCRIPTION	DRWG. Nos.	EST. HRS	ACT. HRS	SIGN-OFFS
1	ARCHITECTURAL DRAWINGS						
	Site & Locality Plan						
	Existing Floor Plan						
	Existing Section						
	Demolition Floor Plan						
	Proposed Floor Plan						
	Cross & Longitudinal Sections						
	Proposed External Elevations						
	Proposed Roof Plan						
	Proposed Reflected Ceiling Plan						
	Enlarged Layouts & Internal Elevations (Office/Lecture/Tutorial Rooms)						
	Enlarged Layouts & Internal Elevations (Kitchen/Tea Rm)						
	Enlarged Layouts & Internal Elevations (Wet Areas)						
	Typical Ceiling Fixing Detail						
	Typical Floor Fixing Details						
	Joinery Details						
	Window & Door Schedule						
	Door Hardware Schedule						
	Typical Window Details						
	Typical Door Details						
	Sanitary Schedule						
	Finishing Schedule						
2	CIVIL DRAWINGS						
	Existing Site Survey Plan						
	Existing Site Cross Section						
	Proposed Site Plan						
	Proposed Site Cross Section						
	Civil Details						
3	STRUCTURAL DRAWINGS						
	Structural Notes						
	Roof Framing Plan						
	Roof Details						
	Wall Framing Plan						
	Wall Details						
	Footing/Foundation Details						
4	ELECTRICAL DRAWINGS						
	Electrical Notes						

#	DRAWING SCHEDULE:	TICK IF APL.	DESCRIPTION	DRWG. Nos.	EST. HRS	ACT. HRS	SIGN-OFFS
	Existing Electrical Plan						
	Proposed Electrical Plan						
5	<i>DATA LAYOUT</i>		<i>Floor Plans to be sent to ITS to provide Data Layout</i>				
6	<i>HYDRAULICS DRAWINGS</i>						
	Legend of Symbol & General Notes						
	Existing Cold Water Supply Layout						
	Proposed Sanitary Drainage Layout						
7	<i>MECHANICAL DRAWINGS</i>						
	Legend of Symbol & General Notes						
	Existing Mechanical Layout						
	Proposed Mechanical Layout						
8	<i>FIRE DRAWINGS</i>						
	Legend of Symbol & General Notes						
	Proposed Fire Protection Services Layout						
9	<i>RELATED DRAWINGS</i>						
	Evacuation Plans						
	Appropriate Signages		Doors; Room Tags; etc.				
10	<i>OTHER DRAWINGS</i>						
11	<i>OUT-SOURCED SERVICES</i>		Standard TOR for - QS; Structural; Services Drawings				
12	<i>SCOPE & BUDGET BREAKDOWN</i>						
	Trade Summary & Price Estimate						
13	<i>APPROVALS</i>		Stakeholders Sign-Offs				
	<i>ITB Documentation</i>		ITB Checklist; Scope & Price Template (with Technical Specification); Tender Drawings; Evaluation Criteria;				
14	<i>PRE-CONSTRUCTION</i>						
	Construction Set		5 Construction Copies & 1 Office Copy				
15	<i>CONSTRUCTION PERIOD</i>						
	Site Inspections & Reports		1 Inspection per Week				
16	<i>POST CONSTRUCTION</i>						
	As-Built Update		Building Plan Update (Title Block – Revision Update); Evacuation Plan; Main Campus Site Plan Update				
	TOTAL						

CAD Technician: _____

Design Coordinator: _____