



Site Measurement & Specification Document.

Site measurements.

For fitted pieces we require the walls to be complete with final plasterboard finish fixed. Allowance for subsequent skim plaster coats or other finishes needs to be agreed in writing for each area with the contractor. All doors, windows and other openings need to be formed, and allowances for linings clearly indicated. Door hanging directions need to be clearly indicated. Any dimensions of cornices, architraves and skirting boards need to be supplied and agreed in writing for each area. Cross section drawings of all mouldings, or sample sections must be supplied.

FFL (finish floor line) and FCL (finish ceiling line) need to be established and clearly marked in all areas, or stated as dimensions below and above a datum line clearly marked in all areas by the contractor. Adherence to these agreed levels will be absolutely critical to the fit of the joinery.

All M&E ducting, risers, cable routes and pipe work need to be in place or clearly marked on site, with allowance made for projection of fixing clips etc. All M&E equipment which is either completely or partially enclosed by joinery must be fixed in position, with all access panel requirements clearly marked.

All cable and services routes behind and through joinery must be fully specified and clearly indicated on drawings supplied by the contractor.

Information in addition to site measurements.

Any equipment which is to be located in or adjacent to joinery, e.g. AV equipment, must be supplied to us at our works in the UK for measurement and pre-fitting during or before the periods allowed for site measurement. If it is not possible for items to be shipped to the UK, all items must be available on site for full measurement during the periods allowed. Full specification drawings must be made available at the same time showing the location and connection requirements of all items.

RFI (request for information).

Any information which is still missing after site measurement will be listed on a RFI, which will be issued to the contractor. Any information still outstanding three working days after issue of an RFI will constitute a cause of delay in the programme.

Language.

For clarity it would be helpful if all documents, drawings and specifications could be supplied to us accurately translated into English. Our drawings and specifications will be supplied in English, for translation by the contractor.

Contact with site.

It will be very helpful if there is a contact on site, fluent in English, who can answer any questions which may arise during the design or construction stages of the project. In the absence of such a contact, the contractor must ensure that the site conditions comply with those shown or allowed for on our construction drawings, as we will not be able to check progress from time to time as would normally be the case. We must be informed immediately of any change or alteration to site conditions.