

### DETAILED DESIGN SUBMISSION

To: .....

From: .....

Unit No: ..... Unit Name: .....

#### Checklist

##### Shopfront

- ☐ Shopfronts inc. elevations, sections & profiles scale 1:20.
- ☐ Photographs of signs, similar shopfronts & detailed construction drawings of signage.
- ☐ Coloured perspective of shopfront.
- ☐ Finishes specification.
- ☐ Prototypes of signs to be presented to the TC.
- ☐ Samples board for of all shopfront finishes clearly labeled.
- ☐ 1:1 & 1:5 details of junctions with Landlord's & adjacent finishes.
- ☐ Other. (please specify)

##### Architectural

- ☐ Interior - Design/ Fixtures & Furniture layout scale 1:20.
- ☐ Overall sections and interior elevations fully annotated scale 1:50.
- ☐ Finishes specification.
- ☐ Reflected ceiling plan including ceiling heights & lighting plan scale 1:50.
- ☐ Floor plan, minimum scale 1:50.
- ☐ Internal Joinery and fixture drawings and details at scales 1:10 & 1:20.
- ☐ Samples boards of all finishes & materials clearly labeled.
- ☐ Full co-ordinated services ceiling plan.
- ☐ Details of stair balustrades & voids inc. lateral loading, where applicable.

##### Accessibility for disabled customers and staff, where applicable

- ☐ Toilets.
- ☐ Mezzanine floors.
- ☐ Counters.

##### Structural

- ☐ Plans, sections, calculations & details of opening to be formed.
- ☐ Any variation required of the Landlord's shell, where approved.
- ☐ Details of any fixing into the structure.
- ☐ Structural verification of shopfront design.

##### Water and Drainage

- ☐ Toilets and catering area.
- ☐ Layout & section including water supply & drainage pipe work.

##### Electrical power, lighting, lighting protection

- ☐ Power distribution layout, loading per phase & method of staggered start.
- ☐ Reflected ceiling plan.
- ☐ Type of fittings & levels of illumination.
- ☐ Emergency lighting & level of illumination, switches to signs.
- ☐ Manufacture's specification.

### **Sprinklers**

- ☐ Plan showing integration of sprinklers and all services in ceiling.
- ☐ Specification for sprinkler and ceiling installation.
- ☐ Plan showing details of stock racking layout/design/specification within storage area & positing in relation to sprinkler heads.
- ☐ Section through ceiling void.
- ☐ Details of all relevant calculations.
- ☐ Position of flow switch and drain point.

### **Ventilation & Air Conditioning Systems (HVAC)**

- ☐ Plan of equipment within unit inc. sections dimensions, weights, proposed support details & clear space around equipment required.
- ☐ Service duct layout, inc. sections.
- ☐ Air Conditioning/ventilation layout, inc. pipe & ductwork, sections.
- ☐ Toilet & kitchen ventilation layout.
- ☐ Shutdown procedure for fire alarm link.

### **Fire Alarms and Smoke Detection**

- ☐ Position of fire alarm systems.
- ☐ Procedure manual.
- ☐ Specifications of fire alarm systems.

### **Kitchen Extraction (where applicable)**

- ☐ A scheme for the extraction and treatment of cooking fumes.
- ☐ Grease interceptor type & specifications & method of extraction.
- ☐ Filtration as well as the Tenants proposed cleaning system.

### **Landlord Services**

- ☐ Access to be provided to any Landlord services within the premises.

### **Other**

- 1) .....
- 2) .....
- 3) .....

### **Notes to the Tenant:**

- (1) All relevant documentation must be submitted in 2 sets of Drawings (hard copy) in A3 size and a soft copy.
- (2) All drawings are fully dimensioned.
- (3) Materials are clearly referenced on drawings.

### **Signed on behalf of the Tenant**

Name: ..... Date: .....

Position: .....

Signature: .....