

INFORMATION REQUIRED SCHEDULE

PROJECT NAME

DATE OF ISSUE

| | | |
|---------------------|---------------|---------|
| PROJECT TEAM | CLIENT | CLT |
| | CONTRACTOR | CONT |
| | ARCHITECT | ARCH |
| | ENGINEER | ENG |
| | CONSULTANT | CONS |
| | SUBCONTRACTOR | SUB [1] |
| | SUPPLIER 1 | SUP [1] |
| | SUPPLIER 2 | SUP [2] |
| | SUPPLIER 3 | SUP [3] |



ISSUE STATUS

Has the information been issued and it is suitable?

| |
|--------------|
| COMPLETE |
| ACTION REQ'D |
| DUE |
| INCOMPLETE |
| TBC |

CAPSA STATUS

Has the author uploaded the information to Capsa?

| |
|-----|
| YES |
| NO |

CONTRACT STATUS

Has the contract administrator instructed the document?

| |
|-----|
| YES |
| NO |

INFORMATION BEST PRACTICE

Check every document includes: Project Name and Building/Area Title, Unique Document Number, Unique Document Title, Correct Document Revision Reference, Revision Notes, Author and Checked By Name, Date of Issue, Status.

All reports and specifications to be issued at A4 or A3 paper size.

All drawings to be issued at A1 or A3 paper size.

Include a due north, scale bar, dimensions and gridline to each drawing. The gridlines must be consistent between consultants, the architect should take the lead to determine a suitable grid.

The contract status of each document is to be clearly marked and the status meaning clearly defined.

All revisions clearly noted.

Unless noted otherwise, all documents to be issued in PDF format. Consultants to ensure layers are correctly managed/viewed to ensure document file size and usability is okay.

| 1 GENERAL | | | | | | | | | | | |
|-----------|------|----------------------|-----------------------------|-----------|-------------------|------------|---------------|--------|-------|----------|-------|
| SCOPE | ITEM | INFORMATION REQUIRED | EXTENT OF CONTRACTOR DESIGN | ACTION BY | REQUIRED BY DATES | | START ON SITE | STATUS | | | NOTES |
| | | | | | DRAFT | FINAL | | ISSUE | CAPSA | CONTRACT | |
| 1.1 | | | CLT | | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 1.2 | | | CLT | | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 1.3 | | | CLT | | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 1.4 | | | CLT | | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 1.5 | | | CLT | | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |

| 2 ENABLING WORKS | | | | | | | | | | | |
|------------------|------|----------------------|-----------------------------|-----------|-------------------|------------|---------------|--------|-------|----------|-------|
| SCOPE | ITEM | INFORMATION REQUIRED | EXTENT OF CONTRACTOR DESIGN | ACTION BY | REQUIRED BY DATES | | START ON SITE | STATUS | | | NOTES |
| | | | | | DRAFT | FINAL | | ISSUE | CAPSA | CONTRACT | |
| 2.1 | | | CLT | | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 2.2 | | | CLT | | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 2.3 | | | CLT | | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 2.4 | | | CLT | | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 2.5 | | | CLT | | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |

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| 3 SUBSTRUCTURE | | | | | | | | | | | |
|----------------|------|----------------------|-----------|-----------------------------|------------|---------------|--------|-------|----------|-------|--|
| SCOPE | | | | EXTENT OF CONTRACTOR DESIGN | | | | NOTES | | | |
| REF | ITEM | INFORMATION REQUIRED | ACTION BY | REQUIRED BY DATES | | START ON SITE | STATUS | | | NOTES | |
| | | | | DRAFT | FINAL | | ISSUE | CAPSA | CONTRACT | | |
| 3.1 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 3.2 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 3.3 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 3.4 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 3.5 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |

| 4 SUPERSTRUCTURE | | | | | | | | | | | |
|------------------|------|----------------------|-----------|-----------------------------|------------|---------------|--------|-------|----------|-------|--|
| SCOPE | | | | EXTENT OF CONTRACTOR DESIGN | | | | NOTES | | | |
| REF | ITEM | INFORMATION REQUIRED | ACTION BY | REQUIRED BY DATES | | START ON SITE | STATUS | | | NOTES | |
| | | | | DRAFT | FINAL | | ISSUE | CAPSA | CONTRACT | | |
| 4.1 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 4.2 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 4.3 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 4.4 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 4.5 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |

| 5 EXTERNAL WALLS AND ROOFS | | | | | | | | | | | |
|----------------------------|------|----------------------|-----------|-----------------------------|------------|---------------|--------|-------|----------|-------|--|
| SCOPE | | | | EXTENT OF CONTRACTOR DESIGN | | | | NOTES | | | |
| REF | ITEM | INFORMATION REQUIRED | ACTION BY | REQUIRED BY DATES | | START ON SITE | STATUS | | | NOTES | |
| | | | | DRAFT | FINAL | | ISSUE | CAPSA | CONTRACT | | |
| 5.1 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 5.2 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 5.3 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 5.4 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 5.5 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |

| 6 WINDOWS AND EXTERNAL DOORS | | | | | | | | | | | |
|------------------------------|------|----------------------|-----------|-----------------------------|------------|---------------|--------|-------|----------|-------|--|
| SCOPE | | | | EXTENT OF CONTRACTOR DESIGN | | | | NOTES | | | |
| REF | ITEM | INFORMATION REQUIRED | ACTION BY | REQUIRED BY DATES | | START ON SITE | STATUS | | | NOTES | |
| | | | | DRAFT | FINAL | | ISSUE | CAPSA | CONTRACT | | |
| 6.1 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 6.2 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 6.3 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 6.4 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 6.5 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |

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| 7 INTERNAL WALLS AND CEILINGS | | | | | | | | | | | |
|-------------------------------|------|----------------------|-----------|-----------------------------|------------|---------------|--------|-------|----------|-------|--|
| SCOPE | | | | EXTENT OF CONTRACTOR DESIGN | | | | NOTES | | | |
| REF | ITEM | INFORMATION REQUIRED | ACTION BY | REQUIRED BY DATES | | START ON SITE | STATUS | | | NOTES | |
| | | | | DRAFT | FINAL | | ISSUE | CAPSA | CONTRACT | | |
| 7.1 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 7.2 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 7.3 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 7.4 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 7.5 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |

| 8 INTERNAL FINISHES | | | | | | | | | | | |
|---------------------|------|----------------------|-----------|-----------------------------|------------|---------------|--------|-------|----------|-------|--|
| SCOPE | | | | EXTENT OF CONTRACTOR DESIGN | | | | NOTES | | | |
| REF | ITEM | INFORMATION REQUIRED | ACTION BY | REQUIRED BY DATES | | START ON SITE | STATUS | | | NOTES | |
| | | | | DRAFT | FINAL | | ISSUE | CAPSA | CONTRACT | | |
| 8.1 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 8.2 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 8.3 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 8.4 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 8.5 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |

| 9 JOINERY | | | | | | | | | | | |
|-----------|------|----------------------|-----------|-----------------------------|------------|---------------|--------|-------|----------|-------|--|
| SCOPE | | | | EXTENT OF CONTRACTOR DESIGN | | | | NOTES | | | |
| REF | ITEM | INFORMATION REQUIRED | ACTION BY | REQUIRED BY DATES | | START ON SITE | STATUS | | | NOTES | |
| | | | | DRAFT | FINAL | | ISSUE | CAPSA | CONTRACT | | |
| 9.1 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 9.2 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 9.3 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 9.4 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 9.5 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |

| 10 FIXTURES AND FITTINGS | | | | | | | | | | | |
|--------------------------|------|----------------------|-----------|-----------------------------|------------|---------------|--------|-------|----------|-------|--|
| SCOPE | | | | EXTENT OF CONTRACTOR DESIGN | | | | NOTES | | | |
| REF | ITEM | INFORMATION REQUIRED | ACTION BY | REQUIRED BY DATES | | START ON SITE | STATUS | | | NOTES | |
| | | | | DRAFT | FINAL | | ISSUE | CAPSA | CONTRACT | | |
| 10.1 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 10.2 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 10.3 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 10.4 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |
| 10.5 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | | |

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DATE OF ISSUE



| 11 MECHANICAL AND ELECTRICAL SERVICES | | | | | | | | | | |
|---------------------------------------|------|----------------------|-----------|-----------------------------|------------|---------------|--------|-------|----------|-------|
| SCOPE | | | | EXTENT OF CONTRACTOR DESIGN | | | | NOTES | | |
| REF | ITEM | INFORMATION REQUIRED | ACTION BY | REQUIRED BY DATES | | START ON SITE | STATUS | | | NOTES |
| | | | | DRAFT | FINAL | | ISSUE | CAPSA | CONTRACT | |
| 11.1 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 11.2 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 11.3 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 11.4 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 11.5 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |

| 12 EXTERNAL WORKS AND LANDSCAPING | | | | | | | | | | |
|-----------------------------------|------|----------------------|-----------|-----------------------------|------------|---------------|--------|-------|----------|-------|
| SCOPE | | | | EXTENT OF CONTRACTOR DESIGN | | | | NOTES | | |
| REF | ITEM | INFORMATION REQUIRED | ACTION BY | REQUIRED BY DATES | | START ON SITE | STATUS | | | NOTES |
| | | | | DRAFT | FINAL | | ISSUE | CAPSA | CONTRACT | |
| 12.1 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 12.2 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 12.3 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 12.4 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |
| 12.5 | | | CLT | 01/01/2025 | 01/01/2025 | 01/01/2025 | TBC | NO | NO | |