

**PARTICULAR SPECIFICATION**  
**APPENDIX AF**  
**DESIGN SUBMISSION REQUIREMENTS FOR SIGNAGE**

## DRAWING SUBMISSION REQUIREMENTS FOR SIGNAGE

### 1.0 STAGE 1 DESIGN

The intent of Stage 1 design is to produce a set of drawings for the Signage System that will show the finalised design and detailing of the sign types, sign structure suspension/mounting co-ordination.

Mock-up samples in full scale should be **developed** at this stage for review by the Engineer.

#### Stage 1 Submission

- 2 sets of coloured printouts of graphics/artwork (A3)
- 1 set of graphics in editable Adobe Illustrator CC format in softcopy (CD-ROM)
- 1 set of graphics in PDF format (CD-ROM)
- 2 sets of signage layout plans (A3) drawings
- 2 sets of fabrication/construction drawings (A3) drawings
- 4 half-size (A3) sets of drawings – All drawings in CAD
- 1 set of drawings in CAD digitised format – (CD-ROM)
- 2 sets of specifications
- 2 sets of calculations
- 2 copies of Design Status Report, Design Statement and specifications
- 1 set of Design Status Report, Design Statement and specifications in digitised format

## 2.0 STAGE 2 DESIGN

The intent of Stage 2 design is to provide a final set of drawings for the Signage System that will address and resolve any outstanding issues on the detailing of the sign types, sign structures, co-ordination on mounting/suspension, material samples and specifications. Signage graphics shall be developed sufficiently to confirm the layouts, sizing and colours of all the sign types.

Mock-up samples in full scale should be **fabricated** at this stage for review by the Engineer.

### Stage 2 Submission

- 2 sets of coloured printouts of graphics/artwork (A3)*
- 1 set of graphics in editable Adobe Illustrator CC format in softcopy (CD-ROM)*
- 1 set of graphics in PDF format (CD-ROM)*
- 2 sets of signage layout plans (A3) drawings*
- 2 sets of fabrication/construction drawings (A3)*
- 4 half-size (A3) sets of drawings – All drawings in CAD*
- 1 set of drawings in CAD digitised format – (CD-ROM)*
- 2 sets of specifications*
- 2 sets of calculations*
- 2 copies of Design Status Report, Design Statement and specifications*
- 1 set of Design Status Report, Design Statement and specifications in digitised format*

### 3.0 STAGE 3 DESIGN

The intent of Stage 3 design is to provide a final set of the graphics and drawings for all signs.

Thereafter, **full-scale bench-mark samples** should be fabricated for review by the Authority

#### Final Submission

- 2 sets of coloured printouts of graphics/artwork (A3)*
- 1 set of graphics in editable Adobe Illustrator CC format in softcopy (CD-ROM)*
- 1 set of graphics in PDF format (CD-ROM)*
- 2 sets of signage layout plans (A3) drawings*
- 2 sets of fabrication/construction drawings (A3)*
- 2 full-size (A1) sets of paper drawings – All drawings in CAD
- 1 set of drawings in CAD digitised format – (CD-ROM)
- 2 sets of specifications
- 2 sets of calculations
- 2 copies of Design Status Report, Design Statement and specifications
- 1 set of Design Status Report, Design Statement and specifications in digitised format

#### **4.0 CONTRACT DRAWINGS AND SPECIFICATIONS**

The Contract Drawings and Specifications shall comprise all those items listed for the final submission, amended as necessary to address comments made on the final submission.

##### Contract Drawings and Specifications

- 2 sets of coloured printouts of graphics/artwork (A3)
- 1 set of graphics in editable Adobe Illustrator CC format in softcopy (CD-ROM)
- 1 set of graphics in PDF format (CD-ROM)
- 2 sets of signage layout plans (A3) drawings
- 2 sets of fabrication/construction drawings (A3)
- 2 full-size (A1) sets of paper drawings – All drawings in CAD
- 1 set of drawings in CAD digitised format – (CD-ROM)
- 2 sets of specifications
- 2 sets of calculations
- 2 copies of Design Status Report, Design Statement and specifications
- 1 set of Design Status Report, Design Statement and specifications in digitised format

One set of A1 paper drawings and one set of calculations shall bear an original endorsement by the appropriate Qualified Person (QP).

## **5.0 WORKING DRAWINGS**

All Working Drawings and Shop Drawings shall be endorsed by the Contractor's Professional Engineer or Architect for the appropriate discipline.

### Working Drawings

- 2 sets of coloured printouts of graphics/artwork (A3)
- 1 set of graphics in editable Adobe Illustrator CC format in softcopy (CD-ROM)
- 1 set of graphics in PDF format (CD-ROM)
- 2 sets of signage layout plans (A3) drawings
- 2 sets of fabrication/construction drawings (A3)
- 2 full-size (A1) sets of paper drawings – All drawings in CAD
- 1 set of drawings in CAD digitised format – (CD-ROM)
- 2 sets of specifications
- 2 sets of calculations
- 2 copies of Design Status Report, Design Statement and specifications
- 1 set of Design Status Report, Design Statement and specifications in digitised format

One set of A1 paper drawings and one set of calculations shall bear an original endorsement by the appropriate Qualified Person (QP).

## **6.0 AS-BUILT DRAWINGS**

All as-built drawings submitted to the Authority shall be endorsed by the respective professional Engineer/Professional Architect.

### As-Built Drawings

- 3 sets of coloured printouts of graphics/artwork (A3)
- 3 set of graphics in editable Adobe Illustrator CC format in softcopy (CD-ROM)
- 3 set of graphics in PDF format (CD-ROM)
- 3 sets of signage layout plans (A3) drawings
- 3 sets of fabrication/construction drawings (A3)
- 2 full-size (A1) sets of paper drawings – All drawings in CAD
- 3 set of drawings in CAD digitised format – (CD-ROM)
- 3 sets of specifications
- 3 sets of calculations
- 2 copies of Design Status Report, Design Statement and specifications
- 1 set of Design Status Report, Design Statement and specifications in digitised format

One set of A1 paper drawings and one set of calculations shall bear an original endorsement by the appropriate Qualified Person (QP).

## **7.0 Drawing and Documentation**

Completed drawings shall become the property of the Authority. These drawings shall be complete with all revisions and shall, as closely as practicable, show the completed system facilities.

Drawing presentation, size symbols and details must be standardised as much as possible to facilitate reading and filing by the Authority and the Contractor. The following paragraphs set out the requirements to ensure that standardisation is achieved.

Design Drawings shall comprise: -

- (a) General Arrangements to scale 1:20
- (b) Elevations as indicated on key drawings 1:20
- (c) Sections as indicated on key drawings 1:20
- (d) Details as indicated on key drawings 1:5/1:1
- (e) Equipment Layouts 1:20
- (f) Detailed Combined Services Layouts 1:20
- (g) Structural drawings 1:20
- (h) Artwork drawings A4, A3 and full size.
- (i) Signage Layout in A3 (legible)
- (j) Signage fabrication/construction in A3 (legible)