GENERAL

GENERAL PRODUCTION STANDARDS

This section introduces the foundations of how Arcanary organises people, information, and deliverables.
It's the "orientation" chapter — what every new team member must understand before opening Revit, CAD, or starting a project.
It covers who we are, how we work, and how information is structured.
Purpose
To establish a common framework for production across all Arcanary offices and disciplines.
It defines how members, roles, realms, terms, conventions, and business objects relate, ensuring consistency and quality control.

Our Role and Services

Arcanary provides architectural and interior design services, typically acting as lead consultant coordinating the rest of the design team.
We combine design vision with technical documentation, consultant management, and construction guidance.

Role Types

Principal – beneficiary or client of the project.
Lead Consultant – responsible for overall coordination (often Arcanary).
Consultants – directly engaged specialists (e.g., structural, landscape, services).
Sub-Consultants – engaged under a consultant or under Arcanary.
Authorities – entities with statutory power (councils, certifiers, etc.).
Suppliers/Contractors – providers of goods or execution services, not intellectual property.

Internal Roles

All members belong to Arcanary and may hold multiple roles:

Office Manager – leads local operations.
Project Manager – responsible for delivery and client liaison.
Assistant Project Manager / Model Manager – controls model quality and coordination.
Sales and Marketing – all members act as ambassadors and sales representatives.

Realms

Realms organise work into layers of responsibility and information:

Business Realms – Administration, Business Development, Accounts, Operations, Production.
Production Realms – Project Administration, Project Management, Design, Documentation.
Project Realms – General (00), Urban (01), Site (02), Architecture (03), Interior (04), Landscape (05), Structure (06), Services (07), Compliance (08), Context (09).
Realms are used throughout tasks, folders, and member assignments to keep information traceable.

Business Objects

Business Objects are the "data units" of the Arcanary system.
They share common fields (name, status, account, date) and relate to one another hierarchically.

Projects belong to Accounts.

Invoices belong to Projects.
Invoice Items belong to Invoices.
Members belong to Offices, which belong to Branches.
When an object belongs to a project, we call it a Project Object.

Conventions

Syntax rules keep file and document names consistent:

Folders = contain files or subfolders.
Files = editable (e.g. CAD, PSD, RVT).
Documents = non-editable outputs (PDF, DWG, DOCX).
Tags = metadata for filtering and search.
Dates: always six digits (YYMMDD).

Separators:

Fields separated by space–dash–space (Project – Draft).
Field parts separated by . (25.09.1).
Placeholders:

{Curly} = folder, [Square] = field.
Statuses: A Active | B Draft | C Closed | P Pending | W Waiting | X Archived.

Time Structure

The project lifecycle is divided into:

Terms (A Analysis, B Design, C Coordination, D Development, E Usage)
Stages within terms (e.g. Feasibility, Preliminaries, Schematic Design)
Phases (Existing, Demolition, Proposed, Temporary)
Periods (Design & Planning, Construction, Usage)
Each term implies increasing levels of certainty, stakeholder involvement, and documentation precision.

Project Details & Project Objects

Every project contains key data fields: code, name, number, manager, term, description, address, role type, service, typology, account.

Project Objects: Stakeholders, Assets, Missions, Specs, Tasks, Activities, Lists, Events, SOT.

Assets: raw incoming data (surveys, reports, scans).
Specs: curated information – our outputs and stakeholder inputs.
Missions / Tasks: actions required to achieve a deliverable.
SOT (Source of Truth): the verified version of project data.

DELIVERABLES STANDARDS

This section explains how we produce and issue work — from quotes and packages to sets, subsets, drawings, and issues.
It connects the abstract framework of Section 1 with the tangible output we deliver to clients and authorities.
Purpose
To explain how deliverables are structured, named, issued, and tracked – from quotation to final record drawings.

Relationship to Quotes and Invoices

Each deliverable originates from a service or sub-service defined in the proposal.

A sub-service corresponds to a line item in a quote or invoice.
Deliverables can be grouped under stage deliverables (e.g. DA Stage) or ad hoc deliverables (stand-alone tasks).

Packages

Packages are curated groups of documentation prepared for a specific outcome (DA, CC, Tender, Construction).
They usually combine our own drawings with consultant inputs.
Each package aligns with a term and a mission, and often one main set.

Drawing Sets

Each package contains one or more sets of drawings.
A set is named simply by term + service:

A – Existing Conditions Set
B – Architectural Set
C – Interior Set
The stage or submission (DA, CC, etc.) is defined by the issue, not the set name.

Subsets

Subsets classify drawings by type – plans, elevations, details, etc.
Each subset has a two-digit code defined in the Arcanary Subset List (see Appendix).
Example: ARC–DA–02–101 ➜ Architecture, DA Package, Subset 02 (Floor Plans), Drawing 101.

Drawing Naming Convention

Format: [Discipline] – [Subset].[Number]

Discipline (A– Architecture, I– Interior, L– Landscape etc.)
Subset = two-digit code
Number = depends on term (A 1-digit, B 2-digit, C/D 4-digit)
Dot separates subset and number.
2.7 Numbering Rules by Term

Term	Digits	Logic	Example
A – Analysis	1 digit	Sequential	A–1
B – Design	2 digits	Sequential	A–02.03
C/D – Coord/Dev	4 digits	Structured by level or topic + page	A–02.0101, A–03.2001
E – Usage	4 digits	Same as C/D (Record)	A–02.0101 (RD Issue)

2.8 C/D Term Numbering Scenarios
1. Floor Plan View Type ➜ first two digits = level (00 roof ➜ 01, 02, 03 downwards); last two digits = type + page.
2. Non-Floor Plan View Type ➜ first three digits = topic (group), last digit = page.

Pagination Rule

The last digit of every four-digit number is reserved for page numbering whenever multiple sheets share the same title.
Example:

A–08.7001 ➔ Pedestrian Access Layout – Sheet 1
A–08.7002 ➔ Pedestrian Access Layout – Sheet 2
2.10 Issues
Issues record the purpose and date of every set release.

Each issue includes name, date, version, purpose, recipient, status.
Issues are listed chronologically on the cover sheet; the latest = Current Issue.
Example purposes: Client Review, DA Submission, Section 455, For Construction.
2.11 Revisions (Preview)
Revisions track internal updates within an issue.
They use letters (A, B, C, etc.), record author and date, and never change the drawing number.
(Full details follow in Section 3 – Model Standards.)

DOCUMENTATION

DOCUMENTATION

FILE

File vs Documents

File Naming
[Project.Code] - [Term] - [Model.Name] - [Version] - [Author] - [Optional Details]
Actions
Move to {_ARCHIVED} all superseded Files every day so to have visibility of what is the most current file. IF more than one file, for example S4.55 and CC, then leave both most current files.

DOCUMENTATION TAXONOMY

FILES vs DOCS

FILES

Server files

File Naming
[Project.Code] - [Term] - [Model.Name] - [Version] - [Author] - [Optional Details]
Actions
Move to {_ARCHIVED} all superseded Files every day so to have visibility of what is the most current file. IF more than one file, for example S4.55 and CC, then leave both most current files.

Project Code - Term -

Cloud Files

DOCUMENTS

Package	
Set	
Issue	
Subset	
Drawing	
Report	

Schedule	
Presentation	
Statement	Certification, Invoice, QUote..

SETS

A - Architectural Set
ISSUES

SUBSETS

DRAWINGS

The dwg follows Iso

D	D	.	S	S	L	L	Z	Z

- **DD**: Discipline (one or two digits, if one then “D-”
- **SS**: Drawing Series
- **LL**: Level as per ISO Level
- **ZZ**: Zone

Examples:
A-10.0001: Architectural General Arrangement Ground level
S-10.0001: Structural General Arrangement Ground level
A-14.0201: Architectural, RCP, Zone 2 Level 01 (Ground level)

Drawing Revisions

Revisions are marked in lower case, starting with the letter a, avoiding letter o as it looks like zero.

REPRESENTATION

REPRESENTATION

GRAPHICS

COLOURS

Annotation and Diagrammatic Colouring

This colours refer to the meaning held by the actuarial colour

BLACK	**#000000**	Description of existing conditions	What we see
BLUE	**#0000ff**	Design intent and Instructions	What we want
MAGENTA	**#ff00ff**	Warnings, Un-resolved Issues	What needs to be aware of
RED	**#ff0000**	Property, Legal elements	Easements, Boundary... Requires A specific type of line
ORANGE	**#ff7f00**	Utilities and Infra Structure	Require a specific Type of line
PURPLE	**#bf00ff**	Description of not-yet built elements, previously approved is SOT	What we know existing but not build. Requires diagram line

Mark-ups

This colours refer to the meaning in revising and marking up drawings.
RED: **Markup, Corrections to be amended**

Highlighted in Yellow: Markup is completed

PURPLE: Drawing Notes to remain in the Set; **Pending external input** / Questions that need to be resolved by stakeholders. TO BE ADDED TO SOURCE FILE (DWG, BIM)

BLUE: Temporal note that has **to be included in the drawings literally** TO BE ADDED TO SOURCE FILE (DWG, BIM)

ORANGE: Internal questions from the designer to the PM = **Pending internal Input**

Green: Used to bubble up areas that have been **updated from previous Revisions** (only going back one revision) TO BE ADDED TO SOURCE FILE (DWG, BIM)

Cyan: Used to bubble T**entative** changes or **Options** TO BE ADDED TO SOURCE FILE (DWG, BIM)

Descriptive & Branding

These colours refer to selected colours that resemble real conditions and that are limited to match company grapchi standards
#HEX | RGB | HSL |
Autocad | Transparency

	Solid or transparent Fills	**Projection and line patterns**	**Section Elements**

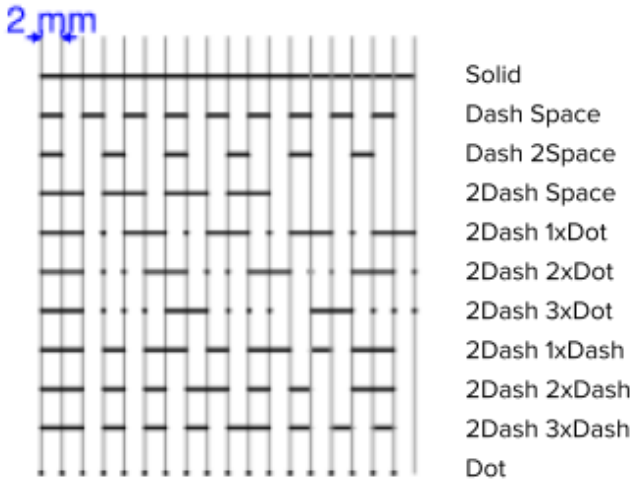
Dressed	#a59152 | 164, 145, 81 | 46°, 34%, 48% 43	#7f6f3f | 127, 111, 63 | 45°, 34%, 37% 45	#4b4126 | 76,66,38 | 44°, 33%, 22% 47
Vegetation	#b4cc66 | 180, 204, 102 | 74°, 50%, 80% 63	#91a451 | 145,165,82 |74°, 51%, 64% 63	#414b26 | 66,76,38 | 76°, 33%, 22% 67
Glass and Water	#7fdfff | 127,223,255 | 195°, 50%, 100% 141	#3f6f7f | 63,111,127 | 195°, 50%, 50% 145	#145959 | 19,88,88 | 180°, 78%, 35% 149
Generic	#cccccc | 204,204,204 | 0°, 0%, 80% 254	#666666 | 102,102,102 | 0°, 0%, 40% 252	#000000 | 0, 0, 0 | 0°, 0%, 0% 250

LINES

To be reviewed against template

Line Patterns

To be reviewed against template



Line Thickness

To be reviewed against template

Ultra Wide		8px | 0.8mm
Thick		4px | 0.4mm
Medium		3px | 0.3mm
Thin		2px | 0.2mm
Ultra Thin		1px | 0.1mm

Line Types

To be reviewed against template

PATTERNS

To be reviewed against template

SECTION PATTERN KEY Stud/Metal Foam Panel | Sand Blockwork Brick Stone Concrete Pre-Formed Concrete Mass | Off-Form Fill / Rammed	**To be reviewed against template**
TEXTURE PATTERN KEY Concrete | Render | Plaster Masonry | Blockwork Timber Coverings Metal Coverings Carpet | Sand | Earth Stone Tile | Ceramic Structural TImber	**To be reviewed against template**

TEXT

Fonts

LOGO	Montserrat
REPORTS	Proxima Nova
ANNOTATION	Arial

Size

To be reviewed against template

	Size @100%	Use
Small	1.5mm	In tags and dimensions
Standard	1.8mm	Notes, Spaces
Big	2.1 mm	Property, Units, dwelings

Heading	3.0mm	Zones
Subtitle	3.6mm	Warnings
Title	4.2mm	View Title
Cover	6.0mm	Sheet Tile

Building elements representation

Terrain

Floors

Walls

Openings

Barriers

Joinery

FFE

Materials

Spaces

Clearances

Structure

Services

Entourage

Context

Phasing

E	Existing to remain	
D	Existing to be Demolished	
M	Existing to be moved, relocated	
F	Future	
N	New	
T	Temporary	
P1, P2…	Phase one, Phase 2, Phase 3…	[User defined]

BIM

BROWSER ORGANIZATION

Organized in 2 level related to the parameters ABG_SRT_Sort# (Sort level 1, Sort Level 2, Sort Level 3)

Level 1 Group

Parameter: Sort Level 1

SORT LEVEL 1	*SORT LEVEL 2*	
00_GENERAL	*ABG Template* *BG Template (Temporal)* *Annotation* *Legends* *Working Views*	*General views and internal standards*
	LEGEND PHASE AUDIT	
	LIBRARY ANNOTATION	
	LIBRARY MODELLING	
01_DOCUMENTATION		*Sub-organized by term or Stage (PM's discretion)*
01A	*[SubSet]*	*Default for Term A (previously stage (existing or previously approved)*
01B	*[SubSet]*	*Default for Term B (Current Planning applications)*
01C	*[SubSet]*	*Default for Term C&D (Tender and Construction Documentation)*
02_QUALITY CONTROL	*[Term] - [Subject]*	
03_PRESENTATIONS	*[Term] - [Subject]*	
04_DRAFT	*Pre-Prepared Views and Sheets to be moved to Documentation*	
05_WORKING VIEWS		

Note that the Documentation groups can be defined differently with a more specific Stage Set such as 01B - S4.55. However, having more than one set in the same term become complicated as sheet number must be unique,

LEVEL 2 - SUBSETS

Parameter: Sort Level 1
See Subsets

LEVEL 3 - TERM / SET

Parameter: Sort Level 3
See Terms
This parameter is used to filter annotation reference callouts, elevations and sections. In different terms.
Applicable to 10, 20, 21

For example: A section callout will be A-10.02 (B term) and another section exactly at the same position will be A-10.0210 (C term). We assign the term using Sort Level 3 to each one of them. We can then create a filter that applies to Callouts, Elevations, Sections, using parameter ABG_SRT_LVL 3, “non equal to” The term we want to keep. We will then apply the filter in the views, and turning off the visibility.

SORTING

Sheets: 2 levels, by Sheet Number (asc)
Views: 2 Levels, by View Name (asc)
Schedules: 1 Levels, by Name (asc)

NAMING

SHEETS

On Browser

Sheet name when printed (single file)					
Sheet Name in Browser					
FLOOR PLAN VIEW					
A-10.0101	**GA**	**L3**	**SECOND LEVEL**	02C	A
Number	*Subset Name*	*Level*	*Level Name or Subject*	*Issue*	*Rev*
NOT FLOOR PLAN					
A-30.0102	**VEHICULAR ACCESS**			02C	A
A-21.0010	**OVERALL ELEVATIONS**		**SOUTH ELEVATION**	02C	A

Number	*Subset*	*n/a*	*Subtitle (if necessary)*	*Issue*	*Rev*

SHEET NUMBERING

DOCUMENTATION							
A							
A	-	10	.	1			
B							
A	-	10	.	0	1		
C							
A	-	10	.	0	1	0	1
PRESENTATIONS							
A							
A	-	01					
B							
B	-	01					
C							
C	-	01					

VIEWS

IN BROWSER
10_A - L0 - GROUND LEVEL
21_C - SOUTH ELEVATIONS
IN SHEETS (TITLE)
L0 - GROUND LEVEL
SOUTH ELEVATIONS

SCOPE BOXES

Note that scales are referred to in an A1.

Default	
Context - 1_200	
Site plan - 1_200	Site and roof plan, normally at 1_200 to 1_100. Also

	used in context elevations
Plans - 1_100	Overall Plans, crop view region and annotation
Elevations & Sections - 1_100	Overall Elevations and sections, crop view region and annotation. *Note that the horizontal scope of elevations and sections often greater than plans (similar to site plan in fact)
Grids - 1_100	Use to attached grids, if the crop region of the view is greater than the grids scope boxes the grids will be link to the view crop region
User defined	
[Specific spaces] Central stairs - 1_50	Use for specific areas that need several views and that may be visible in different levels, such as stairs, lifts, ramps...
[View section area] *Plans - Part A - 1_50*	When an overall view (plans, elevations sections) are to big to fit into one sheet, and it needs to be broken into view parts

GRID LINES

Major

Start from project zero.
Project North-South as numbers
Project East-West as capital letters

Minor

Represent subsystems of gridlines for specific areas
We still use the same orientation logic as major, but we add a number prefix separating the number or letter with a dot, so we avoid repeated grids such as potentially grid 11 , in a sub system will be 1.1

ABG Template

Grids are in each REVIT model link, and hidden
The 00 - Master File contains the source of truth of the building positioning
Grids are managed through the options set “GRIDS”, and to edit we need to activate Unfreeze.
This approach allows the grids to be visible but can’t be selected, protecting the integrity of the file by accidentally moving a grid.

LEVELS

Levels are horizontal planes perpendicular to z axis that represents reference for building elements

Types Prefix

The level prefix are the abbreviation (or code of the level type FFL, FCL, SRL, SSL, RL...) It means the project element that the level refers to (finish floor, top of slab, structural element...)

Levels Types

FFL - Building level: Represent the Nominal height at which a building storey Finish floor level is referenced. In REVIT Only these levels have the Building Storey parameter on.(¨Is Building Storey¨) and ONLY in the Architectural (Main) Model. (this is because if they are turn on they will show on Architectural plans)
SRL - Structural Level: Represents where the structural element for a given FFL are to be located (this is normally to capture the thickness of floor finishes and substrate to floor core top level. In REVIT ONLY these levels have Structural Level parameters on. (¨Is structural level¨). The Structural Levels are to be ONLY on the 00 - Master and 06 - Structural revit files
FCL - Ceiling Level: nominal height at which a ceiling is to be located (this is less commonly used as the ceilings of a storey can vary significantly
RL - Reduce Levels: This levels are the full elevation from the measuring reference, in Australian is known as AHD)Australian height datum, which is the sea level at high tide. The RL' s are the generic way of spotting elevations from sea level.

The industry uses convention abbreviations to refer to common building elements such as the RR (roof ridge), This abbreviations are normally listed in the standards.
Note that is commonly used as referencing abbreviations:
IL: Invert level,(the lowest point of a pipe or tank from where below this level will not drain further
TO = Top of and is use in combination with elements abbreviation TOK (top of kerb, TOW)top of wall)
BO = similarly meaning Bottom of a building element BOB (bottom of beam, BOK bottom of kerb...
This is used as in plan view it can t be underatsn awhere the RL is pointing at

Notes
Nominal (Nom). Refers to the default or most common level.Levels within the same building story can change, but the nominal level helps by stating a reference point . ALl FFL, SRL, FCL are Nominal,
Measuring from survey or from Project base: Note that in REVIT spot elevations or elevations from survey (or sea level) which is the way we use in Arcanary
SSL (means the same of SRL) normally refers to the structural level (Strucc¡Tural slab)
CLH refers to the distance between FCL and FFL in a given storey (to differentiate between FCL and CLH)
AFFL: Above finish floor level, if defines a certain distance that depends on the FFL

Level Codes

The level code is the abbreviation of levels that are unique in a project, L0, L3, B2, R2, A0... this codes are widely used not only referring to the levels themselves but also to name rooms, spaces...

The building level codes are made by Designator + Number, the number are normally starting from zero and counting from lowest to highest.

Designators

0	Sea Level (high tide). Where the survey is located	Project
A	Access level Used to represent a non-building level from where access (connection to street) occurs. This is use to reference landscape elements There may be more than one A level and we can then Name them as A0, A1, A2...	Site
B	Basement level, a basement is any storey that does not emerge more than 1m at any point from the ground Basement are counted always upwards	Building
L	Represents a building storey. L0 is always the lowest level habitable level (level over the highest basement), Project Based point is located at the lowest L level	Building
R	Refers to a roof level, this can be more than one so count from the bottom up R1, R2... Roof levels point as a convention to the top of floor that is trafficable and NOT necessarily to the upmost element on a such as top of roof parapets, lift overruns. In a pitch roof, the Roof level commonly top of gutter (or based of pitch) although it can be also pointed at the roof ridge	Building
S	Sky Level. Used to roof plans or views that are above the building so there is a total projection of the building	Project
0	Sea Level (high tide). Where the survey is located	Project
X	Project Origin (software origin, only used for importing files)	Project

Levels Sintax

Non Building Levels

Levels that are common to all buildings
Code - Name
0 - Sea Level, A1 - Upper Access

Building Levels

Levels that belong to a habitable building structure and that can´t be shared between buildings

Single Building project

Code - Prefix - Name
B1 - FFL - Basement 1

L3 - SRL - Second Level

Multi building Project

Building Code - Code - Prefix - Name

Note: Always capitals, Name Levels as LVL. Be consistent if using Floor and Level for example GROUND FLOOR LVL, FIRST LEVEL, SECOND LEVEL instead of GROUND FLOOR, FIRST LEVEL, SECOND FLOOR

LEVELS

Level Class

Level Classes determine the use of the level in the BIM and Real Environment.

- **Storey Levels:** Determined the FFL (Finish Floor Level) of a Storey in use
- **Structural Level:** Defines the RL of the finish surface of the structural level on which building elements are mounted

Level Types (Suffix)

RL - Reduced Levels

RL: Reduce Level, indicating height from Datum.
Datum is the project Level Zero, and it normally corresponds with the highwater mark (Sea Level)

Primary

Primary levels are Nominal, meaning they are the reference . Offset of zero means the level is right at the FFL.

- FFL - Finished Floor Level: Finish face that we step on. IT referencing a Storey from which FCL, SRL and Sub levels are linked.
- FCL - Finished Ceiling Level: Visible Finish Surface of the underside of the Ceiling. This is mainly used as a nominal level to which ceilings are built and rooms are referenced to the top level. FCL are highly variable from room to room, so the use is purely for referencing. Generally, CLH is more commonly used as it references the distance in mm from the FFL to the FCL in a space to space basis.
- SSL - Slab Level
- SRL - Structural Level
- FSL - Finish Structural Level

Secondary

Helpful in clarifying the RL of a specific element. These levels are normally abbreviated in accordance with the survey input. Most commons:

- TOG - Top of Gutter
- GU - Gutter (Street level)
- KR - Kerb
- RR - Roof Ridge
- TOW - Top of Wall
- BOW - Bottom of wall

Design Reference levels

These Levels are use to define design rules such as the default height of skirtings, handles, power points... These leaves are normally reference from the FFL

Level Fields

Field	Description	Revit	Type
ID	Unique Identifier auto generated by Revit	-	
Building	To which Building it belongs	*ABG_DAT_Building*	*Text*
Number	Unique number ascending from the lowest level of the project. This field is use for sorting	*BG_LVL_Number1*	*Text*
Prefix	L0, B1, B, GF... like it ill show in an elevator	*ABG_LVL_Prefix*	*Text*
Suffix	FFL, FCL, SRL, RL	*ABG_LVL_Suffix*	*Text*
Name	Name of the level. Ground Floor	*Name*	*Text*
Elevation	RL from the Datum	*Elevation*	*Number*
Offset	The height different in mm from the Nominal Level	*Offset*	*Number*
Structural	If the level is structural	*Structural*	*Boolean*
Storey	If the level represent the story of a building	*Building Story*	*Boolean*
Pinned	If the level is blocked, to avoid accidental displacements or deletion.	-	*Boolean*
Status	Control Field as per Status Standards	*ABG_DAT_Status*	*Text*
Comments	Control Field as per Status Standards	*ABG_DAT_StatusComments*	*Long Text*

Level Prefix Field

Existing vs Proposed

By Default levels are understood as Proposed.
IN case we need to indicate an existing level, a”e”append to the prefix will suffice. eL0 - FFL - Ground Level (Existing ground Level)

Abbreviations & Sequencing in single Dwellings

Abb	Level	Sequencing
A	Access Level to site	A: if only one access point A1, A2... referring the different site access This refers to the RL at which the site is accessed from outside, such as driveways, pedestrian access...
B	Storey Level Underground	B: there is only one basement level B1: Is the highest underground level B2: Second highest underground level. *There is no B0
L	Storey Level Above Ground	L0 = Lowest Above ground level* *GL: Ground Level, and LG Lower ground are commonly used to substitute L0, or L0 and L1 when LG exists.
R	Roof (Highest level)	Unique Level, at which the roof is setout.

Level Naming & Representation

Single Building Project

Primary Level	L0	-	FFL	-	Ground Floor	*Overall Section & Elevations*
Sub Level	L0.1	-	FFL	-	Mezzanine	*As per Primary Level*
Structural Level	L0	-	SRL			*Building Sections, Concrete Setouts*
Ceiling Level	L0	-	FCL			*Overall Sections*

More than one building projects

IIn case a project comprises more than one building with different level elevations, the filed of “Building” together with the field of “Number” will be used for sorting and filtering.
The Level Markers can be modified adding the Building prefix before the level prefix: BA - L3 - FFL - Second Level (Second level of Building A)

Primary Level	BA	-	L0	-	FFL	-	Ground Floor	
Sub Level	BA	-	L0.1	-	FFL	-	Mezzanine	
Structural Level	BB	-	L0	-	SRL			
Ceiling Level	BC	-	L0	-	FCL			

SPATIAL ORGANIZATION

BOUNDARY - PROPERTY LINE

Lot
Area
Subdivision

SPACES

Zones

Zones are used to classify compliance spaces, or abstract concepts such as fire compartments, clearances, HVAC zonification

Areas

Areas are use to classify spaces for physical characteristics which overlap with the spatial division such as Landscape area, catchment areas, deep soil areas, internal areas, buildable areas...

Spaces

Spaces are delimited by ownership , can be open spaces or enclosed spaces (rooms)

Spaces Classification

W	Wet areas	Bathroom, En-suites, Powder Rooms, WC
K	Kitchen	Pantry, Back of house, Laundry, Kitchen
B	Bedrooms	Masters, Bedrooms
S	Dry Storage	Cloak rooms, Storage (no plumbing)
D	Dry living areas	Living rooms, dinings, rumpus,
E	External	Exterior private areas, POS, pools, gazebos...
P	Wet storage	Services, Plant, pool equip
C	Dry Common Spaces	Entries, Lobbies, CES (Multi SOU)
L	Landscape	Gardens, COS, Common External Spaces (Multi SOU)
V	Cavities	Restricted access spaces, lift shafts, plenums, ventilation cavities, risers

Abbreviations

In Multi SOU projects, use the following abbreviations to classify spaces. As a project may have several COS 1, COS 2, or POS 1, POS 2
COS - Common Open Space
CSS - Common Services Space
CES - Common Enclosed Space
POS - Private Open Space
CV - Cavity

Space Coding

Single SOU single level (1x field code)

Simple two digit number
i.e 02 (room number 02),

Single SOU multi level (2x field code)

First field is the level, second field the number
i.e L1.02 (room number 02 which is in level 1)

Multi SOU (2x field code)

Spaces belonging to an SOU

Use prefix letter such as U (unit), T (tenancy) A (apartment) D (dwelling)
Start counting rooms from 01 on each SOU
If SOU are common to have more than one level, then using a three digit number where the first number represents the level is also acceptable
i.e U3.02 (unit three, room number 02), T3.01 (space one in tenancy three), U7.203 (Room three on second level of unit seven)

Spaces not belonging to SOU

Common spaces such as Plant rooms, entries, lobbies...

Use Single SOU standard (simply add level code followed by space number)
i.e L2.02 (in level L2, room number 02

Multi Building (3x field code)

For projects with more than one building, use an additional field at the front of the code that represents the building.
i.e A.L2.02 (in level L2, room number 02 in building A)

Space Naming

Use simple self explanatory names such as kitchen, plant room, laundry...
For external spaces in multi-SOU, add prefix POS (private open space) and COS (Common Open Space)
The reason is that an apartment may have different balconies, terraces, gardens.. And same with communal spaces.
This will make it easier to filter the external spaces for scheduling.
I.e L3.02 - COS 1 (external common open space in level tree, as space 02)

PROJECT SPATIAL REFERENCE

HEIGHT

Project Base Point is the point in space that represents the project coordinates x,y,z =0.
The **Internal Origin** is the software coordinates x, y ,z =0
The **Survey Point** serves to reference the project based point to real world coordinates.

ORIENTATION

True North is the real planetary North pointing at the north pole
Magnetic North is a deviation of the magnetic field vs the real location of the true north, it must be ignored
Project North is the orientation of the project that enables us documenting in an orthogolan way and fit it in the paper space. Note that in every document the true North must be represented.

ABG Conventions

In the ABG template, the Project base point is expected to be:
Elevations: at the lowest habitable level (normally Ground Level FFL)
Position: At a vertex of the property line, ideally on the side of the main access
Orientation: The one that enable us to document the project with at least one axis (x or y) and ideally both perpendicular to the paper space and that this rotation from the true North still keeps the project North pointing up in the page between 0 and 180 degrees, (avoid project where the north is pointing down).

In cases where the site is too large, then Project base may be set near or at the building.

The survey point must be then moved downwards whatever distance is necessary from the project Base as to give the project Base its real elevation from the sea level (where the survey point must be).

Note that the internal origin is given by default in the software and it is the default method of positioning when importing links from REVIT as well as other softwares.
The project Base is located by default 10m higher than the internal origin both at x, y=0.

Setting up files

Project base point referst to level A
Survey point must be at Sea Level
Internal origin is at O level, and it is not in use,

PRINTING / PUBLISHING

Single file
Subset
Set

LINKS

General

Static
Dinamic
Placeholder
Location: ...FILES/BIM/LINKS/...

IMAGES	
REVIT	
CAD	
POINT CLOUDS	
PDF	
MISC	

REVIT Links

MODEL FILE (FILE/CONTENT/PRINTING)

00 - MASTER - 03 - MGP
Scope, Boxes, grids, Levels, Project Base
This file is meant to be NOT LOADED (only loaded to check QC - reference only)
This file is the “project template”

01 - URBAN - 01 - PRM
Outside property line Buildings, Street, Vegetation, Infrastructure that is captured in the official survey.
* if no survey, then no urban, then use context.

01e - URBAN - 01 - PRM
Adjacent Properties, Street, Adjacent Vegetation, Infrastructure
Only existing, only for reference

02e - SITE - 05 - PRM
Existing Site, topography, Vegetation (Existingonly)
Only for reference
Model from datum no levels

02 - SITE - 38 - PRM
Topography, Vegetation (Existing, Proposed)
Only toposolids and planting categories. The scope is only within the property line.
Model from datum no levels

03e - EXISTING CONDITIONS - 05 - MGP
All built elements in existing phase
Print Existing conditions Set sheets (prior to 03 being implemented)

03 - ARCHITECTURE - 104 - MGP
All Built elements within the site for all phases.
All sheets (whether they are in the set or printed from other files)
Building elements (FL, RF, ST, WL, RM, CO, BE) Core + Finish, including properties and full allowance of thickness
Openings and Barriers
Spaces
Generic: Joinery, FFE
Finishes: Floor Finishes, Envelope Finishes
Services: Generic Visible Services)

04 - INTERIORS - *## - ###*
Building elements (FL, RF, ST, WL, RM, CO, BE) only Finish
Generic: Joinery, FFE; Floor FInishes
Specific: Joinery, FFE;
Finishes: Internal Walls, feature, claddings and linings

05 - LANDSCAPE - *## - ###*
Specific Outdoor areas: planting, detailed finishes for elements outside the envelope.

06 - STRUCTURAL *## - ###*
Structural Elements, framing
Building elements (FL, RF, ST, WL, RM, CO, BE) only Core

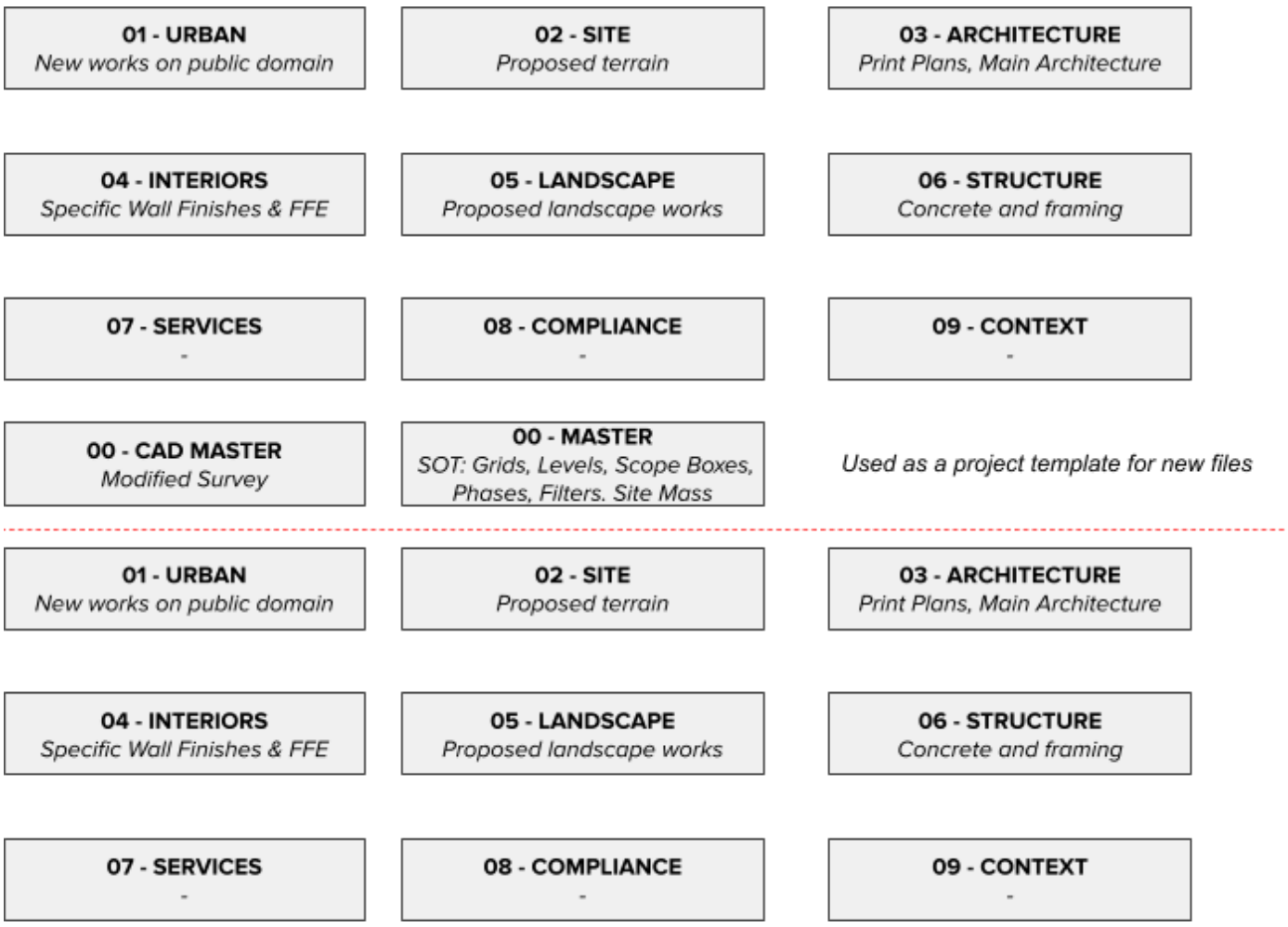
07 - SERVICES - *## - ###*
Pipes, Ducts, Conducts, Trays & Specific Equipment

08 - COMPLIANCE - [Subject] - *## - ###*
Use the Placeholder from the template so it is always turned off, then adjust visibility from the view template according to case.

09 - CONTEXT - 08 - PRM
Approximate surrounding topography and buildings, presentation assets (proxies in presentation phase)
* Outside Urban realm (if existent)
*Outside site if urban non existent ⇔ no official survey available.

QC - [SUBJECT] - *## - ###*
The subject will be the specific file to be checked against, such previous approval. It is to be NOT LOADED.

PROPOSED TERRAIN.
Only contains toposolid
Print: 07 - Enabling Works



Phasing

PHASES

#	ABB.	NAME	CONTENT
01		Legends	Use for legend phase objects (and/or use design option)
02	e.	Existing	Existing
03	p1.	New Construction A	Proposed based on DA
04	p2.	New Construction B	Proposed based on S4.55
05	p3.	New Construction C	Proposed end game
06		Presentation	Used to host entourage to enrich presentations
07		Diagrams	3D Diagrams, that are to be hidden in general documentation and modelling

PHASES FILTER

NAME	CONTENT
Show New	New
Show Complete	Completed
Show Demo	Demo
Show Previous	Previous
Show All	All (Complete + Demo)

OPTIONS

Default	
GRIDS	Use to lock grids and all views.
User defined	

Paramenters

Shared Parameters

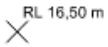
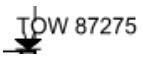
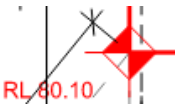
BG & ABG Parameters

MODELLING

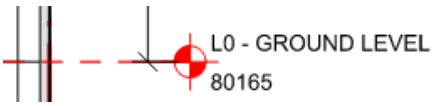
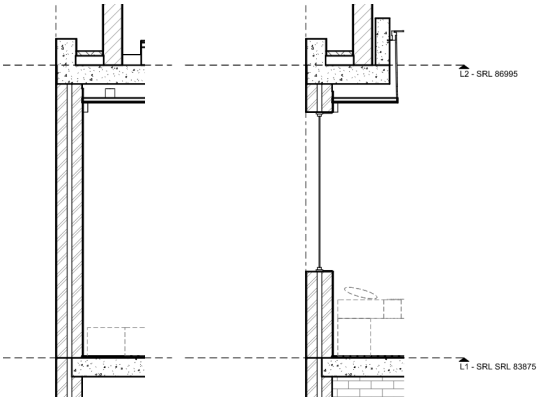
ANNOTATION

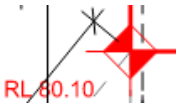
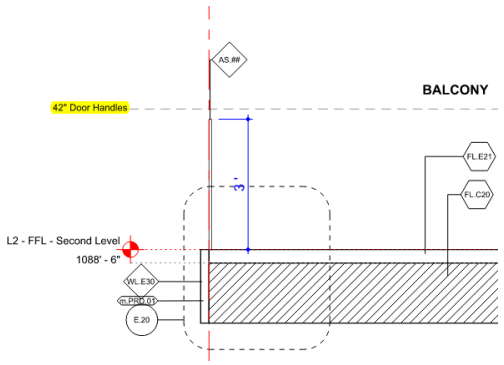
LEVELS

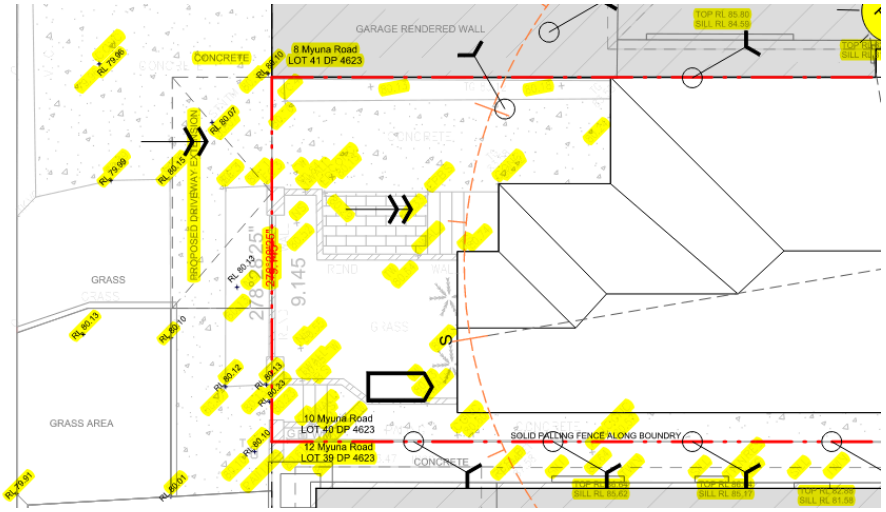
Levels Representation

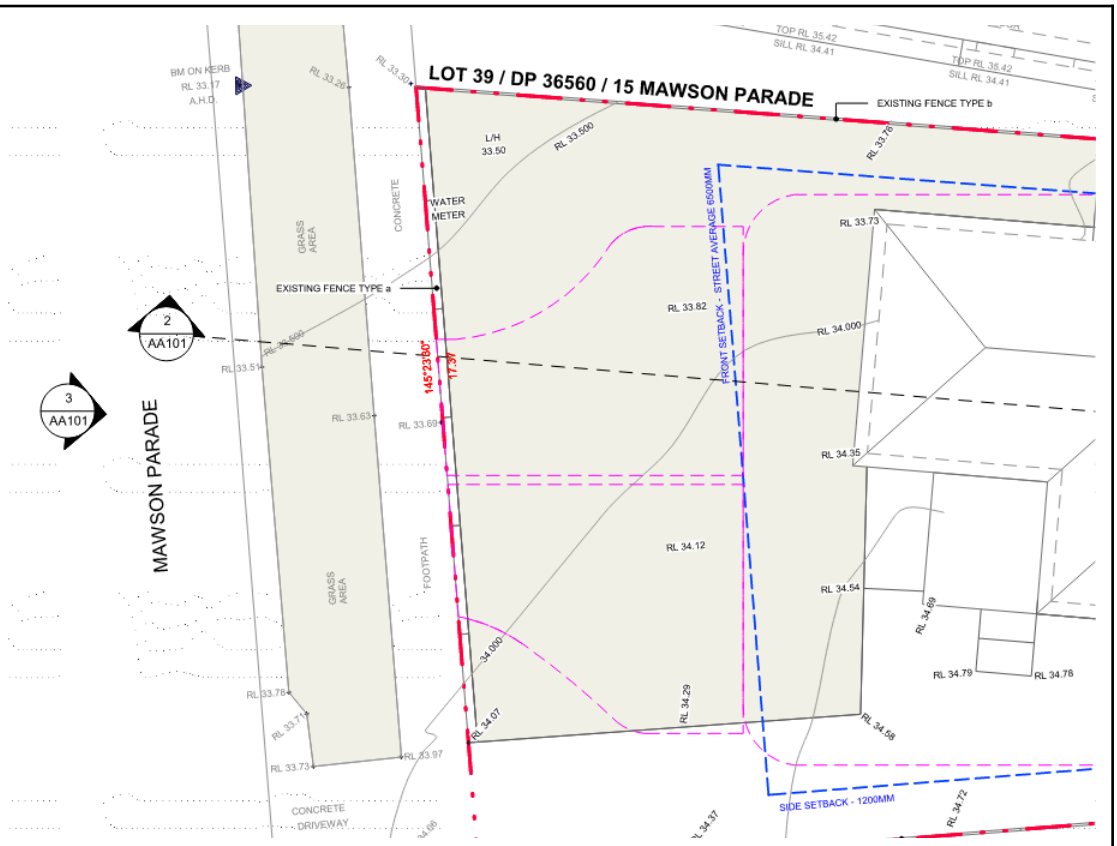
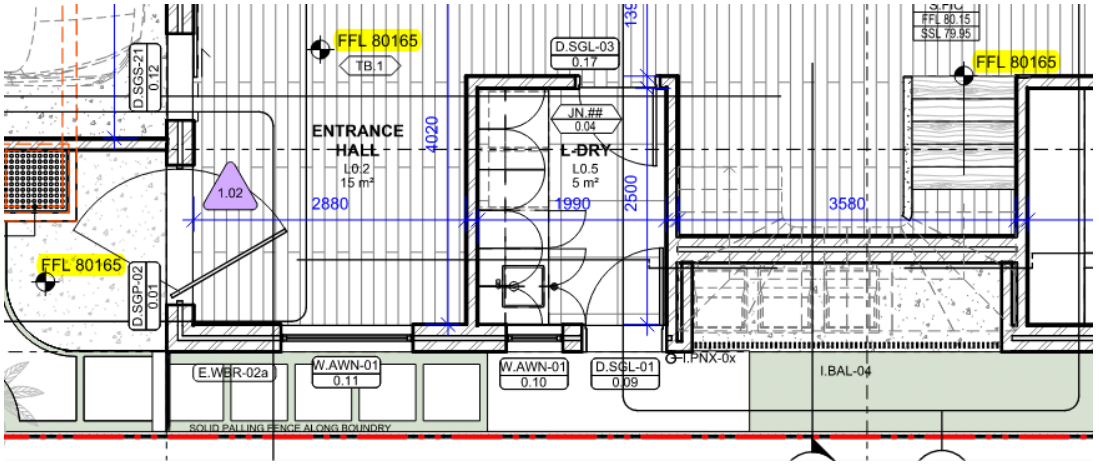
Spot Elevations			
	Plan View	Elevation View	
Survey		-	
Existing			
Proposed			
Setout - Survey Point			
Setout Point			

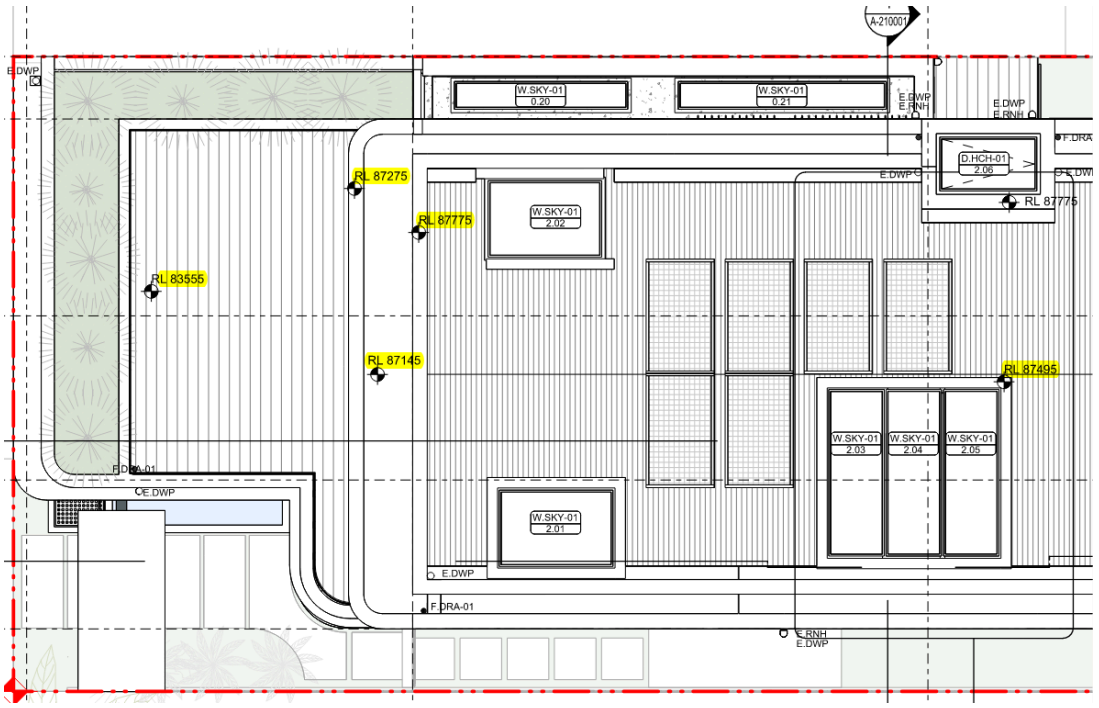
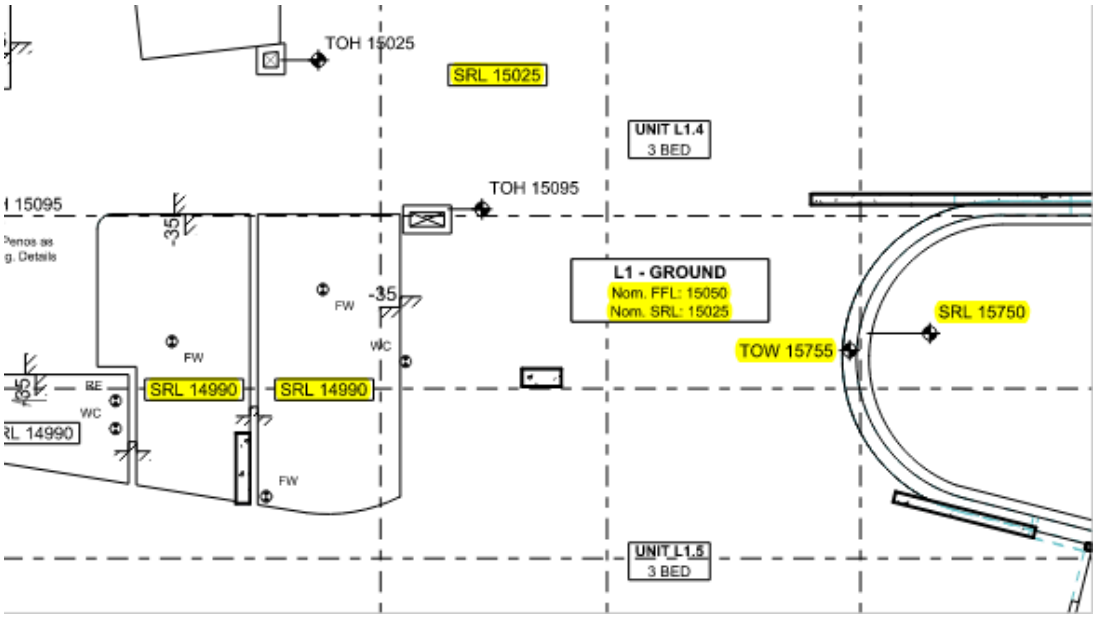
Level markers

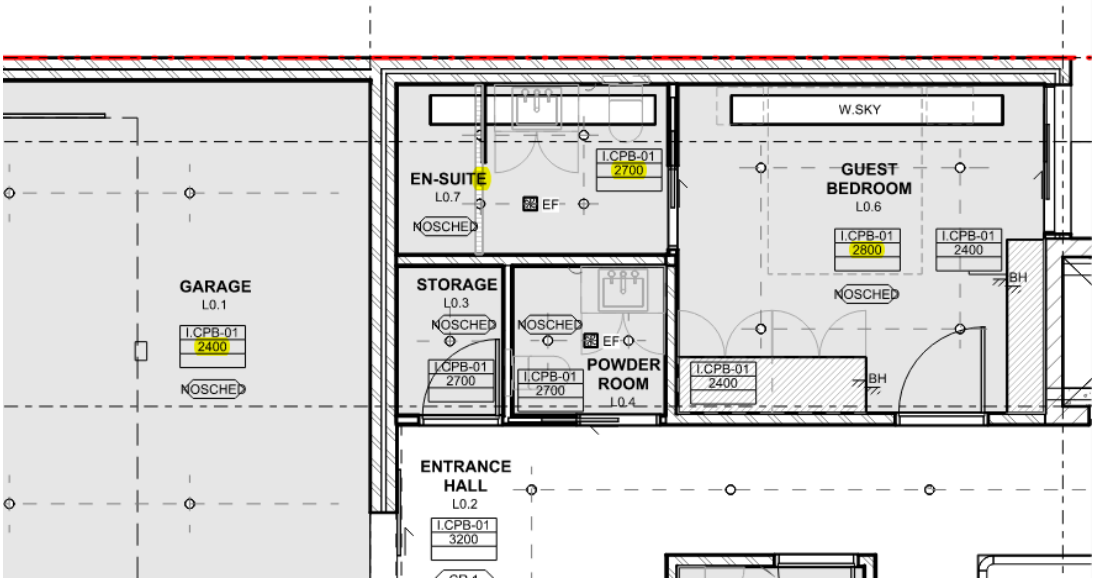
Primary Level	L0 - FFL - Ground Floor	*Overall Section & Elevations*	
Sub Level	L0.1 - FFL - Mezzanine	*As per Primary Level*	
Structural Level	L0 - SRL - Ground Floor	*Building Sections, Concrete Setouts*	
Ceiling Level	L0 - FCL - Ceiling Level	*No Markers* *Optional, Overall Sections, building Sections.*	

Survey Point	RL#####	*Overall Section & Elevations*	
Setout Point	RL####	*Overall Section & Elevations*	
Design reference Levels	H from FFL	*Building Sections, Facade Elevations.*	

Floor Plans	
Analysis - From Survey All RL captured by Survey.g	

Site - FFL @BDY vertex, Setout Points, Existing Levels of Street, adjacent properties to determine outline / volumen	
GA - FFL @ any change of level with a FFL Steps, Stairs. Main walls and @ entry of units, apartments, houses @ any feature in landscape	

ROOF - FFL @all walls, parapets, ridges.	
Concrete Plan - SRL Show any change in structural levels: Top of Slabs, concrete walls, hobs, setdowns, rebates	

Ceiling Plans - CLH CL levels measure from the FFL directly below	

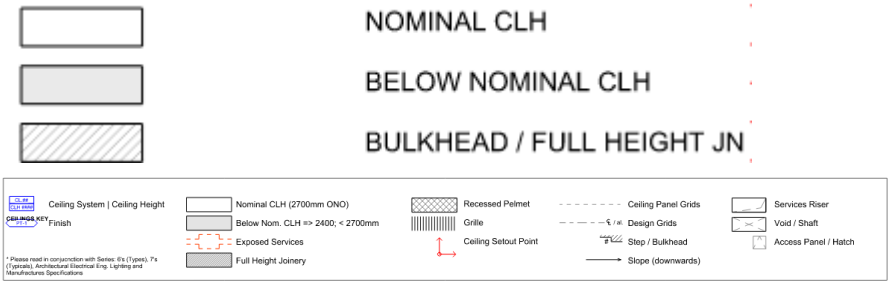
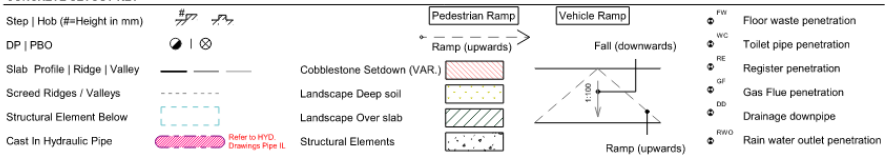
NOTES

Legends	All Sheets, see subset documentation
Keys	As required
Dimensions	see subset documentation
Tags	see subset documentation
Keynotes	Non Overall plans
Project Notes	Overall Plans: 10 - GA, 11 - RCP, 20 - Elevations, 21 - Sections
Text Notes	As required

Legends

Legends are standardised blocks containing Colours, Symbols, Abbreviations and Notes that relate to the sheet subset in which they are placed.
Legends are created at the company level and they should be checked against the most current version.

Site Analysis	Winds, Noise, North, views, privacy, Height of buildings
General	Colour / Pattern key (Depending on Term) | Disciplines Colour Key

	
RCP	
Concrete Setout	
Structural	
MEP	Use for electrical and hydraulic
Partitions	
Finishes & FFE	Use for finishes plans, FFE plans, Signage
Landscape	
Elevations & Sections	
Waste & Water Management	On Going Waste management | Construction Management | Drainage
Shadows & Amenities	Existing Shadows, proposed | Privacy elements | Views | Ventilation | Storage
Area Calculations	Excavation | GFA | Landscape Calculations

Keys

Keys are diagrams to help understand plans. Keys can't be standardised, they are project based, such as a colour or room types key, Joinery mapping key, where the colours, symbols or notation are defined specific for the subject project.

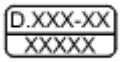
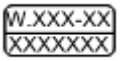
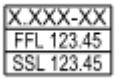
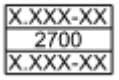
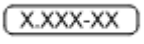
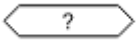
Dimensions

Annotation that provides a numeric value or a spatial reference between objects.

Existing Conditions	

Are depicted in black, and they are outside the control or the architect	
Design Dimensions Depicted in blue, they represent intent in the design.	
Setbacks Dimensions related to planning controls	

Tags

Zones		
Spaces		
Rooms	**Name** **Area Type** 00XXX000 5 / 15	
Doors		
Windows and Glazed Doors		
Floor		
Ceilings		
Systems and Assemblies		
Wall Tag		
Multi-Category	X.XXX	
Keynote Element	X.XXX-XX	
Keynote Material		

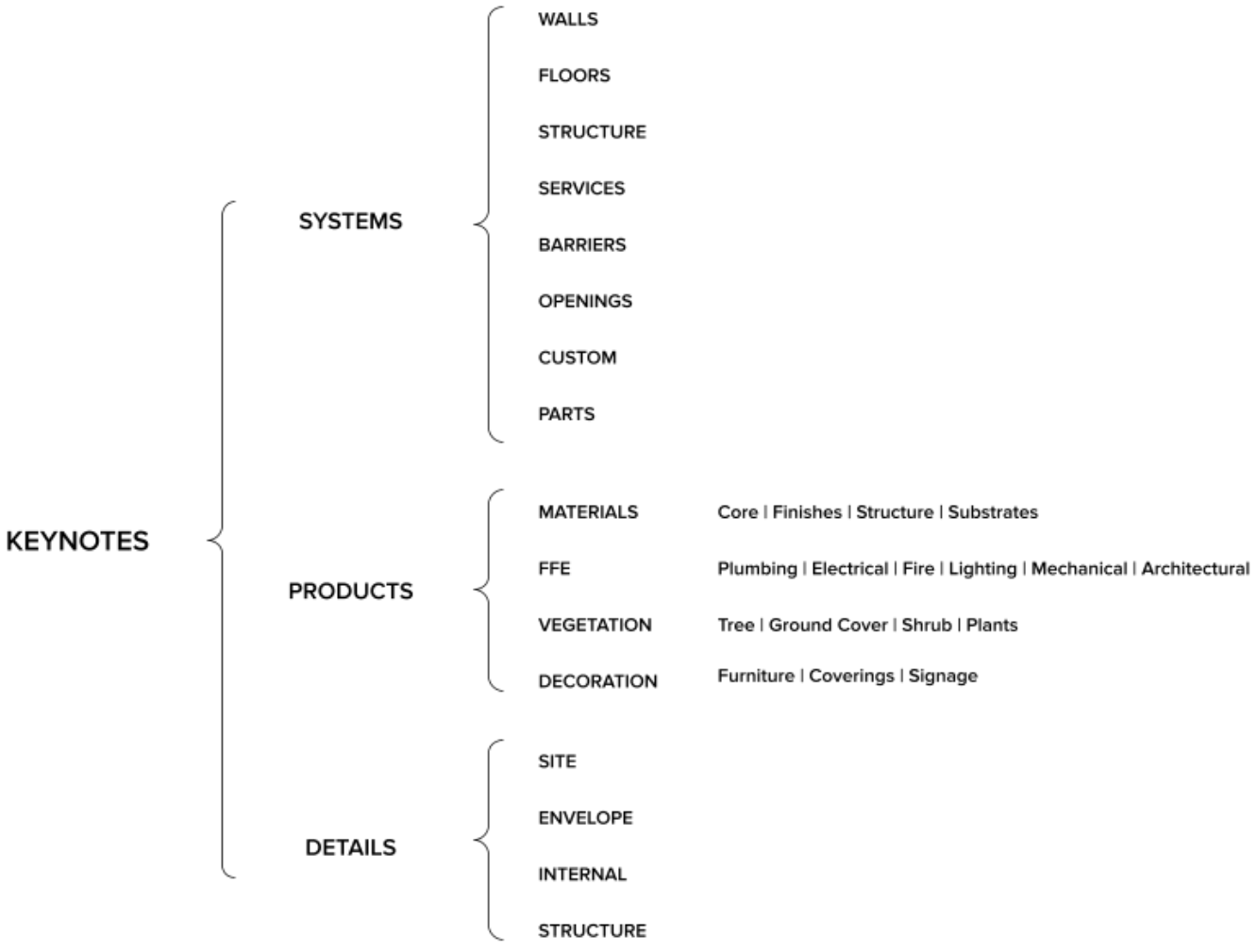
Keynotes

Keynotes are used to link the project specifications with project drawings . Keynotes target Building elements (Systems and Products) giving them a key and a value. The Key is a way to index all elements, hence keys have to be unique. The value is a brief description / name. The specification will classify all elements by families, categories and types but it will use the same keys as a way to refer such specification to elements in the model / drawings.

KEYNOTE CODING

Keynotes Categories

Systems	Elements composed by products and fabricated, ensemble specifically for the project
Products	Elements existing in the marketplace
Details	Definition of element junctions and



Coding definition

- **Generic:** Use to indicate the family of the element in question, use only as a guide for the user to clarify elements in the drawing
- **Specific:** Specific is considered an element that has a link to a real-world product or it has been defined in detail.
- **Sub-System:** Are more elemental systems that define specific layers of it. These Subsystems are useful when modelling helps to reduce the number of combinations of different layers. Subsystems are common in hosting families such as walls, floors, roof, ceilings.
    - **S**: Structural or Core Layer (no finish layer associated)
    - **E**: External System with no Internal Finish. Can be either a external finish or an external finish + Structural layer
    - **I**: Internal System with no External Finish. Can be either an internal finish or an internal finish + Structural layer.
    - **F**: Finish layer (No Structural Layer associated)
- **Parts:** Refer to components or parts hosted in a system. Parts could also be identified as FFE in many cases, but when associated with a system, the “part” adds additional information / definition to such a system.
- Combination

Coding Rules

- **Separators**: Follow the separators, in general after System/product abbreviation use “.”. TO concatenate use”-” without spacing.
- **Case sensitivity**: Creates codes as per case indications. In general, all Capital letters, specific FFE, Decoration and Vegetation in lower case and subsystems in lower case.
- **Key uniqueness**: Keynotes are useful if keys are not repeated since they work as an index for all project elements.
- **Type grouping**: To define the type we use two digit numbers. We can use the opportunity to associate similar systems of products by selecting a similar first digit. For example, we would use 1# for retaining walls, 2# for envelope walls... or in the case of windows, for example, 1# aluminium sliding, 2# Aluminum Sah, 3# timber... Grouping happens at project level and is to be decided by the project manager for ease of use and organisation.
- **Classification base line**: All elements in a project should be associated to a keynote. In many cases this keynote will be just generic, such as WL for walls. This is a tool for quality control as a schedule of elements used in the model can show their Type Mark, Mark and Keynotes and the lack of keynotes will be evident if blank.

Keynote Matrix

SYSTEMS

Generic	AA A	AA = System	WL = Wall
Specific	AA.##b A.##b	AA = System (one or two digits) ## = Type b = Subtype	WL.13c = Wall type 13c
Sub-system	AA.B##c	AA= System (one or two digits) B= Subsystem ##= Type b= Subtype	WL.S10 = Wall Structure type 10
Parts Concatenation of Systems + Part	AA-BB.##	AA= Host System (one or two digits) BB= Part ##= Type b= Subtype	WL-KK.1 = Wall Kickboard

PRODUCTS

Generic Material	No Generic	Always has a two digit number	
Specific Material	AA##b	AA = Material ## = Type b = Subtype	RD01 = Render Type 1
Textures / Finishing	A#	AA = Texture, Finish, paint ## = Type	P1 = paint type 1 T3 = texture 3
Combination	AA##b-A##	(concatenation of 2x materials)	RD01-P3 = render 1 with paint 3
Generic FFE	aaa	aaa = FFE Abbreviation	OVN = Oven RWT = Rain Water Tank
Specific FFE	aaa.##	aaa = FFE Abbreviation ## = Type	ovn.1 = Oven Type 1
Decoration	aaaa##	Decoration abbreviation	Curt01 = curtain 01
Lighting	AA#	AA = lighting type DL= Downlight, CM = Ceiling Mounted, PD = Pendant Light, UP = Up Light, PL = Pole Light, WL = Wall Light, SL = Step Light, PO = Pool Light, LED = LED Light, BT = Batttens	DL = Generic Downlight SL4 = Step Light type 4
Lighting Generic	AA		
Vegetation	a.B##	**a** = phasing abbreviation e(existing), p (Proposed), d (demolished), r (replaced) **B** = Vegetation abbreviation T= Tree, S= Shrub, G = Ground Cover, P = Planting, M= Miscellaneous	e.T01 = Existing Tree 01 r.S34 - Replaced Shrub number 34

DETAILS

Typicals Typical details	TY.A##	TY = Typical A = Area (S= Site, E = Envelope, I = Internal, L= landscape) ## = Number	TY.E10 = Typical Detail - Envelope no. 10
Details Specific Project Details	DT.A##	DT - Detail A = Area (S= Site, E = Envelope, I = Internal, L= landscape) ## = Number	DT.L34 - Detail landscape no. 34

Keynote Tagging

Keynotes tagging is used only for products and details.
Keynotes in systems are used for quality control as the systems tags are constructed based on their keynote. For instance, the type mark = The keynote less the system code. For example WL.S34a would use as Type Mark S34a.
For System “Code1” will be WL.S and The System “System1” = 34a

Systems (No tagging)

Keynote	Type Mark	Code1	System1
WL.S34	S34	WL.S	34

Products

Materials

- Finishes
- Cores/Structures
- Substrates
- Profiles

FFE

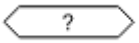
- Plumbing
- Architectural
- Electrical
- Lighting
- Fire
- Mechanical
- Plant & Equipment

Vegetation

- Trees
- Shrubs
- Ground Covers
- Plants

Decoration

Products and

Keynote Element	X.XXX-XX	Element Keynotes are use mainly for FFE (Fixtures, Furniture and Equipment)
Keynote Material		For materials.
Detail		

Systems

Whole systems

Systems list

Assembly	
AS	Assemblies
Barrier	
BA	Barriers
BL	Balustrades
FN	Fences
SC	Screens
GR	Grill/Grate
RL	Railing
Ceilings	

CL	Ceiling
CL.E	External ceiling / Soffit
CL.I	Internal Ceiling
CL.S	Ceiling Structure
CL.F	
Custom	**Custom elements are normally fabricated off-site by a specialised trade or craftsman, and deliver and installed on site** **JN.PL1: Joinery Panel 1**
CS	Casework
GL	Glazing
JN	Joinery
MW	Metalworks
SH	Shelve
SW	Stoneworks
WW	Woodworks
Floors	
DK	Deck
RM	Ramp
SL	Slab
ST	Stairs
FL	Floor
FL.D	Floor Edge
FL.E	External Floor
FL.I	Internal FLoor
FL.S	Structural Floor
Openings	**D.10a: Door type 10 subtype a** **D.TH01: Door Threshold type 01**
D	Door, Solid Door
G	Glazed Door
H	Hatch
O	Openings
M	Miscellaneous Door
V	Void
W	Window
R	Glass Roof
S	Skylight
E	External Glass Partition
I	Internal Glass partition
Part	**Parts are associated with Systems and work as a suffix separated by a "."** **D.HW = Door Hardware; D.HW01 = Door Hardware type 01**
CO	Cornice
DP	Downpipe

FS	Fascia
FT	Fitting
GU	Gutter
PD	Pedestal
HR	Handrail
HW	Hardware
KK	Kickboard
LF	Leaf
MM	Membrane
MO	Moulding
PR	Profile
PN	Panel
SI	Sill
SK	Skirting
SP	Splashback
TH	Threshold
TR	Trimming
TW	Tapware
Roof	**Envelope systems that cover the building from top.**
AW	Awning
PG	Pergola
RF	Roof Generic
Services	
DR	Drainage
EL	Electrical
FI	Fire
HY	Hydraulic
ME	Mechanical
X	Services
Structure	
BE	Beam
CO	Column
FO	Footing
FR	Frame
SR	Structure
TS	Truss
PO	Post
Walls	
CW	Curtain Wall
LW	Low wall, parapet
RW	Retaining Wall

WL	Wall, Generic

Sub-system Prefixes

AA.B##c:;;; c= subtype.
WL.C10

S	Structural, Core	
E	External w/o finish	
I	Internal w/o finish	
F	Finish system	

Products

Project Notes

Project Notes are used to provide further information in the project, not directly related to building elements but to intangible aspects of the project such as tasks, scope, requirements, warnings.

Code	Name	Description	Author
GEN	General	Design and Clarification.	**Arcanary**
DEM	Demolition	Notes dedicated to the preparation of the works, including demolition, enabling works, and temporary structures.	
TEC	Technical Requirements	Although all works are to be performed as per construction codes and standards, some are particularly important to notate in plans such as complinmace with swimming pools, barriers, egress, stairs....	**NCC - National Construction Code** **AS - Australian Standard**
REQ	Requirements	Instruction, design changes, additions or deletions imposed by an authority	**CoC - Conditions of Consent** By LGA (Local government Area) **BSX - Basix requirements** Energy Efficiency Requirements **BFP 0- Bush Fire Protection** By Fire Brigade
WAR	Warnings	These notes are used to identify issues in the project that need resolution. Departures of approval, Clashes with services and structure, Non- Compliance with code requiring a “Performance Solution”, or simply Lack of Information	
SC	Scope Notes		
PSC	Previous Scope Notes		

Text Notes

Sheet Status	
Scope of Service	
Site	
Infrastructure	
Miscellaneous	

Naming

Basix	**BSX.01**	**Basix sample note**
Group	**Code**	**Note**

Title Block Notes

Copyright

Set Notes

This Sheet is part of a set of Drawings issued for a specific intent.
Each drawing must be read in conjunction with any other document, drawing, report or specification that belongs to the same Issue.
Refer to Drawing Series "0" (Cover Page, Standards and Notes) for a list of documents, Issues and company standards, necessary to navigate this set.
All Dimensions to be verified on site.
In case of discrepancies, errors, omissions STOP works and contact ARCANARY for further instructions.

Cover Page Sheet

Company Standard Sheet

Requirement Notes Sheet

General Notes Sheet

GENERAL NOTES

The notes herein are part of the specifications of the work and must be read by ALL PROJECT STAKEHOLDERS in conjunction with all drawings and specifications.
In case of doubt or discrepancy please contact Arcanary immediately.

GENERAL

- If any of the notes contained in this document is not clear or require clarification please contact Arcanary.
- All site works and construction to be undertaken as per relevant parts of the NCC and the Australian Standards overruling any information noted in drawings.
- All dimensions should be checked and verified on site prior to construction, any discrepancies should be noted to the head contractor, Arcanary and appropriate specialist consultant.
- The existing conditions information shown on these drawings has been provided by the owner / surveyor. Please check on site prior to proceeding with any works based on this information.
- All work shall be in accordance with requirements of the respective authority having jurisdiction over the works.
- Do not scale from drawings. notify of any errors or omissions before proceeding with any works
- ensure that substrates are suitable for the intended subsequent finishes. commencement of work on the Substrates implies acceptance by the subcontractor of the substrates on which finishes are applied.
- Contractor is to supply all equipment necessary for the completion of the respective works.
- Contractor is responsible for the progressive clean up during and after the completion of respective works
- Drawing shows building design intent only. All junctions to future details. drawing requires design input and specification from all consultants, including but not limited to:
    - geotechnical engineers
    - structural engineer
    - hydraulic engineers
    - electrical engineer
    - mechanical engineers
    - door and window manufacturers
    - architectural specification
    - interior design consultants
    - quantity surveyor
    - security and communications consultant.
- All works to be in accordance with stamped development application consent including any modification of consent..the contractor is to satisfy all relevant da conditions before proceeding with any work on site and seek clarity from Architect, Project Manager or Superintendent

TENDER & PRICING NOTES

- Contractor of each trade item to review the scope item in consonance with the impact on items already installed at site and make good any impact or damage the new works may have caused.
- Contractor to price for and take into consideration any latent condition which may affect the quality, quantity and workmanship of the scope item.
- Any information not clear to the bidder/contractor should be queried and clarified or shall be assumed to have been priced as part of the tender.
- Carry out all work in compliance with the relevant codes of practice, in the best tradesman-like manner, to the approval of the building certifier and authorities

CONSTRUCTION

- Registered surveyor to set out the building prior to any construction works
- All levels, site cuts, ground levels, ffl's to be confirmed on site prior to the commencement of any works.

- Any variation in construction methodology or in material type or specification to be recorded & communicated to the architect & relative consultant to ensure accurate work as executed drawings.
- All architectural documentation to be read in conjunction with all consultant drawings & documentation.
- Any discrepancies are to be notified to the architect prior to the commencement of work.
- Head contractor is to protect all existing surfaces from damage during any additional demolition & construction. any damage to building elements not in the scope of works is to be rectified &/or replaced to match existing at head contractors expense.
- Any products or finishes proposed by managing contractor as an equivalent are to be approved in writing by the client, Arcanary, project manager & appropriate services consultant prior to installation
- Any affected existing services as a result of the new works must be notified to the managing contractor, client, Arcanary & appropriate services consultant prior to construction. this may include, but is not limited to, electrical, fire, hydraulics, mechanical, security & structural
- Any existing services elements not documented should be notified to the managing contractor and arcanary & appropriate services consultants for rectification specifications & reports as applicable.

DEMOLITION NOTES

- Services to be made safe prior to commencement of demolition works.
- Unless indicated otherwise, remove and dispose of all items to be demolished, INCLUDING all existing footings forming part of the demolished building.
- Provide a dilapidation report including photos prior to commencement of demolition.
- Inspect, review and confirm all works on site prior to commencement.
- Read demolition drawings in conjunction with services engineers drawings & specification for full extent of demolition works.
- All works to be undertaken to comply with AS2601 and other relevant australian standards.
- Co-ordinate and confirm the timing of all demolition with the project manager prior to commencement.
- Provide full height, solid, painted hoardings to the perimeter of the works zone, complete with statutory signage and sealed to prevent dust intrusion into staff areas.
- Confirm hoarding locations with the project manager prior to commencement.
- Undertake all works to minimise disruption, dust and noise to the site during works.
- Head contractor is required to minimise waste generated from on site activities and maximise the proportion of demolition and fitout waste to be recycled. contractors are required to identify the destination of waste, report on the volumes sent to landfill and recycled. all statistics are to be presented to the project manager.
- Existing walls, doors, skirting and ceilings to be demolished and altered as noted. make good all surrounding surfaces including walls, floors, ceilings to suit new finishes.
- Allow for all demolition and removal required by the new works drawings,whether or not expressly noted on these drawings.

RCP/WALL TYPE/ PB/ SERVICES NOTES

- Plasterboard ceiling to plasterboard wall to be square set finish. o.n.o
- For all wall types refer to plans & wall type drawings.
- Control joints @ set plasterboard shall align with mullion
- Centre sprinkler heads on ceiling tiles
- Ensure minimum 110mm clearance is achieved between face of door leaf when open 90o and parallel surface for compliance with AS1428.1-2009
- Builder to check and confirm floor levelling throughout tenancy for levelling to be concealed within skirting. ensure this is allowed in tender.

STRUCTURE WORK

- All structural elements as per structural engineer design and specification.
- Verify existing street level with survey & civil drawings.
- Builder to coordinate services and penetrations within the building.
- All structural items (eg. steel framework) will need to be reviewed and approved by a registered structural engineer.

JOINERY

- Refer to the finished schedule for details.
- Joinery maker to provide shop drawings for review and approval prior to manufacture.
- Any products or finishes proposed as an alternative are to be reviewed by Arcanary, approved by
- managing contractors prior to installation.
- Any discrepancies are to be reported to Arcanary for clarification.
- Edge tape to match panel face finish
- Architectural documents for joinery items show design intent only, in terms of form and finishes. the
- joinery contractor is to provide shop drawings for all major joinery items, following the intent of the
- architectural documents. any potential variations from the design intent need to be referred to the
- architect before shop drawings are produced final shop drawings will then be reviewed by the architect
- to confirm compliance with design intent.
- All drawers to be soft close

- Verify all dimensions on site. figures and dimensions are to be taken in preference to scaling. any
- discrepancies to be checked with the architect/designer.
- Use only new and first grade materials & fittings specified by this drawing and related documents.
- Allow for coordination with all related trades.
- Ensure all cabinetry and doors where shown are aligned and true prior to completion of works.
- Floor levels to be checked to see if scribing is required.
- Allow for installation of white goods (supplied by others). joiner to ensure equipment fits within joinery
- and allow to cut and fit all sinks, gpos, plumbing, conduits, services, h.w.s.s fittings, etc.
- All joinery carcasses to be 18mm thick particleboard with white melamine finish in dry areas, unless noted
- otherwise.
- All cupboard doors and visible panels to be select colour and texture 18mm thick particleboard with
- matching edge strips in dry areas; 18mm mr particleboard in wet areas, unless noted otherwise.
- All shelving visible to have select laminate finish with matching 2mm thick abs/pvc edge strip, unless noted
- otherwise.
- All intermediate shelving shall be made the full depth of the cupboard and adjustable, unless noted
- otherwise.
- No screw shall be visible from outside in any cabinets. conceal all other screwheads and bolts with caps.
- Allow for heavy duty and soft closing hinges, opening with 135° catch facility, minimum 2 no. each door
- at 600 centres max. provide 180° opening, where shown.
- Drawer roller slides to be soft-closing metal runners with metal side drawer panels with gallery rail to
- deeper drawers.
- Provide clear rubber bump stops to all cupboard doors and drawers.
- Joiner to ensure adequate structural support to all joinery components.
- Where alternative finishes are put forward, samples are to be provided to architects/designers for
- approval prior to installation / manufacturing. colour, texture and size of alternative finish is to match
- the specified -provide full specification.
- Joiner to ensure proper ventilation is provided to all appliances as required.
- Contractor to provide sufficient structural support within partitions where joinery, signage, av and tv
- screens are to be mounted. refer to architectural and services drawings for locations of these items.
- Disposal of construction waste to be coordinated with head contractor and building management
- certification
- Prior to practical completion the contractor is to provide written certification that all new building items
- have been supplied and installed or constructed in accordance with the NCC.

DISABILITY ACCESS AND FACILITIES

- Disabled access & facilities in accordance with the ncc D3.2 & D3.3, and AS 1428.1: general requirements for access-new building works, and AS 1428.2:
- Enhanced and additional requirements-buildings & facilities.
- All doorways to have a clear 850mm opening and side clearance in accordance with as 1428.

WH & S

- All project building materials and methods of installation shall comply with the relevant statutory regulations, and the work health and safety act 2011.
- Finishes fixed with adhesives, shall be of low volatile organic compounds emissions and comply with the national health and safety act. fixing shall comply with the work health and safety act 2011.
- The head contractor shall provide all compliance certification.
- All joinery to be constructed from low volatile organic compounds emission mdf.
- Contractor to provide certification and material safety data sheets of compliance with the work health and safety regulation 2011
- Chapter 6 and hazardous substance information system.
- All mdf and joinery boards to be cut and laminated in a safe and risk free environment as per manufacturers
- requirements and specifications.
- All paint finishes to be water based, have low organic compounds and be applied in accordance with work health and safety regulation 2011 chapter 7.
- Contractor is to supply the project manager with material data safety sheets for all materials and finishes in accordance with work health and safety act 2011.
- Contractor is to ensure ease of accessibility without risk or injury to all services for maintenance as required by work health & safety act 2011.
- Any discrepancies to be reported to the project manager for review.

CODES & STANDARDS

The below list outlines the most relevant NCC clauses and related Australian Standards that must be met during construction.

NCC CLAUSE	STANDARD	CLAUSE
B1.2 & B1.3	AS 1170.1 AS 1170.2 AS 1170.4	Dead & live loads Wind loads Earthquake loads
B1.4	AS 3700	Masonry construction
B1.4	AS 3600	Concrete construction
B1.4	AS4100 AS/NZS 4600	Steel structures
B1.4	AS 2327.1	Composite steel & concrete structures
B1.4	AS/NZS 1664.1 AS/NZS 1664.2	Aluminium construction
B1.4	AS 1720.1 AS 1684.2, 3 or 4	Timber construction
B1.4	AS 2159	Piling
B1.4	AS 2047 AS 1288 AS 2208	Glazing
B1.4	AS 3660.1	Termite protection
B1.4	AS 2049 AS 2050 AS 1562.1	Roofing tiles Roofing tiles Metal roofing
B1.4	AS 1860	Particleboard flooring
B1.4	AS 1735.2	Non-fire-isolated lift shafts
C1.1	Spec C1.1	Fire resistant construction Type A construction required
C1.8	Spec C1.8	Lightweight fire rated construction
C1.10	Spec. C1.10 Spec C1.10a	Fire hazard properties
C1.11	Spec C1.11	Performance of external walls
C2.2		Separation of Fire compartments Compartment size & volume
C2.3	C2.4 Spec E1.5 Spec E2.2c Spec E2.2b	Large isolated building Open space & vehicular access Sprinkler system Smoke & heat vents Smoke exhaust
C2.5	Spec C2.5	Fire compartments Smoke compartments
C2.6		Vertical separation of window openings
		Spandrels
		Horizontal projection
C2.7		Construction of fire walls
C2.8 & C2.9		Separation of classifications
C2.10		Separation of lift shafts
C2.11		Separation between lift & stair shafts
C2.12		Separation of equipment
C2.13		Separation of electrical equipment
C2.14		Corridors in Class 2 & 3 buildings
C3.2 C3.5	C3.4 Spec C3.4	Protection of openings Fire doorsets to fire walls

NCC CLAUSE	STANDARD	CLAUSE
	AS 1905.1	
C3.6	AS 1905.1	Sliding fire doors
	AS 1670.1	
C3.7 & C3.8 C3.9	Spec C3.4 AS 1905.1	Fire doorsets to fire exits Service penetrations in fire isolated exits
C3.10		Service penetrations in fire isolated lift shafts
C3.11		Bounding construction - Class 2 & 3
C3.12,	Spec C3.15	Fire sealing of penetrations
C3.13 &		
C3.15		
C3.16		Fire sealing of construction joints
Spec. C1.1	AS 1530.4	Fire resistance levels
D1.3		Fire isolation of exits
NSW D1.6 D1.7	C3.4	Dimensions of exits Discharge from fire isolated stairway
	D2.6	
D1.8		External stairway in lieu of fire isolated stairway
D1.10		Discharge of exits
D1.12	Spec D1.12	Non-required stairways, ramps & escalators
D1.13		Building population
D1.16	AS 1657	Plant room ladder
	AS 1735.2	Lift machine room ladder
D1.17	AS 1675	Lift pit access
D2.2		Fire isolated stairway construction
D2.3		Non fire isolated stairway construction
D2.4	Spec C2.5	Separation of rising & descending stair flights
D2.5		Open access ramps & balconies
D2.7		Installations in exits
D2.8		Enclosure of space beneath exit stairs
D2.9		Clear exit width
D2.10		Pedestrian ramps
D2.11		Fire isolated passageways
D2.12		Roof as open space
D2.13		Goings & risers
D2.14		Landings
D2.15		Thresholds
D2.16		Balustrades
D2.17		Handrails
D2.18		Fixed platforms, stairways & ladders D
D2.21		Door Hardware
D2.22		Re-entry from fire isolated exits

NCC CLAUSE	STANDARD	CLAUSE
D2.23		Signs to fire doors
D2.24		Window openings restricted
D3.2 & D3.3	AS 1428.1	General access requirements
D3.4		Concessions
D3.5	AS 1428.1	Disabled car parking
D3.6	AS 1428.1	Signage for accessible facilities
D3.7	AS 1428.1	Hearing augmentation
D3.8	AS 1428.4 & Spec D3.6	Tactile indicators
E1.3	AS 2419.1	Hydrant system
E1.4	AS 2441	Hose reel system
E1.5	Spec E1.5 AS 2118.1	Sprinkler system
E1.6	AS 2444	Portable fire extinguishers
E1.8	Spec E1.8	Fire control centre
E2.2		Automatic shutdown air handling systems
Table E2.2a	AS/NZS 1668.1	Stair pressurization
Table E2.2a	Spec E2.2a AS/NZS 1668.1	Automatic fire detection and alarm system Zone smoke control system
Table E2.2a	Spec E1.5 AS 2118.1	Sprinkler system
Table E2.2a	Clause 5.5 of AS/NZS 1668.1	Carpark ventilation system
Table E2.2b	Spec E2.2b	Smoke exhaust system
Table E2.2b	Spec E2.2c	Smoke and heat vents
Table E2.2b	Spec E1.5 AS 211.81	Sprinkler system
E3.2		Stretcher facility
E3.3		Warning Sign
E3.4		Emergency lifts
E3.6		Facilities for disabilities
E3.7		Fire service controls
E4.2/E4.4	AS/NZS2293.1	Emergency lighting
E4.6/E4.8	AS/NZS2293.1	Exit Signs
E4.9	AS 1670.4	Emergency Warning & Intercommunication System (EWIS)
F1.1	AS 3500.3.2	Stormwater drainage
F1.6	AS/NZS 4200.1 & 2	Sarking
F1.7	AS 3740	Waterproofing of wet areas
F1.9 & F1.10	AS/NZS 2904 AS 2870	Damp-proofing
F1.11		Floor waste
F1.12		Sub-floor ventilation
F1.13	AS 2047	Glazed assemblies
F2.3		Means for sanitary towel disposal
F2.4	AS 1428.1	Sanitary facilities for people with disabilities

NCC CLAUSE	STANDARD	CLAUSE
F2.5		Construction of sanitary compartments
F3.1		Room heights
F4.1	F4.2 & F4.3	Natural light
F4.4	AS/NZS 1680.0	Artificial lighting
F4.5 & F4.11	F4.6, F4.7 &	Natural ventilation or
	AS 1668.2	mechanical ventilation
F4.9		Airlocks to sanitary facilities
F4.12	AS/NZS 1668.1	Kitchen exhaust ventilation
	AS 1668.2	
F5.4	Spec F5.2 & F5.5	Sound insulation rating of floors
F5.5	Spec F5.2 & F5.5	Sound insulation rating of walls
F5.6	Spec F5.2 & F5.5	Sound insulation rating of services
F5.7	Spec F5.2 & F5.5	Sound insulation rating of pumps
NSW G1.101		Window cleaning
G2.2	AS 1691	Oil fire appliances
	AS/NZS 2918	Solid fuel burning appliances
G3.3 G3.5	AS/NZS 1200 G3.4	Pressure equipment Atrium bounding walls Balustrades at atrium well
G3.6		Protection at atrium roof
G3.8	Spec G3.8	Fire services
NSW G5.2	AS 3959	Construction in bushfire prone areas
NSW H101.2		Fire separation
NSW H101.4	Spec E1.5	Sprinklerm systems in common foyers
	AS 2118.1	
NSW H101.18		Basement storeys
NSW H101.19		Electrical mains installation
NSW H101.20		Lighting
J1.2		Thermal construction
J1.3		Thermal Roof & ceiling construction
J1.4		Roof lights
J1.5		Walls thermal construction
J1.6		Floors thermal construction
Part J2		Glazing thermal performance
Part J3		Building sealing
Part J5		Air conditioning & ventilation systems
Part J6		Artificial lighting & power
Part J7		Hot water supply