

# Design Freeze Instructions

## Project Information

Formance Project Number		Architect / Designer	
Project Address		Builder	
Client/Project Name		RTA (council consenting this project)	

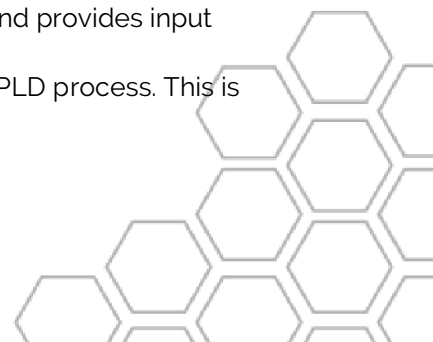
## About this process

Before we begin the production process we need confirmation that the design has "frozen" and there will be no changes to the panel design. For this we recommend waiting until final issue of the building consent by the RTA before instructing the creation of manufacturing documentation (Option 1) This virtually eliminates the possibility of design changes once the panels have been designed. Panels are designed specifically for the project and it is within the scope of the RTA to request changes to the design during the building consent process. However if time is of the essence we can get started on the process by receiving the Pre-Consent Design Freeze instructions (Option 2).

Before manufacture is possible it is necessary to complete a 3D model and accurate panel layout drawings (PLDs) having all necessary dimensions.

Some important points about this process.

- We use the dimensions in the DWG floor plan and DWG cross-section files for panel dimensions. For opening dimensions we refer to the window schedule.
- It is important that stipulated dimensions are the same as the actual dimension on the drawing. Discrepancies can cause delays.
- Queries arising from the modelling process will be communicated through an RFI process.
- We expect the designer to take responsibility for the accuracy of their own drawings and details
- We take responsibility for the accuracy of the panel drawings used for manufacturing the panels but can only rely on the information supplied.
- The design team should review the 3D model prior to PLDs being created. The 3D model can be issued to the builder as well on request.
- The design team are expected to review the PLDs.
- In the event that there are a large number of discrepancies resulting in the PLDs deviating significantly from the supplied plans the designer will be required to approve the PLDs.
- Excessive time spent by Formance addressing unresolved drawings during the modelling process may be charged. This will be discussed with the client / designer prior to any chargeable work taking place.
- It is highly recommended that the project builder reviews the PLDs and provides input pre-manufacture to ensure the best results onsite.
- A payment of \$4,000 plus gst is required to begin the 3D model and PLD process. This is not a separate fee, it is a downpayment on the final panel cost.



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## Checklist for Designer

- ☐ Design signed-off by client, Formance Consent Checklist completed.
- ☐ If SED is required, final engineering drawings confirmed and resolved in architects drawings.
- ☐ Council Consented Plans, Formance Checklist and Engineering Drawings sent to Formance.
- ☐ Window positions and size dimensions (width, height, sill height and location).
- ☐ Lintel sizes confirmed and checked against window design (enough space for opening)
- ☐ Cross-sections showing wall panel heights
- ☐ Detail and cross-sections showing the same design approach
- ☐ Formance panel thickness clearly indicated on plans and cross-sections
- ☐ Bracing Plan, fully dimensioned Framing Plan and lintel schedule provided
- ☐ DWG files of all floor plans, elevations and cross-sections sent to Formance

## Design Freeze Instructions

Please choose one of the following:

### 1. Building Consented Plans Supplied

☐

The project has been granted building consent and the documentation has been supplied to Formance (PDF, DWG and engineering documentation).

OR

### 2. Design Freeze Pre-Consent

☐

I am ordering Formance panels for the above project prior to having received building consent. I acknowledge that the RTA may request changes to the design which result in adjustment to the panel drawings after they have been created and/or the manufacture of the panels has already started. I understand that any adjustments to the drawings and/or the panels may incur additional costs and agree to pay these additional costs should this situation arise.

Name

.....

Signature

.....

Role in the project

DESIGNER / BUILDER / CLIENT

(circle one)

Date

.....

