

## CHECK LIST

# PLANNING DOCUMENTS FOR ORDERING

The following checklist includes all the necessary planning documents and information that are helpful or necessary for an order necessary for an order and thus enable the project to run smoothly.

Fields marked with \* are mandatory.

## OFFER

Date \*

Consultant \*

Offer number \*

Order number

## BUILDING PROJECT

Name \*

Street + No° \*

Postcode + City \*

Country \*

Building category

Housing

(Semi-)detached House

Apartment house / Hotel

Redevelopment

Municipal

Indoor swimming pool

Kindergarten

School

Sports & multipurpose hall

Business

Office

Gastronomy

Trade

Other

Start of construction

Requested delivery date

Current construction phase

Planning

Approved

Under construction

## CUSTOMER

Name

Contact Person

Street + No°

Postcode + City

## **BUILDING OWNER**

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Name

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Contact Person

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Street + No°

---

Postcode + City

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## **ARCHITECTURE**

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Name

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Contact Person

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Street + No°

---

Postcode + City

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## **STRUCTURAL ENGINEERING**

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Name

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Contact Person

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Street + No°

---

Postcode + City

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# APPROVAL PLANNING

## ARCHITECTURE

### 2D PLANS

PDF .DWG /.DXF

### CUSTOMER

### LIGNOTREND

	complete	will be submitted later Please enter date	not available	not relevant	CONS.	AVOR
Site plan *	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Floor plans *	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Sections / Cuts *	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Views *	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			

Common standards: 1-1000 1-500 1-200 1-100)

### 3D MODEL

.IFC

Volumen	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Original Software	AutoCAD	Revit	Allplan			
	Vectorworks	ArchiCAD	SketchUp			
	Cadwork	Dietrich´s	Sema			
	Sonstige .....					

## TECHNICAL PLANNING

### STATICS

Supporting structure concept * (sketches)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Component pre-dimensioning *	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			

### BUILDING SERVICE

Building services concept * (sketches)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Fire protection concept *	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Building physics concept *	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			

## CONSTRUCTION SITE

Pictures plot	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
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# EXECUTION PLANNING

## ARCHITECTURE

### 2D PLANS

PDF .DWG /.DXF

### CUSTOMER

### LIGNOTREND

	complete	will be submitted later Please enter date	not available	not relevant	CONS.	AVOR
Floor plans * (incl. outer line of LIGNO elements)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Sections / Cuts *	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Facade sections	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Views	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Relevant details of LIGNO elements * - Socket detail - Wall outer / Inside corner detail - Window detail - Eaves detail - Verge detail - Ridge detail - Other details	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			

(Common standards: 1-50 1-20 1-10 1-5 1-2)

### 3D MODEL

.IFC

Volume	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
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# TECHNICAL PLANNING

## STATICS

	CUSTOMER				LIGNOTREND	
	complete	will be submitted later Please enter date	not available	not relevant	CONS.	AVOR
Component dimensioning *	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Test statics	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Component connections *	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			

## BUILDING SERVICE

Ventilation planning *	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Electrical planning *	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Heating planning	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Sanitary planning *	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			

## CONSTRUCTION SITE

Construction schedule	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Montagekonzept (Verlegerichtung)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
Construction site layout plan / site plan * (if necessary with crane location + truck unloading point)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			
				yes	no	
Construction site with articulated lorry (length 16.50 m, height 4.00 m) passable						
Pictures plot						

## SPECIAL FEATURES / NOTES

## CUSTOMER

Date .....

Signature:

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The following information will be filled in by Lignotrend:

## CHECK LIGNOTREND

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DATE	ABBREVIATION	COMMENT
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## DATA CHECKED FOR COMPLETENESS?

Date:

Signature

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