

FIT-OUT INSPECTION REQUEST

SR Tracking No.:

Date:

Business Partner:

Property Unit No.:

REQUEST TYPE

- General Fit out - FIRST FIX INSPECTION (before ceiling & drainage closure)
- Minor Fit-out - Final Inspection
- Final Document Verification

MANDATORY DOCUMENTS

FIRST FIX INSPECTION

- Copy of Fit-out Review Comments
- Sprinkler Pressure Test Report
- Undertaking for no modifications (if applicable)

SELF VERIFICATION BY CONTRACTOR

- Ensure HVAC ducting & chilled water works are completed
- Ensure LT cabling works above ceiling is completed
- Ensure Firefighting & Fire Alarm cable works are completed

FINAL DOCUMENT VERIFICATION (Inspection will be carried out as required)

- Testing, Adjusting & Balancing (TAB) Report for HVAC certified by TS
- Fire Alarm / Sprinkler System Testing & Commissioning Report
- Copy of DEWA Final Approval & Meter Transfer Receipt
- Completion Certificate from Dubai Civil Defence (DCD)
- EMPOWER Meter Transfer Receipt for HVAC (If applicable)
- Updated As built drawings
- No damage asset clearance from FM (Letter / Email)
- First Fix Inspection approval

IMPORTANT NOTES

1. Complete set of As-built Drawings in AutoCAD format, DEWA/DCD approved drawings, Final Load Schedule and all Certificates & Reports must be submitted to TECOM TS in a CD to facilitate issuance of Fit-out Final Document Clearance.
2. TECOM/DCCA, DCD & DEWA approved drawings must be available at the premises during inspection.
3. False Ceiling & Drainage installations should be kept open for First Fix inspection.

Company Name:

Contact Person:

Contact No.:

COMPANY STAMP

Email ID:

Signature & Date: