

DOOR SPECS CONSULTANT

Independent Door Hardware & Ironmongery Consultancy

PROJECT INTAKE DOCUMENT

Project Information & Confirmation Form

To be completed by the client before commencement of door hardware scheduling, specification, estimation or BOQ works.

TO BE COMPLETED BY THE CLIENT

PROJECT NAME

CLIENT / COMPANY

DATE COMPLETED

FORM REFERENCE

DOOR SPECS CONSULTANT

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+92 305 173 9922

Independent · brand-neutral · confidential

Pakistan · UAE · Saudi Arabia · Bahrain · GCC

— ABOUT THIS FORM

This form captures the project information required to prepare an accurate door hardware schedule, specification, estimate or BOQ. Completing it in one document gives both parties a single, dated record of what was known and agreed at the time of instruction — which protects the client against incomplete deliverables and protects the consultant against undocumented changes. Please complete every applicable section, tick the boxes that apply, and return the signed form with the listed documents.

HOW TO COMPLETE AND RETURN THIS FORM

- 1 Complete all sections that apply to your project. Mark items as N/A where they do not.
- 2 Record the revision number and date of every drawing or document you issue — this is the single most common source of later dispute.
- 3 Sign the declaration on the final page and return the form by email to afaq@doorspecsconsultant.com or by WhatsApp to +92 305 173 9922.
- 4 A scope confirmation and fee proposal will be issued within two working days of receipt.

CONTENTS

- 1 Client & Project Details
- 2 Scope of Services Required
- 3 Documents Provided
- 4 Technical Requirements
- 5 Keying & Access Control
- 6 Commercial & Coordination
- 7 Client Declaration & Confirmation

Sections that do not apply to your project may be marked N/A. Where information is not yet available, please indicate 'to be advised' rather than leaving the item blank — an unanswered item and an undecided item carry very different risks.

1 CLIENT & PROJECT DETAILS**COMPANY / ORGANISATION****CONTACT PERSON****DESIGNATION****EMAIL****PHONE / WHATSAPP****PROJECT NAME****PROJECT LOCATION / CITY****APPROX. NUMBER OF DOOR OPENINGS****Your role on this project**☐ Architect☐ Design consultant☐ Main contractor☐ Sub-contractor☐ Developer / owner☐ Door manufacturer☐ Project manager☐ Quantity surveyor☐ Other**Project sector**☐ Hospitality☐ Healthcare☐ Commercial / office☐ Retail / mall☐ Residential☐ Institutional / education☐ Industrial☐ Mixed use☐ Other**Project stage**☐ Concept☐ Design development☐ Tender☐ Under construction**Nature of works**☐ New build☐ Fit-out☐ Refurbishment☐ Replacement only**2 SCOPE OF SERVICES REQUIRED****Tick every service required (more than one may apply)**☐ Door schedule preparation☐ Door hardware scheduling☐ Ironmongery specification☐ Hardware estimation / quantity take-off☐ BOQ preparation☐ Tender support & bid evaluation☐ Value engineering options☐ Hardware compliance review☐ Submittal review☐ Other (state below)**IF OTHER, PLEASE SPECIFY****Deliverable format required**☐ Excel☐ PDF☐ Word☐ Client's own template**DATE DELIVERABLE IS REQUIRED BY****TENDER / PROCUREMENT DATE**

Do you require value-engineered alternatives priced alongside the base specification?

☐ Yes

☐ No

☐ To be advised

3 DOCUMENTS PROVIDED

Please tick each document issued and record its revision and date. Work will be based on the revisions recorded here.

DOCUMENT	PROVIDED	FORMAT	REV. NO.	DATE
Architectural floor plans with door tags	☐			
Door schedule (existing)	☐			
Hardware schedule (existing)	☐			
Specification sections (doors / hardware)	☐			
Fire strategy / life-safety drawings	☐			
Access control & ELV layouts	☐			
Door and frame details / elevations	☐			
Room finish schedule	☐			
Wall type / partition details	☐			
Approved vendor list	☐			
Project BOQ	☐			
Other (specify)	☐			

Status of drawings issued

☐ Frozen / issued for construction

☐ Subject to further revision

☐ Preliminary only

IF SUBJECT TO REVISION, EXPECTED NUMBER OF FURTHER ISSUES

EXPECTED DATE DRAWINGS WILL BE FROZEN

4 TECHNICAL REQUIREMENTS

Governing code / standard

☐ BS / EN

☐ ANSI / BHMA

☐ NFPA

☐ Saudi Building Code

☐ Local Civil Defence

☐ Building Code of Pakistan

☐ Client standard

☐ Other

APPROVING AUTHORITY / AHJ

Fire ratings required

☐ 30 min

☐ 60 min

☐ 90 min

☐ 120 min

☐ Not required

Fire certification accepted

☐ UL

☐ BS 476

☐ EN 1634

☐ Civil Defence approval

☐ Other

Traffic grade required

☐ Grade 1 (heavy duty)
 ☐ Grade 2 (medium)
 ☐ Grade 3 (light)
 ☐ To be advised

Accessibility compliance required

☐ Yes
 ☐ No
 ☐ Selected areas only

Acoustic performance required

☐ Yes
 ☐ No
 ☐ Selected areas only

IF YES, REQUIRED RATING (DB) AND LOCATIONS

Sustainability / green building requirement

☐ LEED
 ☐ Estidama
 ☐ BREEAM
 ☐ None

Preferred hardware finishes

☐ Satin stainless (SSS)
 ☐ Polished stainless (PSS)
 ☐ PVD gold / rose gold
☐ Matt black
 ☐ Antique brass / bronze
 ☐ Powder coated
☐ Architect to advise
 ☐ Other

Door leaf materials in scope

☐ Timber / wooden
 ☐ Hollow metal / steel
 ☐ Aluminium
☐ Glass / frameless
 ☐ uPVC
 ☐ Fire-rated composite
☐ Other

Brand policy

☐ Open / brand-neutral specification
 ☐ Approved vendor list attached
☐ Client brand standard applies
 ☐ 'Or equal approved' alternates permitted

NAMED OR PREFERRED BRANDS, IF ANY

5 KEYING & ACCESS CONTROL

Master key system required

☐ Master key (MK)
 ☐ Grand master (GMK)
 ☐ Grand grand master (GGMK)
 ☐ Not required

Cylinder type

☐ Standard
 ☐ Restricted / patented profile
 ☐ To be advised

Construction keying required

☐ Yes
 ☐ No
 ☐ To be advised

PARTY RESPONSIBLE FOR HOLDING AND ISSUING THE KEY CHART

Electronic locking / access control

☐ None
 ☐ Hotel RFID locking
 ☐ Standalone electronic locks
☐ Networked access control
 ☐ Mobile credential
 ☐ To be advised

ACCESS CONTROL INTEGRATOR / SUPPLIER (IF APPOINTED)

PARTY RESPONSIBLE FOR POWER SUPPLIES, CABLING AND ELV COORDINATION

6 COMMERCIAL & COORDINATION

INDICATIVE HARDWARE BUDGET

CURRENCY

Budget basis

- ☐ Per opening
 ☐ Total package
 ☐ Not yet established

Pricing basis required

- ☐ Ex-works
 ☐ Landed cost (duties, freight, clearing)
 ☐ Delivered to site

PARTY SUPPLYING THE HARDWARE

PARTY INSTALLING THE HARDWARE

Post-tender support required

- ☐ Submittal review
 ☐ RFI responses
☐ Site visits / inspection
 ☐ Installation supervision
☐ Site team training
 ☐ None required

Spares and maintenance package to be included

- ☐ Yes
 ☐ No
 ☐ To be advised

WARRANTY PERIOD REQUIRED

EXPECTED RFI TURNAROUND FROM YOUR SIDE

FINAL APPROVER OF THE DELIVERABLE (NAME & DESIGNATION)

DAY-TO-DAY COORDINATION CONTACT (NAME & DESIGNATION)

Confidentiality agreement required

- ☐ Yes — NDA attached
 ☐ Yes — to be issued
 ☐ Not required

May this project be referenced in the consultant's portfolio?

- ☐ Yes, by name
 ☐ Yes, anonymously
 ☐ No

ANY OTHER INFORMATION RELEVANT TO THIS INSTRUCTION

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CLIENT DECLARATION & CONFIRMATION

I confirm that the information recorded in this form is, to the best of my knowledge, complete and correct as at the date of signature, and that the documents listed in Section 3 are the current issues for this project. I understand that the consultant's deliverables will be prepared on the basis of this information and the document revisions recorded above, and that subsequent design changes, revised drawings or additional scope may require a revision to the deliverable, the programme and the agreed fee.

NAME	DESIGNATION
COMPANY	DATE
SIGNATURE	COMPANY STAMP

FOR OFFICE USE ONLY

ENQUIRY REFERENCE	DATE RECEIVED
REVIEWED BY	SCOPE CONFIRMATION ISSUED
FEE PROPOSAL REFERENCE	STATUS

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WHAT HAPPENS NEXT

1 Return this form

Email or WhatsApp the completed and signed form together with the documents listed in Section 3.

2 Scope confirmation

A written scope confirmation and fee proposal is issued within two working days of receipt.

3 Deliverable issued

Work proceeds on the confirmed scope and the drawing revisions recorded in this form.

SERVICES

- Door schedule preparation
- Ironmongery specifications
- BOQ preparation
- Value engineering
- Door hardware scheduling
- Hardware estimation & take-off
- Tender support
- Hardware compliance review

Independent and brand-neutral. Advice is given in the client's interest and is not funded by any manufacturer or supplier. All project information shared with Door Specs Consultant is treated as confidential and used only for the agreed consultancy purpose.

Return the completed form to:

EMAIL

afaq@doorspecsconsultant.com

WEBSITE

www.doorspecsconsultant.com

PHONE / WHATSAPP

+92 305 173 9922

OFFICE

Karachi, Pakistan