EXPRO National Manual for Projects Management

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Door and Window Schedule Guidelines

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1.0 INTRODUCTION

1.1 Purpose of This Document

The purpose of this document is to serve as a guide for preparing the Door and Window Schedule for projects executed by the Architect/Engineer A/E on behalf of the ENTITY.

1.2 Purpose of Door and Window Schedule

The Door and Window Schedule is a set of information in tabular form. See Attachment 1, EPM-KEA-TP-000005 - Template Door Schedule and Attachment 2, EPM-KEA-TP-000025 Template - Window Schedule for editable templates.

2.0 ABBREVIATIONS, ACRONYMS AND DEFINITIONS

Term	Definition
A/E	The A/E is any organization including their sibs who are responsible for the design of the project including EPC Contractor or Specialty Consultants or organizations providing engineering support during design or construction.
ENTITY	The Entity refers to any Government Ministry or EPMO or any organization hired by the Government Ministry on their behalf.
PE Phase	Preliminary Engineering Phase
DE Phase	Detailed Engineering Phase

3.0 PROGRESSION OF DOOR AND WINDOW DEFINITION

The Door and Window Schedule is an important requirement of the A/E deliverables. The careful production of the schedule will provide the data base for the selection, specification and approval of the doors and windows, how they are finished, fitted and all other specific considerations required by the client. The schedule is a valuable coordination tool for all disciplines led by the architect to ensure all design requirements are itemized and included for production. As an illustrative and technical document it assists in tender and construction stages to identify and to maximize efficiencies in sizing and quantities.

3.1 Preliminary Engineering Phase

In the initial Preliminary Engineering Phase of the Project doors and windows are generally defined. A general size for each door and window is only required. The scope can be generally enumerated, including:

- Door Number
- Room number in which each door is located.
- Room name in which each door is located.

3.2 Detailed Engineering Phase

During the Detailed Engineering Phase further definition of each door is developed including the following:

- Door Characteristics
- Thermal characteristics
- Door functional type: smoke door, fire door, interior door, exterior door
- Door leaf: width, height and thickness
- Door material: hollow metal, wood.
- Door Finish: painted, varnished, special coating
- Door Frame
- Frame type: hollow metal steel, stainless steel aluminum, wood
- Finish type: painted, anodized, special coating
- Threshold type
- Fire Rating

- Model Code from the specification

4.0 MAINTAINING UPDATED QUANTITIES

The A/E is responsible for maintaining updated quantities of all doors, louvers and window openings on the project:

- Quantities that are extracted from the model
- Doors and gates on site, excluded from the models
- The A/E will provide updated quantities to the Estimating entity at
- Preliminary Engineering Phase
- Detailed Engineering Phase
- Subcontract formation in development of Material Requisition packages.

5.0 ATTACHMENTS

1. EPM-KEA-TP-000005 - Door Schedule Template
2. EPM-KEA-TP-000025 - Window Schedule Template

Attachment 1 : EPM-KEA-TP-000005 - Door Schedule Template

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TEMPLATE - DOOR SCHEDULE

(Example of typical data in blue text)

PROJECT NAME:		DOCUMENT NO.	REVISION
Project Name Here		Document Number Here	Revision Here

DOOR SCHEDULE

DOOR NUMBER	ROOM NUMBER	ROOM DESCRIPTION	TYPE	STRUCTURAL OPENING	WIDTH	HEIGHT	THICKNESS	DOOR TYPE	DOOR FINISH	FRAME TYPE	FRAME FINISH	VISION PANEL	DOOR PROTECTION	THRESHOLD TYPE	FIRE RATING	SMOKE RATING	U-VALUE	HARDWARE GROUP	OPERATION	NOTES
B01-01a	B01-01	GEN	SD1	2250 X 1350	1300	2200	44.5	HM 1.3mm THK	PVDF 32µM	1.6mm THK STEEL	PVDF 32µM	600x200	S/S 600mm high	4	2HR	1HR	1.0 W/(m²k)	HDW1	Manual	
B01-01b	B01-01	GEN	SD1	2250 X 1350	1300	2200	44.5	HM 1.3mm THK	PVDF 32µM	1.6mm THK STEEL	PVDF 32µM	None	S/S 300mm high	4	2HR	1HR	1.0 W/(m²k)	HDW1	Sensor & Push Button	
B01-02	B01-02	ACY 01	SD13	2250 X 1350	1300	2500	44.5	HM 1.3mm THK	PVDF 32µM	1.6mm THK STEEL	PVDF 32µM		S/S 1500mm high	4	2HR	1HR	N/A	HDW13	Push Button	
B01-03	B01-02	ACY 01	SD18	2250 X 1350	1300	2200	44.5	HM 1.3mm THK	PVDF 32µM	1.6mm THK STEEL	PVDF 32µM			5	2HR		N/A	HDW2	Access Control	
B01-04	B01-04	STR 02	SD32		1100	2200	44.5	HM 1.3mm THK	PVDF 32µM	1.6mm THK STEEL	PVDF 32µM			4	1HR		N/A	HDW11		
B03-04	B03-04	FMR 01	SD12		1000	2200	44.5	HM 1.3mm THK	PVDF 32µM	1.6mm THK STEEL	PVDF 32µM				2HR		N/A	HDW1		
B03-05	B03-05	TRAA	SD36		2200	3300	44.5	HM 1.3mm THK	PVDF 32µM	1.6mm THK STEEL	PVDF 32µM				2HR		N/A	HDW8		
B03-10	B03-10	SST01	SD36		2200	3300	44.5	HM 1.3mm THK	PVDF 32µM	1.6mm THK STEEL	PVDF 32µM				2HR		N/A	HDW8		
B03-11	B03-11	INV	SD36		2200	3300	44.5	HM 1.3mm THK	PVDF 32µM	1.6mm THK STEEL	PVDF 32µM				2HR		N/A	HDW8		
B03-12	B03-12	CABLE RM 01	SD4		1300	2650	44.5	HM 1.3mm THK	PVDF 32µM	1.6mm THK STEEL	PVDF 32µM				2HR		N/A	HDW4		
B03-13	B03-13	MVD	SD9		2100	2650	44.5	HM 1.3mm THK	PVDF 32µM	1.6mm THK STEEL	PVDF 32µM				3HR		N/A	HDW8		
B03-14a	B03-14	STR 02	SD32		1100	2200	44.5	HM 1.3mm THK	PVDF 32µM	1.6mm THK STEEL	PVDF 32µM				1HR		N/A	HDW11		
B03-14b	B03-14	STR 02	SD19		850	1750	44.5	HM 1.3mm THK	PVDF 32µM	1.6mm THK STEEL	PVDF 32µM				2HR		N/A	HDW13		

Attachment 2 : EPM-KEA-TP-000025 - Window Schedule Template

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WINDOW SCHEDULE

(Example of typical data in blue text)

PROJECT NAME:	DOCUMENT NO.	REVISION
Project Name Here	Document Number Here	Revision Here

WINDOW SCHEDULE

WINDOW NUMBER	ROOM NUMBER	ROOM DESCRIPTION	QUANTITY	TYPE	STRUCTURAL OPENING	WIDTH	HEIGHT	CILL HEIGHT	HEAD HEIGHT	FRAME TYPE	INSIDE FRAME FINISH	OUTSIDE FRAME FINISH	SILL TYPE	SILL FINISH	GLASS TYPE	GLASS UNIT THICKNESS	PANE THICKNESS (OUTSIDE PANE FIRST)	U-VALUE	HEAT REFLECTION	GLARE REFLECTION	COATINGS	UV PROTECTION	FIRE RATING	SMOKE RATING	HARDWARE GROUP	NOTES
B01-01a	B01-01	GEN	5	WD1	1350 X 1350	1300	1300	800	2100	ALUM	RAL 9061	RAL 9001	ALUM	RAL 9001	DG/ST	54mm	6-12-18	1.0 W/m^{2}K	82%	72%	self clean	10%	2HR	1HR	W1	
B01-02	B01-01	GEN	2	WD2	900 X 900	850	850	700	1550	ALUM	RAL 9061	RAL 9001	ALUM	RAL 9001	TG/LM	64mm	6-12-6-16-24	0.8 W/m2K	65%	66%	optima	17%	2HR	1HR	W2	