

# User Guide

## Generating excel file from GBP calculator and linking into AutoCAD

### 1. Input project details and GFA raw data

Input project details in data cells highlighted in blue and GFA raw data starting from Row 12 in “GFA Raw Data” sheet.

	O	P	Q	R	S	T	U	V	X	Y	Z	AA	AB	
1	Site Area	:	793.76			Total Non-domestic (Office and Shopping Arcade)	For TBE room	For RSMRC						
2	Roof Level over highest UFS (mPD)	:	95.05			Total Non-domestic (Industrial)	0.000	0.000						
3	Mean Street Level (mPD)	:	10			Total Non-domestic (Others)	393.377	393.377						
4	Class of Site	:	C			Total Domestic (TFA)		2137.345						
5	Building type for RSMRC	:	Composite			Total UFS (Kitchen)		394.966						
6						Total No. of cars	87							
7						Total No. of hotel rooms	0							
8														
9														
10	14 & 15 & 17 & 24 & 26													
11	Premises Location (e.g. Tower 1)	Level	Premises ID (e.g. Flat A)	Name	Area ID	GFA Definition	GFA Concession Definition	GFA Concession 2 Definition	Area for single storey (For typical floor)	Quantity (For typical floor)	Accountable GFA (m²)	GFA Concession Area (m²)	Driveway Zone for pro-rata (e.g. Zone A)	AHU Serving Zone (e.g. Zone 1)
12	Tower 1	B/F		Carpark	CA1	Non-domestic area to b 01 carpark, loading/unloading areas and driveway that are 100% disregarded					224.537			
13	Tower 1	B/F		Plant Room	CO1	Non-domestic area to b 02.2 Mandatory feature or essential plant room, areas of which is NOT limited by any PNAP or regulation, such as room occupied					133.426			
14	Tower 1	B/F		TBE Room	CO2	Non-domestic area to b 02.1 Mandatory feature or essential plant room, areas of which is limited by respective PNAP or regulation, such as lift machine room					26.681			
15	Tower 1	G/F		Domestic Entrance	AD1	Domestic area					89.613			
16	Tower 1	G/F		Lobby of F&B Retail	AND1	Non-domestic area					36.234			
17	Tower 1	G/F		Loading/Unloading Area	CA1	Non-domestic area to b 01 carpark, loading/unloading areas and driveway that are 100% disregarded						154.801		
18	Tower 1	G/F		Staircase for Carpark	CA2	Non-domestic area to b 01 carpark, loading/unloading areas and driveway that are 100% disregarded						6.061		
19	Tower 1	G/F		Transformer Room	CO1	Non-domestic area to b 02.2 Mandatory feature or essential plant room, areas of which is NOT limited by any PNAP or regulation, such as room occupied					45.665			
20	Tower 1	G/F		Main Switch Room	CO2	Non-domestic area to b 02.2 Mandatory feature or essential plant room, areas of which is NOT limited by any PNAP or regulation, such as room occupied					22.591			
21	Tower 1	G/F		F&B Retail	CO3	Non-domestic area to b 21 Pipe duct, air duct for mandatory feature or essential plant room					1.219			
22	Tower 1	G/F		ES & MRC	CO4	Non-domestic area to b 02.1 Mandatory feature or essential plant room, areas of which is limited by respective PNAP or regulation, such as lift machine room					10.133			
23	Tower 1	G/F		P.D.	CO5	Non-domestic area to b 21 Pipe duct, air duct for mandatory feature or essential plant room					1.279			
24	Tower 1	G/F		Water Meter Cabinet	CO6	Non-domestic area to b 21 Pipe duct, air duct for mandatory feature or essential plant room					1.429			
25	Tower 1	G/F		Sprinkler Control Valve Cabinet	CO7	Non-domestic area to b 21 Pipe duct, air duct for mandatory feature or essential plant room					1.357			
26	Tower 1	G/F		Lift Shaft	L1	Domestic area					9.35			
27	Tower 1	G/F		Care Taker Room	NDC1	Non-domestic area to b 14 Counters, Kiosks, Offices, Stores, Guard Rooms, and Lavatories for Watchmen and Management Staff (serving domestic)					4.192			
28	Tower 1	1/F		Structure Element	AND1	Non-domestic area					0.563			
29	Tower 1	1/F		F&B Retail	AND2	Non-domestic area					294.738			
30	Tower 1	1/F		Structure Element	AND3	Non-domestic area					0.45			
31	Tower 1	1/F		Plant Room	CO1	Non-domestic area to b 02.2 Mandatory feature or essential plant room, areas of which is NOT limited by any PNAP or regulation, such as room occupied					78.387			
32	Tower 1	1/F		P.D.	CO2	Non-domestic area to b 21 Pipe duct, air duct for mandatory feature or essential plant room					0.255			
33	Tower 1	1/F		P.D.	CO3	Non-domestic area to b 21 Pipe duct, air duct for mandatory feature or essential plant room					0.9			
34	Tower 1	1/F		Lift Shaft	L1	Non-domestic area					9.35			
35	Tower 1	2/F		Cleaning and Irrigation Water Tank and Pump Room	AND1	Non-domestic area					19.143			
36	Tower 1	2/F		Lift Lobby	AND2	Non-domestic area					52.62			
37	Tower 1	2/F		Plant Rooms	CO1	Non-domestic area to b 02.2 Mandatory feature or essential plant room, areas of which is NOT limited by any PNAP or regulation, such as room occupied					61.115			
38	Tower 1	2/F		P.D.	CO2	Non-domestic area to b 21 Pipe duct, air duct for mandatory feature or essential plant room					0.242			
39	Tower 1	2/F		P.D.	CO3	Non-domestic area to b 21 Pipe duct, air duct for mandatory feature or essential plant room					0.5			
40														
	GFA Raw Data	SC Calculation	Overall PR & SC Cal.	Concession Summary	Non-conformity checklist	RSMRC	TBE room	Item 1	Item 5 & 12	Item 5 & 12 (Covered area)	Item 38	Floor Summary		

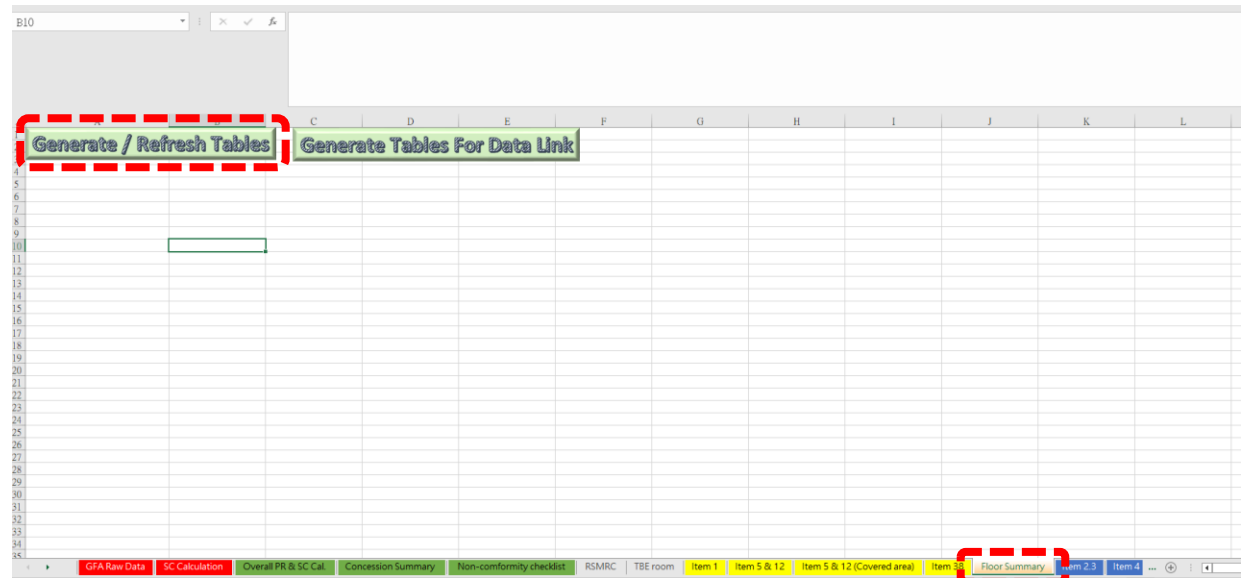
Input SC raw data in data cells highlighted in blue in “SC Calculation” sheet, and press “calculate” button.

Schedules for compliance checking of individual concession item under corresponding sheets will be updated.

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### 3. Generate GFA Floor Summary

Go to “Floor Summary” sheet and press “Generate/Refresh Tables” button to generate the GFA Floor Summary.



### 4. Generate excel file for linking into AutoCAD

Press “Generate Tables For Data Link” button to generate a “text only” excel file for AutoCAD datalink.

The screenshot shows an Excel spreadsheet with the 'Floor Summary' sheet selected. The 'Generate Tables For Data Link' button is highlighted with a red dashed box. The spreadsheet displays a table with the following data:

Premises ID / Name	Area ID	Area (m <sup>2</sup> )	Exempted / Disregarded GFA (m <sup>2</sup> )	GFA Concession Definition
Plant Room	CO1	133.426	133.426	02.2 Mandatory feature or essential plant room, areas of which is NOT limited by any PNAP or regulation, such as room occupied solely by FSI and equipment, meter room, transformer room, potable and fishing
Carpark	CA1	224.537	224.537	01 carpark, loading/unloading areas and driveway that are 100% disregarded
TBE Room	CO2	26.681	26.681	02.1 Mandatory feature or essential plant room, area of which is limited by respective PNAP or regulation, such as lift machine room, TBE room, refuse storage chamber etc.
Sub-total (for each storey):		384.644	384.644	

The bottom status bar shows the following tabs: GFA Raw Data, SC Calculation, Overall PR & SC Cal, Concession Summary, Non-conformity checklist, RSMRC, TBE room, Item 1, Item 5 & 12, Item 5 & 12 (Covered area), Item 38, Floor Summary, Item 2.3, Item 4, and a search bar.

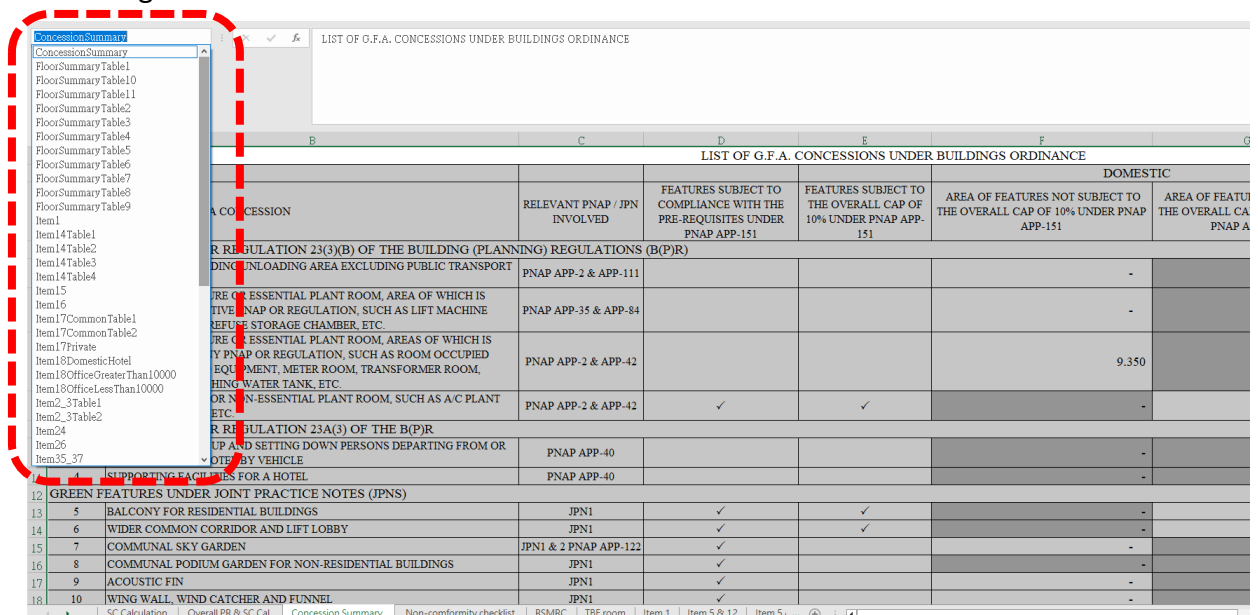
## 5. File location of a new generated excel file

An excel file with name “GBP calculator (Data Link)” will be generated in the same folder of the GBP calculator.



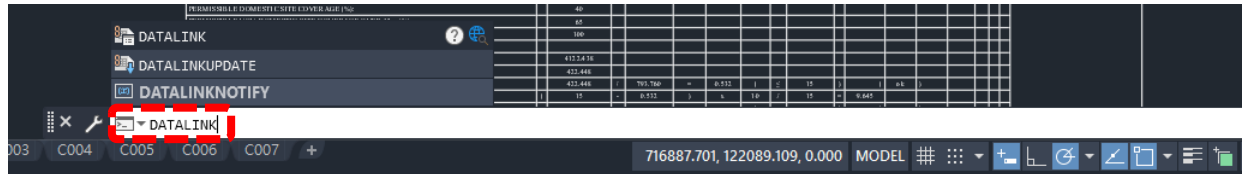
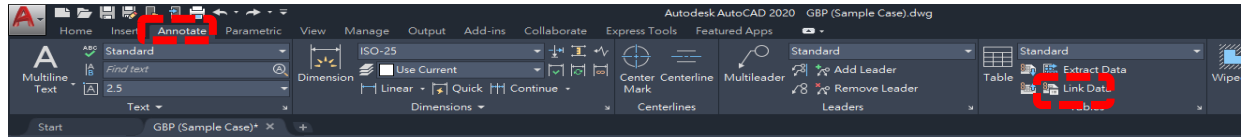
## 6. Table names in a new generated excel file

Table names in each sheet will be automatically preset in the new generated excel file and ready for linking into AutoCAD.

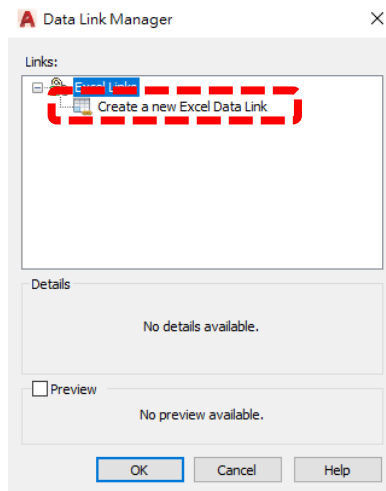


## 7. Open AutoCAD project file and Link the excel file

Press the “Link Data” button under the Annotate tab in the Tables section, or Input command “datalink”.

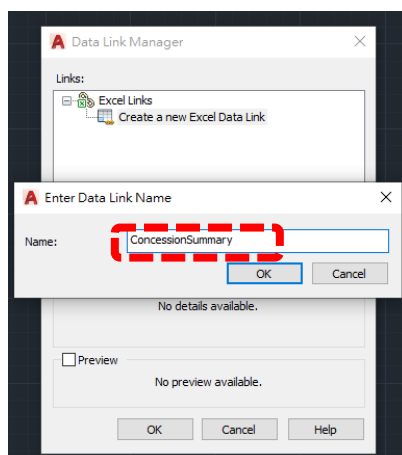


## 8. Click Create a new Excel Data Link in Data Link Manager



## 9. Enter Data Link Name

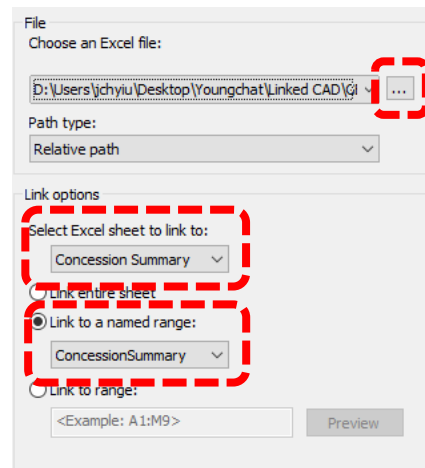
Enter the name of the schedule to be linked and click OK. Then click OK on the Data Link Manager dialogue box.



## 10. Data Link settings

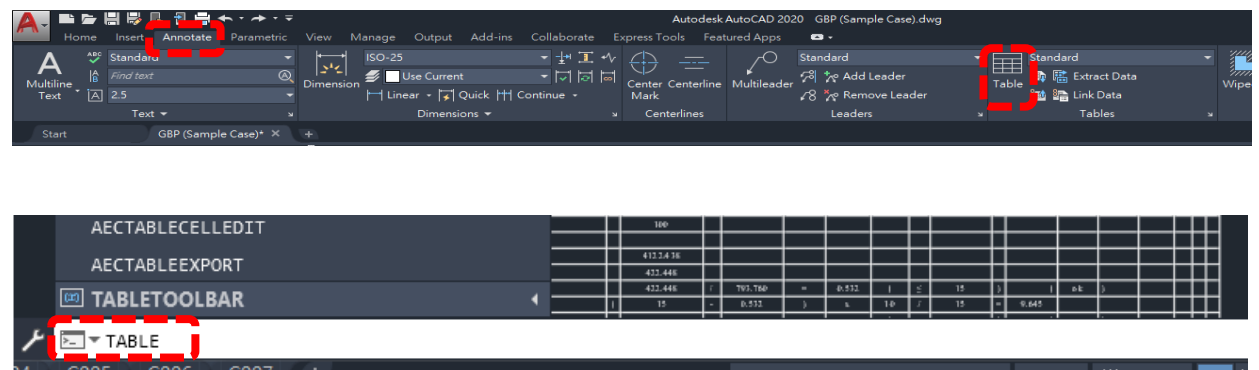
In the “New Excel Data Link” dialogue box, enter the following information:

- Click the three dots button to choose the generated excel file (i.e. GBP calculator (Data Link).xlsx) to be linked.
- Select the sheet to be linked to under “Select Excel sheet to link to:”.
- Click the “Link to a named range” and choose the corresponding table to be linked.



## 11. Click on the Table icon

Press the “Table” icon under the Annotate tab in the Tables section, or Input command “table”.



## 12. Select Insert From Data Link

Click “From a data link” and use the drop down menu to select the data link you just created and click OK.

**Insert Table**

Table style: Standard

Insert options:

- ☐ Start from empty table
- ☒ From a data link

ConcessionSummary (Data Extraction)

Launch Data Link Manager ...

Insertion behavior:

- ☒ Specify insertion point
- ☐ Specify window

Column & row settings:

Columns: 5 Column width: 63.5

Data rows: 1 Row height: 1 Line(s)

Set cell styles:

First row cell style: Title

Second row cell style: Header

All other row cell styles: Data

## 13. Place table

Insert the table to the suitable location of the drawing space and adjust the size of table to fit the layout of the calculation sheet.

GFA CONCESSION SUMMARY

LIST OF G.F.A. CONCESSIONS UNDER BUILDINGS ORDENANCE

ITEM	FEATURES WITH GFA CONCESSION	RELEVANT PNAP / JPN INVOLVED	FEATURES SUBJECT TO COMPLIANCE WITH THE PRE-REQUIREMENTS UNDER PNAP APP-11	FEATURES SUBJECT TO THE OVERALL CAP OF 10% UNDER PNAP APP-11	DOMESTIC		NON-DOMESTIC	
					AREA OF FEATURES NOT SUBJECT TO THE OVERALL CAP OF 10% UNDER PNAP APP-11	AREA OF FEATURES SUBJECT TO THE OVERALL CAP OF 10% UNDER PNAP APP-11	AREA OF FEATURES NOT SUBJECT TO THE OVERALL CAP OF 10% UNDER PNAP APP-11	AREA OF FEATURES SUBJECT TO THE OVERALL CAP OF 10% UNDER PNAP APP-11
DISREGARDED GFA UNDER REGULATION 23(3)(B) OF THE BUILDING (PLANNING) REGULATIONS (B/P/R)								
1	CARPARK AND LOADING/UNLOADING AREA EXCLUDING PUBLIC TRANSPORT TERMINUS	PNAP APP-2 & APP-11					385.399	
2.1	MANDATORY FEATURE OR ESSENTIAL PLANT ROOM, AREA OF WHICH IS LIMITED BY RESPECTIVE PNAP/REGULATION SUCH AS LIFT MACHINE ROOM, THE ROOM FOR USE STORAGE HAMPER, ETC.	PNAP APP-2 & APP-34			-		36.814	
2.2	MANDATORY FEATURE OR ESSENTIAL PLANT ROOM, AREA OF WHICH IS NOT LIMITED BY ANY PNAP OR REGULATION, SUCH AS ROOM OCCUPIED SOLELY BY PSR AND EQUIPMENT, WATER ROOM, TRANSFORMER ROOM, PORTABLE AND FLUSHING WATER TANK, ETC.	PNAP APP-2 & APP-42			9.350		341.184	
2.3	NON-MANDATORY OR NON-ESSENTIAL PLANT ROOM, SUCH AS A/C PLANT ROOM, ABL ROOM, ETC.	PNAP APP-2 & APP-42	✓	✓	-	-	-	-
DISREGARDED GFA UNDER REGULATION 23(A) OF THE B/P/R								
3	AREA FOR PICKING UP AND SETTING DOWN PERSONS DEPARTING FROM OR ARRIVING AT THE HOTEL BY VEHICLE	PNAP APP-40			-	-	-	-
4	SUPPORTING FACILITIES FOR A HOTEL	PNAP APP-40			-	-	-	-
GREEN FEATURES UNDER JOINT PRACTICE NOTES (JPNs)								
5	BALCONY FOR RESIDENTIAL BUILDINGS	JPN1	✓	✓	-	43.000	-	-
6	WIDER COMMON CORRIDOR AND LIFT LOBBY	JPN1	✓	✓	-	-	-	-
7	COMMUNAL SKY GARDEN	JPN1 & 2 PNAP APP-122	✓	✓	-	-	-	-
8	COMMUNAL PORCH/GARDEN FOR NON-RESIDENTIAL BUILDINGS	JPN1	✓	✓	-	-	-	-
9	ACOUSTIC FIN	JPN1	✓	✓	-	-	-	-
10	WIND WALL, WIND CATCHER AND FUNNEL	JPN1	✓	✓	-	-	-	-
11	NON-STRUCTURAL PRE-FABRICATED EXTERNAL WALL	JPN2	✓	✓	-	25.254	-	-
12	UTILITY PLATFORM	JPN2	✓	✓	-	66.750	-	-
13	NOISE BARRIER	JPN2	✓	✓	-	-	-	-
AMENITY FEATURES								
14	CARPARKERS' QUARTERS, COUNTER, OFFICE, STORE, GUARD ROOM AND LAVATORY FOR WATCHMAN AND MANAGEMENT STAFF AND OWNERS' CORPORATION OFFICE	PNAP APP-42	✓	✓	-	19.060	-	-
15	RESIDENTIAL RECREATIONAL FACILITIES INCLUDING VOID PLANT ROOM, SWIMMING POOL, LIFT PLANT ROOM, COVERED WALKWAY, ETC. SERVING SOLELY THE RECREATIONAL FACILITIES	PNAP APP-2, APP-42 & APP-104	✓	✓	-	122.424	-	-
16	COVERED LANDSCAPED AND PLAY AREA	PNAP APP-42	✓	✓	81.777	-	-	-
17	HORIZONTAL SCREEN COVERED WALKWAY AND TRELLIS	PNAP APP-42	✓	✓	2.000	-	-	-
18	LARGER LIFT SHAFT	PNAP APP-49	✓	✓	-	109.931	-	-
19	CHIMNEY SHAFT	PNAP APP-2	✓	✓	-	-	-	-
20	OTHER NON-MANDATORY OR NON-ESSENTIAL PLANT ROOM, SUCH AS BOILER ROOM, SHAFT ROOM	PNAP APP-2	✓	✓	-	-	-	-
21	PIPE DUCT, AIR DUCT FOR MANDATORY FEATURE OR ESSENTIAL PLANT ROOM				57.500	-	8.439	-

Type: a , command

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