

Microfilming Standards for Plans

The Buildings Department (BD) has installed a microfilm record storage system for all approved plans to eliminate possible loss of information due to deterioration of the quality of print records. Approved plans of newly completed buildings are microfilmed soon after the buildings have been certified for occupation. All microfilmed records are held in BD for easier retrieval while the originals may be destroyed.

2. This practice note seeks your cooperation in ensuring that the quality of plans submitted for approval is suitable for microfilming so that the images produced will be clear and intelligible to all future users.

3. Under some conditions, quality may improve in the microfilming process. It is, however, to be expected in any reproduction process that some loss of quality may also occur. To ensure the quality of microfilm records, please pay attention to particular aspects of the preparation, amendment and handling of plans to be microfilmed.

4. Appendix A attached gives some guidelines on drawing standards suitable for microfilming. Please adopt these standards for all plans submitted for approval.

5. This recommended practice will not affect consideration of plans. They will continue to be processed in accordance with the requirements of the Buildings Ordinance. Non-conformity with any of the guidelines referred to in this practice note will not constitute a ground for disapproval of the plans. We would, however, appreciate your adopting the recommended practice.

6. For the purpose of this practice note, the term "plans" means building plans, drainage plans, site formation plans, structural plans and the calculations referred to in paragraphs 6 and 7 of PNAP 121.



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Building Authority

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Index under : Microfilming Standards for Plans
Plans - Microfilming Standards

Guidelines on Drawing Standards

(1) **Plan sizes**

A0	1189 mm x 841 mm
A1	841 mm x 594 mm
A2	594 mm x 420 mm
A3	420 mm x 297 mm
A4	297 mm x 210 mm

The dimensions are those of the outside edges of the sheet. A border is normally drawn inside the dimensions (limiting the actual drafting area). Plan sizes larger than A0 should be avoided.

(2) **Borders**

Unused minimum borders should be provided on all 4 sides of an original as follows :

A0 - 20 mm	A2 - 10 mm
A1 - 20 mm	A3 - 10 mm
	A4 - 10 mm

(3) **General Standards**

- (a) Centre mark should be shown at the centre of each side of the drawing frame;
- (b) Matt surface is desirable, with adequate contrast between drawing matter and background. The prints should therefore be of good quality;
- (c) All notes should be read from the same direction (NB: This does not include dimensions and titles);
- (d) A suitably numbered or graphic scale should be provided, corresponding to the scale of the plan;
- (e) At least one plan should carry a legend of all markings and symbols shown or used, preferably on the right hand side of the plan;
- (f) It should be borne in mind that colours will not be identifiable on microfilm. Consequently, materials and elements of construction, in addition to being coloured in the usual manner, should where necessary be identifiable by other suitable means for microfilm purposes e.g. usual method of hatching or annotations (rc, br, ms and the like); and

/(g) Lettering

- (g) Lettering and numbering should not be covered by heavy hatching, dark shading or dark colouring.

(4) **Space for Official Use**

A minimum unused space of 90 mm wide by 70 mm high, to accommodate the official stamp of approval by the Building Authority, should be provided on every plan, preferably at the lower right corner.

(5) **Plan Index**

Applications for occupation permits should be accompanied by a Plan Index which lists all the approved plans. The Plan Index will be microfilmed and should therefore be in one of the "A" sizes and a separate Plan Index should be prepared for each category of approved plans e.g. building, structural, drainage and so on.

The contents and format of the Plan Index should be as follows :

Building Plan Index

<u>BD DWG NO.</u> (For BD use)	<u>AP/RSE DWG. NO.</u>	<u>DESCRIPTION</u>	<u>APPROVAL DATE</u>
	B/1	G/F Plan	2.5.90
	* B/2	1/F Plan	2.5.90
	B/3	Typical Floor plan	2.5.90
	#	#	#
	* B/1A	G/F Plan	8.11.90
	* B/3A	Typical Floor Plan	8.11.90

Structural Plan Index

<u>BD DWG NO.</u> (For BD use)	<u>AP/RSE DWG NO.</u>	<u>DESCRIPTION</u>	<u>APPROVAL DATE</u>
	* S/1	General Details	3.6.90
	S/2	G/F Framing Plan	3.6.90
	* S/3	1/F Framing Plan	3.6.90
	#	#	#
	* S/2A	G/F Framing Plan	7.11.90

/Drainage

Drainage Plan Index

<u>BD DWG NO.</u> (For BD use)	<u>AP/RSE DWG NO.</u>	<u>DESCRIPTION</u>	<u>APPROVAL DATE</u>
	* D/1	Drainage Notes & Block Plan	10.6.90
	D/2	Schematic Diagram	10.6.90
	* D/3	Schedules & Layouts	10.6.90
	#	#	#
	* D/2A	Schematic Diagram	6.11.90

An asterisk (*) should be used to identify the latest approved plans which represent the building as completed.

This procedure is in addition to the record plan system and will be reviewed in the light of experience.