

## Project Definition

(Reference SOP: \_\_\_\_\_)

### Building Works Checklist

Any further information needed to address these issues should be provided in the Project Definition text.

		NO	YES	N/A
1.	Does the project facilitate foreseeable expansion and future equipment requirements?			
2.	Is access for future equipment installation adequate?			
3.	Is any statutory body's approval required for any aspect of the project either before commencing or before completion / occupation ?			
4.	Is there a protocol for checking that finished work meets contractual requirements?			
5.	Is there capacity available for equipment maintenance, whether performed internally or by external contractors?			
6.	Are raw materials and finished goods entry/exit facilities adequate?			
7.	Are storage areas (Raw Material, finished goods, equipment etc) of sufficient capacity?			
8.	Are waste disposal facilities adequate, including the allowance for provision of on-site industrial bins?			
9.	Will sections of any air conditioning system need to be turned off or disabled?			
10.	Have Information Service department been informed of telephone & computer requirements?			
11.	Are power sources available and adequate, (including provision for expansion or any future equipment requirements)?			
12.	Are other services (compressed air, steam, chilled water, hot/cold water etc.) available and adequate?			
13.	Are new sprinklers, fire hoses, fire extinguishers, smoke detectors required?			
14.	Will any existing sprinklers, fire hoses, fire extinguishers, smoke detectors be affected?			
15.	Will alarms integrate with existing alarm systems?			
16.	Are walkways of adequate dimensions and do they comply with relevant sections of the building code?			
17.	Is air conditioning adequate for capacity and particulate matter control?			
18.	Are precautions against particulate contamination whilst works proceed adequate?			
19.	Is lighting adequate?			
20.	Does the design of lights meet GMP requirements?			
21.	Are the walls/floors/ceilings impervious and designed for ease of cleaning?			
22.	Does the equipment layout facilitate cleaning?			
23.	Are cleaning facilities adequate?			
24.	Is access to change facilities & toilets adequate for the completed project?			
25.	Is access to change facilities & toilets during demolition / construction / installation / commissioning suitable for staff and for external parties?			
26.	Is area entry/exit secure?			
27.	Are any special security arrangements required during the project?			
28.	Are card readers or coded keys required?			