

Documents and information required by KZE on proposed building measures

As a result of the requirements of our back donors, we will normally need the information and documents which we have listed below in a comprehensive manner. Where we are asking you to just give us some information, it will be sufficient to provide us with the data requested, as far as applicable, in a brief and concise manner. Should you meet with any difficulties in obtaining the information or documents requested, please let us know.

1 Drawings

1.1 Location plan showing:
Location of plot in relation to village or town centre / neighbouring village etc., buildings on adjoining plots of land, access roads, and special details, if any.
If the drawing of such a location plan seems impossible, this information can also be provided in the form of a written text.

1.2 Site plan (scale 1:1,000 or larger) showing:
Plot boundaries, existing and proposed buildings, buildings to be pulled down (if any), access road and paths on the plot, other external services (e.g. septic tanks), true north, main directions of wind and rain, and contour lines (if applicable).

1.3 Floor plans (scale 1:100 or 1:200):
The floor plans are to be drawn to scale, should be of good legibility, and can also be provided as .dwg or PDF files. The floor plans should include:

- floor plans of all floors, showing dimensions of the whole building for floor space calculation, measurements of all rooms, designation of the rooms according to their intended use, and typical furniture arrangement in the rooms;
- elevations of all sides of the building (and of all buildings);
- cross section of the building (e.g. taken through the staircase), indicating ceiling heights.

Depending on the individual case, it may be appropriate to complement these plans by photographs showing the plot and/or the existing building(s). In the case of conversion measures, this will be indispensable, and plans will have to be prepared in such a way as to clearly show existing buildings, (parts of) buildings to be demolished, and new construction.

What, however, we do not need are implementation, detail and structural design drawings.

2. Further essential information

Please provide brief and concise information on:

- 2.1 The plot:
- the legal owner
 - the size of the plot
 - the altitude above sea level
 - the location of the plot (cf. 1.1 above)
 - the vulnerability to earthquakes
 - the groundwater level
 - the local climate (temperatures, precipitation, humidity)
- 2.2 The infrastructure:
- existing/proposed power supply
 - existing/proposed drinking water supply

- existing/proposed sewage treatment
- existing/proposed waste disposal

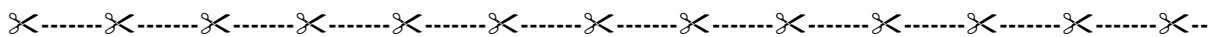
2.3 The type of construction:
type of construction and architectural design (possibly with details on earthquake resistance); materials used for foundations, floor slab, flooring, walls, ceilings, roof framing, roof covering, doors, windows, and technical fittings and facilities (such as for heating, cooling, ventilation, climatisation, etc.).

2.4 The execution of the construction work:
invitation to tender, building with a contractor or on your own (please give reasons), on-site management and supervision, time schedule.

3. Cost estimation

The costs expected to be incurred should be ascertained on the most up-to-date information, and as far as applicable should be structured as shown below or presented in the form of a detailed quotation (bill of quantity).

- | | |
|-------------------------------------|---|
| 1) Acquisition of land: | To be provided by the Legal Holder as an extra-budgetary local contribution |
| 2) Site preparation & development: | Costs of all preparatory measures required to clear the site for building; demolition work, public development, etc. |
| 3) Construction work: | Costs of construction of each building |
| 4) Special technical installations: | Heat supply systems, air treatment systems, power installations etc. |
| 5) External works: | Ground surfaces (lawns, planted areas, etc.), hard surfaces (paths, roads, courtyards, parking spaces, sports & playgrounds), enclosures (fences, walls, gates, etc.), sewage treatment installations (e.g. septic tanks), etc. |
| 6) Equipment and furnishings: | Movable or easily fixed furnishings and equipments |
| 7) Building incidentals: | Planning, on-site management and supervision, fees for basic and special services, etc. |



4. Declaration

The architect/applicant/authorised representative of the Legal Holder is requested to sign and return to MISEREOR/KZE the following declaration:
I hereby confirm that all legal requirements applicable in the country of the project relating to the proposed construction and subsequent ongoing operation of the building etc. concerned, and in particular those regarding stability (and also, if applicable, taking into account possible earthquake hazards) as well as fire protection, have been duly observed, that building execution will not start before all permits required have been obtained, and the building etc. will not be taken into use before all required acceptance procedures have been completed.

Place: _____ Signature: _____

Date: _____ Name and position: _____