

Sample Consultant Report (Electrical System)

TITLE

CONSULTANT REPORT

(DAY / MONTH / YEAR)

CLIENT ADDRESS

CONSULTANT ADDRESS

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1. PROJECT INFORMATION

ITEM	DESCRIPTION		
1	CONSULTANT		
	a)	ARCHITECT	XXX
			XXX
			TEL: XXX FAX: XXX
	b)	CIVIL & STRUCTURE	XXX
			XXX
			TEL: XXX FAX: XXX
	c)	MECHANICAL	XXX
			XXX
			TEL: XXX FAX: XXX
	d)	ELECTRICAL	XXX
			XXX

ITEM		DESCRIPTION	
			TEL: XXX FAX: XXX
	e)	QUANTITY SURVEYOR	XXX
			XXX
			TEL: XXX FAX: XXX
	f)	OTHERS	
2		CONTRACTOR	XXX
			XXX
			TEL: XXX FAX: XXX
3		CONTRACT NUMBER	XXXX/XXXX/XXXX/XXX
4		CONTRACT PRICE	RMXXXXXX.XX
5		MECHANICAL PRICE	RMXXXXXX.XX
		ELECTRICAL PRICE	RMXXXXXX.XX
		ICT PRICE	RMXXXXXX.XX
		OTHER PRICE	RMXXXXXX.XX
6		CONSTRUCTION START	DAY/MONTH/YEAR
7		CONSTRUCTION FINISH	DAY/MONTH/YEAR
8		EXTENSION OF TIME	(XXX DAYS) DAY/MONTH/YEAR
9		LIQUIDATED AND ASCERTAINED DAMAGES (LAD)	RMXXX.XX
10		RESIDENT ENGINEER (R.E)	NAME
11		CLERK / INSPECTION OF WORK (C/I . O. W)	NAME

2. LOCAL AUTHORITY - TENAGA NASIONAL BERHAD (TNB)

BIL	DESCRIPTION LETTER	DATE	REFERENCE LETTER	REMARK

2. LOCAL AUTHORITY - TELEKOM MALAYSIA BERHAD (TMB)

BIL	DESCRIPTION LETTER	DATE	REFERENCE LETTER	REMARK

2. LOCAL AUTHORITY - MAJLIS DAERAH / BANDARAYA

BIL	DESCRIPTION LETTER	DATE	REFERENCE LETTER	REMARK

2. LOCAL AUTHORITY - OTHERS

BIL	DESCRIPTION LETTER	DATE	REFERENCE LETTER	REMARK

3. SCOPE OF WORKS (ELECTRICAL SYSTEM)

NO.	ELECTRICAL SCOPE	REMARK
1.	ELECTRICAL BLOCK DIAGRAM	
2.	EXTERNAL ELECTRICAL INSTALLATION	
3.	INTERNAL ELECTRICAL INSTALLATION	
4.	LIGHTNING PROTECTION SYSTEM	
5.	STANDBY GENERATOR SET	
6.	STREET LIGHTING / COMPOUND LIGHTING	
7.	MATV SYSTEM	
8.	CCTV SYSTEM	
9.	CARD ACCESS SYSTEM	
10.	SOUND REINFORCEMENT SYSTEM	
11.	STAGE CURTAIN SYSTEM	
12.	STAGE LIGHTING SYSTEM	
13.	PUBLIC ADDRESS SYSTEM	
14.	AUDIO VISUAL SYSTEM	
15.	BUILDING SUPERVISORY SYSTEM	
16.	INFRA TELECOMMUNICATION SYSTEM	
17.	UNDERFLOOR TRUNKING SYSTEM	
18.	ICT - NETWORKING SYSTEM	

NO.	ELECTRICAL SCOPE	REMARK
19.	ICT - TELEPHONE SYSTEM	
20.	MASTER CLOCK SYSTEM & VIDEO INTERCOM SYSTEM	
21.	NURSE CALL SYSTEM	
22.	CONFERENCE SYSTEM	

4. DISCUSSION HEAD OF DESIGN TEAM (ELECTRIC, ELV & ICT & ETC.)

BIL	MATTERS	DATE	REMARK

5. DISCUSSION WITH CLIENT / OWNER ABOUT REQUIREMENT

BIL	MATTERS	DATE	REMARK

6. DESIGN REVIEW

BIL	LIST SCOPE OF WORKS	DATE	REMARK / COMMENT

7. TENDER STAGE

BIL	DESCRIPTION
1.	PROJECT TITLE
2.	DOCUMENT
3.	SITE VISIT
4.	DATE SELLING TENDER
5.	DATE CLOSE TENDER
6.	DATE AWARD TO CONTRATOR

8. CONSTRUCTION DRAWING APPROVAL

BIL	LIST OF DRAWING	DRAWING NO.	DATE	STATUS (A, B, C)
1.				
2.				

BIL	LIST OF DRAWING	DRAWING NO.	DATE	STATUS (A, B, C)
3.				
4.				
5.				
6.				

9. CONTRACT DOCUMENT

BIL	DESCRIPTION	DATE	REMARKS / COMMENT

10. SUB CONTRACTOR INFORMATION

BIL	SUBCONTRACTOR NAME	SUPPORTING DOCUMENT	REMARK / COMMENT

11. INTERIM PAYMENT

BIL	INTERIM NO.	AMOUNT (RM)	DATE	PERCENTAGE (%)	CUMULATIVE (RM)

12. MATERIAL APPROVAL

BIL	DESCRIPTION	BRAND	MODEL	RECEIVE DATE	STATUS (A, B & C)	REPLY DATE

13. LIST OF SHOP DRAWING

BIL	DRAWING TITLE	DRAWING NO.	RECEIVED DATE	STATUS (A, B & C)	REPLY DATE	REMARK / COMMENT

14. METHOD STATEMENT

BIL	DESCRIPTION	RECEIVED DATE	STATUS (A, B & C)	REPLY DATE	REMARK / COMMENT
1.	INSTALLATION OF G.I CONDUIT				
2.	INSTALLATION OF TRUNKING				
3	INSTALLATION OF TELEPHONE SYSTEM				
4.	INSTALLATION OF ICT SYSTEM				
5.	PEMASANGAN LAMPU				
6.	INSTALLATION OF UNDERGROUND CABLE				
7.	UNDERGROUND DUCTING				
8.	LIGHTNING PROTECTION SYSTEM				
9.	UNDERFLOO TRUNKING				

15. NON COMPLIANCE REPORT (NCR)

BIL	DESCRIPTION	RECEIVED DATE	STATUS (Open & Close)	REPLY DATE	REMARK / COMMENT
1.					
2.					
3					
4.					
5.					
6.					
7.					
8.					

BIL	DESCRIPTION	RECEIVED DATE	STATUS (Open & Close)	REPLY DATE	REMARK / COMMENT
9.					