



REGULATION 38 FILE INFORMATION REQUIRED

QUOTATION

- 📄 Specification / equipment schedules
- 📄 Tender / Construction Drawings
- 📄 Trade list
- ✅ Format: PDF, Hard Copy, Combined

TECHNICAL AUTHORIZING

- 📄 As Installed Drawings
- ✅ Date of Occupation
- ✅ Deadline date
- 📄 Fire Strategy Report
- 📄 Escape Routes and Plans
- 📄 Fire Separating Elements
- 📄 Fire Door Locations and Schedule
- 📄 Fire Alarm System Details
- 📄 Emergency Lighting Details
- 📄 Fire Fighting Equipment
- 📄 Certificates - unless we are collating

* SUPPORTING DOCUMENTATION *

Our technical writing and engineering team can provide supporting documentation if required

AS INSTALLED DRAWINGS

- 📄 Drawing Mark Ups (PDF or photo)
- ✅ Current Revision CAD drawings

NUCLEUS: WORKFLOW

QUOTE STAGE

SUBMITTED

Request a quote by providing drawings, specifications, and equipment schedules.

QUOTED

ACCEPTED

Review and accept your quote, and upload additional files needed for production.

PROJECT STAGE

WAITING

D&A review documents and advise any additional information needed

DRAFT DUE

Our in-house Technical Writers prepare the documentation

DRAFT ISSUED

DRAFT documentation issued. View supporting file received and required, request updates

NEED CLARIFICATION?



Your dedicated point of contact, **Client Coordinator**, is here, ready to support and guide you on documents or details required, every step of the way.