



LUSAIL DEVELOPMENT

UTILITY APPLICATION PROCEDURES FOR PNEUMATIC/TRADITIONAL WASTE MANAGEMENT

DOCUMENT NO.: LUS-CPALL-MAQ-PRC-UT-20561

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0	30-Sep-2017	IFI	General editorial, separated PWC from other utilities. Supersedes document no. LUS-CPALL-MAQ-PRC-UT-40040 (previous version of the Utilities Application Procedure)	Lee Kiong Li	Vinod Kesavannair/ Abdullah Abushaikha	D. Reed Phillips

REASON FOR ISSUE:		STATUS:	
IFR	Issued for Review/Comment(s)	PFC	Preliminary for Comment
IFI	Issued for Information	SS	Superseded
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1. INTRODUCTION

This document describes specifically the procedures for connecting the Customer's building to the Marafeq Pneumatic/Traditional Waste Management system. This document supersedes the previously issued "Utilities Application Procedure" document no. LUS-CPALL-MAQ-PRC-UT-40040 Rev 0.

The utility connection procedures for the other two utilities (District Cooling and Gas) are now described in separate documents specifically related to those utilities. The Customer shall follow the applicable "Utility Application Procedures" for connecting the Customer's building to District Cooling, Gas and Pneumatic/Traditional Waste Management systems.

The Customer shall follow the procedures of this document in compliance with Marafeq Pneumatic/Traditional Waste Management design guidelines and technical requirements listed in the below table. The Customer is fully responsible for the design and installation of the building side/sub-development.

Document No.	Description
LUS-CPALL-MAQ-SPE-UT-00008	Pneumatic and Traditional Waste Management System Design Guidelines for Sub-development

The Customer must coordinate with Marafeq in all of the following stages for Pneumatic/Traditional Waste Management system. The detailed requirements of each stage are covered in the next pages.

- Registration and Request for Information
- Preliminary Design
- Detailed Design
- Material Submittals
- Final inspection of installation

The Customer should submit all submittals in soft copy (CD) unless otherwise specified. Marafeq review status will be issued to the assigned email address provided by the Customer.

Marafeq is holding a technical consultation on Sunday. One half hour allocated for each Customer and the Customer shall send a meeting request with agenda to Marafeq (email: engineering@marafeq.com.qa) by latest two working days before holding the meeting.

1.1 Definitions

Client	The Master Developer - Lusail Real Estate Development Company (LREDC) or its appointed representative.
LCAC	Lusail City Administration Complex.
Marafeq	The Utility Company which provides District Cooling, Gas and Pneumatic/Traditional Waste Management Services and carry out design reviews and inspection services for Gas and Pneumatic/Traditional Waste Management Services.
Contractor	The Organization or its appointed representative, responsible for execution of the works.
Customer	The Owner of building or his representative.
Building Consultant	The Consultant employed by the owner and who is responsible for design development.
Native files	The original format that was used prior to conversion to PDF format; like, AutoCAD, Excel, Word, etc.
Sub-developer	Used interchangeably with Customer

1.2 Nomenclature

This document describes the guidelines to the nomenclature to be followed while providing a document number to a document, like Technical Submittals or Inspection Requests that are to be submitted to Marafiq Qatar. The customer has to strictly follow the guidelines as listed out in the table below and described further.

Sl. No.	Document Number (Nomenclature)	Type of Document
1	LUS-MAQ-(CUSTOMER ID)-INR-(UTILITY)-00XX-RevXX	Inspection Request
2	LUS-MAQ-(CUSTOMER ID)-PDS-(UTILITY)-00XX-RevXX	Preliminary Design
3	LUS-MAQ-(CUSTOMER ID)-DDS-(UTILITY)-00XX-RevXX	Detailed Design
4	LUS-MAQ-(CUSTOMER ID)-MTS-(UTILITY)-00XX-RevXX	Material Submittal
5	LUS-MAQ-(CUSTOMER ID)-GEN-(UTILITY)-00XX-RevXX	General (All other submittals like design conformance application etc.)

The values mentioned within the closed brackets will change according to the customer and the requirement whereas the 00XX represents the number of the document which will start from 0001 and then move on in the ascending order. The revision number (RevXX) has to be maintained depending on how many times the document has been resubmitted. The first submission will always have a revision, Rev00.

[For example, if a customer with customer ID MQ100, wants to raise an Inspection Request for PWC, for a joint that was rejected once in the first INR, the document number should be as follows: LUS-MAQ-MQ100-INR-PWC-0001-Rev01]

The customer should also ensure that for each type of submittal the numbering starts from 0001, irrespective of whether 0001 has already been used for another type of submittal.

[For example; a customer has to raise his first Inspection Request as LUS-MAQ-MQ100-INR-PWC- 0001-Rev00, even if he already has a submittal for Detail Design Drawing as LUS-MAQ-MQ100-DDS-PWC-0001-Rev00, because they are two separate types of documents.]

The customer has to always ensure that when an already commented document is resubmitted, it should contain the same nomenclature as the original document with the only change being in the revision number. If an already commented document is resubmitted as a new document, with new number, the document will be non-compliant and rejected immediately without comment. All changes shall be noted with number and revision clouds. Failure to comply will result in the submittal being non-compliant and returned immediately without comment.

2. REGISTRATION AND REQUEST FOR INFORMATION

The Customer should complete the registration form (Application No. 1) as provided in Appendices by specifying the utility (Pneumatic/Traditional Waste Management system) details and submit to Marafeq (email: customer.service@marafeq.com.qa).

In parallel with the above registration, Customer shall complete other Applications (from 2 to 4) as provided in Appendices and to submit Marafeq (email: engineering@marafeq.com.qa) for each stages as required.

For the purpose of design calculations, the Customer may request the allocated utility (Pneumatic Waste Collection) pipe sizes for the building by completing Application No. 2 and submitting to Marafeq. The Marafeq will provide the required information's within five working days from the date of receiving the application.

3. PNEUMATIC & TRADITIONAL WASTE MANAGEMENT

3.1 PWC Preliminary Design Stage

Marafeq review only the Discharge Valve (DV) room location after receiving the following submittals from the Customer.

1. Application No. 3 as provided in Appendices to be completed by the Customer.
2. Building site plan drawing.
3. Architectural layout drawing showing the DV room location.

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4. PWC design conformance application duly signed and stamped by the Customer.

Drawings and documents must be submitted in softcopy (CD) both PDF and editable format (AutoCAD, MS Word, Excel, etc.).

Marafeq will provide the review status on Preliminary Design submittal within ten working days from the date of receiving the submittal.

After final Preliminary Design approval, the Customer should submit for record purposes one hardcopy A1 size for Marafeq stamp.

3.2 PWC Detailed Design Stage

The Customer should submit the Pneumatic/Traditional Waste Management submittals for Marafeq's review comprising of following:

1. Application No. 3 as provided in Appendices to be completed by the Customer.
2. PWC piping detailed layout and section drawing including pipe network, compressed air system, control cable system and DV room details. The drawing should indicate the limit of works at the plot boundary connection.
3. Garbage chute detail drawing indicating waste inlet volume control hopper door and chute diameter. (For information only)
4. Compliance statement to Marafeq's guidelines signed and stamped by the Customer.

Drawings and documents must be submitted in softcopy (CD) both PDF and editable format (AutoCAD, MS Word, Excel, etc.).

Marafeq will provide the review status on Detailed Design submittal within 10 working days from the date of receiving the submittal and receiving the payment from Customer for design review.

After final Detailed Design approval, the Customer should submit for record purposes one hardcopy A1 size for Marafeq stamp

3.3 PWC Material Submittals

In this stage the Customer should submit the following:

1. Application No. 3 as provided in Appendices to be completed by the Customer.
2. Material submittals for PWC equipment only.

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3.4 PWC Method Statement

All method statement shall be approved by the Customer's building consultant.

3.5 PWC Installation and Inspection

The Customer shall complete the Inspection Request Form (Application No. 4) as provided in Appendices for every inspection to be made and submit to Marafeq by latest five working days before the inspection date.

The inspection must be verified by the Building Consultant prior to Marafeq's inspection. Marafeq shall inspect the requirement for PWC installation works for the following:

Initial inspection:

1. Reinforce concrete floor and wall opening for PWC pipe passage.
2. Brick wall opening for PWC pipe passage.
3. Builders work requirement for DV room, including MEP works.

Final inspection of pipe works and DV room:

1. Marafeq will conduct a final inspection after equipment, components and piping are installed and connected. A snag list will be issued to the Customer.
2. The Customer shall submit to Marafeq the following:
 - Pressure testing results for PWC pipe network, including weld joints radiography and pipe internal CCTV inspections
 - Compressed air system test results for pressure loss.
 - I/O test results for individual components cables to the control box.
 - Installation compliance statement signed by equipment suppliers.
 - As-built drawings.

Marafeq will issue a PWC Conformance Certificate after all payments and above referred documents are received and final inspection is satisfied.

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4. APPENDICES

Application No. 1 Registration Form

Application No. 2 Request for Information

Application No. 3 Pneumatic/Traditional Waste Management

Application No. 4 Inspection Request Form

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APPLICATION NO.1: REGISTRATION FORM		عمل طلب تسجيل
Land Details		تاريخ الطلب
Application Date		الطلب تاريخ
Municipality Application Number		رقم طلب بلدية الطعابين
Plot Number		رقم القطعة
Plot Type and Use		رقم القطعه والإستخدام
Requested Utility	Pneumatic/ Traditional Waste Management	الخدمة المطلوبه
Expected Connection Date		التاريخ المتوقع لتوصيل الخدمة
Type of Customer: <input type="checkbox"/> Company <input type="checkbox"/> Individual <input type="checkbox"/> Information Update		نوع العميل: <input type="checkbox"/> شركة <input type="checkbox"/> شخصي <input type="checkbox"/> تحديث معلومات عميل
Owner Name		اسم المالك
C.R NO. OR Owner ID No.		رقم السجل التجاري أو الرقم الشخصية
C.R Expiry Date OR Owner ID Expiry Date		تاريخ انتهاء السجل التجاري أو البطاقة الشخصية للمالك
Authorized Person Name		اسم المخول بالتوقيع
Mobile		الهاتف الجوال
Land Line Phone Number		رقم الهاتف الأرضي
P.O. Box		صندوق البريد
Email		البريد الإلكتروني
Owner OR Authorized Signature		توقيع المالك أو المخول بالتوقيع
Company Stamp		ختم الشركة
CONSULTANT		الإستشاري
Company Name		اسم الشركة
C.R No.		رقم السجل التجاري
C.R Expiry Date		تاريخ انتهاء السجل التجاري
Name Authorized Person		اسم المخول بالتوقيع
Contact Person		اسم المسؤول
Mobile		الهاتف الجوال
Land Line Phone Number		رقم الهاتف الأرضي
P.O. Box		صندوق البريد
Email		البريد الإلكتروني
Authorized Person Signature		توقيع المخول بالتوقيع
Company Stamp		ختم الشركة

Attachment: **A. Individual:** 1. ID Copy both sides 2. Proof of ownership **B. Companies:** 1. C.R Copy 2. Computer ID Copy 3. ID of Authorized Signatory

Note: If the consultant was changed or terminated prior to the completion of the project, the owner shall update Marafeq Qatar immediately.
 في حال تم إنهاء خدمات الإستشاري: ملاحظه المذكور أعلاه من أعمال المشروع أو تغييره ، على المالك إخطار شركة مرفق قطر وتحديث البيانات الخاصة بالإستشاري الجديد

APPLICATION NO. 2: REQUEST FOR INFORMATION

CUSTOMER ID: _____

DATE: _____

PLOT NO.: _____

UTILITY TYPE	For Marafeq use only
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PWC	Pipe Size:
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Date:

Date:

.....

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(Signature and Stamp of Consultant)

(Signature and stamp of Marafeq Qatar)

APPLICATION NO. 3: PNEUMATIC AND TRADITIONAL WASTE MANAGEMENT

TO BE COMPLETED BY THE CONSULTANT

CUSTOMER ID		DATE:	
DOCUMENT NUMBER			
CONSULTANT INFORMATION			
Name:		Contact Person:	
Address:			
Telephone:		Mobile:	
Fax:		Email:	
STAGE			
<input type="checkbox"/> Preliminary Design <input type="checkbox"/> Detailed Design <input type="checkbox"/> PWC Material Submittals <input type="checkbox"/> Method Statement and Other Documents			
DOCUMENTS CHECK LIST			
<p><u>Preliminary Design Stage:</u></p> <p><input type="checkbox"/> Building site plan drawing.</p> <p><input type="checkbox"/> Architectural layout drawing showing the DV room location and space for bulky waste.</p> <p><input type="checkbox"/> Access to bulk waste room by waste truck.</p> <p><input type="checkbox"/> PWC design conformance application.</p> <p><input type="checkbox"/> Index sheet for the contents of the submittal.</p> <p><u>Detailed Design Stage:</u></p> <p><input type="checkbox"/> PWC piping detailed layout and section drawing indicating the limit of works at the plot boundary connection as per Design Guidelines.</p> <p><input type="checkbox"/> Garbage chute detail drawing indicating waste inlet volume control hopper door, chute diameter and DV room.</p> <p><input type="checkbox"/> Indicate chute cleaning and fire alarm signal to PWC control panel.</p> <p><input type="checkbox"/> Compliance statement to Marafeq's guidelines.</p> <p><input type="checkbox"/> Index sheet for the contents of the submittal.</p>		<p><u>PWC Material Submittals:</u></p> <p><input type="checkbox"/> Material submittal for PWC Equipment. Index sheet for the contents of the submittal.</p> <p><input type="checkbox"/> Index sheet for the contents of the submittal.</p>	

(Signature, Date and Stamp of Consultant)

(Checked and Received by MQ Customer Service)

APPLICATION NO. 4: INSPECTION REQUEST FORM

CUSTOMER ID:		DATE:	
PLOT NO.:		BUILDING NAME:	
UTILITY TYPE:	Pneumatic and Traditional Waste Management		
INR NO:			
Type of Inspection: Location and Quantity of Works: Attached Reference Documents:			
Requested Inspection Date:		Inspection Time:	
COMMENTS:		Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
CONTRACTOR	BUILDING CONSULTANT	MARAFEQ QATAR	
		INSPECTOR	PROJECT MANAGER
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:
Date:	Date:	Date:	Date:
Stamp:	Stamp:	Stamp:	Stamp: