Unit 113: Plumbing, heating and ventilation

# Worksheet 11: Site documents and drawings (tutor)

Complete the tasks in this worksheet as directed by your tutor:

1. In the space below, list three documents used on site and a brief explanation of what they are used for:

Any of the following:

**Time sheet:**

A time sheet is completed by each employee (or sometimes by the trade foreman) on a weekly basis. Details of hours worked and a description of the jobs carried out is included. Time sheets are used by employers to calculate wages and provide information for planning future estimates.

**Delivery note:**

Also known as a delivery advice note, this is a document that lists the type and amount of materials that are delivered to site. It should be checked against the actual materials delivered and only signed if the materials on the note and the materials delivered are the same. A copy should be retained for administration purposes.

**Job specification:**

A job specification is a description of the installation that is being quoted for, complete with the types of materials and appliances that the installation contains. Occasionally, it may specify the manufacturer or British Standard of the materials the installation is to use.

**Working drawings:**

These are the plans, elevations and details needed by the contractor (along with the job specifications) so that an estimate can be obtained and the building can be constructed. These need to show all dimensions and to be accurately scaled.

There are many variations to drawing types. A H&V Installer may work from an **Installation drawing** when fixing pipework within the building. The installation drawing shows the route and position of pipework to scale. They may use a **Schematic drawing** to help install more complex arrangements such as a boiler room. A schematic drawing shows component detail in order but not necessarily to scale.

1. Use the space on the following page to produce a scale drawing of a room as directed by your tutor. Perhaps this could be a room or a space within the training centre or college.

You will need a tape measure, scale ruler and a pencil to complete this.

Make sure you find a suitable scale which allows you to fit the drawing on the page.

Drawing location or room number :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scale selected:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AS DIRECTED BY TUTOR

1. Connect the symbols to the images below:

A close up of a antenna

Description automatically generatedA close up of a lamp

Description automatically generatedA close up of a gate

Description automatically generatedA picture containing basketball, mirror, game, table

Description automatically generatedA picture containing object, antenna, clock

Description automatically generatedA picture containing table, building, game

Description automatically generatedA picture containing table

Description automatically generatedA close up of a device

Description automatically generatedA close up of a camera

Description automatically generatedA picture containing indoor, small, sitting, table

Description automatically generatedA picture containing sitting, holding, table, large

Description automatically generatedA close up of a camera

Description automatically generated3. Connect the symbols to the images below.

**A close up of a sign

Description automatically generated**



1. If a pipe on a drawing measures 6cm and the drawing has a scale of 1:20, then what is the length of the pipe in real scale?
2. 6m
3. 20cm
4. 120cm
5. 240cm
6. Look at the pipework height key below. Identify the level that the pipework should be / is installed at:
7. ------------------------------: Pipework below
8. \_\_\_ \_ \_\_\_ \_ \_\_\_ \_ \_\_\_: Pipework at high level
9. \_\_\_ \_ \_ \_\_\_ \_ \_ \_\_\_\_\_: Pipework above ceiling
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Low level pipework