Guidelines and Aspects for
TECHNICAL REPORT
- Editing and Elaborating -

- The Technical Report is a legal document, generally the main referred attachment to any contract in technical businesses.
- It is the basic document. All others (namely: drawings, calculations, specifications, softwares, etc.) are its attachments, referred at its proper chapters and/or articles.
- It is the document of understanding (Why? and How?). All that are described in details in the attachments are mentioned in it for highlighting and/or comprehension only.
- Occasionally it can exceed more hundreds or thousands of pages at large-scale projects.
- Its language should be compact, factual and purposeful (you should think of the lawyers, translators, decision makers – not being professionals of technologies described).
- It is neither an autobiography nor a confession! Its should be impersonal. Verbs should be used with passive force, but at least „I” and „you” should be avoided.
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- Any factual data should be presented once and only once. (In case of any change partly corrected – and contradicting – new-old data may disturb understanding and may drive to future disputes.)
- TR is prepared keeping in mind that „a good product also needs to be sold”. (cover photo, project symbol/emblem, watermark, etc.)
- Colored figures and diverse typography can help understanding, but too many colors or abundant type-facing may draw attention away or may appear fribblish.
- Table of Content and List of referred Attachments at the beginning are evident, while Index and Glossary at the end are welcome helpful facilities.
- Heading and footing (page identification)
- Registered empty pages bound to the end tends to be usual (Change Management)
- Proper extraction (Summary or Overview) has great importance (Decision makers)
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- It is purposefully broken down to referable units and chapters identified in a decimal system. Its pages are numbered in an overall or by-unit continuous numbering system;

- Main units and chapters, respectively:
  - Document identification (outer and inner front page, serial number, signature sheet)
  - List of attachments (reference codes)
  - Table of contents (page numbers)
  - Preliminaries (contractual embedding)
    - Environmental study (introducing the human and natural environment)
    - Comprehensive introduction of the building (functions, sizes, strengths, structures, material, finishes)
    - Project aims (introducing the task)
    - Conditions of projecting (regulations, terms, standards, restrictions)
    - Main considerations and functions of projecting (preferences)
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- Introducing and explaining projecting methodology used
  = Basic terms, assumptions, algorithms, models, softwares, etc.
  = Databases, collections ( standards, rules, recommendations )
  = Displaying results ( interpretations, terms, keys, legends, forms, symbols )

- Detailed description of results – in a meaningful technical or sequential order ( if possible ) e.g.:
  = Off-site works, logistics, pre-fabrication
  = Site preparation ( getting the site )
  = Site layout design ( temporary supplies, stores and structures )
  = Sub-structural ( underground ) works
  = Structural works
  = Building services ( inner infrastructure )
    ⇒ Power supply ( any and all kinds of )
    ⇒ Plumbing ( communal/technical )
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≡ Heating, air-conditioning (HVAC)
≡ Stairs and elevators
≡ Finishing and cladding works
≡ Fire protection, emergency exit
≡ Building electronics (communication)
≡ Landscaping (off-building works)
≡ Joint (off-site) works
≡ Labour safety (risks)
≡ Environment protection (hazards)
≡ Quality management (ISO)

− Contraction
  ≡ Site management and on-site management
    ≡ Time and space (site) management
    ≡ Techniques and technologies
    ≡ Main resources (peak needs)
    ≡ Structures, material (suppliers)
    ≡ Significant quantities and capacities
  ≡ Economics and efficiency overview

− Index and glossary