Project Scope Statement

Project Title: Renovation and Fit-Out of the Ministry of Education Office

Location: 8th Floor, Velaanaage, Malé, Maldives

1. Project Overview

This project involves the complete interior renovation and fit-out of the existing office space on the 8th floor of the Velaanaage building. The objective is to transform the floor into a modern, functional, and aesthetically pleasing work environment for the Ministry of Education. The scope of work is defined by the detailed drawing set provided by MACO Designs, covering all architectural, finishing, furnishing, and electrical works required to deliver a turn-key office space.

2. Project Objectives

- To demolish the existing interior to create a "clean shell" for the new layout.
- To construct a new office environment featuring private offices, open-plan workstations, meeting rooms, a pantry, and other support areas as per the approved floor plan.
- To install high-quality interior finishes, including new flooring, walls, and ceilings that align with the design intent.
- To fabricate, supply, and install all custom joinery and loose furniture as specified in the interior design drawings.
- To implement a completely new electrical, data, and lighting infrastructure to support modern office operations.

3. Scope Inclusions

The following activities are included in the project scope:

- **Demolition and Site Preparation:**
  - Complete removal and disposal of all existing non-structural partitions, doors, floor finishes, ceilings, and redundant electrical and plumbing fittings.
- **Partitioning and Wall Finishes:**
  - Supply and installation of new gypsum board and full-height tempered glass partitions to create the new office layout.
  - Application of specified wall finishes, including matte emulsion paint in designated white and blue colors.
  - Construction of the custom multi-finish Reception Feature Wall, complete with WPC paneling, a titanium concrete finish, and integrated LED lighting.
- **Flooring:**
  - Supply and installation of two types of heavy-duty commercial carpet tiles (Grey and Blue) as per the approved Floor Material Plan.
- **Ceiling Works:**

    - Installation of a new suspended gypsum board ceiling throughout the general office areas.
    - Construction and installation of the custom wooden plank feature ceiling with integrated recessed linear LED lights along the main walkway.
- **Custom Joinery & Furniture:**
    - Fabrication and installation of all custom-built furniture as per the detailed interior design drawings (ID01-ID17). This includes, but is not limited to: the reception desk, all workstations, executive desks, permeable room dividers, storage cabinets with integrated planters, pantry cabinets, the TV console, and the main meeting room table .
- **Electrical Works:**
    - Full installation of a new electrical system, including a new sub-distribution board, cabling, and conduits.
    - Installation of all new lighting fixtures, including recessed LED downlights and linear LEDs.
    - Installation of all power sockets (wall and floor-mounted), data outlets, TV points, and light switches as per the electrical plans.
- **Plumbing Works:**
    - Supply and installation of a new sink and tap in the pantry area.
    - Connection of hot/cold water supply and drainage for the pantry.
- **Loose Furniture:**
    - Supply and placement of all non-fitted furniture, including all ergonomic task chairs, executive chairs, meeting room chairs, and the waiting area couch.

4. Scope Exclusions

The following items are expressly **out of scope** for this project:

- Any structural modifications to the building.
- Modifications to the base building's main HVAC, fire suppression (sprinklers), or fire alarm systems.
- Supply and installation of IT network equipment (e.g., servers, switches, routers) and structured network cabling.
- Supply of office equipment (e.g., computers, printers, copiers, telephones).
- Supply and installation of window treatments (e.g., blinds, curtains).
- Professional fees for design, consultancy, and project management.
- Building permit fees and other governmental charges.

5. Project Deliverables

1. A fully completed and functional office space conforming to the approved design drawings.
2. All specified custom and loose furniture installed.
3. A commissioned and certified electrical system.
4. A professionally cleaned site ready for client occupancy.