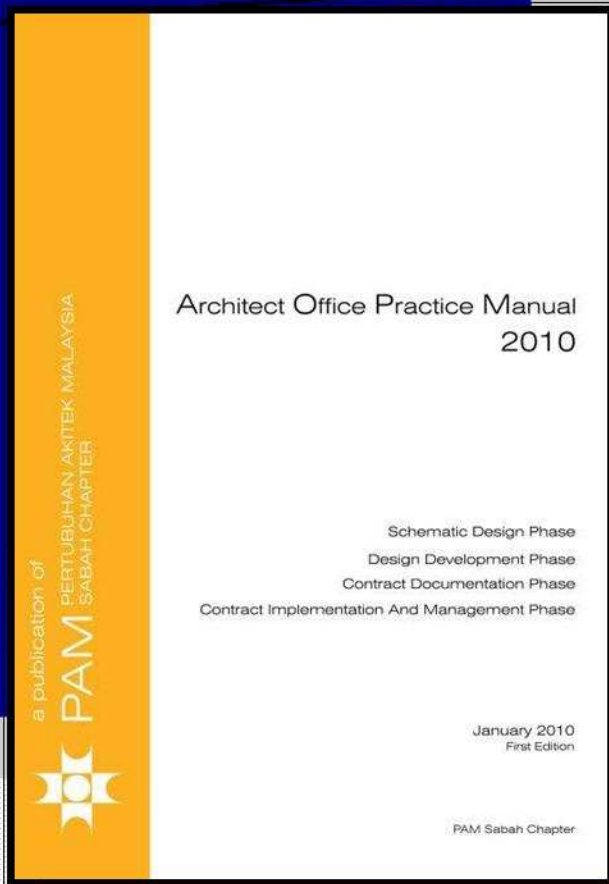


Architect's Office Practice Manual



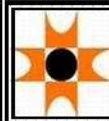
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This Office Practice Manual is intended as a practical guide with systematic and sequential content page and standard letters for various stages of works for clients. The project architect is able to keep proper records of work done in relation to the progress of work completed.

It also serves as a proposed management tool to monitor the next course of work and action to be taken in accordance with the Architect Scale of Minimum Fees Rules 1986 of Lembaga Arkitek Malaysia (LAM) stage of work for basic services.

Upon completion of each stage of work, it is appropriate to prepare and submit the claim to client for payment accordingly.

The check list of the content page is to be placed at the front of the project file to enable the Project Architect to have a quick reference for the monitoring of job progress by marking the relevant work done and entering the date.



PAM Sabah Chapter

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