

LUSAIL DEVELOPMENT

UTILITY APPLICATION PROCEDURES FOR PNEUMATIC WASTE COLLECTION & 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 Abushaikh	D. Reed Phillips
1	27-Aug-2026	IFI	General Update in accordance with the latest of Pneumatic and Traditional Waste Management System Design Guidelines for Sub-development with document ref. no. LUS-CPALL-MAQ-SPE-UT-00008 Rev.6.2	Anthoven	Osama Elattar	Mohammed A Razzaq Haidar

REASON FOR ISSUE:

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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-20561 Rev 0.

The Customer shall follow the applicable "Utility Application Procedures" for connecting the Customer's building to Pneumatic/Traditional Waste (PWC) systems.

The Customer shall follow the procedures of this document in compliance with the latest Pneumatic Waste Collection and Traditional Waste Management Design Guidelines and Technical Requirements listed in the table below. The Customer is fully responsible for the design and installation of PWC system in the sub-developer plot.

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 the following stages for Pneumatic/Traditional Waste Management system. The detailed requirements of each stage are covered in the next pages.

1. Plot Registration and Request for Information
2. Preliminary Design Stage
3. Detailed Design Stage
4. Material Submittals
5. Method Statements
6. Final Installation Inspection with Dry-run Test

The Customers are required to submit all PWC drawings and documents in soft copy unless otherwise directed. The review status from Marafeq will be sent to the email address assigned by the Customer.

Marafeq holds a technical consultation session every Sunday. Each Customer is allotted thirty (30) minutes, and they should send a meeting request that includes the agenda to Marafeq (email: engineering@marafeq.com.qa) by latest two (2) 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 Qatar	The Utility Company that provides District Cooling, Gas and Pneumatic/Traditional Waste Management Services as well as executing design reviews and inspections for these areas.
Contractor	The Organization or its assigned representative in charge of executing 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.
Sub-developer	Used interchangeably with Customer
Native files	The original format that was used prior to conversion to PDF format; like, AutoCAD, Excel, Word, etc.

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. It is imperative that the customer strictly comply with the guidelines detailed in the table below and elaborated upon further.

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

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 (Rev.XX) 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 system, for a joint that was rejected once in the first INR, the document number should be as follows: ex: 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 must 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 Appendix 2 to 4) as provided in Appendices and to submit Marafeq (email: engineering@marafeq.com.qa) for each stage 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 it 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 following below after receiving the following submittals from the Customer.

1. Application No. 3 as provided in Appendices to be completed by the Customer.
2. Sub-developer site plan drawing, showing the PWC tie-in connection to the plot.
3. Architectural layout drawing showing the Pipe network design, DV room arrangement layout and bulky waste room locations with waste / garbage truck access route.
4. PWC Design Conformance Certificate application duly signed and stamped by the Customer.

Drawings and documents must be submitted by the customer in soft copy both PDF and editable native files (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.

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. Compliance statement to Marafeq's guidelines signed and stamped by the Customer.
3. Detailed presentation of the DV room(s) layout is required, highlighting the arrangement of equipment, components, sub-components, and MEP requirements. Dimensions, clearances and annotations must be shown on the drawings.
4. Detailed presentation of PWC exposed piping layout and section drawings.
5. Underground pipe layout, sections and other relevant details, the limit of work at the plot boundary shall be specified.
6. Garbage chute detail drawing showing the waste inlet volume control hopper door and chute diameter.
7. Schematic Diagram and Details for Control/Automation and Compressed Air System.
8. Filed Design Conformance Certificate, signed and stamped by the customer
9. Waste Generation Report in accordance with MQ waste calculation reference and format.

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

The customer will receive the soft copy of the approved Detailed Design with Marafeq stamp and signed by the review Engineer and Manager.

3.3 PWC Material Submittals

1. In this stage the Customer should submit the following:
2. Application No. 3 as provided in Appendices to be completed by the Customer.
3. Material submittals for PWC equipment and Remote Control Box (RCB).
4. Material submittals for PWC pipes, components and sub-components.

3.4 PWC Method Statements

1. Application No. 3 as provided in Appendices to be completed by the Customer.
2. Method Statement for the installation of Tie-in connection and Underground Piping, following the standard procedures and methodologies for connecting to a live system (as applicable to the district).
3. Method Statement for the installation of exposed piping, DV room equipment, Automation Control and Compressed Air system.

3.5 PWC Installation Inspection

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

The inspection request must be verified, confirmed, signed and stamped by the Building Consultant prior to Marafeq's inspection. Marafeq shall inspect the requirements for PWC installation works for the following:

Initial inspection:

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

Final Installation Inspection with Dry-run Test:

1. Marafeq will perform a final inspection along with a dry run test once the equipment, components, and piping have been installed and connected. A list of snags and comments will be provided to customers for their required action.

The Customer must submit to Marafeq the following soft copy in pdf format including the two (2) sets of compiled hard copies prior to the inspection:

- MQ approved, stamped and signed Detailed Drawings.
- MQ approved, stamped and signed Material Submittals.
- MQ approved, stamped and signed Method Statements.
- Approved Site Interface Permit (SIP)
- MQ Approved INR for the tie-in connection.
- Test reports for Pressure, NDT, and CCTV survey by third-party (witnessed, signed, and approved by the building consultant)
- Certificates and Test reports for each equipment delivered and approved by the building consultant.
- Connection from Ooredoo and Fire Alarm to Remote Control Box.
- Signages, Tags and labels are provided for Equipment, pipes, components, and subcomponents as per specification.
- PWC contractor automation and control internal test report.
- As-built drawings of control system.

Note : A laptop shall be provided if dry run test is included in the inspection, to demonstrate equipment functionality and integration with the chute system.

Once the final inspection and dry-run test are completed and found satisfactory, Marafeq will issue a soft copy of the approved final INR and No Objection for the Building Completion Certificate (BCC) for the PWC system to the customer, provided that it has been recorded, verified, and cleared by the MQ Engineering and CS department.

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

MQID: _____

APPLICATION NO.1: REGISTRATION FORM		عميل طلب تسجيل
Land Details		تاريخ الطلب
Application Date		الطلب تاريخ
Municipality Application Number		رقم طلب بلدية الضلعين
Plot Number		رقم القطعة
Plot Type and Use		رقم القطعة والإستخدام
Requested Utility	Pneumatic/ Traditional Waste Management	الخدمة المطلوبة
Expected Connection Date		لتاريخ المتوقع لتوصيل الخدمة
Type of Customer: ☐ Company ☐ Individual ☐ Information Update		نوع العميل: شركة شخصي 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		الاستشاري
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 Marafiq Qatar immediately.

في حال تم إنهاء خدمات الاستشاري: ملاحظته المذكور أعلاه من أعمال المشروع أو تغييره ، على المالك إخطار شركة مرفق قطر وتحديث البيانات الخاصة بالاستشاري الجديد



LUSAIL DEVELOPMENT



CUSTOMER ID: _____

DATE: _____

PLOT NO.: _____

UTILITY TYPE

For Marafeq use only

PWC

Pipe Size:

Date:

Date:

.....

.....

(Signature and Stamp of Consultant)

(Signature and stamp of Marafeq Qatar)



LUSAIL DEVELOPMENT



APPLICATION NO.3 PNEUMATIC AND TRADITIONAL WASTE MANAGEMENT

APPLICATION FOR MARAFEQ UTILITIES

TO BE COMPLETED BY THE CONSULTANT

CUSTOMER ID		DATE:	
DOCUMENT NUMBER	LUS-MAQ-MQXXX-XXX-PWC-0001 Rev.XX		
CONSULTANT INFORMATION			
Name:		Contact Person:	
Address:			
Telephone:		Mobile:	
Fax:		Email:	
STAGE			
☐ Preliminary Design ☐ Detailed Design ☐ Material Submittals ☐ Method Statement and Other Documents			
DOCUMENTS CHECK LIST			
Preliminary Design Stage: ☐ Index sheet for the contents of submittal ☐ Compliance Statement to the latest Design Guidelines ☐ Sub-developer site plan ☐ Layout plan for DV Room and Bulky waste room with waste truck access ☐ PWC pipe layout from tie-in connection to DV room		PWC Material Submittals: ☐ Index sheet for the contents of submittal ☐ Compliance statement to the latest Design Guidelines ☐ Material for DV room equipment with Technical Data, Reports and Valid Certificates ☐ Material for PWC pipes, Fittings, components and sub-components with Technical Data, Reports and Valid Certificates ☐ Local supplier trade license and certificates	
Detailed Design Stage: ☐ Index sheet for the contents of submittal ☐ Compliance Statement to the latest Design Guidelines ☐ All the item under the Preliminary Design Stage ☐ DV room(s) equipment, components, and sub-components layout with MEP requirements ☐ PWC piping and equipment layout with section details Is indicating the limit of works at the plot boundary as per Design Guidelines. ☐ Underground pipe section and other details ☐ Schematic Diagram for Control/Automation and Compressed Air System. ☐ Volume control hopper door detail drawing. ☐ Coordination drawing of PWC pipe with other services		Method Statement and other documents: ☐ Index sheet for the contents of submittal ☐ Compliance statement to the latest Design Guidelines ☐ Method Statement for Tie-in Connection and Underground Piping including Connection to live system (for applicable District) ☐ Method Statement for Exposed Piping, DV room equipment, Control and Compressed Air system installation Note: This form should be included in all PWC submittals for Marafeq Engineering and Customer service record and tracking. Document No. Format: LUS-MAQ-MQ (Assigned MQ customer service number)- PD (Preliminary Design), DD (Detailed Design, MTS (Material Submittal), MOS (Method Statement)- PWC-0001 (sequence number) Rev.XX(revision number) Sample: LUS-MAQ-MQ100-DD-PWC-0001 Rev.00	

(Signature, Date and Stamp of Consultant)

(Checked and Received by MQ Customer Service)

 مـرـافـق قـطـر Marafiq Qatar	 QATARI IDAR القـيـد القـيـد	LUSAIL DEVELOPMENT	 Lusail
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APPLICATION NO. 4: INSPECTION REQUEST FORM

CUSTOMER ID:		DATE:	
PLOT NO.:		BUILDING NAME:	
UTILITY TYPE:	Pneumatic and Traditional Waste Management System		
INR NO:	LUS-MAQ-MQXXX-INR-PWC-0001 Rev.XX		

Type of Inspection:

Location and Quantity of Works:

Attached Reference Documents:

Requested Inspection Date:		Inspection Time:	
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COMMENTS:

Approved:

☐ Yes

☐ No

CONTRACTOR	BUILDING CONSULTANT	MARAFEQ QATAR	
		INSPECTOR / ENGINEER	PROJECT MANAGER
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:
Date:	Date:	Date:	Date:
Stamp:	Stamp:	Stamp:	Stamp: