Date: _____

KCA Brief Format

- Project Name: _____
- KCA Description: _____
- Proposed date of completion of KCA: _____
- Proposed date of start of works for KCA:
  - Core & Shell: _____
  - Fitouts: _____
- Design Dates:
  - Core & Shell
    - Concept Approval: _____
    - Tender Package: _____
    - Working Drawings: _____
  - Fitouts:
    - Concept Approval: _____
    - Tender Package: _____
    - Working Drawings: _____

- Project Team & Key Contacts thereto:

Consultant	Firm	Key Contact	Phone No.	Email
Architect				
Interior Design				
MEP Design				
Façade Engineering				
HVAC Engineering				
Sounds Engineering				
Structural Engineering				
Kitchen Consultant				
Acoustic Consultant				
AV Consultant				
Lighting Consultant				
Lodha Design				
Lodha CM – Finishing				

- Proposed Areas:

Program Element	Approx. Carpet Area (sft) / Capacity	Applicable Lodha Policy	Dos / Donts / Comments	Reference Locations / Projects

- Target Budget:

Type	Cost per sq. ft. of BUA	Total Amount (Rs.)
Core & Shell		
Fitouts & others		
Total		

Prepared By

_____
Name & Date

Approved* By

_____
Name & Date

* Approval of HOD-Design / HoC-ID required for KCA's with area <= 10,000 sq. ft. BUA. Above this, approval of Director-Design required.
CGIs will be required for all key parts of the KCA before concept approval.