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|  | Small Projects Handbook |

Project action checklist

Stages 0–7

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| **Job no.** |  |
|  | |
| **Job Title** |  |
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These Project Checklists are based on those included in the *Small Projects Handbook* by Nigel Ostime available at [www.ribabookshops.com](http://www.ribabookshops.com/).

**Instruction for use**

These checklists are in rtf (rich text format) form, optimised for editing in Microsoft Office Word. Parts of them have been temporarily locked to preserve the default wording found in the *Small Projects Handbook*. The parts that are not locked are the ‘notes’ fields and the ‘date due’ and ‘date completed’ fields. In other words, it is possible to add your own text and subsequently edit these fields.

It is recognised that the default wording, which is currently locked, may need to be added to and edited. To unlock it, please follow the instructions below:

**Microsoft Office Word 2003**

* Select *View>Toolbars>Forms* from the main menu. The *Forms* toolbar will appear.
* Click the *Protect Form* button  to unlock the checklist. To lock it again, click it again.
* If needed, click the *Form Field Shading* button to hide the grey shading that appears around the editable fields. To show it again, click it again.

**Microsoft Office Word 2007**

* Click the Office button to bring up a menu. Select *Word Options* from the bottom of the menu.
* The *Word Options* dialog window will open. Select the *Show Developer Tab* option. At the bottom of the window, click *OK*.
* A new *Show Developer* tab appears at the top of your screen. Click on it.
* In the *Protect* group, select *Protect document*. A window will appear on the right-hand side of your screen.
* In this window, select *Stop protection* from the bottom of the list.

**Microsoft Office Word 2010**

* Click the *File* tab to bring up a menu. Select *Word Options* from the bottom of the menu.
* The *Word Options* dialog window will open. Select the *Customize Ribbon* option.
* Select *Developer* box in the right hand side menu and click OK on the bottom of the screen.
* A new *Show Developer* tab appears at the top of your screen. Click on it.
* In the *Protect* group, select *Restrict Editing*. A window will appear on the right-hand side of your screen.
* In this window, select *Stop protection* from the bottom of the list.

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| STAGE 0 |
| Strategic  Definition |

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| Project activities | | | |
|  | Information required |  |  |
| 1. | Initial client enquiry/requirements, to be formed into the Strategic Brief.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Feedback from previous projects.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | Building sector (eg residential, office, retail, etc) knowledge – best practice data, benchmark projects, regulations, etc.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | Basic Site Information.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 5. | If in competition: practice profile, project data sheets, CVs and other marketing material.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 6. | Office resource schedule.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
|  | Stage activities |  |  |
| 1. | Receive enquiry from potential client and review it carefully.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Make checks on client as appropriate to ensure they are bona fide and have the means to undertake the project. Establish the client’s level of experience.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | Undertake resource assessment including that required in terms of the health and safety regulations and make decision to proceed accordingly.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | If possible, arrange a meeting with the client to discuss their needs, particularly if you have not met them before, and arrange a preliminary inspection of the site.  Make them aware of any CDM Regulations duties that they might have – dependent upon the type of project (see also action 9 below).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 5. | Ascertain the individual (husband, wife, company director, etc) who will have authority to make decisions and issue instructions.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 6. | Look up the relevant town planning policies. Refer to the planning page of the local authority’s website and the Planning Portal (www.planningportal.gov.uk). If the building is in a conservation area or is listed, include the necessary activities/approvals in your proposal to the client.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 7. | Check with your professional indemnity insurers if the project calls for services outside those covered by the policy. For example, if you are likely to engage other consultants directly, be called upon to give advice on self-build operations, or act as manager for a series of separate trades contracts. Cover could also be called into question because of the nature or scale of operations, or because of stipulations by the client as to the amount or duration of cover required.  If you engage sub-consultants directly, check their competence and resources, particularly with regard to the CDM Regulations. Consider the use of RIBA Subconsultant Agreement 2010 (2012 revision).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 8. | Prepare and submit a proposal.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 9. | Notify client of CDM responsibilities (where applicable) and make sure they understand their duties.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | If in competition prepare pitch to client.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 11. | Negotiate terms and fee as necessary. On agreement of scope of work and fee, issue appointment documents and arrange for signing by both parties. Alternatively, set out the proposal letter with a space for the client to sign and date, acknowledging their agreement and then returning a copy to you.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 12. | Assess whether the project will be undertaken using BIM and act accordingly.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 13. | Determine whether any other architects have previously been involved and if so check their appointment has been properly terminated and notify them of your involvement.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 14. | Visit the site and make a detailed site assessment.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 15. | Prepare site appraisal for the purpose of determining the Strategic Brief.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 16. | Undertake viability assessment as required.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 17. | Prepare and agree Strategic Brief with the client.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | Information exchange |  |  |
| 1. | Appointment documentation.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Strategic Brief.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | Initial site appraisal.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | Initial viability assessment/development appraisal.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 5 | Relevant building sector information/benchmarking.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 6 | Initial advice on consultant team.  Explain to the client what other input will be required and what consultants he/she will need to appoint and at what stage in the project.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| Sustainability Checkpoint 0 | | | |
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|  | There are no specific tasks listed in the RIBA Plan of Work 2013; however, if the Sustainability Aspirations are likely to impact on how the project is defined then they should be considered and included in the Strategic Brief. | |  |
|  | Sustainability aims |  |  |
|  | Establish the client’s Sustainability Aspirations so that these can be properly taken into account in developing the Strategic Brief and Business Case. | |  |
|  | Key actions |  |  |
| 1. | Ensure that a strategic sustainability review of client needs and potential sites has been carried out, including reuse of existing facilities, building components or materials.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Review client requirements to distil their Sustainability Aspirations and the expected building lifespan against which capital costs and costs In Use should be balanced.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | Recommend inclusion of a Soft Landings approach to the project (www.bsria.co.uk/services/design/soft-landings).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | If the client is a business ask them to identify someone in a senior management position to be a sustainability advocate and/or appoint a sustainability champion within the project team. The client should also consider appointing a Soft Landings champion.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 5. | Assess environmental opportunities and constraints of potential sites and building assets, including sufficient iterative modelling to support the conclusions of any Feasibility Studies.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 6. | Initial consultation with stakeholders, identification of local planning sustainability requirements and appraisal of existing building, social, transportation, water, energy, ecological and renewable resources, including the need for pre-construction or seasonal monitoring or surveys, should be undertaken.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 7. | Where appropriate, identify potential funding sources and their eligibility criteria.  Review relevant current and emerging EU, national and local sustainability policies and legislation and analyse their implications for building, environmental and performance targets.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 8. | Identify and understand the final occupants’ needs in order to help to establish user patterns, energy profiles and the performance standards required.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 9. | Identify the planning authority’s sustainability requirements.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | Where appropriate advise the client on the merits and protocols of using a BIM model to help deliver sustainability aims.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |

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| STAGE 1 |
| Preparation  and Brief |

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| Project activities | | | |
|  | Information required |  |  |
| 1. | Site data, including:  — Ordnance Survey map.  — Site and/or building survey drawings.  — Notes, sketches and photographs made during initial visits.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Initial site appraisal.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | Strategic Project Brief.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | Relevant building sector information, regulations, etc.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Relevant planning policy documents.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | Building Information Modelling (BIM) strategy.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | If available, health and safety file for the existing building with information on site hazards or references to work carried out previously.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
|  | Stage activities |  |  |
| 1. | Open project files and allocate a job number to the project in accordance with office practice.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Agree the Schedule of Services, Design Responsibility Matrix and Information Exchanges.  Check the scope of professional services agreed with other consultants as they are appointed to ensure there are no gaps in the service provided to the client.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Prepare a Project Programme.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Obtain from the client the project requirements, budget and timetable and any other project data being supplied by the client. Check these carefully, question incompatibilities and agree priorities.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 5. | Explain to the client the options for Procurement and note any matters which could affect the particular choice.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | Develop the town planning strategy.  Check the planning situation with the local planning authority. For example:  — Whether there is any existing relevant permission, approval or consent which is still current.  — Whether the proposed work requires planning permission, and if so which applications would be relevant.  — Whether there are special circumstances that need to be taken into account (eg listed building, conservation area, enterprise zone, development corporation).  — Whether an environmental impact assessment will be expected.  — Whether there is a known existence of hazardous substances or conditions due to earlier uses, likelihood of archaeological remains, etc.  — Whether there are plans for compulsory purchase or any land take proposals (eg for road improvements) which could affect use of the site.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 7. | Undertake or procure a measured survey as appropriate. If the client is procuring the survey, assist in ascertaining the scope of it to make sure it encompasses everything that will be needed.  It is also good practice to ascertain ground conditions early as this can substantially alter the design and would be problematic after planning permission had been granted. An initial idea of ground conditions can sometimes be found by consulting the local Building Control department.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 8. | Obtain information on the existing mains services supplies.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 9. | Obtain information on the existing traffic/highways/access conditions.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | Check whether there are restrictions on site development potential due to mains or cables either below ground or overhead, and whether or not the site is subject to easements or wayleaves.  Check the position and capacity of mains drainage and services supplies from statutory undertakers. Alert the client at an early stage if it appears that there may be issues concerning the development that may require approval/agreement of adjoining owners, eg whether rights of light, boundaries, rights of way, such as for fire escapes or access, will be affected.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 11. | Check whether notices under the Party Wall etc Act 1996 may be needed.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 12. | Check whether third parties, eg landlord, estate surveyor, lessees, adjoining owners, etc, will need to be consulted. Initiate preliminary consultations (if this is part of your agreed duties) when authorised by the client.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 13. | Review the Site Information and prepare Feasibility Studies.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 14. | Develop the client’s requirements into an Initial Project Brief, or assist the client in developing an Initial Project Brief.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 15. | Develop the Project Objectives, including Quality Objectives and Project Outcomes, risk profile, Sustainability Aspirations, Project Budget and other parameters or constraints.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 16. | Advise the client on the need to appoint a cost consultant and other consultants or specialists. Confirm who will make the appointments, the basis of agreements and the scope of such services. List the other consultants in the appointment agreement and any project quality plan.  Try to secure the client’s consent that all professional appointments are on mutually interlocking agreements with similar, if not identical, contractual conditions. RIBA Agreements are available in architect and consultant versions with identical conditions, but Schedules of Services may be required for some disciplines.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 17. | Advise the client on statutory and other legal obligations, including:  — The need for various approvals under national legislation concerned with planning and building, and the additional requirements of any local legislation or legislation for the particular building type which might apply.  — The fees payable to the relevant authority at the time of these applications.  — The obligations of a client under the CDM Regulations, and other health and safety legislation, as appropriate including the need to appoint a CDM coordinator, where the law requires this (if not already done).  — See Stage 0: CDM responsibilities (for clients) below for advice on when the CDM Regulations will apply.  — The duties of the client as building owner under the Party Wall etc Act 1996, including the possible need to appoint a party wall surveyor and the rights of adjoining owners to appoint their own surveyors.  — Possible duties of the client under Part IIA of the Environmental Protection Act 1990, if the site may contain contaminated land.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 18. | Check whether any information provided by the client is confidential, and enquire whether the client wishes to ensure confidentiality for the project. If not, and publicity is sought, is this likely to involve wider consultation, eg presentations to a user client or local amenity bodies?  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 19. | Establish procedures for the client to ‘sign off’ briefs, designs, etc at relevant stages. Be strict about keeping to deadlines for reports and other submissions to the client. Set firm dates for approvals, instructions to proceed and the supply of information.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 20. | Assemble the project team and define the members’ roles and responsibilities and the Information Exchanges.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 21. | Confirm the design team composition and identify a project lead and lead designer.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 22. | Where appropriate, and in accordance with the project’s Technology Strategy, appoint an information manager, whose role should include the following:  — Explaining to the client the benefits and implications of implementing BIM.  — Advising on the extent to which BIM should be used on the project.  — Determining the roles and responsibilities of each member of the project team with regard to the BIM process and the model.  — Leading other consultants in preparing the BIM project plan.  — Defining and communicating the BIM inputs and outputs.  — In conjunction with the other consultants, reviewing and signing off the model at agreed stages.  — Issuing data from the model at the appropriate times.  — Liaising with the contractor, subcontractors and suppliers to integrate their design data into the model.  — Arranging for the model to be passed on to the client’s facilities manager at Practical Completion (unless the architect is to maintain a role in this regard).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 23. | If appointed as information manager:  — Prepare BIM protocols and agree them with the other members of the design team.  — Define the responsibilities of the other members of the design team in this regard.  — Define long-term responsibilities, including ownership of the model.  — Define BIM inputs and outputs and scope of Post-occupancy Evaluation (Soft Landings).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 24. | Establish or review project quality management procedures together with relevant procedures for all design team members.  Consider preparing a Project Execution Plan and agree its format with the client and design team.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 25. | Establish arrangements for communication between the client’s representative, the CDMC, the project manager and the lead designer.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 26. | Agree working methods and procedures with the design team members, including:  — Means for integrating and coordinating work and inputs.  — Compatibility in systems, software, etc.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 27. | Establish a programme and pattern for design team meetings.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 28. | Hold preliminary discussions with the planning officer to discuss key issues arising from the above checks. Establish the approach of the planning officer towards the principle of development as proposed and enquire whether serious difficulties might be expected.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 29. | Submit applications (if instructed by the client) with relevant documents, including a cheque or BACS payment from the client for the appropriate fee.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 30. | Monitor office expenditure against fee income:  — Set up office procedures for recording time spent on the project, by whom and the rates chargeable, and for noting expenses and disbursements incurred.  — Set up procedures for regularly checking expenditure against the office job cost allocation.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 31. | Arrange for regular reports to be provided to the client on fees and expenses incurred, and for accounts to be submitted at agreed intervals.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 32. | Inspect information provided by the client, including the health and safety file, if applicable. It is important to identify at the earliest possible stage whether there are special conditions which will affect the viability of the project, eg contaminated land, asbestos in existing buildings.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 33. | Consult with stakeholders as authorised.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 34. | Together with other consultants, review the client’s budget figures and identify the sums included for construction work.  Review the client’s requirements, programme and budget to assess compatibility. If they are not in balance, report this to the client and seek clarification on priorities.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 35. | Provide information for the construction cost estimate. The report on cost implications should be structured under appropriate headings. It will normally be prepared by the cost consultant, if appointed. On jobs where there is no cost consultant, construction cost estimates may need to be prepared by the architect – the appointment must make this clear.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 36. | Prepare Stage 1 report which should contain the information from Stage 0 plus:  — Initial Project Brief (as an update to Strategic Project Brief).  — Town planning appraisal.  — Feasibility Studies with recommendation for preferred option, plus justification.  — Feasibility report, to include development appraisal information as required.  — Preliminary Cost Information/appraisal.  — Target Project Programme.  — Environmental sustainability targets.  — Note on Procurement options and preferred option.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
|  | Information exchange |  |  |
| 1. | Feasibility Study.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | The Initial Project Brief.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | A construction cost estimate, which is sufficiently detailed to enable a cost strategy to be devised.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | Where appropriate, a report on the condition of the fabric of an existing (perhaps historic) building, and suggestions for future uses.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 5. | Design Risk Register with any significant hazards/risk that cannot be designed out, etc.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| Sustainability Checkpoint 1 | | | |
|  |  |  |  |
|  | The Handover Strategy has an impact on the assembly of the project team, and the RIBA Plan of Work 2013 encourages the consideration of handover and in-use activities at this stage to ensure that appropriate Schedules of Services are prepared and adequate budgets included in the Project Budget. | |  |
|  | Sustainability aims |  |  |
|  | During Stage 1 the Sustainability Aspirations should be considered and included in the Initial Project Brief, defining criteria to be met as appropriate. A budget, Procurement route and design process should be established that will promote the realisation of those aspirations, and a project team with the required resources, skills and commitment assembled. | |  |
|  | Key actions |  |  |
| 1. | Confirm that formal sustainability targets, environmental requirements, building lifespan and future climate parameters are stated in the Initial Project Brief.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Check that the principles of the Handover Strategy and post-completion services are included in each consultant’s Schedule of Services.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | State the internal environmental conditions and formal sustainability targets.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | State the building lifespan and future climate parameters.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Undertake early stage consultation, surveys or monitoring as necessary to meet sustainability criteria or assessment procedures.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | Define the involvement of the design team after Practical Completion.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Start the Site Waste Management Plan.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 8. | Commission surveys of existing buildings to be retained (including condition, historic/townscape significance, materials and components for recycling), services, noise, vibration, renewable energy resources, ecology, geology, etc as required to inform the brief.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 9. | Review options for formal assessment of aspects of sustainability and/or energy performance (eg BREEAM, LEED, Passivhaus). Establish a timetable for associated assessor appointment and early stage actions.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | Include a simple description in the Initial Project Brief of the internal environmental conditions that the client requires.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 11. | Agree how to measure performance In Use, what incentives there will be to achieve Project Outcomes and what action is appropriate if anything falls short.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 12. | Develop potential energy strategies, including estimated energy demand calculations, options for renewables and implications for building or site design (eg whether there is sufficient plant space).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 13. | Develop water efficiency strategies to establish similarly robust performance targets.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 14. | Set out sustainable drainage systems (SuDS) and surface water retention requirements.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 15. | Develop a brief for any specialist environmental sub-consultants (eg wind monitoring consultants, ecologists).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 16. | Consider climate change adaptation criteria and future performance standards.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 17. | Set out any future uses or reconfiguration to be accommodated.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 18. | Ensure that the competence of potential design team members matches the client’s Sustainability Aspirations. The team should be balanced, with members of similar competence and commitment and with complimentary contracts of engagement.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 19. | Client to implement the Site Waste Management Plan to enable designers to record decisions made to reduce waste as the project progresses.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |

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| STAGE 2 |
| Concept  Design |

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| Project activities | | | |
|  | Information required |  |  |
| 1. | Initial Project Brief.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Feasibility Studies.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Stage 1 report.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Construction cost estimate.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Relevant technical data, trade information, regulations, standards, planning policies, etc.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | If relevant, BIM protocols.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | Stage activities |  |  |
| 1. | Check you have all the information you need from the client and request anything that is missing.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Check that the Initial Project Brief has been signed off by the client, and develop it into the Final Project Brief by the end of the stage.  Evaluate the content of the brief to establish that:  — It reflects the client’s stated objectives.  — It provides an adequate basis for design.  — The time and cost parameters are reasonable.  — All the information the client should provide before design commences is provided.  If changes to the brief are necessary, make sure that these are subject to the Change Control Procedures established in the Project Plan.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Advise the client on the need to appoint further consultants and specialists.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Advise the client on health and safety matters and if relevant remind him/her about the need to appoint or retain a CDMC to coordinate matters connected with the pre-construction information.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Advise the client if the project requires listed building or conservation area consent, and action accordingly. You should be able to identify listed and ‘locally listed’ buildings and conservation areas on the local authority’s website.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | Prepare the Project Strategies.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Prepare the Handover Strategy.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 8. | Agree input to the stage by design team members.  Remind design team members to identify current legislation (eg Building Regulations, health and safety legislation) with which the project must conform.  Discuss with design team members the performance standards, environmental provisions and budget allocation required to comply with the brief.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 9. | Check the scope of professional services agreed between the client and other consultants to ensure there are no gaps in the services.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | Check the Stage 2/3 timetable against the agreed project timetable. The timetable should show critical points by which information from the client and design team members will be required. It should also show key milestones for review of design health and safety issues.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 11. | Confirm the programme and pattern for design team meetings.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 12. | If a BIM protocol is to be followed and you have been appointed as information manager:  — Organise a BIM pre-start meeting.  — Organise initial model sharing with the design team for strategic analysis and options appraisal.  — Identify key model elements such as prefabricated components, and create concept-level parametric objects for all major elements.  — Enable design team access to BIM data.  — Agree extent of performance specified work.  — Assist members of the design team to develop the design using the BIM model, ensuring that data-sharing protocols are followed.  — Check and sign off the model at agreed stages.  — Issue or assist in the issue of design data at agreed times throughout the development of the design.  — Assist in the development of data relative to the agreed levels of detail.  — Assist in the integration of contractor’s, subcontractors’ and suppliers’ data into the BIM model.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 13. | If it is part of your scope of work, check with relevant authorities concerning highways, drainage, water, gas and electricity, etc and requirements for plant and meter housings, substations, etc.  Check whether bodies such as the Environment Agency will have an interest in the development, and if so consult with them as appropriate.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 14. | It may be appropriate to view similar projects elsewhere with the client. Check they are happy with any expenditure associated with this exercise before making arrangements. Appraise and analyse the schemes.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 15. | Prepare the Concept Design, including outline proposals for structural design, services systems, landscape, outline specifications and preliminary Cost Information along with relevant Project Strategies.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 16. | Advise the client about any proposals to introduce innovative design or construction ideas or the specifying of relatively new materials, and ask the client to confirm awareness of these in writing.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 17. | Explain to the client the benefits of submitting a pre-application submission and, if this strategy is agreed, prepare and submit the necessary drawings and other information.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 18. | Review the Maintenance and Operational Strategy and the Health and Safety Strategy and update the project plan accordingly. This should be carried out in conjunction with the client and the CDMC.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 19. | Establish whether notices under the Party Wall etc Act 1996 will be needed.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 20. | If a CDMC has been appointed, work with him/her and all other designers in carrying out Risk Assessments and in drafting the pre-construction information.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 21. | Review the Cost Information.  Provide information to the cost consultant for the initial cost plan and cash flow projection (or prepare an approximation of construction cost if appointed to do so).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 22. | Prepare a Stage 2 report which should include drawings, decisions reached, the Final Project Brief, Project Programme, Project Objectives and Strategies and any response received from the local authority planning officer on a pre-app submission.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | Information exchange |  |  |
| 1. | Final Project Brief.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Concept Design.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Project Strategies.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Preliminary Cost Information.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Preliminary Risk Register to be issued to Design Team, Client and CDMC and Initial Pre-Construction Information content to be passed to CDMC.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | Potentially a pre-application planning submission.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Stage 2 report.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| Sustainability Checkpoint 2 | | | |
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|  | Sustainability aims |  |  |
|  | To develop a Concept Design that embodies the Sustainability Aspirations of the project with sufficient detail and analysis to be confident that key strategies can be delivered in practice. | |  |
|  | Key actions |  |  |
| 1. | Undertake formal sustainability pre-assessment and identification of key areas of design focus.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Report on deviation from aspirations.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Undertake initial Approved Document L assessment.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Prepare a ‘plain English’ description of internal environmental conditions, seasonal control strategy and systems.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Check the environmental impact of key materials and the Construction Strategy.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | Consider resilience to future changes in climate.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Set out the site-scale environmental design criteria (eg solar orientation, overshadowing, SuDS, waste).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 8. | Establish maximum plan depths to achieve desired levels of natural ventilation, daylight and view.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 9. | Design for buildability, usability and manageability.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | Consider the impact of complexity of form on thermal performance, airtightness and inefficient or wasteful use of materials.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 11. | Establish an appropriate glazing proportion and shading strategy for each orientation to provide good levels of daylight while avoiding excessive glare, solar gain or heat loss.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 12. | Establish appropriate element thicknesses to achieve the U-values required by the energy strategy.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 13. | Check that materials and the construction approach will provide a level of thermal mass that is appropriate to the environmental design strategy.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 14. | Refine and review design decisions to minimise the quantity of materials used and to minimise construction waste.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 15. | Review the embodied impacts of the materials and the construction approach in the context of the building’s lifespan.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 16. | Avoid design solutions that inhibit adaptation and alternative use of the building or its components and materials.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 17. | Take particular care to avoid short- and long-term damage to traditional building fabric from ill-considered upgrade interventions.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 18. | Ensure that the design implications of any components essential to the success of the Sustainability Strategy (eg space for fuel deliveries and waste handling, roof collector area and orientation, location and size of rainwater harvesting tanks, SuDS attenuation, etc) are understood by all members of the project team.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 19. | Refine the energy and servicing strategy, incorporating energy-efficient services design and design techniques.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 20. | Carry out sufficient compliance or advanced modelling to prove the design concept before freezing the design (eg SBEM/SAP/PHPP (Passivhaus Planning Package) or dynamic modelling).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 21. | Audit the emerging design against the project’s Sustainability Strategy and Project Outcomes.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 22. | Set up a programme of intermediate evaluations and reality checks involving stakeholders and key users as well as the design team.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |

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| STAGE 3 |
| Developed  Design |

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| Project activities | | | |
|  | Information required |  |  |
| 1. | Stage 2 report.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Final Project Brief.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Stage 2 Concept Design, including design by other consultants and as accepted by the client in writing.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Initial cost plan prepared by the cost consultant where appointed. Alternatively you might seek preliminary quotations from selected contractors and/or suppliers.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Relevant technical data, regulations, planning policies, standards, etc.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | Project-specific information from potential subcontractors and suppliers.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | Stage activities |  |  |
| 1. | Review and update the Project Execution Plan, including the Change Control Procedures, Construction Strategy and Health and Safety Strategy.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Confirm in writing with the client the proposed procurement method and the form of contract to be adopted. Discuss this with the CDMC as it will have impact on CDMC service provision.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Advise the client on the need to appoint further consultants and specialists, which might include:  — Party wall surveyor.  — Daylight/sunlight/rights to light consultant.  — Code for Sustainable Homes/BREEAM assessor.  — Landscape architect.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Assess what input will be required from specialist firms, including potential subcontractors and suppliers.  Discuss with the client and the design team:  — Whether any preliminary tender action for specialist subcontractors and suppliers will be required.  — Whether any action will be needed on advance orders (noting the risk involved in placing orders in advance of planning permission being granted).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Confirm the programme and pattern for design team meetings.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 6. | Prepare the Developed Design, including coordinated and updated proposals for structural design, services systems, landscape, outline specifications, Cost Information and Project Strategies.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Draft preliminary specification notes.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 8. | Monitor, coordinate and integrate input from design team members and specialists.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 9. | Check the designers’ cooperation with the CDMC with respect to the pre-construction information. As project lead or lead designer, the architect has an obligation (but not a legal duty) to check that every designer pays due regard to the CDM Regulations and avoids foreseeable risks, or takes steps to combat them at source when designing.  Ensure that the Risk Register is kept up to date and developed alongside the design, not as a subsequent administration exercise.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | Once the Stage 3 design has been approved by the client, prepare and submit the planning, listed building and conservation area applications as relevant.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 11. | Review and update the Sustainability Strategy (including interim Approved Document L assessment), the Maintenance and Operational Strategy and the Handover Strategy.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 12. | If instructed, issue party wall notices as soon as the proposals are sufficiently finalised, on behalf of the client. Consultations with users or third parties, and party wall matters, do not form part of the Services under the RIBA Standard Agreement 2010 (2012 revision), unless identified under Part 3 ‘Other Services’, but note items 8 and 12 of the Agreement.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 13. | Provide the cost consultant with information for the cost plan and cash flow projection (or prepare a construction cost estimate if appointed to do so).  Discuss with the design team and the client the effect of major design decisions on the allocations within the cost plan before they are taken. There must be a regular two-way exchange of information if designers are to keep within cost targets or limits.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 14. | If a BIM protocol is to be followed and you have been appointed as information manager:  — Assist members of the design team to develop the design using the BIM model, ensuring that data-sharing protocols are followed.  — Check and sign off the BIM model at agreed stages.  — Issue or assist in the issue of design data at agreed times throughout the development of the design.  — Assist in the development of data relative to the agreed levels of detail.  — Assist in the integration of contractors’, subcontractors’ and suppliers’ data into the BIM model.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 15. | Prepare a Stage 3 report which should include:  — The Developed Design.  — The planning submission drawings, reports and application forms.  — Cost plan.  — Target programme.  — Sustainability assessment.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | Information exchange |  |  |
| 1. | The Developed Design, including the coordinated architectural, structural and mechanical services design.  Drawings showing coordinated design, site layout, planning and spatial arrangements, elevational treatment, construction and environmental systems and buildability.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Updated construction cost estimate.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Where applicable, information for inclusion in pre-construction health and safety information to be passed to the CDMC.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Proposals developed sufficiently to allow an application for full planning permission, listed building consent, conservation area consent, etc as applicable.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| Sustainability Checkpoint 3 | | | |
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|  | Sustainability aims |  |  |
|  | To ensure that the Developed Design reflects the Sustainability Strategy. | |  |
|  | Key actions |  |  |
| 1. | Review the Sustainability Strategy and ensure that the level of detail for any supporting strategies is developed, including those that impact on any statutory legislation.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Produce a full formal sustainability assessment.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Produce an interim Approved Document L assessment and design stage carbon/energy declaration (eg CarbonBuzz).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Review the design to identify opportunities to reduce resource use and waste, and record this in the Site Waste Management Plan.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Refine and distil the project’s Sustainability Strategy, checking against brief and targets.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | Update energy modelling as the design develops, and check against targets.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Refine the climate adaptation strategy and make provision for future adaptation interventions.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 8. | Incorporate environmental and sustainability issues in the Planning Application Design and Access Statement, including a development of the Stage 2 ‘plain English’ description of internal environmental conditions, seasonal control strategy and systems. Provide a supplementary detailed report if appropriate.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 9. | Consider peer reviews of environmental control strategies and also involve stakeholders and users.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | Instigate initial involvement of contractors and specialist subcontractors where specialist products or systems are proposed; begin the process of obtaining their advice.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 11. | Audit the Developed Design to ensure integration and compliance with the project’s sustainability targets.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |

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| STAGE 4 |
| Technical  Design |

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| Project activities | | | |
|  | Information required |  |  |
| 1. | Stage 3 report.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Planning application information including the Developed Design, the planning approval notice and planning conditions.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Construction cot estimate from Stage 3.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Relevant technical data and samples from potential suppliers.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  | Stage activities |  |  |
| 1. | Establish the scope of the activities to be carried out during this stage and produce a Design Programme that meets the overall Project Programme. Check that available staff resources are both sufficient and appropriate. Progress should be monitored regularly (say once a week) and if found to be slipping, the necessary actions should be taken to bring the work back on track.  Make sure the client is aware of this and that any changes to the approved Developed Design which are client-originated might mean abortive work, additional fees and expenses and delays.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Obtain the client’s approval of materials and finishes. Obtain samples and submit to the client for approval.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Discuss with the client whether interviews with potential contractors should take place at this stage. Under certain circumstances contractors’ views on operational methods and health and safety during construction could be valuable.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Review the implications of any conditions attached to the planning permission with the design team and discuss these with the planning officer as necessary.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Prepare the Technical Design and coordinate it with design output developed by other consultants and sub-contractors. See ‘Information Exchange’ below for a list of information that might be required.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | As the Technical Design develops, review and update the Sustainability, Maintenance and Operation and Handover strategies. Review the Construction Strategy, including sequencing and programme, and update the Health and Safety Strategy.  Review and update the Project Execution Plan.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Continue discussions with the Building control and fire authorities and prepare a building notice for submission under the Building Regulations, or an application for approval by deposit of full plans.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 8. | Continue discussions with relevant authorities for highways, drainage, water, gas, electricity supplies, etc.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 9. | If they have not yet been served (in Stage 3) and if instructed, issue party wall and/ or foundation notices on behalf of the client. If notices are being issued by others, check that all notices have been served.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | On BIM-enabled projects, if you have been appointed as information manager:  — Assist members of the design team to develop the design using the BIM model, ensuring that data-sharing protocols are followed.  — Check and sign off the model at agreed stages.  — Issue or assist in the issue of design data at agreed times throughout the development of the design.  — Assist in the development of data relative to the agreed levels of detail.  — Assist in the integration of contractor’s, subcontractors’ and suppliers’ data into the BIM model.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 11. | On BIM-enabled projects:  — Carry out detailed modelling, integration and analysis using the BIM model.  — Create Technical Design level parametric objects for all major elements (where appropriate information exists this may be based on Tier 2 suppliers’ information).  — Integrate subcontractor performance-specified work information into the BIM model data.  — Undertake a final review and sign-off of the BIM model.  — Enable contractor access to the BIM.  — Review construction sequencing (4D) with the contractor.  — Share data for conclusion of design coordination and detailed analysis with subcontractors.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 12. | Provide information for the cost consultant to prepare a pre-tender construction cost estimate (or prepare a pre-tender construction cost estimate if appointed to do so) where using traditional procurement.  Review with the client the implications of the pre-tender estimate.  Discuss possible options with the client. Explain implications for timetable and consultants’ fees if amendments are required to change (or comply with) the brief  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 13. | Amend the Technical Design if necessary following cost checks.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 14. | If the programme for tendering needs to be maintained, establish whether changes are to be reflected in the Building Contract documents (which will then differ from the tender documents) or whether amendments are to be the subject of immediate variations under instruction by the contract administrator when the Building Contract has been entered into.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 15. | Check the effects of any amendments on specialist subcontract work and arrange for adjusted tenders if necessary.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 16. | Prepare the Stage 4 report, which should include:  — Final cost plan.  — Estimated construction contract programme.  — Copies of all Technical Design information.  — A note of any planning conditions.  — Building Regulations approval (if undertaken through the ‘Full Plans’ route).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | Information exchange |  |  |
| 1. | Technical Design coordinated documents - probably including location, component and assembly drawings, schedules, specifications and schedules of work.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Specification notes (prescriptive and performance) on materials and workmanship, systems, products, execution, etc.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Information for preparation of full plans submission for approval under the Building Regulations.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Non-technical information for use in dealings with third parties, landlords, tenants, funders, etc (eg in connection with leases, boundaries, party walls).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Information for inclusion in pre-construction health and safety information to be passed to the CDM coordinator.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | Updated construction cost estimate.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Stage 4 report.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| Sustainability Checkpoint 4 | | | |
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|  | Sustainability aims |  |  |
|  | Ensure that the final design prepared by both design team and any specialist subcontractors reflects the requirements of the Sustainability Strategy. | |  |
|  | Key actions |  |  |
| 1. | Check that the formal sustainability assessment is substantially complete.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Check that details have been audited for airtightness and continuity of insulation.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Check that the implications of changes to the specification or design has been reviewed against agreed sustainability criteria.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Make Approved Document L submission, design stage carbon/energy declaration update and future climate impact assessment.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Draft the non-technical user guide and agree the format and content of the Approved Document L log book.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | Submit all outstanding design stage sustainability assessment information.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Assess the compliance of contributions by specialist consultants and contractors with agreed sustainability criteria demonstrated.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 8. | Specify the building handover process and monitoring technologies.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 9. | Agree technical requirements to support the monitoring strategy.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | Ensure that artificial lighting and daylighting strategies and controls are mutually supportive in delivering low-energy consumption.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 11. | Involve building users in reviewing the environmental control systems and manual and automatic controls to ensure that they are appropriately simple and intuitive, and that there is a match between expectations and the design.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 12. | Make sure that the project team is aware of the technical consequences of strategic sustainability decisions.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 13. | Specify sustainable materials and products, balancing life-cycle assessment, maintenance regime, durability and cost.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 14. | Complete consultation with subcontractors and suppliers with regard to Technical Design issues and review information packages to check that they are coordinated, complementary and support all components of the Sustainability Strategy.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 15. | Agree responsibilities and routines for data recording to monitor performance.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 16. | Review the potential knock-on implications of any value engineering on performance and sustainability targets.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 17. | Review the final details, including subcontractors’ packages, for airtightness and continuity of insulation.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 18. | Review the information required to demonstrate compliance with sustainability requirements (eg materials certification).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |

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| Procurement |

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| Project activities | | | |
|  | Information required |  |  |
| 1. | Information for tendering:  — Technical Design information.  — Pre-construction health and safety information.  — Completed tender documents from any named subcontractors and suppliers, with all sections properly completed.  — Completed particulars for the Building Contract and any supplements for the form of contract selected.  — Any conditions imposed by the local building control and fire authorities, particularly relating to construction details and fire prevention, including finishes.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | Stage activities |  |  |
|  | Note: these activities can take place simultaneously with Stage 4 or potentially Stage 3, or be carried out once Stage 4 work has been completed. The decision will depend on the relative importance of time, cost and quality. | |  |
| 1. | Collate the final Technical Design information and prepare, coordinate, collate and check the tender documents. These should include:  — Technical Design information.  — Form of contract with completed particulars.  — Pre-construction health and safety information.  — Completed tender documents from any named subcontractors and suppliers, with all sections properly completed.  — Any conditions imposed by the local building control and fire authorities, particularly relating to construction details and fire prevention, including finishes.  — Non-collusion certificate (optional).  — The form of tender (see ‘Pro-forma letter of invitation to tender’ and ‘Pro-forma form of tender’ below).  — Address to which tenders should be returned.  — Accompanying letter noting for example when the site can be inspected, confirming the tendering procedure (eg single-stage) and any other matters that need highlighting.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Check that all necessary statutory and other consents have been obtained and that party wall awards are in place. If any permissions, consents or awards are still under negotiation during the tendering process this could mean that alterations will be required to the tender negotiations or that start on site will be delayed.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Discuss the list of potential contractors with the client and the design team.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | If appropriate, arrange for interviews for selection of contractors by negotiation.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Confirm with the client:  — The details of any phasing, restrictions and implications.  — The details of any proposal for work not forming part of the Building Contract to be carried out by other persons.  — That arrangements for insurance for works, etc are being made.  — That he/she is aware of the requirements of insurance provisions in the Building Contract and that they appreciate the advisability of seeking specialist advice from their insurers or brokers.  — That the site will be available to the contractor on the date stated in the documents, and that there is nothing likely to prevent possession or commencement.  — Any intention to impose restrictions on the contractor’s working methods (eg sequence, access, limitation on hours, noise). This could have an effect on the Technical Design and would be essential information for tenderers.  — The form of contract to be used.  — The tendering period and procedures to be followed in opening tenders and notifying results.  — The appropriate choice for any optional provisions in the Building Contract. Advise on the particulars which need to be entered in the appendix to the Building Contract and referred to in the tender documents (eg dates, insurances, liquidated damages, option clauses).  — Any arrangements to employ persons direct to carry out work not forming part of the Building Contract during the contractor’s occupation.  — The final tender list.  — That he/she has finalised all insurance arrangements.  — That the instruction to proceed has been given and confirmed in writing.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | Provide final information for pre-construction health and safety information and pass to the CDMC if applicable.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Check design team members’ input to main contract tender documents for any inconsistencies or omissions.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 8. | Make a final check to ascertain whether the selected firms have all completed the tendering questionnaire and any non-collusion or other similar certificates required by the client.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 9. | If specialist subcontractors or suppliers are to be involved:  — Check that you have written confirmation from the client for inclusion of the firms proposed. Check willingness and availability of these firms and, if necessary, decide on additional names.  — Initiate tender action for quotations from specialist subcontractors and suppliers. When inviting tenders for specialist subcontract work that includes a design element, make certain that the client consents in writing, and that their interests are properly protected by warranty.  — Review quality management of potential suppliers and subcontractors and their general compliance in health and safety matters. Pass relevant information to the CDMC.  — Review the tenders and accompanying information received from specialist subcontractors and suppliers with design team members.  — Refer all tenders to the cost consultant for cost checking. Approve specialist tenders and notify all tenderers of this decision. Refer all tenders to the cost consultant for cost checking. Approve specialist tenders and notify all tenderers of this decision.  — Ensure any CDP work is in the construction contract  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | Invite tenders for main contract works from contractors on the final tender list.  — Follow the relevant codes of procedure for tendering to ensure fairness and reliable pricing.  — Supply all tenderers with identical information.  — If queries are raised during the tendering period, deal with them promptly, and notify all other tenderers in identical terms.  — Do not accept late tenders.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 11. | Arrange for tenderers to have the opportunity to inspect the site and/or existing buildings during the tender period.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 12. | Appraise the tenders received with the cost consultant and CDMC (as applicable), and prepare a report (or assist in preparing a report) with recommendations for the client:  — Check with the cost consultant for arithmetical errors in the most acceptable tender; if any are found, use the appropriate stated procedures.  — Inspect draft programmes submitted by tenderers, if required.  — If applicable arrange for the CDMC to inspect material submitted by tenderers relating to health and safety requirements, and to appraise the construction phase health and safety information submitted in the most acceptable tender.  — Check that the tender includes information regarding the contractor’s competency. Deal with tender errors, or the need for a reduction, strictly in accordance with recommended procedures.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 13. | If the appointment includes Stage 6 Soft Landings activities, the architect must contribute to the appraisal of tenders/negotiations relative to the Handover Strategy and facilities management matters. If the appointment includes Post-occupancy Evaluation activities at Stages 6 and/or 7, the architect must identify any changes to targets and their causes.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 14. | Prepare the tender report, review it with the client and discuss recommendations about acceptance.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 15. | If the lowest figure is greater than the amount allowed for in the cost plan, discuss the most appropriate measures for reducing it with the cost consultant (such as making alterations to the design), agree the action to be taken with the client and initiate it through negotiation or re-tendering.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 16. | Assist as necessary with any negotiations following consideration by the client of the most acceptable tender.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 17. | If applicable, check that the CDMC has certified that the construction phase health and safety information has been developed sufficiently by the firm to be appointed as principal contractor for the construction phase to commence.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 18. | Notify the successful tenderer and arrange for signing of the contract documents.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 19. | Notify unsuccessful tenderers of the result when the Building Contract is signed, and provide figures when appropriate.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | Information exchange |  |  |
| 1. | Finalised tender documents, which might include:  — Drawings.  — Schedules.  — Bills of quantities/specifications/schedules of work.  — Pre-construction health and safety information.  — Terms of any bonds and warranties.  — Subcontractor information and tenders.  When sending out for tender, any of the following documents and information may be relevant:  — A list of all tender documents so that the tenderers can check they have received the complete package.  — Tender forms and details of procedure to be followed, eg type of tender required, submittals required, how the tender should be packaged and identified, to whom it should be sent.  — Site Information and surveys  — Drawings.  — Drawn schedules, eg for doors.  — Specification.  — Schedule of works.  — Schedule of rates.  — Activity schedule.  — Information release schedule.  — Pre-construction information.  — Programmed dates for proposed work.  — Details of any phased commencement or completion.  — Details of the Building Contract terms and conditions, including insurance provisions.  — Details of advance payment arrangements.  — Details of any bonds or guarantees required from the contractor or to be provided by the employer.  — Details of any warranties to be provided.  — Information prepared specially for use in self-build or semi-skilled operations.  — Information for issue to specialist subcontractors and suppliers in connection with tender invitations.  — Information which is not necessarily part of the tender package for use in dealings with third parties, landlords, tenants, funders, etc (eg in connection with leases, boundaries, party walls, etc).  Outputs required after tenders have been received might include the following:  — Main contract tenders and report with recommendations.  — Tenders received from specialists with appropriate forms and numbered documents where appropriate.  — Signed contract.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |

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| STAGE 5 |
| Construction |

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| Project activities | | | |
|  | Information required |  |  |
| 1. | Building Contract, with all necessary entries and supplements, ready for completion by the parties.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Contract documents, including drawings and specifications/schedules of work.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Completed tender documents from the successful tenderer.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Written records of any post-tender changes to the contracted project.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Administration forms suitable for the form of Building Contract to be used.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | Administration forms suitable for the form of Building Contract to be used.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Specialists’ tenders and documents ready for nomination instructions to be issued.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 8. | Contractor’s master programme.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 9. | When applicable, copies of the construction phase plan developed by the contractor.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | Copies of any method statements prepared by the contractor as required in the Building Contract conditions.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 11. | Information release schedule, or schedule agreed with the contractor indicating what further information is needed from the architect (and by when), or verification by the contractor, if applicable, that all necessary information has been supplied, and accepting that any further drawings will be their own responsibility.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | Stage activities |  |  |
| 1. | In the event of an omission or a substitution necessitating revisions to detail design, take appropriate action if authorised by the client. Alert the client to any additional costs, fees or alterations to the Project Programme.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Check that all unsuccessful tenderers have been properly notified.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Remind the client of their responsibility for the building in terms of insurance, security and maintenance.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Compile a directory of all parties involved in the construction stage.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | If the appointment includes Soft Landings activities under Stage 6, the architect must:  — Discuss the initial occupation provisions specified in the Building Contract with the contractor.  — Review design information from the contractor or specialists for compliance with occupation and facilities management strategies.  — Review and monitor the contractor’s building readiness programme.  — Prepare the building’s user guide and contribute to periodic reports.  — Agree the timing and scope of Soft Landings activities.  If the appointment includes Post-occupancy Evaluation activities under Stage 6, the architect must:  — Discuss the specified review provisions with the contractor.  — Identify any changes to targets, and their causes, and contribute to periodic reports.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | If applicable, remind the client of relevant statutory obligations under the CDM Regulations relating to the role of the CDM coordinator and the competence of the principal contractor and other contractor’s performance in health and safety matters.  If applicable, remind the client of the requirement for a health and safety file to be deposited in a safe place at the completion of the project.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Check that any necessary approvals and consents have been obtained and are on file. If any are still outstanding, explain to the client the consequences of starting on site prematurely. It is wise to draw up an approvals and conditions tracker that identifies when and how each is discharged.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 8. | Check with the client that all necessary party wall awards are in place.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 9. | Check the scope of professional services agreed with the client for continued presence of the design team members as members of the project team.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | Agree the scope and timetable for any amendments needed to Building Contract documents as a result of post-tender negotiations.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 11. | Convene and chair site progress meetings or attend progress meetings chaired by the contractor. Keep accurate minutes of meetings, and record discussions, progress statements and decisions.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 12. | Confirm that consultants are to supply relevant information for the preparation of operating instructions, maintenance manuals, record drawings of installation, etc.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 13. | Where required, confirm that consultants are to carry out detailed inspection of specialist work and report to the architect. If authorised, consultants should also attend commissioning, testing and witnessing and report.  Identify responsibility for commissioning, testing and witnessing of engineering services and ensure that they are carried out according to the provisions of the Building Contract.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 14. | Review and update the Sustainability Strategy.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 15. | Review implementation of the Handover Strategy, including agreement of information required for commissioning, training, handover, asset management, future monitoring and maintenance and ongoing compilation of ‘As-constructed’ Information.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 16. | Update the Health and Safety Strategy.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 17. | Check that information relating to the health and safety file and operating and maintenance manuals is complete and ready for handing over to the CDM coordinator.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 18. | Confirm the programme and procedures for site visits.  Visit the site as provided for in the agreement with the client, whether for periodic checks, predictive checks or spot checks, to observe and comment on the contractor’s site supervision and examples of work.  Keep methodical records of all site visits and results of all tests witnessed or reported. Allow adequate time on site to carry out checks properly. Make careful notes and compile a systematic record of visits. It helps to prepare checklists relating to the stage of the work. Check that work is being executed generally in accordance with the provisions of the Building Contract, in a proper and workmanlike manner and in accordance with the health and safety plan.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 19. | If appointed as information manager, for any residual detailed design activities occurring at this stage:  — Assist members of the design team to develop the design using the BIM model, ensuring that data-sharing protocols are followed.  — Check and sign off the model at agreed stages.  — Issue or assist in the issue of design data at agreed times throughout the development of the design.  — Assist in the development of data relative to the agreed levels of detail.  — Assist in the integration of contractor’s, subcontractors’ and suppliers’ data into the BIM model.  — Coordinate and release ‘end of construction’ BIM record model data at the appropriate time.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
|  | If appointed as contract administrator | |  |
| 1. | Explain the conditions of the contract to the client/employer and in particular the requirement to make stage payments in accordance with any valuations made or certificates issued.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Prepare Building Contract documents for signature. Send by registered/recorded post or deliver by hand. It is customary to send these first to the contractor and then to the employer. When preparing Building Contract documents for signature or completion as a deed, check that entries are correct and relate to the tender documents. If there is more than one copy, check that they are identical.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | Check:  — That both parties have properly signed the Building Contract documents and that any agreed alterations are initialled.  — That additional copies of drawings and other documents are handed to the main contractor as required by the Building Contract.  — Bonds and warranties required from the contractor. These should be obtained before the Building Contract is signed.  — That the CDMC has written to confirm acceptance of the contractor’s construction phase Health and Safety Strategy.  — That the contractor has prepared a CPP which is acceptable to the CDMC.  — Quality management proposals and procedures with the contractor.  — Proposed site planning and accommodation with the contractor.  — With the client that the Building Contract documents have been completed and signed as a simple contract or a deed as applicable.  — The contractor’s insurance policies and pass on to the employer for checking by their brokers or insurance advisers. Check original documents carefully for cover and renewal dates.  — The contractor’s programmes and confirm information schedules.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | If possible, named subcontractors should be appointed at the commencement of the Building Contract, always strictly in accordance with stipulated procedures. Note the subcontract dates for compatibility with the main contractor’s programme.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Provide the contractor with copies of contract documents as required under the Building Contract.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | Hold a pre-contract meeting with the Project Team and issue minutes as appropriate.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Check that the contractor is working according to the Construction Programme and report to the employer on this. The contractor will be expected to review progress against the Construction Programme and annotate the programme accordingly.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 8. | Monitor the contractor’s compliance with planning conditions.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 9. | Remind the client that instructions to the contractor can only be issued by way of a contract administrator’s instruction, and advise the client of the employer’s obligations under the Building Contract, and of the role and duties of the architect in administering the Building Contract.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | Confirm that all instructions concerning specialist subcontractors or suppliers are to be channelled through the contract administrator, to be included under a contract administrator’s instruction issued to the main contractor.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 11. | Confirm with the client and cost consultant the procedures for valuation and certification.  Report to the client on cost matters at agreed intervals.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 12. | Confirm dates for commencement and completion.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 13. | Clarify any queries from the contractor.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 14. | Arrange for the handover of site and/or existing buildings, allowing the contractor exclusive possession or to the extent previously agreed.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 15. | Meet the contractor on site to note setting out, including boundaries, fencing and hoardings, amenities and welfare arrangements, protective measures, etc to establish compliance with the contractor’s method statements and the requirements of the Building Contract.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 16. | Administer the Building Contract in accordance with the procedural rules and the conditions, acting fairly and impartially between the parties.  Issue contract administrator’s instructions, discretionary or obligatory, as empowered under the Building Contract and in accordance with the contract provisions.  Provide the client with estimates of costs arising from the contract administrator’s instructions, including variations.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 17. | Provide information as set out in the information release schedule, or provide additional necessary information to the contractor as required under the provisions of the Building Contract.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 18. | Inspect the contractor’s progress measured against the Construction Programme, and generally inspect goods and materials delivered to the site.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 19. | Deal with claims as empowered under the terms of the Building Contract.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 20. | Issue certificates as authorised and required in accordance with the Building Contract procedures.  Notify the cost consultant in writing of any work not properly carried out, so that such work is not included in any valuation.  Notify the cost consultant of any work against which monies must be withheld or where ‘an appropriate deduction’ is to be made from the contract sum.  Alert the client to any rights to make a deduction from the amount certified, and the procedures involved.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 21. | Initiate pre-completion checks on the works and make records of outstanding items.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 22. | When completion is near, make sure that the contractor is fully aware that commissioning must be completed and operating manuals available before the building is handed over.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 23. | Issue the certificate of Practical Completion in accordance with the provisions of the Building Contract. Certify Practical Completion only when, in your opinion, this state has been attained.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
|  | Information exchange after mobilisation | |  |
| 1. | Documentation setting out agreed adjustments to the tender figure, if relevant, to arrive at an acceptable contract figure.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Building Contract documents duly signed and initialled as appropriate by the employer and contractor as parties to the contract.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Requisite sets of drawings, schedules and other documents for issue to the main contractor.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | Approved tenders and documents in respect of specialist subcontractors for issue to the main contractor.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 5. | Construction phase plan and HSE notification by the principal contractor.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
|  | Information exchange after construction | |  |
| 1. | ‘As-constructed’ Information from the contractor.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Record copies of correspondence, information, decisions and instructions, valuations and certificates, as necessary for the contractor to perform their obligations under the Building Contract, issued during the progress of the works.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | Manuals or other maintenance information required under the Building Contract.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | Health and safety file information, as required under the CDM Regulations, if applicable.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Programmes for maintenance, if required.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| Sustainability Checkpoint 5 | | | |
|  |  |  |  |
|  | With the design work complete the majority of activities at this stage are in relation to ensuring that the commissioning and handover activities agreed during Stage 1 are properly implemented. | |  |
|  | Sustainability aims |  |  |
|  | The main aim is to ensure that the Sustainability Strategy underpinning the design is carried through into construction, and to manage the handover in a way that will ensure that the client can operate the building as intended on occupation. | |  |
|  | Key actions |  |  |
| 1. | Pass the Site Waste Management Plan to the contractor  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Design stage sustainability assessment to be certified.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Develop construction sustainability procedures with the contractor.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | Review the commissioning and handover programme.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 5. | Review and observe the contractor’s interim testing and monitoring of construction, particularly airtightness and continuity of insulation.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 6. | Review the implications of changes to the specification or design against agreed sustainability criteria.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 7. | Complete the non-technical user guide and aftercare service set-up.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 8. | Assist with collating as-built information for post-construction sustainability certification.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 9. | Collaborate with the contractor to maximise construction phase potential to meet sustainability criteria as economically as possible.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 10. | Submit final information for statutory approval and certification, including Building Regulations Part L submission and energy performance certificates (EPC).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 11. | Visit the site to check that quality, installation, etc are in line with sustainability targets.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 12. | Review the content of the operating and maintenance manual with the facilities manager, who should sign it off when it is complete and acceptable.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 13. | Stress the importance of design elements that are essential to meeting sustainability targets and how to monitor whether they are operating correctly.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 14. | Work with the client’s facilities managers to ensure a smooth handover, with all records finalised and coordinated and with adequately trained operating and maintenance staff in place ahead of completion.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 15. | Check that adequate maintenance contracts are in place and that they will commence immediately after handover.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 16. | Confirm responsibilities and routines for data recording to monitor performance and assist in fine tuning.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 17. | Identify aftercare representative(s) and when they will be available on site.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |

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| STAGE 6 |
| Handover and  Close Out |

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| Project activities | | | |
|  | Information required |  |  |
|  | DLP activities |  |  |
| 1. | Copies of the construction phase plan developed by the contractor.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Sets of administration forms appropriate for the form of contract being used.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Energy performance certificate.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | Soft Landings activities |  |  |
| 1. | As-installed information for services, construction detailing, etc (if responsible for producing the energy performance certificate).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Brief from the occupier on their operational requirements.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Part L log book.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | POE activities |  |  |
| 1. | Energy use data, eg utility bills.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
|  | Stage activities |  |  |
|  | DLP activities |  |  |
| 1. | Conclude administration of the Building Contract, including the 3-, 6- or 12-month defects inspection as applicable.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | There will be a prescribed programme for DLP activities after Practical Completion, usually for 6 or 12 months. A programme for activities for Soft Landings and POE will need to be agreed with the client during an earlier stage, ideally in Stage 1.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | On Practical Completion remind the client that responsibility for insurance reverts to them.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Conduct in-house appraisal of office performance on the project.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 5. | Consider holding a debriefing exercise with the client and other consultants.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 6. | Check if the building log book for the building operator – required by Part L of the Building Regulations – has been issued.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 7. | Participate in the creation of operating manuals for the building.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | Soft Landings activities |  |  |
| 1. | If accredited for energy performance certificate (EPC) administration, check if the client wants to instruct this and, if so, agree fees.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Check if the client wants to instruct the design team to undertake continuous commissioning, ‘sea trials’ and Soft Landings, etc. If so, agree a scope of service for the additional service and fee. Agreement for this service should be confirmed prior to going to tender.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | If a BREEAM assessment has been commissioned you may need to provide information to the BREEAM assessor in order for the post-occupancy stage of the assessment to be completed.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | If appointed as information manager, assist in the Soft Landings processes and coordinate and release the ‘end of construction’ BIM record model data. Review the Project Performance In Use and compare with projected BIM data. Invite and coordinate Feedback from all stakeholders in the process and disseminate to all in order to benefit future projects.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 5. | Check whether the client has issued an instruction for an energy performance certificate prior to selling or leasing the building.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 6. | For residential schemes where the Code for Sustainable Homes (CSH) is required, complete the post-construction review of the CSH assessment so that ‘final’ code certification can be issued.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 7. | For non-domestic buildings, undertake the post-completion stage of the BREEAM assessment if required.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 8. | Provide a copy of a building user guide if required.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 9. | Ensure that seasonal commissioning is undertaken, so that HVAC systems are commissioned for both summer and winter conditions, as agreed with the client.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 10. | Debriefing and Feedback are management exercises. If it is agreed to extend the commission to include these, establish the scope and content of Soft Landings and POE activities. Do not allow an exercise to be undertaken if it seems likely that it might result in recriminations – and even arbitration or litigation. Always inform your PI insurers before embarking on any Feedback study.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 11. | Check whether the design and technical teams would cooperate in debriefing.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 12. | Check whether the client would cooperate in debriefing. In-house appraisal is a healthy operation for nearly all projects, but participants must feel able to exchange views freely. Debriefing can become a sensitive matter and will only succeed with the full cooperation of all involved.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 13. | Raise with all consultants the desirability of engaging in a systematic analysis of the management, construction and performance of the project.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 14. | Arrange a series of debriefing meetings.  Convene debriefing meetings upon completion to evaluate technical matters.  Record the discussions and formulate overall conclusions from the debriefing.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 15. | Make visits to the site to make structured transfer of information to the users and the facilities management team.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 16. | Spot emerging issues and solve problems arising.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 17. | Establish a method of providing ongoing assistance to the users.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | POE activities |  |  |
| 1. | Check to see if the client wishes to undertake a BREEAM In-Use Assessment of the building in operation and agree the scope of the service and the fee.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Check if the client wants to instruct a POE exercise and, if so, agree the scope of service and the fee.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Advise the client of the need to employ other consultants and the contractor.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | If a full Feedback study is planned, agree with the client what access will be available, what the timescale should be and in what form the findings should be presented.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 5. | If the building is occupied by a public authority or an institution providing a public service to a large number of persons, with a total useful area greater than 1000m2, check if the client has issued an instruction for a display energy certificate.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 6. | Explain to the client the purpose of a debriefing exercise or full post-project evaluation and that their Feedback might be a key part of this activity. Discuss to what extent key persons in the organisation could be expected to contribute opinions at a meeting chaired by the architect (see BRE Digest 478 for guidance).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 7. | Arrange a meeting with key personnel from the client organisation (the building users and maintenance staff). Ensure that you have considered your objectives and what information you want to get from this exercise, and have a clear agenda for the meeting.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 8. | Discuss with the client to what extent the managers and users of the project could be expected to cooperate in completing a questionnaire.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 9. | Discuss with the client whether authorised photographers would be allowed access after final completion, for Feedback purposes.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 10. | Discuss with the client whether it would be permissible for the architect to carry out a survey of the building In Use sometime after completion.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 11. | Check with your PI insurers that you have cover for Feedback activities.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 12. | Consider the desirability of a full Feedback study or a post-project evaluation.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 13. | Year 1:  — Recalculate capital and revenue target costs at current rates.  — Identify the actual capital costs.  Year 2 (and 3):  — Identify/provide data required for the review.  — Agree a programme of meetings.  — Identify the issues, establish causes and consider remedies.  — Contribute to the output reports and recommendations.  — If instructed, implement the recommendations.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 14. | Participate in the BREEAM In-Use Assessment process if required.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 15. | Seek approvals as required by the building occupier to undertake post-occupancy tests.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 16. | Keep records of time costs for POE activities.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  |  |  |  |
|  | Information exchange |  |  |
| 1. | ‘As-constructed’ Information updated in response to ongoing client Feedback and maintenance or operational developments.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | DLP activities |  |  |
| 1. | Certificate of making good defects.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 2. | Final certificate.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Updating facilities management BIM model data, as asset changes are made.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 4. | Study of parametric object information contained within BIM model data.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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|  | Soft Landings activities |  |  |
| 1. | Energy performance certificate.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Operating manual/building user guide, if part of scope.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
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| 3. | Records of trials and their recommendations.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
|  | POE activities |  |  |
| 1. | Record of conclusions reached at debriefing meetings, distributed to participants.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Results of full Feedback study conducted with the client or user client, or everyday users of the building, perhaps several years post completion. It is essential that the benefits and lessons learned from appraisals are passed to all members of staff. The office quality plan, manuals and procedures might need amendment or revision as a result.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| Sustainability Checkpoint 6 | | | |
|  | Sustainability aims |  |  |
|  | To support the client in the early stages of occupation and to provide aftercare services as agreed. | |  |
|  | Key actions |  |  |
| 1. | Assist with collation of post-completion information for final sustainability certification.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Observe building operation In Use and assist with fine tuning and guidance for occupants.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | Issue declaration of energy/carbon performance In Use (eg Carbon Buzz).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | If necessary, review the project sustainability features and operation methods with the client, facilities managers and occupants.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 5. | Assist with the fine tuning of building services and operational systems to check that they meet user requirements.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |

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| STAGE 7 |
| In Use |

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| Project activities | | | |
|  | Information required |  |  |
| 1. | ‘As-constructed’ Information.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | BIM model (if one is available).  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | Programme of maintenance.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | Terms of appointment for services to be undertaken.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
|  |  |  |  |
|  | Stage activities |  |  |
| 1. | Periodically make contact with the building occupier and/or owner (if a different person or company) to ascertain any matters that need attention.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Where possible agree fees for any work required.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | Where it is felt appropriate and of benefit, keep a record of the building’s performance, both in environmental terms and with regard to durability of materials and the performance of construction detailing.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
|  |  |  |  |
|  | Information exchange |  |  |
| 1. | ‘As-constructed’ information updated in response to ongoing client Feedback and maintenance or operational developments.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | A record of client comments and Feedback, both objective and subjective.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| Sustainability Checkpoint 7 | | | |
|  |  |  |  |
|  | Sustainability aims |  |  |
|  | To provide any services relevant to the operation or use of the building as agreed. | |  |
|  | Key actions |  |  |
| 1. | Observe the building operation In Use and assist with fine tuning and guidance for occupants.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 2. | Check that the energy/carbon performance has been declared.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 3. | Review controls and performance in each season and update manuals and records to reflect any changes.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |
| 4. | Feed lessons learned from the Post-occupancy Evaluation back to the client and project team.  Enter notes here | Due on:  Completed on: | dd/mm/yy  dd/mm/yy |
|  |  |  |  |