
CHECKLIST FOR ITEMS TO BE REVIEWED17th APR 08

Introduction

The following generic checklist should be applied to each project and workshop/review dates agreed as appropriate to scale and programme. For major schemes a high level strategy review is required soon after Scheme Design, followed by a further more detailed review. For smaller schemes it may be possible to combine workshops. The following rules apply:

- Reviews must be programmed IN GOOD TIME to allow any issues to be addressed **without threatening programme**. This is the joint responsibility of the Lead Designer and CU Responsible Manager.
- Adequate information must be issued at least **72 hours** prior to the review workshop.
- The following stakeholders must be invited to attend the review:
 - Deputy Director Property
 - Property Operations Manager
 - CU Responsible Manager
 - CU Maintenance Managers
 - CU Fire Safety Officer
 - CU Safety Office Representative
 - CU Energy Manager
 - Design Team Leader, reps from each Discipline, and Planning Supervisor
- The workshops are to be **minuted** with agreed **named actions** and **timescales**.
- The reviews should focus on non-standard elements/junctions and scheme specifics. **Safety issues** will be considered throughout the discussion.

Information to be made available

1. Dwg register showing status of all documents
2. General Arrangement plans, sections, elevations
3. Large scale sections and plans
4. Room elevations where applicable
5. 1:5 details of junctions
6. Room Data Sheets
7. M&E coordination dwgs and schematics
8. Draft specifications

Scope

9. Description of overall scope/extent
10. Dwgs of existing, plus demolitions/removals/alterations
11. Phasing

Design responsibilities

12. Existence of standard prelims and standard specs
13. Compliance/legal issues Any contractor design elements?
14. Pricing schedule/B of Quants or dwgs and spec?
15. Provisional sums/areas yet to be investigated?

Organisation of production information

16. GA identifying elements of scheme (room numbering, stair, riser naming etc)
17. Room data sheets? M&E internal environment parameters?
18. Cross coordination between arch and m&e
19. Cross referencing to details/other relevant info
20. Dimensional/level information
21. Interface between elements (external envelope), sequencing and closure
22. Extent of detailed dwgs – dims, annotations, completeness etc
23. What is left to complete all info for construction?
24. Structural modifications?

Strategy

25. Covering the following:
 - General logistics – movement of people, equipment, supplies, waste
 - Fire strategy – MoE compliance
 - Security review – cctv, insurance requirements
 - Maintenance/internal and external cleaning review
 - DDA/access review and compliance – eg visual fire alarms, induction loops etc
 - Energy and water consumption
 - Sustainability

Architectural elements

26. Spot check architectural elements:
 - External envelope
 - Partitions
 - Ceilings
 - Floor and other internal finishes
 - Bespoke joinery?
 - Assumptions about loose furniture (budget/size)
 - Doors and ironmongery (compliance with our security standards)
 - Detailed dwgs of core areas/showers/wc etc inc elevations

Roofs

27. Overall layout, strategy for drainage [calcs], design responsibility split
28. Roof safety
29. Drainage details

M&E Services

30. Installation, commissioning, future maintenance and replacement
31. M&E design generally:
 - Scope/extent of m&e design/cut off points
 - Overall building capacity checks – elec, other utilities
 - Design schematics and calculations for specified flow rates, pressure drops etc
 - Strip out specified?
 - Coordinated services dwgs – extent
 - BWIC – identified plus allowances.
 - How are services supports specified?
 - Drainage issues (new?)
 - BMS modifications?
 - Are we touching lifts?
 - Data/comms containment (server rooms)
 - Equipment selection and data sheets
 - Interface with ex systems issues

- Tagging and labelling of systems
 - Energy issues
32. By system:
- HV
 - LV small power
 - Lighting (inc emerg)
 - IS network
 - Fire Detection and alarm
 - Security
 - Air Handling, ventilation
 - AC
 - Heating
 - Domestic H&CWS

Structural engineering

- 33. Scope/extent of structural work
- 34. Coordination issues
- 35. Areas requiring further investigation

Safety issues

- 36. Any items not picked up from previous discussion