

As a prerequisite to a Planning Development Meeting the following form needs to be completed and submitted with the Stage 1 Report via the Client to School Building Section, Tullamore, no later than one week prior to the proposed meeting date.

If answer is no to any of the following please provide a detailed explanation

How many meetings of the full design team have taken place? (Insert number)	<input type="text"/>
Are individual reports from Design Team members signed and dated?	<input type="text"/>
Are the following documents/reports completed and included with the Stage submission?	<input type="text"/>
Is this form signed by all the Design Consultants AND the Client (where not the Department of Education and Science)?	<input type="text"/>

REPORT SUMMARY (Prepared by Design Team Leader / Architect)

Included?

1.	A review of the project brief (including summary approved amendments) and an overall project viability assessment	<input type="text"/>
2.	Completed Area Re-conciliation Sheet APPENDIX A	<input type="text"/>
3.	Health & Safety report on any hazards and risks (including review of briefing information) and the measures being taken to eliminate, mitigate or control those hazards/risks.	<input type="text"/>
4.	A summary of the evaluation of possible locations (or assessment of the location stated in brief) and their/its viability, with a summary of the cost implications of the preferred location compared to other possible locations under consideration	<input type="text"/>
5.	For work to existing, a summary of the scope of essential remedial/ alterations works (within the scope of the brief), with an assessment of their viability in the context of the overall condition of the building and the relative condition of other elements	<input type="text"/>
6.	Summary of the general design concept and how its meets the brief within area and cost limits with a summary of the cost implications of the proposed design solution	<input type="text"/>
7.	An updated programme indicating the time (in weeks) required by the Design Team for each of the main stages of work as set out in the Design Team Procedures.	<input type="text"/>

ARCHITECTURAL

Included?

1.	Evaluation of all possible sites/locations (or assessment of the identified site & location) as at Error! Reference source not found. Assessment of Site & Location Suitability (New Build)	<input type="text"/>
2.	Evaluation of scope of essential Work to Existing Buildings (where applicable) with an assessment of the viability of those works in the context of the overall condition of the building and the relative condition of other elements. This evaluation should include a condition report on those buildings with details of age, existing materials and method of construction, structural condition, mechanical and electrical services (with the age and condition of each of the respective services and recommendations on each element), and the nature and extent of any defects or hazards, their cause, and the scope of remedial or replacement work required.	<input type="text"/>
3.	Copy of the Archaeological report (where appropriate)	<input type="text"/>
4.	Architects Report describing the general design concept and a short appraisal of alternative design solutions considered, with conclusions and recommendations. The report should illustrate, with appropriate reference to the individual reports from the other members of the Design Team, how particular site features or site problems are being dealt with and generally how the proposed design will facilitate speedy and economical construction. For extension projects, the report must also consider how the extension can be constructed while safely keeping the existing school in operation and minimising decanting and/or the use of temporary accommodation. It is essential that this aspect of the project is taken into account in the appraisal of alternative solutions	<input type="text"/>

Continued overleaf

ARCHITECTURAL (continued)		Included?
	The report should also refer to the extent to which the design proposals fulfil the brief requirements and how they compare with the cost limits and area restrictions in the brief Commentary and compliance statement on the proposed building configuration and site location/orientation with specific reference to the DoES technical guidance documents on passive solar energy design and natural ventilation.	[See above]
5.	A report on the availability, location and adequacy of the proposed access and any special requirements of Statutory Authorities (with appropriate reference to the civil/Civil/Structural Engineer's report below).	<input type="checkbox"/>
6.	Any other requirements of Statutory Authorities and in the case of remedial works comment on whether Planning Permission and/or Fire Certificate will be required	<input type="checkbox"/>
7.	A location map to 1:1000 scale, showing north point and direction of prevailing wind and how the site relates to its surroundings, with the site outlined in red.	<input type="checkbox"/>
8.	An accurate survey drawing of the site to at least 1:500 scale showing the position of existing buildings, boundaries, contours, public services and adjoining properties, particularly those in third party ownership. The school site must be clearly outlined in red and all sites/locations assessed as part of Stage 1 clearly labelled (e.g. Site A.)	<input type="checkbox"/>
9.	Site plan to 1: 500 scale showing the building, boundaries (clearly indicated), entrances, boiler house, sub-station (if relevant), services, roads, paths, parking, play areas and any special requirements of Statutory Authorities. The north point and direction of prevailing wind should be indicated.	<input type="checkbox"/>
10.	Floor plans and roof plan to 1:200 scale with areas of spaces (rooms, corridors, lobbies, etc.) and north point indicated thereon.	<input type="checkbox"/>
11.	Cross-sections to 1: 200 (or larger) scale through the building illustrating the relationship with site levels, the general structural solution and the design approach to natural lighting and ventilation.	<input type="checkbox"/>
12.	Preliminary specifications describing materials and methods of construction.	<input type="checkbox"/>
CIVIL/STRUCTURAL		Included?
1.	A report on the nature of the sub-soil, substantiated by trial holes and/or borings.	<input type="checkbox"/>
2.	A report on the availability, location and adequacy of water supply, surface water and sewage disposal.	<input type="checkbox"/>
3.	A report on the availability, location and adequacy of the proposed access and any special requirements of Statutory Authorities.	<input type="checkbox"/>
4.	A report on the proposed scheme, to include comments on the design solution in terms of ease, appropriateness and economy of construction.	<input type="checkbox"/>
5.	Copy of the Site Investigation Report and (where appropriate) the Topographical Survey.	<input type="checkbox"/>
BUILDING ENGINEERING SERVICES		Included?
1.	A report on the proposed mechanical and electrical systems and the thermal performance of the building including existing systems and their capacities, formatted and completed in accordance with the technical guidance documents with commentary on the advantages/disadvantages arising from the design which affect the services installation or the thermal performance and recommendations on same.	<input type="checkbox"/>
2.	Where the design gives rise to spaces which do not have appropriate natural day-lighting and/or natural ventilation, the areas in question should be high-lighted on the drawings, and a commentary should be provided to justify/explain the design approach. <i>Continued overleaf</i>	<input type="checkbox"/>

BUILDING ENGINEERING SERVICES (continued)		Included?
3.	Commentary on accommodation spaces(that (as agreed with the Client) will be used outside normal school timetable hours and proposed level of service required to provide for such use on an economical cost in use basis.	<input type="checkbox"/>
4.	Review of available fuels and an outline of the advantages and disadvantages of each and a proposed fuel strategy for design development at Stage 2a.	<input type="checkbox"/>
5.	Report on the availability, location and adequacy of electricity, gas, telephone, T.V. services and broadband.	<input type="checkbox"/>
6.	Review of the hot water strategy for design development at Stage 2a.	<input type="checkbox"/>
7.	The general logic of the intended control strategy outlining the proposed method of control and operation of all the services.	<input type="checkbox"/>
8.	A services distribution drawing indicating the proposed services distribution strategy/zones which will be developed as the design progressed	<input type="checkbox"/>
9.	Preliminary completed TGD006 Energy Information Form	<input type="checkbox"/>

QUANTITY SURVEYOR'S REPORT		Included?
1.	A report on the cost implications of the preferred site/location compared to other possible sites/locations under consideration including all abnormal works relating to the site/location with due regard to the individual comments of the other members of the Design Team	<input type="checkbox"/>
2.	A report on the cost implications of the proposed design including all abnormal works relating to the proposed design, with due regard to the individual comments of the other members of the Design Team. Where alternative design solutions have been considered, the recommended option must be supported by a cost comparison of the other options. For extension projects, the cost of decanting, phasing or temporary accommodation (if unavoidable) required to keep the school in operation during construction must be taken into account in the estimated cost and in cost comparison of alternative solutions.	<input type="checkbox"/>
3.	Completed Outline Cost Plan on the DoES standard form (both hard copy and electronically), with work to existing identified separately in relevant section.	<input type="checkbox"/>
4.	Detailed schedule of Abnormal Costs with each abnormal identified, justified, and costed (with comments by other Design Team members as necessary) on DoES standard Outline Cost Plan with evidence that all options have been adequately investigated so as to mitigate the extent of those Abnormal Works.	<input type="checkbox"/>
5.	A report on the proposed scheme, to include comments on the design solution in terms of ease, appropriateness and economy of construction.	<input type="checkbox"/>

Signed (Firm's Project Director)	Firm	Date
	Architect	
	Civil/Structural	
	Building Services	
	Quantity Surveyor	

I confirm that the above documents have been prepared and are included with the Stage Submission.

Signed: _____ School: _____ Date: _____
(Chairperson Board of Management)