

As a prerequisite to a **Design Stage Review Meeting** the following form needs to be completed and submitted with the Stage 2a 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

Has the Developed Sketch Scheme evolved from the Scheme prepared, agreed and accepted by the Client and the School Building Section at Stage 1 PRELIMINARY DESIGN?	<input type="checkbox"/>
Does the Developed Sketch Scheme comply substantively in design, form, layout or area with previously agreed submissions?	<input type="checkbox"/>
Does the Stage 2a DEVELOPED SKETCH DESIGN submission comply with ALL previously agreed area and cost limits?	<input type="checkbox"/>
Has the Stage 2a DEVELOPED SKETCH DESIGN submission taken into account (as detailed in the Stage 2a submission) the day to day operation of the existing educational facilities and the implications this might have for the proposed construction programme, including Health & Safety, phasing, state examinations, temporary accommodation, etc?	<input type="checkbox"/>
Has the services and structure been so designed as to ensure the efficient distribution of services in a cost effective and flexible building and has the above been demonstrated the Stage 2a DEVELOPED SKETCH DESIGN?	<input type="checkbox"/>
Are the materials durable and low-maintenance and appropriate to the function, and the materials and method of construction appropriate to the design and to the budget and has the above been demonstrated in the Stage 2a DEVELOPED SKETCH DESIGN?	<input type="checkbox"/>
Are individual reports from Design Team members signed and dated?	<input type="checkbox"/>
Are the documents/reports listed below completed and included with the stage submission?	<input type="checkbox"/>
Is this form signed by all the Design Consultants AND the Client (where not the Department of Education and Science)?	<input type="checkbox"/>

REPORT SUMMARY (Prepared by Design Team Leader / Architect)

Included?

1.	An update on the overall project viability and any additional costs arising.	<input type="checkbox"/>
2.	For work to existing, any substantive variations from the scope of works agreed at Stage 1	<input type="checkbox"/>
3.	Completed Area Re-reconciliation Sheet APPENDIX A with both Stage 1 and Stage 2a areas listed	<input type="checkbox"/>
4.	Health & Safety report on any residual hazards and risks and the measures being taken to eliminate, mitigate or control those hazards/risks.	<input type="checkbox"/>
5.	An updated programme (including the Construction programme) indicating the time (in weeks) required by the Design Team for each of the remaining stages compared with the programme agreed with the Client at Stage 1.	<input type="checkbox"/>

ARCHITECTURAL

Included?

1.	Written commentary on how the developed Sketch Scheme considers all aspects of the developed design in an integrated manner (within area and cost limits) and (if applicable) how the existing educational facilities will continue to operate including any implications for the proposed construction programme, phasing, state examinations, temporary accommodation, etc.	<input type="checkbox"/>
2.	For work to existing, a definitive proposals for the essential remedial/ alterations works agreed at Stage 1 with written commentary on how the existing educational facilities will continue to operate including any implications for Health & Safety, the construction programme, phasing, state examinations, temporary accommodation, etc.	<input type="checkbox"/>

ARCHITECTURAL (continued)		Included?
3.	Confirmation that the 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 required at Stage 1 remains valid.	<input type="checkbox"/>
4.	Site Plan to not less than 1:500 scale extended to show site boundaries, building, boiler-house and sub-station, full site development, including contours, finished levels, entrances, roads, paths, parking, play areas, external yard and all utilities including foul and surface water drainage.	<input type="checkbox"/>
5.	Dimensioned floor plans to 1:100 scale indicating the layout of furniture and equipment. The area of all spaces together with the space names in accordance with the Schedule of Accommodation must be indicated. The north point and the direction of the prevailing winds shall also be indicated.	<input type="checkbox"/>
6.	Dimensioned sections and elevations to 1:100 scale showing floor and ceiling levels, the structure and the main services routes. The pitch of the roof shall be indicated.	<input type="checkbox"/>
7.	Roof Plan to 1:100 scale. Roof pitch or falls to be indicated including location of rainwater outlets, etc.	<input type="checkbox"/>
8.	Sections to 1:50 scale through selected portions of the building illustrating the proposed method of construction, natural lighting and ventilation, integration of services, finishes, etc.	<input type="checkbox"/>
9.	Three-dimensional drawings to illustrate the internal spatial concept.	<input type="checkbox"/>
10.	Detailed dimensioned layouts of special subject rooms to at least 1:50 scale, showing layout of fixed furniture and associated fittings, loose furniture and equipment, services and general room data, all in accordance with the Department's Standard Room Layouts (where applicable).	<input type="checkbox"/>
11.	Outline Specification of materials and methods of construction proposed, accompanied by a schedule of finishes. The Specification shall use generic names where possible, not proprietary names, and shall indicate the performance standards applicable.	<input type="checkbox"/>
CIVIL/STRUCTURAL		Included?
1.	Report on the Civil/Structural Engineering proposals for the building and the site,(including main drainage and water-main layouts) and how they facilitate the safe and economic construction of the project. The report should refer to how the design of the structure ensures the efficient distribution of services in a cost effective and flexible manner.	<input type="checkbox"/>
2.	General arrangement drawings, (including plans, and sections of the buildings to a suitable scale not less than 1:100), indicating Civil/Structural Engineering proposals for the building and the site, including main drainage and water-main layouts. The sections should show the main service runs.	<input type="checkbox"/>
BUILDING ENGINEERING SERVICES		Included?
1.	Commentary on any design developments/changes that have occurred which may impact on the Stage 1 Report previously submitted and in particular any cost sensitive items	<input type="checkbox"/>
2.	Detailed description of the proposed mechanical and electrical systems including existing system capacities.	<input type="checkbox"/>
3.	Details of the thermal performance of the building design.	<input type="checkbox"/>
4.	Drawings to not less than 1:100 scale indicating the heating services, hot and cold water, ventilation services, soil and waste services (above ground), lighting and general electrical services including ICT. The proposed ceiling finishes shall be indicated by way of a symbol on each room and an explanatory legend on all layout drawings. Equipment positions and associated services routes shall be indicated. Primary services distribution sizes should be detailed.	<input type="checkbox"/>

Continued overleaf

BUILDING ENGINEERING SERVICES		Included?
5.	A sections drawing which includes at a 1:50 scale a minimum of 2 full building sectional cuts in the most heavily serviced areas. These sections should include all of the M&E services distributions i.e. both primary and secondary and all equipment relative to the areas indicated, along with the ceiling tile type, service ducts and access to same. The interaction between the building form, the structure and the services must be clearly shown	<input type="checkbox"/>
6.	A control strategy section outlining the proposed method of control and operation of all of the proposed services. This should be particularly detailed with respect to the heating and lighting services.	<input type="checkbox"/>
7.	Schematic layouts including controls for the heating, hot and cold water, gas, main power distribution and ventilation services including ventilation fans and ducts from fume cupboards (where applicable).	<input type="checkbox"/>
8.	A services distribution drawing indicating the proposed services distribution strategy/zones as developed from Stage 1	<input type="checkbox"/>
9.	Completed TGD006 Energy Information Form	<input type="checkbox"/>

QUANTITY SURVEYOR'S REPORT		Included?
1.	A report on the cost implications of the developed Sketch Design with particular reference to any cost sensitive items (arising during Developed Sketch Design). Any increased or additional costs should be accompanied by a detailed explanation and justification with supporting evidence from other Design Team members as required.	<input type="checkbox"/>
2.	Completed Cost Plan (the Planning & Building Unit's standard Cost Plan form must be used), both hard copy and electronically. All data entries in the Cost Plan Form must be completed, together with outline specification notes. The Cost Plan shall include an itemised list and description of the extent, scope and cost of all abnormal works and works to existing buildings as agreed at the Planning & Development Meeting. Costs arising from anticipated Planning or Fire safety Certificate conditions should be included. Work to existing buildings costed separately with the relevant floor area clearly identified and the cost of this work analysed by reference to this floor area.	<input type="checkbox"/>
3.	A reconciliation between the Cost Plan and the Outline Cost Plan produced at Stage 1, including explanation of any deviations. If the scope of abnormal works or other costs exceed that previously agreed, a detailed explanation must be provided as above.	<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)