

BUILDING DESIGN DOCUMENT

	COMMISSION NUMBER:	
	CLIENT'S DETAILS:	NAME
		MOBILE NO
		LAND LINE NO
		PROFESSION
	ADDRESS:	
	PROJECT DESCRIPTION:	
A	<i>INFORMATION ON THE CLIENT:</i>	
1	What is the financial status?	
2	Business outlook?	
3	Total capital employed? (CONFIDENTIAL)	
4	Where was the information obtained?	
5	How does the business seem to be conducted?	
6	Who is our main contact?	
7	Who is our contact in his absence?	
8	Who has the final authority?	
9	Has the client has any special requests regarding design	
10	Have they any special interest in Art? (In particular with regard to our attitude and design method)	
11	What personal views of the client need to be taken in to account?	
12	Who is liable to cause us difficulties and why? What could be the effects?	
13	Is the customer is interested in publication of his building later on?	
14	Do the drawings have to be capable of understood by laymen?	
15	Is the Client thinking of further buildings? If so, when, what type, how large? Have they already been designed? Is there possibility that we might obtain the commission? What steps have been taken in this direction? With what success?	

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B	<i>AGREEMENTS ON FEES</i>	
1	On what agreement with the client are the conditions of engagement and scale of professional charges based?	
2	What stages of work are included in the commission?	
3	Is the estimated project cost basis for fee calculation?	
4	What is the estimated project cost	
5	Are we commissioned to carry out the interior design?	
6	Has a form of agreement between employer and Architect been signed and exchanged?	
C	<i>PERSONS AND FIRMS INVOLVED IN THE PROJECT</i>	
1	With whom do we have to conduct preliminary discussions?	
2	Who is responsible for what special areas of activity?	
3	Who is responsible for checking the invoices?	
4	Which system of ordering and checking will be used?	
5	Will we have authority to grant Contracts in the name of the Client? If so, to what value? Do we have written confirmation for this? Who does the Client recommend as contractor or sub-contractor? (Trade; Name; Address; Contact details)	
6	Is a site engineer from our office is essential or merely desirable, and should he be experienced or junior? When is he required? What is the duration? His salaries are paid by the Client.	
7	Have explained duties & position of site engineer to the Client.	
8	Is accommodation available for site offices & material storage? What about furniture, telephone, computers, printer, Heating, lighting, W.C & water?	

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<i>THE PROJECT</i>		
1	Who has drawn up the building programme? Is it exhaustive or has it to be supplemented by us or others? Has the client to agree again before the design work starts?	
2	Has the new building to be related to existing and future buildings?	
3	Which local regulations have to be observed? Where is the town planning office, details Add/contact numbers	
4	What special literature is available on this type of building? What do we have in our files?	
5	Where have similar buildings been built?	
<i>GENERAL</i>		
6	Is hoarding required? Can it be let for Advertising? Is sign board required and if so what will be on it?	
7	Exact name and address of the Construction site	
8	Nearest Railway station, Bus stand?	
9	Postal Address? Town, District	
10	Have we obtained a local edition of the Bye laws? Are there any additional clauses?	

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BASIC DESIGN FACTORS

1	What are the surroundings like? Are landscaping and trees to be considered? What about climate, aspect, access, and prevailing wind?	
2	What is the architecture of existing buildings? What materials were employed?	
3	Do we have photographs of neighbourhood with viewpoints marked on plan? If not, have they been ordered?	
4	What other factors have to be considered in our design?	
5	What is the existing floor to floor heights and heights of buildings? What is the situation with regards to roads, building lines, future roads, trees(types & sizes)?	
6	What future development has to be considered?	
7	Are there regulations or restrictions concerning elevation treatment?	

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<i>TECHNICAL FACT FINDING</i>		
1	What sort of subsoil is common in this area?	
2	Has the site been explored? Where have trial holes been sunk? What were the results?	
3	What is load bearing capacity of subsoil?	
4	Average ground water level? High water level?	
5	Has the site been built on previously? Type of buildings? How many storeys? Was there a basement? If so how deep?	
6	What type of foundation appears to be suitable?	
7	What type of construction is envisaged?	
8	in detail:	
9	Ground floor: Type? Applied load? Type of load? Finishes?	
	Other floors: Type? Applied load? Type of load? Finishes?	
11	Roof: Structure? Loading? Type of loading? Roof cladding? Protective finishes and coatings? Gutters? Internal or external down pipes?	
12	What insulation materials are to be employed? Sound insulation: Horizontal/ vertical? Impact sound: Horizontal/ vertical? Heat insulation: Horizontal/ vertical?	
	Type of supports? Outer walls? Partitions?	
14	Staircase structure? Applied load?	

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15	Windows: Steel/ timber/ plastic/ wood/ aluminium? Type & weight of glass? Internal or external seating? Single, double or combination windows? Double glazing?	
16	Doors: steel frames? Plywood? Steel? Lining? Fire grading? Fixtures? Automatic door closing device?	
17	Type of heating: Solid fuel/ gas/ electricity/ oil? Fuel storage?	
18	Domestic hot water: amount required and at what times? Where? Water softener required?	
19	Ventilation: Air conditioning? Type? Number of Air change per hour? In which rooms? Fume extraction? Smoke extraction?	
20	Cooling plant?	
21	Water supply: Nominal diameter of supply pipe and pressure? Is pressure constant? Water price per cubic meter or water rate? Stand pipes required? Where and how many?	
22	Drainage and sewerage? Existing? Connection points? Nominal bore of main sewer? Invert levels? Where does the sewage flow to? Soak pits? Possible, advisable, Permitted? Septic tank or other sewage treatment plant necessary?	
23	Nominal bore of the gas supply pipe? Pressure? Price per cubic meter? Special regulations concerning installation of pipes? Ventilation?	

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24	Electricity? A.C or D.C? Voltage? Connection point? Voltage drop limit? Price per kW? Off peak? Transformer? High voltage transformer station? Own generator?	
25	Telephone? Where? ISTD? Telephone box? Where? Cable duct required?	
26	Intercoms? Bells? Lights? Burglar alarms?	
27	What type of lifts? Maximum load? Speed? With LMR or without LMR?	
28	Conveyor systems? Dimensions? Direction of operation? Power consumption? Pneumatic tube conveyer?	
29	Waste chutes or sink destructor disposal units? Where? Size? For what type of refuse? Waste incineration? Paper baling press?	
30	Any additional requirements?	

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RECORDS AND PRELIMINARY INVESTIGATIONS

1	Have deeds been investigated? Copy obtained? Anything with regard to the project planning?	
2	Map of the locality available? Ordered? Transport details?	
3	Does the site plan exist? Ordered?	
4	Does the Contour plan exist? Ordered?	
5	Water supply indicated on plan?	
6	Mains drainage drawing checked out and cleared?	
7	Gas supply shown on the drawing?	
8	Is electricity supply agreed with Board and shown on plan? Underground cable or overhead line?	
9	Telephone: Underground cable or overhead line?	
10	Have front elevations of the neighbouring houses photographed? Has their construction been investigated?	
11	Has datum level been ascertained and fixed?	

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12	In site organisation plan required?	
13	Where does the application for planning permission have to be submitted? How many copies? In what form? Paper size? Which drawings? Do drawings have to be coloured? Are regulations for signs & symbols on drawings understood?	
	PRELIMINARIES	
1	How far is site from nearest Railway station/ Bus stand?	
2	Is there siding for unloading materials? What gauge? What are the off-loading facilities?	
3	What are the access roads like, in general? Are temporary access roads necessary?	
4	What storage space facilities are available for materials? Available area open/under cover? What is their level in relation to the site? Can several contractors alongside one another without any problems?	
5	Will the employer undertake some of the work himself? Supply some materials? If so what: Landscaping, site cleaning/ security services?	
6	Method of payment, interim certificates, etc., Otherwise what terms and conditions of payments are to be expected?	
7	What local materials are available? Are they particularly inexpensive in the area? Price?	