

Client:

Project:

At:

Re:  
**Normal Services**

Stage

Tick Service  
Provided

**A/B Appraisal/ Design Brief**

- Visit the property and carry out an initial appraisal
- Assist the Client prepare the Client's requirements
- Advise on the need for services by other consultants/specialists  
*e.g. Land Surveyor; Structural engineer; Building Services Engineers; Quantity Surveyors etc*
- Arrange investigations by others of soil/structural condition if necessary  
*e.g. structural investigation or geotechnical survey etc*

**C Concept**

- Arrange survey of site and/or buildings as required  
*i.e. Generally we will survey a simple building, complex buildings and sites by a land surveyor*
- Prepare a Preliminary design and discuss with the client
- Prepare further designs and alternatives as necessary
- Prepare an approximate estimate of costs

**D Design Development**

- Develop the final design
- Make an Application for detailed planning permission
- Initial serving of party wall agreement (extensive negotiations not included)

**E Technical Design**

- Co-ordinate and integrate any designs provided by others  
*e.g. structural engineer; building services; kitchen supplier; bathroom supplier etc.*
- Prepare general drawings and other information required for construction
- Make an Application for Building Regulations approval

**F Production Information**

- Prepare any detail drawings that are required for construction
- Prepare (a) specification (b) schedule of works
- Advise on the form of building contract and responsibilities and roles

**G/H Tendering etc.**

- Prepare documents required for tendering purposes
- Advise on builders to be invited to tender for the work
- Invite, appraise and report on tenders
- Advise on the appointment of a builder

**J/K Construction work**

- Prepare the building contract and arrange for it to be signed
- Provide the builder with information required for construction
- Visit the site to see the work is proceeding as the documents
- Certify payments for work carried out or completed
- Advise on financial outcome
- Make handover inspections and arrange a list of snags/defects

**L After construction**

- Monitor defect period- usually 6 months
- Make final inspections and arrange a correction of any defects
- Agree Final Account and issues a final certificate