Attachment

**DRAFT – to be added to G29**

**Minimum Requirements for Documentation at Project Reviews**

All DIT building projects have variations in complexity and scope. The list below includes typical documents that are required to communicate complexity and scope. The list should be adapted to suit the particularities of each project. It is expected that documents provided at concept will be further developed at each subsequent stage.

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| **Documents** | **Feasibility/ Planning Study**  **Part 0 Return Brief** | **Concept** | **60%** Schematic/Design Development | **90% Documentation** |
| **Architectural** | | | | |
| Reports | * Planning Study Report based on the ODASA Planning Study Report Template. * Return Brief (based on ODASA Return brief Template | * Concept design Report based on the ODASA Planning Study Report Template. * Include all DSCP reviews investigations and reports in appendixes including Safety in Design Risk Assessment Matrix | * All remaining Design Development Reports to 100% * Room Data sheets, * All development approvals including any performance reports required for NCC compliance. | * Specification based on current DIT NATSPEC Work sections and format with items completed. * Schedule of selections – products, materials, finishes, colours, hardware, FFE, signage |
| Drawings , Specifications and Reports | * Includes Preliminary function relationship diagrams, massing models and test fits of site. * Siting options with site assessment criteria if required. | * Preliminary Location ,Site and Setout plan(s), Complete Concept Design floor plans, elevations, and sections. * Preliminary Materials and Finishes schedules. * Preliminary 3D Visualisations, fly through of perspectives of the Concept Design. | * Final Location ,Site and Setout plan(s) Demolition Plans General Arrangements Floor Plans ( Fire compartments, Setout ,Concrete and Partition set out Floor and wall finishes. * Reflected ceiling plan(s) – coordinated with building services. * Roof plan(s) -including all gutters, downpipes. * Typical Elevations, Sections, Plan and Section Details * Preliminary Specification based on Current DIT NATSPC format including Materials and Finishes and Equipment schedules for all LPSC and DPSC work sections | * Fully developed Plan details, Section details, Partition details. * Stair and balustrade details ,Internal elevations * Wet area plans and details. * Door and window schedules. * Furniture/Joinery plans, elevations, details * Completed combined Specification with all LPSC and DPSC works sections and schedules completed. All associated appendices included (i.e. Geotechnical report ,bore logs ,DIT project sign, Safety in Design Risk Assessment Matrix etc). |
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| **Landscape Architectural** | | | | |
| Reports | * Preliminary Landscape Design Concepts site investigations and arborist reports | * Proposed Landscape Design Concepts and Principles. -Appendix to the Concept Design report | * A Proposed value management and departure schedules for landscape elements and scope of works. | * Completed Landscape specification sections for review. |
| Drawings |  | * Proposed Landscape Concept Design -site plan and specific landscape features. planting schedule and materials and finishes schedule for landscape elements. | * General arrangement plan(s) Surfaces and finishes plan(s) * Full Planning schedule and landscape elements materials and finishes schedules. | * Furniture and fixtures plan(s) * Planting plan(s) * Landscape details of all landscape features, fences, seating, and signage. |
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| **Structural** | | | | |
| Reports | * Preliminary structural and site investigations | * Proposed Structural Concept Design including all design assumptions listed. | * For IL 3,4 Seismic assessment including Seismic Special Study | * Completed structural specification sections for review. |
| Drawings |  | * Preliminary Slab and Footing, Floor, Roof and Wall framing and typical sections | * Drawing Schedule * Slab ,Footing, Floor, Roof, Wall framing and sections | * Concrete details - retaining walls, stairs, precast panels. * Steel Framing connection details |

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| **Civil** | | | | |
| Reports | * Civil siteworks assessment- stormwater, site contamination and geotechnical survey | * Proposed civil works scope of works. * Site investigation, contamination, and further investigation reports. | * Site contamination and remediation report | •Completed civil works specification sections for review. |
| Drawings |  | * Preliminary Civil -Siteworks, Grading ,Bulk earthworks, and general arrangement plan(s) * Preliminary Stormwater design | * Site , Grading and Bulk earthworks plan(s) * Stormwater design | * Civil paving and siteworks details |

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| **Mechanical** | | | | |
| Reports | * Existing mechanical plant investigation and assessment | * Preliminary Mechanical investigation and assessmentof mechanical options | * Completed Mechanical investigation and assessment of mechanical options | * Completed mechanical specification sections for review. |
| Drawings |  | * Preliminary mechanical plant and mechanical playouts. | * Site, Demolition, and mechanical general arrangement layout plan(s) * Roof and | * Detailed plant plan(s) Sections and Details, ductwork, and access requirements. |

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| **Electrical/ICT/Security** | | | | |
| Reports | * Existing electrical supply investigation and assessment | * Preliminary electrical/ICT/Security investigation and assessment | * Completed electrical/ICT/Security investigation, assessment and design | * Completed electrical /ITC and Security specification sections for review. |
| Drawings |  | * Electrical/ICT/Security design and layouts | * Site and floor plans --Power, lighting, communications, and security demolition plan(s) * Power, lighting communications and security layout plan(s) | * Schematics and details |

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| **Hydraulic** | | | | |
| Reports | * Existing water, sewer and drainage investigation and assessment | * Preliminary water, sewer and drainage investigation and assessment | Completed water, sewer and drainage investigation, assessment, and design | * Completed hydraulic specification sections for review. |
| Drawings |  | * Preliminary water, sewer, and drainage layout plans | * Site plan Demolition plan(s) – water reticulation * Demolition plan(s) – drainage * Water reticulation and drainage layouts | * Hydraulic details- fire equipment tanks, pumps, booster layouts |

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| **Fire** | | | | |
| Reports | * Existing water, sewer and drainage investigation and assessment | * Preliminary water, sewer and drainage investigation and assessment | * Completed water, sewer and drainage investigation, assessment, and design | * Completed fire services specification sections for review. |
| Drawings |  | * Preliminary Fire services plans and layouts | * Site and Demolition site plan(s) * General fire services arrangement plan(s)Details | * Fire services details. |

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| **Other** | | | | |
| Specialist Consultants | * Include initial specialist consultants’ reports | * Preliminary specialist consultants’ reports | * Preliminary Specialist Consultants drawings, 3D models as required to define the specialist works package | * Detail Specialist Consultants drawings, 3D models as required to define the specialist works package |
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| General BIM Requirements  *Refer to the BIM requirements of the (EIR)* |  | * Submit BIM -Building Execution Plan (BEP) based on the NATSPEC Design BEP template 4 weeks after Design Startup meeting for review and approval. * Include the approved BEP in Appendix to the Concept Design Report. | * BIM Status report on BEP for end of design development. * Include clash detection reports and status of all outstanding issues. | * BIM Status report on BEP for end of documentation for issue to construction. * Include evidence of coordination /clash detection reports and confirmation of all outstanding BIM issues resolved. |
| Level of Development LOD |  | * LOD 100-200 | * LOD 200-300 | * LOD 300- (350 for Seismic IL4 requirements) |
| Level of Information Need (LOIN) |  | * 3D Design BIM Models and Visualisations/fly throughs. | * 3D federated BIM Models submitted for review | * 3D federated BIM Models submitted for review |
| BIM development | * 3D BIM models may be used to assist in defining scope and budget. | * Design BEP established and approved. * Siting options analysis completed and preferred Concept Design identified. * Design 3D Models developed both externally and internally to define overall preferred Concept Design. * Overall site and developed floor ( rooms stairs etc),roof ,elevations, and sections derived from the Design 3D Model. * Building Services and Civil and Structural 3D Models developed to define preferred Concept Design | * Preferred Concept Design is further developed to a completed federated 3D base Model containing all disciplines 3D Models coordinated in the architectural 3D BIM Model. * Specialist Consultants requirements included in the Federated 3D BIM model. | * The full developed 3D Base Model should only require minor updates during this stage to include any DIT requests. * The 3D Federated 3D Model is completed with all. imported structural, civil, and building services components correctly aligned with no significant clashes and conflicts. * All 2D drawings and associated schedules and data exports derived directly from the 3D Model source. |
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| Risk Assessment |  | * Preliminary Project Risk Assessemnt | * Specific Project Risk management items | * Updated Project Risk management items |
| Safety In Design (SID) |  | * Preliminary Safety in Design Risk Assessment Matrix. | * Safety in Design Risk Assessment Matrix including project specific items. | • Updated Safety in Design Risk Assessment Matrix identifying all outstanding residual risk ratings. |
| Departures Schedule |  | * Prepare Value Management Risk Assessment criteria | * Include updated value management items based on Value management risk criteria and departures schedule | * Updated value management items and departures schedule |
| END | | | | |