



# Schematic Design

No.

Check  
Box \*

01	Prepare summary of detailed brief including all up-to-date information; confirm with client. Distribute to office team.	
02	Develop list of questions affecting schematic design pertinent to each engineering discipline. Circulate with requested target date for answers.	
03	Prepare schematic phase work and staffing plan and time schedule. Review with PIC.	
04	Verify progress to work plan in current period. Note deficiencies.	
05	Prepare functional diagrams including relationship to existing structures; develop viable functional arrangement options; review with client. Select preferred arrangement(s).	
06	Study siting options and climatic influences; develop massing models; evaluate relationships to site context.	
07	Test massing options against preferred functional arrangement and brief; review with client. Select model.	
08	Evaluate provisional concepts for accommodation of economic structural systems with SEng.	
09	Evaluate provisional concepts for accommodation of parking requirements.	
10	Receive SEng's preliminary report on structural system options; review with QS and client. Select provisional system(s).	
11	Receive BSEng's preliminary report on building services options; review with QS and client. Select provisional systems.	
12	Develop plan for presentation materials, renderings, models and written materials. Confirm with client.	
13	Select and appoint other consultants or subconsultants for presentation materials; confirm costs and delivery schedules. Advise client.	
14	Confirm any revisions to project cost estimate; request updated cost plan from QS.	
15	Prepare preliminary schedule of internal & external finishes; confirm with client & submit to QS; request confirmation of any cost plan changes and costs for alternatives.	
16	Check concept plans for conformity with fire and egress requirements.	
17	Establish provisional egress space requirements.	
18	Establish provisional lift shaft sizes, air duct sizes, raised floor requirements, plant room sizes and other mechanical requirements.	
19	Establish provisional beam depths, duct crossovers and floor-to-floor heights.	
20	Establish disabled access requirements.	
21	Establish energy conservation design criteria (E11).	
22	Confirm compliance with plot ratio requirements and bonuses.	
23	Determine if shading studies are required; if so, prepare and submit.	
24	Check schematic design against all GROUP C requirements. [GROUP C is Surveys and Planning Approvals]	
25	Review scheme with planning authority personnel for informal advice and comment.	
26	Submit schematic design to QS for review of preliminary cost plan.	
27	Review schematic design with client's marketing/real estate advisors.	
28	Obtain client's approval of and sign-off on schematic design, or obtain authority to proceed to next stage.	