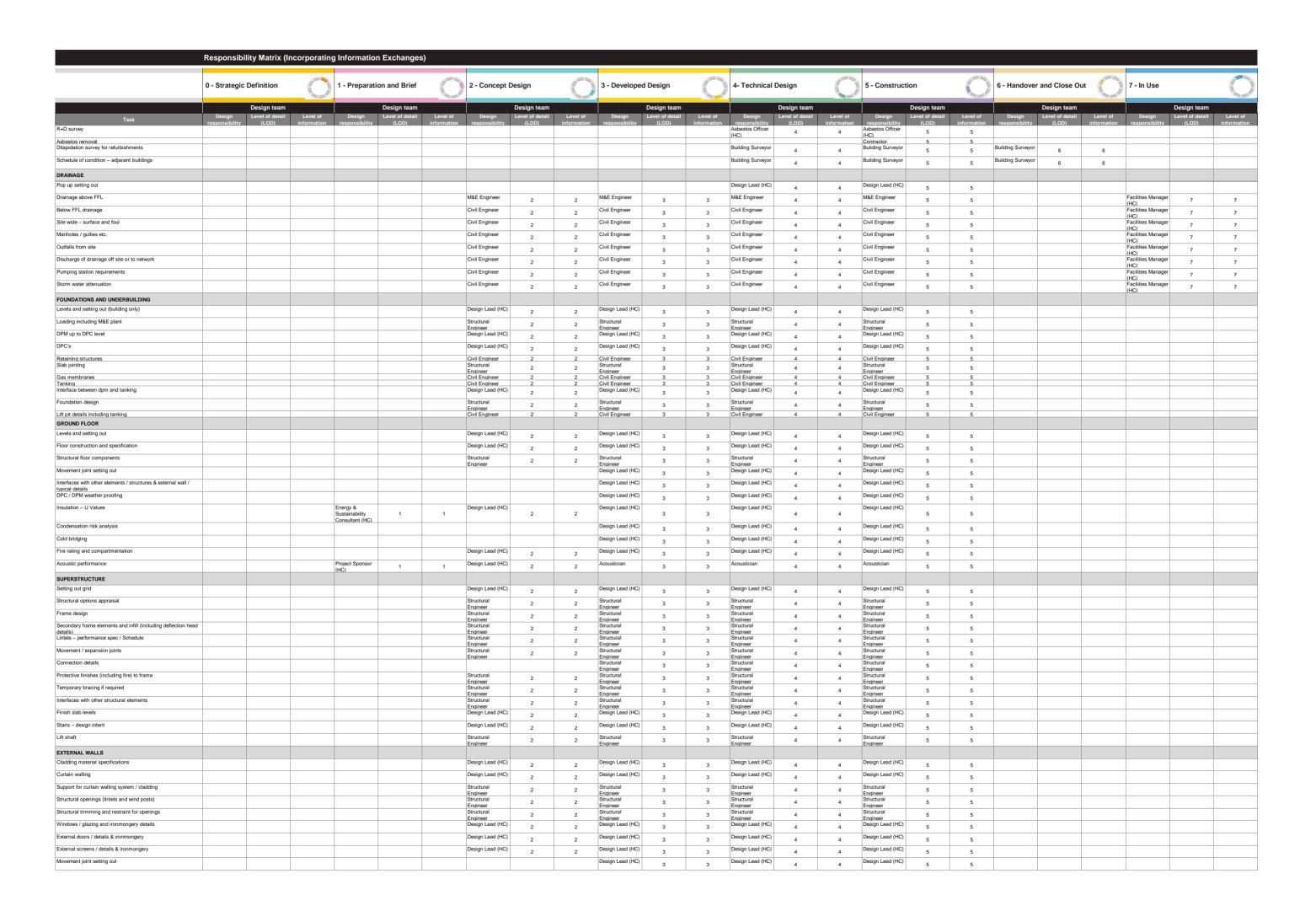
	Responsibility Matrix (I	ncorporating	g Information Ex	changes))															
							2													
	0 - Strategic Definition	()	1 - Preparation a			2 - Concept Design		3 - Developed Design		4- Technical			5 - Construc			6 - Handove	er and Close O	ut 🚺	7 - In Use	
Task	Design Level of detail responsibility (LOD)	Level of	Design Lev	sign team	Level of	Design team Design Level of detail responsibility (LOD)	Level of	Design team Design Level of detail responsibility (LOD)	Level of	Design	Design team Level of detail	Level of	Design	Design team Level of detail (LOD)	Level of	Design	Design team Level of detail	Level of	Design Level of detail	Level of
SCA/2018	responsibility (LOD)	Information	responsibility	(LOD)	Information	responsibility (LOD)	Information	responsibility (LOD)	Information	responsibility	(LOD)	Information	responsibility	(LOD)	Intermation	responsibility	(LOD)	Information	responsibility (LOD)	Information
1A Services Provided by the Project Lead																				
Stage 0 Strategic Definition 1.01 Obtain the Client's Requirements, Budget and Project Timetable including the Client's Business Case and the	Project Manager																			
Strategic Brief. 1.02 Inform the Client of the duties of a client under the CDM	(HC) Project Manager																			
Regulations and that guidance is available from the Health & Safety Executive.	(HC)																			
1.03 Advise on the need for and the scope of Consultants' services and the conditions of their appointment.	Design Lead (HC)																			
1.04 Arrange for and assist in the selection of Consultants. 1.05 Prepare Services Timetable for the completion of the	Design Lead (HC) Design Lead (HC)																			
Services. Stage 1 Briefing and Appraisal																				
1.06 Assist the Client in preparation of the Client's Requirements including any Project objectives, Quality			Design Lead (HC)	1	1															
objectives, Project outcomes and Sustainability objectives 1.07 Advise Client on methods of procuring construction.			Project Manager (HC)	1	1															
1.08 Advise the Client on the need for specialist contractors, sub-contractors and suppliers to design and execute parts of			Design Lead (HC)	1	1															
the Works. 1.09 Review with the Client alternative design and construction			Design Lead (HC)	1	1															
approaches and cost implications. Stage 2 Concept Design 1.10 Provide information to others for cost planning.						Design Lead (HC)														
1.10 Provide information to others for cost planning. 1.11 Submit outline proposals and approximation of						Project Manager	2													
construction costs for the Client's preliminary approval. 1.12 Obtain Client acceptance of the Brief.						(HC) 2 Project Manager 2	2													
1.13 Obtain Client acceptance of the Concept Design.						Project Manager 2	2													
1.14 Obtain confirmation or revision to the Client's Requirements including Project objectives, Quality objectives,						(HC) Design Lead (HC) 2	2													
Sustainability objectives and Budget. 1.15 Define the Other Project Team Members' roles and						Project Manager 2	2													
responsibilities. 1.16 Identify, agree and implement appropriate (Digital)						(HC) BIM Coordinator														
Information Handling Systems, including identifying roles and responsibilities of all parties. (BIM) Stage 3 Design Development						(HC) 2	2													
1.17 Review and update the Project objectives, Quality objectives. Project outcomes and Sustainability objectives.								Design Lead (HC) 3	3											
Stage 4 Technical Design 1.18 Generate a maintenance and access strategy.										Design Lead (HC)	4	4								
1.19 Advise on and recommend form of building contract and										Quantity Surveyor	-	4								
explain the Client's obligations thereunder. 1.20 Obtain the Client's approval of the type of construction, quality of materials and standard of workmanship.										(HC) Design Lead (HC)	4	4								
1B Services Provided by the Contract Administrator												-								
Stage 4 Technical Design 1.21 Advise on and obtain the Client's approval to a list of										Project Manager	4	4								
tenderers for the building contract. 1.22 Invite tenders.										(HC) Contract Administrator	4	4								
1.23 Appraise and report on tenders with other Consultants.										(HC) Contract	•	7								
										Administrator (HC)	4	4								
Stage 5 Construction 1.24 Advise the Client on the appointment of the Contractor													Project Manager	-	-					
and on the responsibilities of the parties under the building contract. 1.25 Prepare the building contract and arrange for it to be													(HC) Quantity Surveyor	5	5					
signed. 1.26 Administer the terms of the building contract.													(HC) Contract	3	5					
													Administrator (HC)	5	5					
1.27 Conduct meetings with the contractor to review progress.													Contract Administrator (HC)	5	5					
1.28 Present to the Client financial reports prepared by others.													Quantity Surveyor (HC)	5	5					
1.29 Generate a hand-over strategy.													Contract Administrator	5	5					
1.30 Arrange for [contractor] testing and commissioning of Mechanical, Electrical and Plumbing systems.													(HC) Commissioning Manager (HC)	5	5					
1.31 Arrange for drawings of Mechanical, Electrical and Plumbing installations to be provided.													Contract Administrator	5	5					
1C Services Provided by the Principal Designer													(HC)							
Stage 0 1.32 Prepare and provide to other duty holders relevant information required under the Regulations	CDM Advisor (HC)																			
Stages 0-4 1.33 Plan, manage, monitor and co-ordinate health and safety			CDM Advisor	1	4	CDM Advisor	2	CDM Advisor	2	CDM Advisor	4	4								
considerations in the preparation of the design 1.34 Direct Designers in identifying and eliminating or	(HC) CDM Advisor		(HC) CDM Advisor	1	1	(HC) 2 CDM Advisor 2	2	(HC) 3 CDM Advisor 3	3	(HC) CDM Advisor	4	4								
controlling foreseeable risks 1.35 Use reasonable endeavours to ensure Designers carry out	t CDM Advisor		(HC) CDM Advisor (HC)	1	1	CDM Advisor 2		CDM Advisor	3	(HC) CDM Advisor (HC)	4	4								
their duties (req 9) Stages 4-6 1.36 Liaise with the Principal Contractor to support their	(HC)		(HC)			(HC)		(HC)		(HC) CDM Advisor			CDM Advisor			CDM Advisor				
planning, management, monitoring and co-ordination of the construction										(HC)	4		(HC)	5	5	(HC)	6	6		
2 Services Provided by the Architect Stage 1 Briefing and Appraisal			Design I 1 0 000																	
2.1 Obtain information about the Site from the Client. 2.2 Visit the Site and carry out an initial appraisal.			Design Lead (HC) Design Lead (HC)	1	1															
2.3 Carry out such studies as may be necessary to determine			Design Lead (HC)	1	1															
the feasibility of the Client's Requirements. 2.4 Assist the Project Lead to review with the Client alternative			Design Lead (HC)	1																
design and construction approaches and cost implications. 2.5 Advise the Client on the need to obtain planning			Design Lead (HC)	1	1															
permission, approvals under building acts and/or regulations and other statutory requirements.			Design Lead (HC)	1	1															
Ascertain any Town and Country Planning implications.			Design Lead (HC)	1	1															

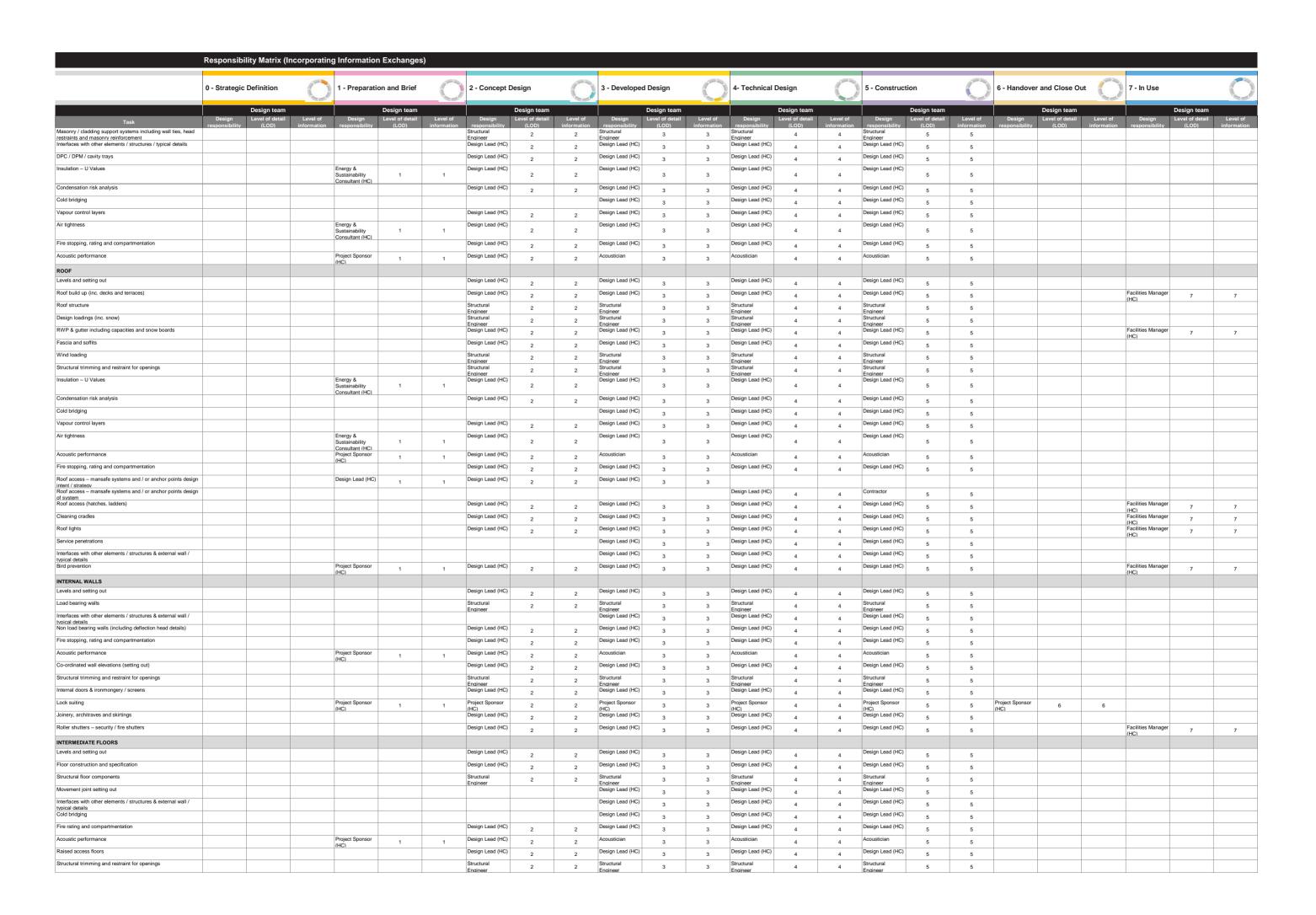
	Responsibility Matrix (I	Incorporating	g Information Exchanges	5)															
								40			.02			23			-		2
	0 - Strategic Definition	0	1 - Preparation and Brief		2 - Concept Design		3 - Developed Design		4- Technical I	Design		5 - Constructi	ion		6 - Handove	er and Close C	out 🚺	7 - In Use	
	Design team		Design team		Design team		Design team			Design team			Design team			Design team		Design team	
Task	Design Level of detail responsibility (LOD)	Level of information	Design Level of detail responsibility (LOD)	Level of information	Design Level of detail responsibility (LOD)	Level of information	Design Level of detail responsibility (LOD)	Level of information	Design responsibility	Level of detail (LOD)	Level of information	Design responsibility	Level of detail (LOD)	Level of information	Design responsibility	Level of detail (LOD)	Level of information	Design Level of detail responsibility (LOD)	Level of information
2.7 Ascertain any other Environmental restrictions. Stage 2 Concept Design			Design Lead (HC)	1															
2.8 Analyse the Client's Requirements; prepare concept design and specification proposals.					Design Lead (HC) 2	2													
2.9 Assist the Project Lead to provide information to others for cost planning.					Design Lead (HC) 2	2													
2.10 Assist the Project Lead to submit outline proposals and approximation of construction cost for the Client's preliminary					Design Lead (HC) 2	2													
approval. 2.11 Assist the Project Lead to obtain Client acceptance of the					Design Lead (HC) 2	2													
Brief. 2.12 Assist the Project Lead to obtain Client acceptance of the Concept Design.					Design Lead (HC) 2	2													
2.13 Co-operate with the Principal Designer (where not the architect).					Design Lead (HC) 2	2													
2.14 Make application for planning permission in principle.					Design Lead (HC) 2	2													
2.15 Assist the Project Lead to identify, agree and implement appropriate (Digital) Information Handling Systems, including identifying roles and responsibilities of all parties.					Design Lead (HC)	2													
2.16 Prepare appropriate Health and Safety Risk Assessments.					Design Lead (HC) 2	2													
Stage 3 Design Development 2.17 Develop a scheme design from the approved Concept							Design Lead (HC)												
Design proposals incorporating information from other members of the design team. Prepare accompanying							3	3											
specifications. 2.18 Provide information to other consultants for their preparation of cost estimate.							Design Lead (HC) 3	3											+
preparation of cost estimate. 2.19 Consult with planning authorities.							Design Lead (HC) 3	3											
2.20 Consult with building control authorities.							Design Lead (HC)	3											
2.21 Consult with fire authorities.							Design Lead (HC) 3	3											
2.22 Consult with environmental health authorities.							Design Lead (HC) 3	3											
2.23 Consult with statutory undertakers. 2.24 Prepare an application for full planning permission.							Design Lead (HC)	3											
Prepare an application for full planning permission. Prepare appropriate Health and Safety Risk Assessments.							Design Lead (HC) 3 CDM Advisor	3											
2.26 Prepare a scheme design showing spatial arrangements,							(HC) 3 Design Lead (HC)	3											
materials and appearance, together with a cost estimate, and obtain the Client's approval.							3	3											
2.27 Submit an application for full planning permission.							Design Lead (HC) 3	3											
Stage 4 Technical Design 2.28 Develop a technical design from approved scheme design in co-ordination with other design team members and proposed specialist sub-contractors.									Design Lead (HC)	4	4								
2.29 Assist the Project Lead to generate a maintenance and access strategy.									Design Lead (HC)	4	4								
2.30 Provide information to other consultants for their revision of cost estimate.									Design Lead (HC)	4	4								
2.31 Consult with building control authorities on developed design proposals.									Design Lead (HC)	4	4								
2.32 Consult with fire authorities on developed design proposals. 2.33 Prepare applications for approvals under building acts									Design Lead (HC) Design Lead (HC)	4	4								
and/or regulations and other statutory requirements. 2.34 Apply for approvals under the building acts and/or									Design Lead (HC)	4	4								
regulations and other statutory requirements. 2.35 Assist the Project Lead to obtain the Client's approval of									Design Lead (HC)	4	4								
the type of construction, quality of materials and standard of workmanship.										4	4								
2.36 Pass relevant information to the Principal Designer (where not the Architect) for incorporation in the initial Health and									Design Lead (HC)	4	4								
Safety Plan. 2.37 Prepare production drawings for construction.									Design Lead (HC)	4	4								
2.38 Prepare detailed specifications for construction.									Design Lead (HC)	4	4								
2.39 Provide information for the preparation of schedules of rates and/or quantities and/or schedules of works for tendering									Design Lead (HC)	4	4								
purposes. 2.40 Co-ordinate production information.									Design Lead (HC)	4	4								+
2.41 Provide information to other consultants for their revision of cost estimate.									Design Lead (HC)	4	4								
or cost estimate. 2.42 Assist the Contract Administrator to appraise and report on tenders with other consultants.									Design Lead (HC)	4	4								
Stage 5 Construction 2.43 Provide production information as required by the building												Design Lead (HC)	5	5					
contract. 2.44 Assist the Contract Administrator to administer the terms												Design Lead (HC)	5	5					
of the building contract. 2.45 Assist the Contract Administrator to conduct meetings with the contractor to project progress.												Design Lead (HC)	5	5					+
with the contractor to review progress. 2.46 Assist the Contract Administrator to present to the Client financial reports prepared by others.												Quantity Surveyor (HC)	5	5					
2.47 Generally inspect materials delivered to the site.												Clerk of Works (HC)	5	5					
2.48 As appropriate instruct sample taking and carrying out tests of materials, components, techniques and workmanship												Contract Administrator	5	5					
and examine the conduct and results of such tests whether on or off Site.												(HC)							
2.49 As appropriate instruct the opening up of completed work to determine that it is generally in accordance with the Contract Documents.												Contract Administrator (HC)	5	5					
2.50 At intervals appropriate to the stage of construction visit the site to observe and comment on the contractor's site												Contract Administrator	-						
supervision and examples of his work relevant to the provisions of the building contract.												(HC)	5	5					
2.51 Review contractor's and sub-contractors proposals.												Design Lead (HC)	5	5					
2.52 Assist the Contract Administrator to generate a hand-over strateov. Stare 6 Handover and Close Out												Design Lead (HC)	5	5					
Stage 6 Handover and Close Out 2.53 Assist the Contract Administrator to arrange for testing and commissioning of Mechanical, Electrical and Plumbing															Commissioning Manager (HC)	6	6		
systems. 2.54 Pass relevant information to the Principal Designer (where															Design Lead (HC				
not the Architect) for incorporation in the Health and Safety File.															3 2.00 (110	6	6		

Manuscript		Responsib	ility Matrix (Inco	rporating Inforr	nation	Exchanges)																			
		0 - Strategio	: Definition	1 - Pre	paratio	on and Brief	0	2 - Concept I	Design	0	3 - Develope	d Design	0	4- Technical	l Design	0	5 - Construc	etion	0	6 - Handover	and Close Ou	t O	7 - In Use		0
Manual Control Contr		Design		Level of Desi			Level of	Design		Level of	Design		Level of	Design			Design		Level of	Design		Level of	Design		Level of
Continue from the continue f	2.55 Provide Final Construction Issue architectural drawings and specifications for the building appropriate for the Health	responsibility	(LOD) int	formation respons	sibility	(LOD)	information	responsibility	(LOD) ir	nformation	responsibility	(LOD)	information	responsibility	(LOD)	information	responsibility	(LOD)	information	responsibility	(LOD)	information 6	responsibility	(LOD)	information
Total Part	2.56 Give general advice on maintenance. 3 Other services for which additional fees are included in																			Design Lead (HC)	6	6			
Manufacture of the content of the																									
Company	3.1 Prepare an approximation of construction cost of the								2	2															
The second of	3.2 Prepare cost estimate of approved Design Development.							inci				3	3												
The second contribution of the second contribu	3.3 Revise cost estimate of the approved Technical Design.										(HC)				4	4									
The second sec	3.4 Prepare schedules of rates and/or quantities and/or											3	3	Quantity Surveyor	4	4									
Companies of the comp	3.5 Prepare pre-tender cost estimate based on tender										Quantity Surveyor	3	3	Quantity Surveyor	4	4									
Manual Continue and the second continue and the seco	3.6 Negotiate a price with contractor.			Quantity 9	Suprovor			Quantity Suprovor									Quantity Supraya			Quantity Suprayor					
Manual Property of the content of	·				Surveyor	1	1		2	2		3	3		4	4	(HC)	5	5		6	6			
Second continue of the following second continue of the second con	·																	5	5						
Marchand Section Marchand Se	Statutory/Other Parties 3.9 Conduct exceptional negotiations with planning authorities.							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5	Design Lead (HC)	6	6			
The section of the se	3.10 Arrange for specialist advice in connection with planning							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5	Design Lead (HC)	6	6			
The section of the se	3.11 Make revisions to scheme design to meet requirements of							Design Lead (HC)			Design Lead (HC)	-		Design Lead (HC)	4	4	Design Lead (HC)	5		Design Lead (HC)	6	6			
Second control property of the property of t	3.12 Negotiate if necessary over building acts and/or							Design Lead (HC)	-		Design Lead (HC)			Design Lead (HC)			Design Lead (HC)			Design Lead (HC)		-			
The content of the	documentation.			-	-1020			Desire 1	2	2	Deale 1 1 1 1	3	3	Davis 1 1 1 1	4	4	Davis 1 1 1	5	5	David Committee	б	б	Dealers 1		
Marchander Mar	landlords, funders, freeholders, tenants or others as requested by the Client.			Design Le	ad (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5	Design Lead (HC)	6	6	Design Lead (HC)	7	7
A Company of the Comp	3.14 Provide interior design services.			Design Le	ad (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Marie Mari	3.15 Advise on the selection of furniture and fittings.			Design Le	ad (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Professionary and profession	3.16 Design furniture and fittings.			Design Le	ad (HC)	1	1	Design Lead (HC)			Design Lead (HC)	-		Design Lead (HC)	4		Design Lead (HC)	5							
Martine of the part of the p	3.17 Provide landscape design services.			Landscap	e			Landscape			Landscape	-		Landscape	· ·	· ·	Landscape	5							
Manufact Continue of the Con				Architect	HC)		1	Architect (HC)			Architect (HC)			Architect (HC)		4	Architect (HC)								
Securing and the securi						1	1		2	2		3	3		4	4		5	5	Energy &			Energy &		
Property Service Property Se	conservation and carbon emissions.			Sustainab	ility	1	1	Sustainability	2	2	Sustainability	3	3	Sustainability	4	4	Sustainability	5	5	Sustainability	6		Sustainability	7	7
1	3.20 Arrange/co-ordinate electronic document management			Property S		1	1	Property Support	2	2	Property Support	3	3	Property Support	4	4	Property Support	5	5	Property Support	6	6		7	7
Second content of the content of t	3.21 Agree/prescribe systems/software for data transfer.			Property S	Support	1	1	Property Support	2	2	Property Support	3	3	Property Support	4	4	Property Support	5	5	Property Support	6	6	Property Support	7	7
Company of the comp	Consultancy Services	Decinat Connect																							
A	government and other grants.	(HC)		(HC)		1	1	(HC)	2	2	(HC)	3	3	(HC)	4	4	(HC)	5	5	(HC)	6	6	(HC)	7	7
The second secon	other grants.	(HC)		(HC)		1	1	(HC)	2	2	(HC)	3	3	(HC)	4	4	(HC)	5	5	(HC)	6	6	(HC)	7	7
Sept.	other grants.				oonsor	1	1		2	2		3	3		4	4		5	5		6	6		7	7
Continent water attempt planting Continent water attempt planting Continent water attempt planting Continent water attempt planting Continent water attempts Continent water attempt planting Continent water attempts Contin	3.25 Provide services in connection with party wall- negotiations.																								
27 Professor and controllation of the control and an experiment of the control of						1	1		2	2		3	3		4	4		5	5		6	6		7	7
Second content of the content of t	3.27 Provide services in connection with environmental studies.	Consultant (HC)				,						•	•					_							-
20 10 10 10 10 10 10 10						1	1			2		3	3			4		5			6			7	7
13 months prepared promises	3.29 Provide/arrange specialist advice on					1	1			2		3	3			4		5				-			
Part	3.30 Provide Fire Engineering consultancy services.				y Officer	1	1	Fire Engineer	2	2	Fire Engineer	3	3	Fire Engineer	4	4	Fire Engineer	5	5						
32 Half necessary and present	Buildings/Sites	Docian Load (UC)			ad (UC)			Docian Load (HC)	_	2															
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3 A Manier of the Authority and Marketine of the Authority and Marketine of the Authority and Improve and proper employed and proper proper and standard conditional and proper proper and standard and and proper proper and standard and and proper proper and standard and proper prop	sites.	Surveyor		Surveyor		1	1	Surveyor	2	2	Surveyor	3	3	Surveyor	4	4	Surveyor	5							
3.5 Main nearmath arrays and presuperhical business. Short of Tapographical Surveyor and stranged read and studied of all straight of the studied stranged and and studied and and studied stranged and and studied and and studied stranged and and studied stranged and and studied stranged and and studied stranged and stranged	3.33 Arrange for investigations of soil conditions of sites. 3.34 Advise on the suitability and selection of buildings.					1	1	Design Lead (HC)	2 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Civil Engineer	5	5						
Substitute Tourishment of the Control of Market Surveyor of the Control of	3.35 Make measured surveys and prepare drawings of existing	Topographical				1	1					-			1	1		5	5						
addition between report and softwarker of dispositions.	3.36 Inspect and prepare report and schedule of condition of	Surveyor Building Surveyor					1									4									
20 Proper Suprement and register defaults (19 Proper Suprement	existing buildings. 3.37 Inspect and prepare report and schedule of dilapidations.						•		-				~		<u> </u>	· ·		3		Building Surveyor	8				
y five and other causes. Ye fine and other causes Ye fine and other ca	3.38 Prepare, submit, and negotiate claims following damage																	3			6		Project Sponsor	7	7
Sulfaring Surveyor Design Lead (PC) 1 1 Design Lead (PC) 2 2 Design Lead (PC) 3 3 Design Lead (PC) 4 4 Building Surveyor 4 4 Building Surveyor 5 5 Contract Administrator 6 Administrator 7 7 7 7 7 7 7 7 7	by fire and other causes.			Design Le	ad (HC)			Design Lead (HC)			Design Lead (HC)	_	^	Design Lead (HC)			(HC)				D	ō		-	,
building Surveyor All Threetinghe and report on building failures. Building Surveyor B	buildings.	Design Lead (HC)				1									-	1	3 .== (.10)	5	5						
Administrator of a disperse exploratory work by contractions and specialistis in connection which building sturreys and reports on the structural surveys and reports on the structural	buildings.					1	1		2	2		3	3		7	4	Building Surveyor			Contract			Contract		
and specialists in connection with building failures. Ad Mark instructural surveys and reports on the structural elements of buildings. Ad Mark instructural surveys and reports on the structural elements of buildings. Ad Mark instructural surveys and reports on the structural elements of buildings. Ad Mark instructural surveys and reports on the structural elements of buildings. Ad Mark instructural surveys and reports on the structural elements of buildings. Ad Mark instructural surveys and reports on the structural elements of buildings. Ad Siructural 1 1 Structural 2 2 Structural 3 3 Structural 4 4 Structural 5 5 5 Structural 5 5 Structural 6 6 Structural 7 7 7 To Accountable on the structural elements of buildings. Ad Consolicion 7 1 To Account for mortgage or a building Surveyor 7 1 Building Surveyor 7 1 Building Surveyor 8 Building Surveyor 9 Building Surveyor 9 Structural						1	1		2	2		3	3		4	4		5	5	Administrator (HC)	6	6	Administrator (HC)	7	7
3.43 Make structural surveys and reports on the structural elements of buildings. Included Engineer Add investigate and advise on sound insulation in existing buildings. Acoustician A	and specialists in connection with building failures.				,	1	1		2	2		3	3		4	4	Administrator	5	5	Administrator	6		Administrator	7	7
3.44 investigate and advised on sound insulation in existing buildings. 3.45 inspect and propage a valuation report for mortgage or a valuation report for						1	1		2	2		3	3		4	4	Structural	5	5	Structural	6	6	Structural	7	7
3.45 inspect and prepare a valuation report for mortgage or building Surveyor being Purposes. Post Contract Evaluation 3.46 Carry out Galitate / organisel post occupancy evaluation in use. SCOPING / INITIATION Project Manager (HC) 1	3.44 Investigate and advise on sound insulation in existing				an	1	1		2	2		3	3		4	4		5	5		6	6		7	7
Post Contract Evaluation Contract Evaluati	3.45 Inspect and prepare a valuation report for mortgage or	Building Surveyor		Building S	Surveyor	1	1	Building Surveyor	2	2	Building Surveyor	3	3	Building Surveyor	4	4	Building Surveyor	5	5	Building Surveyor	6	6	Building Surveyor	7	7
evaluations of building in use SCOPING / INITIATION SCOPING / INITIATION Project Manager (HC) (HC)	Post Contract Evaluation																						Decine Man		
SCOPING / INITIATION Second (INITIATION)	3.46 Carry out [facilitate / organise] post occupancy evaluations of building in use																							7	7
HC HC HC HC HC HC HC HC	SCOPING / INITIATION																								
Site ownership and boundary locations Project Sponsor (HC) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Funding arrangements			(HC)		1	1																		
Design Lead (HC) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Site ownership and boundary locations	Project Sponsor		Project Sp	oonsor	1	1																		
	Development of designers programme				ad (HC)	1	1																		
	Draft of master programme				anager	1	1																		

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Prepare a ground investigation recommissance brieflers of Efficiency 1 1 Civil Engineer 2 2 2	
Outle reflects of limitations of the site from topography / covid Engineer 1 1 1 Ovid Engineer 2 2 2	
Obtain records of all utilities Ovi Engineer 1 1 1 Civil Engineer 2 2 2 Ovi Engineer 2 2 2 Ovi Engineer 3 1 1 Civil Engineer 2 2 2 Ovi Engineer 2 2 2 Ovi Engineer 3 2 2 Ovi Engineer 3 2 2 Ovi Engineer 4 1 1 Civil Engineer 2 2 2 Ovi Engineer 5 2 2 Ovi Engineer 5 2 2 3 Ovi Engineer 6 2 2 2 Ovi Engineer 7 2 2 3 Ovi Engineer 8 2 2 3 Ovi Engineer 9 3 3 3 3 5 Civil Engineer 9 3 3 3 Civil Engineer 4 4 4 Ovi Engineer 1 1 1 Civil Engineer 2 2 2 3 Ovi Engineer 1 1 1 Civil Engineer 2 2 2 3 Ovi Engineer 1 1 1 Civil Engineer 2 2 2 3 Ovi Engineer 1 1 1 Civil Engineer 2 2 2 3 Ovi Engineer 1 1 1 Civil Engineer 2 2 2 3 Ovi Engineer 1 1 1 Civil Engineer 2 2 2 3 Ovi Engineer 1 1 1 Civil Engineer 2 2 2 3 Ovi Engineer 1 1 1 Civil Engineer 2 2 2 3 Ovi Engineer 1 1 1 Civil Engineer 2 2 2 3 Ovi Engineer 1 1 1 Civil Engineer 2 2 2 3 Ovi Engineer 1 1 1 Civil Engineer 2 2 2 3 Ovi Engineer 3 3 3 Encutral 4 6 6 6 7 Ovi Engineer 1 1 1 Civil Engineer 2 2 2 5 Ovi Engineer 1 1 1 Civil Engineer 3 3 3 Encutral 4 6 6 7 Ovi Engineer 1 1 Civil Engineer 2 2 2 5 Ovi Engineer 1 1 Civil Engineer 3 3 3 Encutral 4 6 7 Ovi Engineer 1 1 Civil Engineer 2 2 2 5 Ovi Engineer 1 1 Civil Engineer 3 3 3 Encutral 4 6 7 Ovi Engineer 1 1 Civil Engineer 3 3 3 Encutral 4 6 7 Ovi Engineer 1 1 Civil Engineer 2 2 2 Civil Engineer 4 4 6 7 Ovi Engineer 1 Civil Engineer 3 3 3 Engineer 4 6 7 Ovi Engineer 4 4 6 7 Ovi Engineer 5 Civil Engineer	
develop a scope of works Civil Engineer 2 2 2	
Advise on the need for arrangements to be made for gestechnical investications of the site Advise arrangements to be made for contamination investications of the site Advise arrangements to be made for contamination investications on the site Define the total contamination investications on the site Defined to the contamination investication in the site Defined or the contamination investication in the site Defined or the structure of the buildings are provided a report on the structure of the buildings to be Included and an outline method statement for their demonstration. In the site of the site	
geotechnical investigations of the site Advise arrangements to be made for containiation investigations on the site Civil Engineer 1 1 1 Civil Engineer 2 2 2	
Investications on the site Define the extent of underground foul and surface water drainage condition survey requirements Advise of the potential for the re-use or demolition of any existinal buildings Findinger Frovide a report on the structure of the buildings to be demolished and an outline method statement for their demolished and an outline method statement for their Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structure of the buildings to be Structural Engineer The provide a report on the structural structure of the buildings to be Structural Engineer The provide a report on the structural structure of the buildings to be Structural Engineer The provide a report on the structural structure of the buildings to be Structural Engineer The provide a report on the structural structure of the buildings to be Structural Engineer The provide a report on the structural	
drainage condition surver requirements Advise of the potential for the re-use or demolition of any existing buildings Structural Advise of the potential for the re-use or demolition of any existing buildings Provide a report on the structure of the buildings to be demolished and an outline method statement for their demolished and an outline method statement for their Engineer 1 6 Engineer 2 2 2 Engineer 3 3 Engineer 4 6 Givil Engineer 5 Civil Engineer 7 Civil Engineer 8 Civil Engineer 9 Civil Engineer	
existing buildings Engineer I Structural Engineer I Engineer I Structural Engineer I Engineer I Engineer I Structural Engineer I I Civil Engineer I I Civil Engineer I I Civil Engineer I I I I I I I I I I I I I I I I I I I	
demolition. Prepare and submit pre development enquiry on water and waste water Waste water Arrange for flow and pressure test / water impact assessment / drainage impact assessment Liaise with relevant external statutory authority parties and public utility parties and public utility bodies (SW / SEPA/ FRM, etc.) Liaise with relevant external statutory authority parties and public utility bodies (SW / SEPA/ FRM, etc.) Engineer 1 6 Engineer 2 2 2 Engineer 3 3 3 Engineer 4 6 Civil Engineer 2 2 2 Civil Engineer 3 3 3 Civil Engineer 4 4 Liaise with relevant external statutory authority parties and public utility bodies (SW / SEPA/ FRM, etc.)	
Prepare and submit pre development enquiry on water and waste water Vivil Engineer 1	
Arrange for flow and pressure test / water impact assessment / drainage im	
public utility bodies (SW / SEPA / FRM, etc.)	
Advise of all potential issues arising from the design development which effect the obtainment of consent, including	
diversions and capacity Ensure all SW/ GI consents are granted and are in place Civil Engineer 4 4 Civil Engineer 4 4 Civil Engineer 4 4	
Prepare accurate GA drawings for existing power, gas and comms - detailing connections and building entry / exit points Sustainability 2 2 Consultant (HC)	
Liaise with relevant external statutory authority parties and public utility bodies (SSE / BT / SGN) Energy & Energy & Energy &	
Consultant (HC) Consultant (HC	
development which effect the obtainment of consent, including diversions and capacity 2 2 Sustainability 3 3 Sustainability 4 4 4 diversions and capacity Consultant (HC) Consultant (HC)	
Ensure all utility service consents are granted and are in place Energy & Energy & Sustainability 3 3 Sustainability 4 4	
Prepare condition survey of adjacent properties with potential Building Surveyor 2 2 Building Surveyor 3 3 3 Building Surveyor 4 4	
to be affected by construction works. Ecologist 2 2 Ecologist 3 3 3 Ecologist 4 4 Ecologist 5 5 Ecologist 6 6	
Tree Surveys Arboricultrualist 2 2 Arboricultrualist 3 3 Arboricultrualist 4 4 Arboricultrualist 5 5 Arboricultrualist 6 6 Archaeological assessment / survey Ecologist 2 2 Pagin Lead (UC)	
Asbestos surveys Design Lead (HC) Design Lead (HC) 1 Design Lead (HC) 2 2 Design Lead (HC) 3 3 Design Lead (HC) 4 4 Design Lead (HC) 5 5	
DESIGNING DUTIES Principal Designer 4 Principal Designer 5 Principal Designer 4 Principal Designer 5 Principal Designer 5 Principal Designer 6 Principal Designer 6 Principal Designer 7 Principal Designer 8 Principal Designer 9 Principal De	er
Confirmation of Display Decimal and (MC)	7 7
Development of master programme Project Manager Project Manage	The state of the s
(HC) (HC) 1 1 (HC) 2 2 (HC) 3 3 (HC) 4 4 (HC) 5 5 (HC) 6 6 (HC) 5 5 (HC) 6 6 (HC) 6 6 (HC) 6	+
CDM Advisor CDM Ad	
Pre construction health & safety plan (inc. fire strategy) CDM Advisor 1 1 CDM Advisor 2 2 CDM Advisor 3 3 CDM Advisor 4 4	7 7
Instruction of change Project Sponsor Project Sponsor 1 Project Sponsor 2 Project Sponsor 3 3 Project Sponsor 5 F Project Sponsor 6 6	7 7
CHC	7 7
Design Lead (HC) Design Lead (HC) Design Lead (HC) 1 1 Design Lead (HC) 2 2 Design Lead (HC) 3 3 Design Lead (HC) 4 4 Design Lead (HC) 5 5 Design Lead (HC) 6 6 6	7 7
Project fisk register Project Manager (HC) 1 1 1 Project Manager 2 2 Project Manager 3 3 3 Project Manager 4 4 Project Manager 5 5 5 Project Manager 6 6	7 7

	Responsibility Matrix (Ir	ncorporatin	g Information	Exchanges)																		
	0 - Strategic Definition	0	1 - Preparatio	on and Brief	0	2 - Concept Desi	gn	0	3 - Develope	d Design	0	4- Technical I	Design	0	5 - Construct	ion	0	6 - Handove	r and Close Ou	t ()	7 - In Use		0
Task	Design team Design Level of detail (LOD)	Level of information	Design responsibility	Design team Level of detail (LOD)	Level of information	Design Lev responsibility	sign team rel of detail (LOD)	Level of information	Design responsibility	Design team Level of detail (LOD)	Level of information	Design responsibility	Design team Level of detail (LOD)	Level of information	Design responsibility	Design team Level of detail (LOD)	Level of information	Design responsibility	Design team Level of detail (LOD)	Level of information		esign team evel of detail (LOD)	Level of information
Energy efficiency evaluation			Energy & Sustainability Consultant (HC)	1	1	Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4									
SBEM / SAP calculations	Project Sponsor (HC)		M&E Engineer	1	1	M&E Engineer	2	2	M&E Engineer	3	3	M&E Engineer	4	4	M&E Engineer	5	5	M&E Engineer	6	6			
Structural options appraisal						Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4									
Fire strategy						Fire Engineer	2		Fire Engineer	3	3	Fire Engineer	4	4	Fire Engineer	5	5	Fire Engineer	6	6	Facilities Manager (HC)	7	7
Access / egress strategy to site			Design Lead (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	-								
- vehicular circulation						Transport Consultant	2	2	Transport Consultant	3	3	Transport Consultant	4	4	Consultant	5	5						
- non vehicular Transport assessment						Design Lead (HC) Transport	2		Design Lead (HC) Transport	3	3	Design Lead (HC) Transport	4	4	Design Lead (HC)	5	5						
Safer routes to school						Consultant Project Sponsor	2	2	Consultant Project Sponsor	3	3	Consultant Project Sponsor	4	4	Project Sponsor			Project Sponsor		•	Project Sponsor	-	
Flood risk assessment						(HC) Civil Engineer	2	2	(HC) Civil Engineer	3	3	(HC) Civil Engineer	4	4	(HC)	5	5	(HC)	6	6	(HC)	7	7
Building maintenance strategy			Design Lead (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4				Facilities Manager (HC)	6	6	Facilities Manager (HC)	7	7
Acoustics Principles of building design (general arrangements)						Acoustician Design Lead (HC)	2	2	Acoustician Design Lead (HC)	3	3	Acoustician Design Lead (HC)	4	4	Acoustician Design Lead (HC)	5	5	Acoustician	6	6	Acoustician	7	7
Interface / interaction of all design elements						Design Lead (HC)	2	2	Design Lead (HC)	_	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Services co-ordination						Design Lead (HC)	2		Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Undertake life cycle costing and review						Quantity Surveyor (HC)	2	2	Quantity Surveyor (HC)	3	3	Quantity Surveyor (HC)	4	4	Quantity Surveyor (HC)	5	5	Quantity Surveyor (HC)	6	6	Quantity Surveyor (HC)	7	7
LCTT reports	Energy & Sustainability		Energy & Sustainability	1	1	Energy & Sustainability	2		Energy & Sustainability	3	3	Energy & Sustainability	4	4	Energy & Sustainability	5	5	Energy & Sustainability	6	6	Energy & Sustainability	7	7
LZCT requirements	Consultant (HC) Energy &		Consultant (HC) Energy &			Consultant (HC) Energy &			Consultant (HC) Energy &			Consultant (HC) Energy &			Consultant (HC) Energy &			Consultant (HC) Energy &			Consultant (HC) Energy &		
	Sustainability Consultant (HC)		Sustainability Consultant (HC)	1	1	Sustainability Consultant (HC)	2		Sustainability Consultant (HC)	3	3	Sustainability Consultant (HC)	4	4	Sustainability Consultant (HC)	5	5	Sustainability Consultant (HC)	6	6	Sustainability Consultant (HC)	7	7
Advise on section 6 compliance	Energy & Sustainability		Energy & Sustainability	1	1	Energy & Sustainability	2		Energy & Sustainability	3	3	Energy & Sustainability	4	4	Energy & Sustainability	5	5	Energy & Sustainability	6	6	Energy & Sustainability	7	7
Warranties	Consultant (HC)		Consultant (HC) Project Sponsor	1	1	Consultant (HC) Design Lead (HC)	2	2	Consultant (HC) Design Lead (HC)	3	3	Consultant (HC) Design Lead (HC)	4	4	Consultant (HC) Contractor	5	5	Consultant (HC) Contractor	6	6	Consultant (HC) Facilities Manager	7	7
Undertake lessons learned review			(HC)				_							-				Project Manager	6	6	(HC) Project Manager	7	7
CONSULTATION, APPLICATION & CONSENTS																		(HC)			(HC)		
Planning	Design Lead (HC)		Design Lead (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5	Design Lead (HC)	6	6	Design Lead (HC)	7	7
Building Control / regulations						Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5	Design Lead (HC)	6	6			
Police – secured by design						Design Lead (HC)	2	2	Design Lead (HC)	3	3												
Highways design, regulations Street lighting						Civil Engineer Energy & Sustainability	2	2	Civil Engineer Energy & Sustainability	3	3	Civil Engineer Energy & Sustainability	4	4	Civil Engineer Energy & Sustainability	<u>5</u>	5	Civil Engineer Energy & Sustainability	6	6			
Access panel			Project Sponsor	1	1	Consultant (HC) Project Sponsor	2	2	Consultant (HC) Project Sponsor	3	3	Consultant (HC) Project Sponsor (HC)	4	4	Consultant (HC) Project Sponsor (HC)	5	5	Consultant (HC) Project Sponsor (HC)	6	6	Project Sponsor (HC)	7	7
Care commission			(HC) Project Sponsor (HC)	1	1	(HC) Project Sponsor (HC)	2	2	(HC) Project Sponsor (HC)	3	3	Project Sponsor (HC)	4	4	Project Sponsor (HC)	5	5	Project Sponsor (HC)	6	6	Project Sponsor (HC)	7	7
Sport Scotland			Project Sponsor (HC)	1	1	Project Sponsor (HC)	2	2	Project Sponsor (HC)	3	3	Project Sponsor (HC)	4	4	Project Sponsor (HC)	5	5	Project Sponsor (HC)	6	6	Project Sponsor (HC)	7	7
Adjacent land owners			Project Sponsor (HC)	1	1	Project Sponsor (HC)	2	2	Project Sponsor (HC)	3	3	Project Sponsor (HC)	4	4	Project Sponsor (HC)	5	5	Project Sponsor (HC)	6	6	Project Sponsor (HC)	7	7
Community council / local interest groups			Project Sponsor (HC)	1	1	Project Sponsor (HC)	2	2	Project Sponsor (HC)	3	3	Project Sponsor (HC)	4	4	Project Sponsor (HC)	5	5	Project Sponsor (HC)	6	6	Project Sponsor (HC)	7	7
Preparation of wayleave drawings									Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5	Design Lead (HC)	6	6			
TENDER DUTIES	Quantity Suprayar		Quantity Suprover			Quantity Supervor			Ougotity Suprovor			Quantity Suprovor			Quantity Sunyover			Quantity Sunyayar					
Cost planning and control Budget monitoring	Quantity Surveyor (HC) Project Manager		Quantity Surveyor (HC) Project Manager	1	1	Quantity Surveyor (HC) Project Manager	2		Quantity Surveyor (HC) Project Manager	3	3	Quantity Surveyor (HC) Project Manager	4	4	Quantity Surveyor (HC) Project Manager	5	5	Quantity Surveyor (HC) Project Manager	0	6			
Pre construction health & safety information	(HC)		(HC) Project Sponsor	1	1	(HC) Project Sponsor	2	2	(HC) Project Sponsor	3	3	(HC) Project Sponsor	4	4	(HC) Project Sponsor	5	5	(HC) Project Sponsor	6	6			
Employers requirements			(HC) Design Lead (HC)	1	1	(HC) Design Lead (HC)	2	2	(HC) Design Lead (HC)	3	3	(HC) Design Lead (HC)	4	4	(HC) Design Lead (HC)	5	5	(HC) Design Lead (HC)	6	6			
Prelims					'	Quantity Surveyor	2	2	Quantity Surveyor	3	3	Quantity Surveyor	4	4	Quantity Surveyor	5	5	Quantity Surveyor	Ü	6			
CONSTRUCTION DUTIES						(HC)	-	-	(HC)			(HC)		·	(HC)			(HC)					
Construction phase health and safety plan															Contractor	5	5						
Construction phase fire safety plan F10 notification						CDM Advisor (HC)	2	2	CDM Advisor (HC)	3	3	CDM Advisor (HC)	4	4	Contractor CDM Advisor (HC)	5	5	CDM Advisor (HC)	6	6			
Plan in place												Project Manager (HC)	4	4	Project Manager (HC)	5	5	Project Manager (HC)	6	6			
Site inspections															Design Lead (HC)	5	5	Design Lead (HC)	Ü	6	Design Lead (HC)	7	7
Valuations / financial statement															Quantity Surveyor (HC)	5	5	Quantity Surveyor (HC)	6	6	Quantity Surveyor (HC)	7	7
Contract administration									Contract Administrator	3	3	Contract Administrator	4	4	Contract Administrator	5	5	Contract Administrator	6	6	Contract Administrator	7	7
Review of contractor design submissions									(HC) Design Lead (HC)	3	3	(HC) Design Lead (HC)	4	4	(HC) Design Lead (HC)	5	5	(HC) Design Lead (HC)	6	6	(HC)		
Clerk of work reports															Clerk of Works	5	5	Clerk of Works	6	6	Clerk of Works (HC)	7	7
Services commissioning scheduling Coordination of snagging lists												Contractor	4	4	(HC) Contractor Design Lead (HC)	5	5	(HC) Contractor Design Lead (HC)	6	6	Design Lead (HC)	_	
Issue of handover checklist									Contract			Contract			Contract	5	5	Contract	6	6	g 2000 (110)	7	7
Practical completion certificate									Administrator (HC)	3	3	Administrator (HC)	4	4	Administrator (HC)	5	5	Administrator (HC) Contract	6	6			
As hadde described															0			Administrator (HC)	6	6	FWd- **		
As built drawings															Contractor	5	5	Contractor	6	6	Facilities Manager (HC)	7	7
As built specification O & M manual															Contractor	5	5	Contractor	6	6	Facilities Manager (HC)	7	7
Health & safety file in place															CONTRACTOR	5	5	Contractor CDM Advisor	6	6	Facilities Manager (HC)	7	7
Viewpoint upload to schedule															Contractor	5	5	(HC) Contractor	6	6	Contractor	7	7
ENABLING AND DEMOLITION																							





R.	lesponsibility Matrix (In	ncorporating	g Informatio	on Exchanges	5)																	
0	- Strategic Definition	0	1 - Prepara	tion and Brief	0	2 - Concept Design	0	3 - Develope	d Design	0	4- Technical I	Design	0	5 - Construction	on	0	6 - Handove	r and Close Out	0	7 - In Use		0
T T	Design team	-		Design team		Design team			Design team			Design team			Design team			Design team		D	esign team	
Task	Design Level of detail	Level of information	Design responsibility	Level of detail	Level of information	Design Level of detai	Level of information	Design responsibility	Level of detail	Level of information	Design responsibility	Level of detail	Level of information	Design I	Level of detail	Level of information	Design responsibility	Level of detail (LOD)	Level of information	Design Le	evel of detail	Level of information
CEILINGS	(205)	miorination	i coponoismit,	(203)		(205)	11101111111111	T G G G T G T G T G T G T G T G T G T G	(202)		10050110110111117	(202)	mormation	. coponoismit,	(200)		Tooponoisiiry	(200)	mo manon		(200)	miorination
Levels and setting out						Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Ceiling construction and specification						Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Fully coordinated reflected ceiling plans						Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Structural ceiling components						Structural 2 Engineer 2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Movement joint setting out								Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Interfaces with other elements / structures & external wall								Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Fire rating and compartmentation						Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Acoustic performance and treatment			Project Sponsor (HC)	1	1	Design Lead (HC) 2	2	Acoustician	3	3	Acoustician	4	4	Acoustician	5	5						
Access hatches						Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				Facilities Manager (HC)	7	7
Structural trimming and restraint for openings						Structural 2 Engineer 2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
DECORATION																						
Floor finishes drawing, schedule and specification						Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Wall finishes drawing, schedule and specification						Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Ceiling finishes drawing, schedule and specification						Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Lift finishes						Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Graphics			Project Sponsor (HC)	1	1	Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Games markings			Project Sponsor (HC)	1	1	Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Manifestation			Project Sponsor (HC)	1	1	Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Moodboards			Project Sponsor (HC)	1	1	Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
FURNITURE, FITTINGS, FIXTURES AND EQUIPMENT			11107																			
Loose furniture			Project Sponsor (HC)	1	1	Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5	Design Lead (HC)	6	6			
Fixed furniture and fixtures (inc. mirrors)			Project Sponsor (HC)	1	1	Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5	Design Lead (HC)	6	6			
Bespoke furniture (reception desks)			Project Sponsor (HC)	1	1	Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Client supplied items (hand dryers, fire extinguishers, ICT etc.)			Project Sponsor (HC)	1	1	Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5	Design Lead (HC)	6	6	Facilities Manager (HC)	7	7
Blinds and curtains			Project Sponsor (HC)	1	1	Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				(1.0)		
Internal elevations			()			Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Setting out drawings						Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Signage			Project Sponsor (HC)	1	1	Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Wayfinding			Project Sponsor (HC)	1	1	Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Service connection to fixtures and equipment						Energy & Sustainability 2	2	Energy & Sustainability	3	3	Energy & Sustainability	4	4	Energy & Sustainability	5	5						
Sanitaryware drawing, schedule and specification			Project Sponsor		1	Consultant (HC) Design Lead (HC)		Consultant (HC) Design Lead (HC)			Consultant (HC) Design Lead (HC)			Consultant (HC) Design Lead (HC)		_						
Handrails, balustrades and guarding (design)			(HC)	1	1	Design Lead (HC)	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Handrails, balustrades and guarding (loading)						Structural	2	Structural	3	3	Structural	4	4	Structural	5	5						
Lifts and lifting equipment			Project Sponsor			Engineer 2	2	Engineer Design Lead (HC)	3	3	Engineer Design Lead (HC)	4	4	Engineer Design Lead (HC)	5	5				Facilities Manager	_	
Hoists			(HC) Project Sponsor	1	1	Design Lead (HC)	2	Design Lead (HC)	<u> </u>	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				(HC) Facilities Manager	7	7
Laboratory equipment			(HC) Project Sponsor	1	1	Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				(HC)	7	7
Games equipment			(HC) Project Sponsor	-		Design Lead (HC)	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				Facilities Manager	7	7
Sensory equipment			(HC) Project Sponsor	•	1	Design Lead (HC)	2	Design Lead (HC)	, , , , , , , , , , , , , , , , , , ,	3	Design Lead (HC)	4		Design Lead (HC)	5					(HC) Facilities Manager	-	
Bleacher seating			(HC) Project Sponsor	1	1	Decign Load (HC)	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				(HC) Facilities Manager	7	7
			(HC)	1	1	Design Lead (TIC) 2	2		3	3	- ', ',	4	4	- \ ''	5	5				(HC)	,	/
FIRE STRATEGY AND PROTECTION Requirement for structural fire protection						Design Lead (HC)	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)		5						
Fire barriers and stopping						Design Lead (HC)		Design Lead (HC)	<u> </u>		Design Lead (HC)	4		Design Lead (HC)	5	-						
Compartmentation						Design Lead (HC)	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Smoke venting						Design Lead (HC)	2	Design Lead (HC)	, , , , , , , , , , , , , , , , , , ,	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				Facilities Manager	7	-
Emergency service access						Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				(HC) Facilities Manager	7	7
Means of escape						Design Lead (HC)		Design Lead (HC)	,		Design Lead (HC)	4	4	Design Lead (HC)	5	5				(HC) Facilities Manager	7	7
Fire Tender access						Design Lead (HC)	2	Design Lead (HC)	, , , , , , , , , , , , , , , , , , ,	3	Design Lead (HC)	4		Design Lead (HC)	5					(HC) Facilities Manager	7	
Boundary calculations						Decian Lead (HC)	2	Design Lead (HC)	, , , , , , , , , , , , , , , , , , ,	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				(HC)	/	7
Emergency lighting & illuminated fire signage						Energy &	2	Energy &	3	3	Energy &	4	4	Energy &	5	5	Energy &			Facilities Manager		
						Sustainability 2 Consultant (HC)	2	Sustainability Consultant (HC)	3	3	Sustainability Consultant (HC)	4	4	Sustainability Consultant (HC)	5	5	Sustainability Consultant (HC)	6	6	(HC)	7	7
Emergency signage (non illuminated)						Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				Facilities Manager (HC)	7	7
Fire alarm and detection system			Project Sponsor (HC)	1	1	Energy & Sustainability 2	2	Energy & Sustainability	3	3	Energy & Sustainability	4	4	Energy & Sustainability	5	5	Energy & Sustainability	6	6	Facilities Manager (HC)	7	7
Fire suppression system			Project Sponsor	-		Consultant (HC) Energy &	-	Consultant (HC) Energy &		_	Consultant (HC) Energy &	•	-	Consultant (HC) Energy &	-	_	Consultant (HC) Energy &	-	-	Facilities Manager		•
			(HC)	1	1	Sustainability 2	2	Sustainability	3	3	Sustainability	4	4	Sustainability	5	5	Sustainability	6	6	(HC)	7	7
Dry / wet risers						Consultant (HC) Fire Engineer 2	2	Consultant (HC) Fire Engineer	3	3	Consultant (HC) Fire Engineer	4	4	Consultant (HC) Fire Engineer	5	5	Consultant (HC)			Facilities Manager	7	7
Fire shutters / fire curtains						Design Lead (HC) 2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5	Design Lead (HC)	6	6	(HC) Facilities Manager (HC)	7	7
						Fire Engineer 2	2	Fire Engineer	3	3	Fire Engineer	4	4	Fire Engineer	5	5	Fire Engineer	6	6	Facilities Manager	7	7
Fire fighting static tank						1 lie Eliginosi 2	4	-	3	3	- 1	4	4	- 1	5			0	U			
Fire fighting static tank Fire extinguishers			Project Sponsor	1	1	Design Lead (HC)	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5	Design Lead (HC)	6	6	(HC) Facilities Manager	7	7

	Responsibility Matrix (In	ncorporatin	g Informatio	n Exchanges)																	
	0 - Strategic Definition	0	1 - Preparati	on and Brief	0	2 - Concept Design	0	3 - Develope	ed Design	0	4- Technical	Design	C	5 - Constructi	on	0	6 - Handove	r and Close Out	0	7 - In Use		0
	Design team Design Level of detail	Level of	Design	Design team Level of detail	Level of	Design team Design Level of detail	Level of	Design	Design team	Level of	Design	Design team Level of detail	Level of		Design team Level of detail	Level of	Design	Design team	Level of	l .	esign team	Level of
Task Telephone line - requirements, route and specification	responsibility (LOD)	information	responsibility Project Sponsor	(LOD)	information	responsibility (LOD) Energy &	information 2	responsibility Energy &	(LOD)	information 3	responsibility Energy &	(LOD)	information 4	responsibility Contractor	(LOD)	information	responsibility	(LOD)	information	responsibility	(LOD)	information
Telephone line - new connection application			(HC)	'	'	Sustainability 2 Consultant (HC) Energy & Sustainability 2	2	Sustainability Consultant (HC) Energy & Sustainability	3	3	Sustainability Consultant (HC) Energy & Sustainability	4	4	Energy & Sustainability	5	5	Energy & Sustainability	6	6			
Fibre - requirements, route and specification			Project Sponsor (HC)	1	1	Consultant (HC) Energy & Sustainability 2	2	Consultant (HC) Energy & Sustainability	3	2	Consultant (HC) Energy & Sustainability	4	4	Consultant (HC) Contractor		5	Consultant (HC)					
Fibre - new connection application			(FIC)	'		Consultant (HC) Energy &	2	Consultant (HC) Energy &	3	3	Consultant (HC) Energy &	*	*	Energy &		3	Energy &					
Electric - requirements, grid capacity, route and specification			Project Sponsor	4		Sustainability 2 Consultant (HC) Energy &	2	Sustainability Consultant (HC) Energy &	3	3	Sustainability Consultant (HC) Energy &	4	4	Sustainability Consultant (HC) Contractor	5	5	Sustainability Consultant (HC)	6	6			
Electric - new connection application			(HC)	1	1	Sustainability 2 Consultant (HC) Energy & Sustainability 2	2	Sustainability Consultant (HC) Energy & Sustainability	3	3	Sustainability Consultant (HC) Energy & Sustainability	4	4	Energy & Sustainability	5	5	Energy & Sustainability	6	6			
Natural gas - requirements, grid capacity, route and			Project Sponsor			Consultant (HC) Energy &		Consultant (HC) Energy &			Consultant (HC) Energy &		4	Consultant (HC) Contractor			Consultant (HC)					
specification Natural gas - new connection application			(HC)	1	1	Sustainability 2 Consultant (HC) Energy &	2	Sustainability Consultant (HC) Energy &	3	3	Sustainability Consultant (HC) Energy &	4	4	Energy &	5	5	Energy &					
Calor gas - requirements, tank provision, route and			Project Sponsor			Sustainability 2 Consultant (HC) Energy &	2	Sustainability Consultant (HC) Energy &	3	3	Sustainability Consultant (HC) Energy &	4	4	Sustainability Consultant (HC) Contractor	5	5	Sustainability Consultant (HC)	6	6	Facilities Manager		
specification			(HC)	1	1	Sustainability 2 Consultant (HC)	2	Sustainability Consultant (HC)	3	3	Sustainability Consultant (HC)	4	4	Contractor	5	5				(HC)	7	7
Calor gas - new connection application						Energy & Sustainability 2 Consultant (HC)	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5	Energy & Sustainability Consultant (HC)	6	6			
Water - requirements, tank provision, capacity, route and specification			Project Sponsor (HC)	1	1	Energy & Sustainability 2	2	Energy & Sustainability	3	3	Energy & Sustainability	4	4	Contractor	5	5	SS. Suitant (110)			Facilities Manager (HC)	7	7
Water - new connection application including pre development enquiry, water impact assessments and flow and pressure tests						Consultant (HC) Energy & Sustainability 2	2	Consultant (HC) Energy & Sustainability	3	3	Consultant (HC) Energy & Sustainability	4	4	Energy & Sustainability	5	5	Energy & Sustainability	6	6			
Foul drainage - requirements, pumping provision, grid capacity, route and specification			Project Sponsor (HC)	1	1	Consultant (HC) Civil Engineer 2	2	Consultant (HC) Civil Engineer	3	3	Consultant (HC) Civil Engineer	4	4	Consultant (HC) Contractor	5	5	Consultant (HC)			Facilities Manager	7	7
Foul drainage - new connection application including pre development enquiry. drainage impact assessments			(HC)			Civil Engineer 2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5	Civil Engineer	6	6	(nc)		
ICT - requirements and specification including server rooms, cabinets and distribution			Project Sponsor (HC)	1	1	Energy & Sustainability 2 Consultant (HC)	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5	Energy & Sustainability Consultant (HC)	6	6			
Wireless network points						ICT Services (HC) 2	2	ICT Services (HC	3	3	ICT Services (HC)	4	4	ICT Services (HC)	5	5	ICT Services (HC	6	6	ICT Services (HC)	7	7
Fuel and energy supply options appraisal			Energy & Sustainability Consultant (HC)	1	1	Energy & Sustainability 2 Consultant (HC)	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4									
Renewable design, specification and provision			Consultant tries			Energy & Sustainability 2	2	Energy & Sustainability	3	3	Energy & Sustainability	4	4	Energy & Sustainability	5	5	Energy & Sustainability	6		Facilities Manager (HC)	7	7
Heat source design, specification and provision						Consultant (HC) Energy & Sustainability 2	2	Consultant (HC) Energy & Sustainability	3	3	Consultant (HC) Energy & Sustainability	4	4	Consultant (HC) Energy & Sustainability	5	5	Consultant (HC) Energy & Sustainability	6	6	Facilities Manager (HC)	7	7
Disconnections, diversions & terminations of existing services excluding foul drainage			Energy & Sustainability	1	1	Consultant (HC) Energy & Sustainability 2	2	Consultant (HC) Energy & Sustainability	2	2	Consultant (HC) Energy & Sustainability	4	4	Consultant (HC) Energy & Sustainability		5	Consultant (HC) Energy & Sustainability	6	6	. ,		
Disconnections, diversions & terminations of existing foul			Consultant (HC)	'	'	Consultant (HC) Civil Engineer 2	2	Consultant (HC) Civil Engineer	3	3	Consultant (HC) Civil Engineer	4	4	Consultant (HC) Civil Engineer	5	5	Consultant (HC) Civil Engineer	6	6			
drainage Coordination of services distribution around site						Energy & Sustainability 2	2	Energy & Sustainability	3	3	Energy & Sustainability	4	4	Energy & Sustainability	5	5						
Client metering for all services			Energy &			Consultant (HC) Energy &		Consultant (HC) Energy &			Consultant (HC) Energy &			Consultant (HC) Energy &			Energy &			Energy &	-	-
Builderswork in connection with service penetrations			Sustainability Consultant (HC)	1	1	Sustainability 2 Consultant (HC) Design Lead (HC)	2	Sustainability Consultant (HC) Design Lead (HC)	3	3	Sustainability Consultant (HC) Design Lead (HC)	4	4	Sustainability Consultant (HC) Design Lead (HC)	5	5	Sustainability Consultant (HC)	ь		Sustainability Consultant (HC)	,	,
External ductwork External flues						Civil Engineer 2 Energy &	2	Civil Engineer Energy &	3	3	Civil Engineer Energy &	4	4	Civil Engineer Energy &	5	5				Facilities Manager		
External rues						Sustainability 2 Consultant (HC)	2	Sustainability Consultant (HC)	3	3	Sustainability Consultant (HC)	4	4	Sustainability Consultant (HC)	5	5				(HC)	7	7
Service entry details including waterproofing, pits, etc. Service distribution throughout the building			Project Sponsor			Design Lead (HC) 2 Energy &	2	Design Lead (HC)	3	3	Design Lead (HC) Energy &	4	4	Design Lead (HC) Energy &	5	5						
			(HC)	1	1	Sustainability 2 Consultant (HC)	2	Sustainability Consultant (HC)	3	3	Sustainability Consultant (HC)	4	4	Sustainability Consultant (HC)	5	5				Facilities Manager		
Heating / cooling installations & systems			Project Sponsor (HC)	1	1	Energy & Sustainability 2 Consultant (HC)	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5	Energy & Sustainability Consultant (HC)	6		Facilities Manager (HC)	7	7
Lighting – including emergency lighting			Project Sponsor (HC)	1	1	Energy & Sustainability 2 Consultant (HC)	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5	Energy & Sustainability Consultant (HC)	6		Facilities Manager (HC)	7	7
Small power including standby requirements			Project Sponsor (HC)	1	1	Energy & Sustainability 2	2	Energy & Sustainability	3	3	Energy & Sustainability	4	4	Energy & Sustainability	5	5	Energy & Sustainability	6		Facilities Manager (HC)	7	7
Ventilation & extract design systems			Project Sponsor (HC)	1	1	Consultant (HC) Energy & Sustainability 2	2	Consultant (HC) Energy & Sustainability	3	3	Consultant (HC) Energy & Sustainability	4	4	Consultant (HC) Energy & Sustainability	5	5	Consultant (HC) Energy & Sustainability	6		Facilities Manager (HC)	7	7
Actuation of blinds and rooflights			Project Sponsor (HC)	1	1	Consultant (HC) Energy & Sustainability 2	2	Consultant (HC) Energy & Sustainability	3	3	Consultant (HC) Energy & Sustainability	4	4	Consultant (HC) Energy & Sustainability	5	5	Consultant (HC) Energy & Sustainability	6		Facilities Manager (HC)	7	7
Riser sizes						Consultant (HC) Energy &		Consultant (HC) Energy &	3		Consultant (HC) Energy &	4		Consultant (HC) Energy &		-	Consultant (HC)		-			
Acoustic specification of services distribution			Project Sponsor	1	4	Sustainability 2 Consultant (HC) Acoustician 2	2	Sustainability Consultant (HC) Acoustician	3	3	Sustainability Consultant (HC) Acoustician	4	4	Sustainability Consultant (HC) Acoustician	5	5	Acoustician	6	6			
Alarms (including telecoms interface)			(HC) Project Sponsor (HC)	1	1	Energy & Sustainability 2	2	Energy & Sustainability	3	3	Energy & Sustainability	4	4	Energy & Sustainability	5	5	Energy & Sustainability	6		Facilities Manager (HC)	7	7
CCTV			Project Sponsor			Consultant (HC) Energy &		Consultant (HC) Energy &			Consultant (HC) Energy &			Consultant (HC) Energy &			Consultant (HC) Energy &			Facilities Manager		
BMS			(HC) Project Sponsor	1	1	Sustainability 2 Consultant (HC) Energy &	2	Sustainability Consultant (HC) Energy &	3	3	Sustainability Consultant (HC) Energy &	4	4	Sustainability Consultant (HC) Energy &	5	5	Sustainability Consultant (HC) Energy &	6		(HC) Energy &	′	7
			(HC)	1	1	Sustainability 2 Consultant (HC)	2	Sustainability Consultant (HC)	3	3	Sustainability Consultant (HC)	4	4	Sustainability Consultant (HC)	5	5	Sustainability Consultant (HC)	6	6	Sustainability Consultant (HC)	7	7
Access control (including interface with alarm systems)			Project Sponsor (HC)	1	1	Energy & Sustainability 2 Consultant (HC)	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5	Energy & Sustainability Consultant (HC)	6	6	(HC)	7	7
Panic alarms			Project Sponsor (HC)	1	1	Energy & Sustainability 2 Consultant (HC)	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5	Energy & Sustainability	6		Facilities Manager (HC)	7	7
Public address systems			Project Sponsor (HC)	1	1	Energy & Sustainability 2	2	Energy & Sustainability	3	3	Energy & Sustainability	4	4	Energy & Sustainability	5	5	Consultant (HC) Energy & Sustainability	6		Facilities Manager (HC)	7	7
Illuminated signage			Project Sponsor (HC)	1	1	Consultant (HC) Energy & Sustainability 2	2	Consultant (HC) Energy & Sustainability	3	3	Consultant (HC) Energy & Sustainability	4	4	Consultant (HC) Energy & Sustainability	5	5	Consultant (HC) Energy & Sustainability	6		Facilities Manager (HC)	7	7
Intercom system			Project Sponsor		•	Consultant (HC) Energy &	_	Consultant (HC) Energy &			Consultant (HC) Energy &			Consultant (HC) Energy &	-	-	Consultant (HC) Energy &			Facilities Manager	7	-
			(HC)	1	1	Sustainability 2 Consultant (HC)	2	Sustainability Consultant (HC)	3	3	Sustainability Consultant (HC)	4	4	Sustainability Consultant (HC)	5	5	Sustainability Consultant (HC)	б	б	(HC)	1	′

	Responsibility Matrix (I	Incorporatin	g Informatio	n Exchanges	s)																	
	0 - Strategic Definition	0	1 - Preparati	on and Brief	0	2 - Concept Design	C	3 - Develope	ed Design	0	4- Technical	Design	C	5 - Constructi	on	0	6 - Handover	and Close Ou	ıt ()	7 - In Use		0
	Design team			Design team		Design	n team		Design team			Design team			Design team			Design team			Design team	
Task	Design Level of detail	Level of	Design	Level of detail (LOD)	Level of	Design Level o		Design	Level of detail	Level of	Design	Level of detail (LOD)	Level of	Design	Level of detail	Level of	Design	Level of detail (LOD)	Level of	Design I	Level of detail	Level of
Telecoms & equipment	responsismity (200)	mormation	Project Sponsor (HC)	1	1	Energy & Sustainability 2	2 2	Energy & Sustainability	3	3	Energy & Sustainability	4	4	Energy & Sustainability	5	5	Energy & Sustainability	6	6	ICT Services (HC)	7	7
Audio visual equipment including fittings			Project Sponsor			Consultant (HC) Energy &		Consultant (HC) Energy &			Consultant (HC) Energy &			Consultant (HC) Energy &			Consultant (HC) Energy &			Facilities Manager		<u> </u>
			(HC)	1	1	Sustainability 2 Consultant (HC)	2 2	Sustainability Consultant (HC)	3	3	Sustainability Consultant (HC)	4	4	Sustainability Consultant (HC)	5	5	Sustainability Consultant (HC)	6	6	(HC)	7	7
Induction loops			Project Sponsor (HC)	1	1	Energy & Sustainability 2	2 2	Energy & Sustainability	3	3	Energy & Sustainability	4	4	Energy & Sustainability	5	5	Energy & Sustainability	6	6	Facilities Manager (HC)	7	7
Plant room requirement, specification and layout			Energy &			Consultant (HC) Energy &		Consultant (HC) Energy &			Consultant (HC) Energy &			Consultant (HC) Energy &			Consultant (HC) Energy &					
			Sustainability Consultant (HC)	1	1	Sustainability 2 Consultant (HC)	2 2	Sustainability Consultant (HC)	3	3	Sustainability Consultant (HC)	4	4	Sustainability Consultant (HC)	5	5	Sustainability Consultant (HC)	6	6			
Plant loadings						Structural 2 Engineer	2 2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5				Facilities Manager (HC)	7	7
Plantroom access & fire escapes			Project Sponsor (HC)	1	1	Design Lead (HC)	2 2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				Facilities Manager (HC)	7	7
Boiler (room / container)			Energy & Sustainability	1	1	Design Lead (HC)	2 2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				Facilities Manager (HC)	7	7
Lightning Protection			Consultant (HC)			Energy &	2 2	Energy &		3	Energy &		4	Energy &	-	_				Facilities Manager		
						Sustainability 2 Consultant (HC)	2 2	Sustainability Consultant (HC)	3	3	Sustainability Consultant (HC)	4	4	Sustainability Consultant (HC)	5	5				(HC)		
EXTERNAL WORKS / LANDSCAPING Boundary conditions and specification (including setting out)			Project Sponsor			Landscape		Landscape			Landscape			Landscape								
			(HC)	1	1	Architect (HC)	2 2	Architect (HC)	3	3	Architect (HC)	4	4	Architect (HC)	5	5						
Earthworks & excavations Retaining structures			Declarat Occasion			Civil Engineer 2 Civil Engineer 2	2 2	Civil Engineer Civil Engineer	3	3	Civil Engineer Civil Engineer	4	4	Civil Engineer Civil Engineer	5	5						
Hard landscaping including levels, setting out & specifications (excluding roads and pavements)			Project Sponsor (HC)	1	1	Landscape Architect (HC)	2 2	Landscape Architect (HC)	3	3	Landscape Architect (HC)	4	4	Landscape Architect (HC)	5	5						
Soft landscaping including levels, setting out & specifications (excluding roads and pavements)			Project Sponsor (HC)	1	1	Landscape Architect (HC)	2 2	Architect (HC)	3	3	Landscape Architect (HC)	4	4	Architect (HC)	5	5						
Roads, pavements, road markings including levels, setting out & specifications						Civil Engineer	2 2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5				- W. M.		
Surface water drainage including road gullies, permeable paving and SUDS			2			Civil Engineer	2 2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5				Facilities Manager (HC)	7	7
Swales and attenuation ponds			Project Sponsor (HC)	1	1	Landscape Architect (HC)	2 2	Landscape Architect (HC)	3	3	Landscape Architect (HC)	4	4	Landscape Architect (HC)	5	5				Facilities Manager (HC)	7	7
Road signage Property signage			Project Sponsor	1	1	Civil Engineer 2 Design Lead (HC)	2 2	Civil Engineer Design Lead (HC)	3	3	Civil Engineer Design Lead (HC)	4	4	Design Lead (HC)	5 5	5				Facilities Manager	7	7
Wayfinding			(HC) Project Sponsor	1	1	Design Lead (HC)	2 2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				(HC) Facilities Manager	7	7
Car parking capacity and design			(HC) Project Sponsor	1	1	Design Lead (HC)	2 2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				(HC)		
Swept path analysis			(HC)			Civil Engineer 2	2 2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5						
Other site circulation, including service access to pitches and maintenance access to buildings			Project Sponsor (HC)	1	1	Design Lead (HC)	2 2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5				EWils- M		
Street furniture, play equipment, fixtures and fittings			Project Sponsor (HC)	1	1	Landscape Architect (HC)	2 2	Landscape Architect (HC)	3	3	Landscape Architect (HC)	4	4	Architect (HC)	5	5				Facilities Manager (HC)	7	7
Playgrounds			Project Sponsor (HC)	1	1	Landscape Architect (HC)	2 2	Landscape Architect (HC)	3	3	Landscape Architect (HC)	4	4	Architect (HC)	5	5				Facilities Manager (HC)	7	7
External lighting – car park and building and external circulation (including setting out of lamp standards)			Project Sponsor (HC)	1	1	Energy & Sustainability 2	2 2	Energy & Sustainability	3	3	Energy & Sustainability	4	4	Energy & Sustainability	5	5				Facilities Manager (HC)	7	7
External feature lighting			Project Sponsor	1	1	Consultant (HC) Landscape	2 2	Consultant (HC) Landscape	3	3	Consultant (HC) Landscape	4	4	Consultant (HC) Landscape	5	5				Facilities Manager	7	7
Flood lighting			(HC) Project Sponsor (HC)	1	4	Architect (HC) Energy & Sustainability 2	2 2	Architect (HC) Energy & Sustainability	2	3	Architect (HC) Energy & Sustainability		4	Architect (HC) Energy & Sustainability	E	E				(HC) Facilities Manager (HC)	7	7
Handrails, balustrades and guarding (design)			(110)	'	'	Consultant (HC)		Consultant (HC) Landscape	3		Consultant (HC) Landscape	4	4	Consultant (HC) Landscape	3	5				(110)		
Handrails, balustrades and guarding (loading)						Architect (HC) Structural	2 2	Architect (HC) Structural	3	3	Architect (HC) Structural	4	4	Architect (HC) Structural	5	5						
External stairs and ramps						Engineer 4		Engineer Landscape	3	3	Engineer Landscape	4	4	Engineer Landscape	5	5						
Bicycle stores, bin stores			Project Sponsor			Architect (HC) Landscape	2 2	Architect (HC) Landscape	3	3	Architect (HC) Landscape	4	4	Architect (HC) Landscape	5	5				Facilities Manager		
•			(HC) Project Sponsor	1	1	Architect (HC)	2 2	Architect (HC)	3	3	Architect (HC)	4	4	Architect (HC)	5	5				(HC) Facilities Manager	7	7
Refuse equipment (waste, recycling, compost and grit) External taps			(HC)	1	1	Design Lead (HC)		Design Lead (HC)	3	3	Design Lead (HC)	4	4							(HC)	7	7
			Project Sponsor (HC)	1	1	Landscape Architect (HC)		Architect (HC)	3	3	Architect (HC)	4	4	Civil Engineer						Facilities Manager (HC)	7	7
Car park barriers / security barriers / bollards						Civil Engineer	2 2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5				Facilities Manager (HC)	7	7
Traffic calming and crossing points Fire hydrants						Civil Engineer 2 Fire Engineer 2	2 2	Civil Engineer Fire Engineer	3	3	Civil Engineer Fire Engineer	4	4	Civil Engineer Fire Engineer	5	5				Facilities Manager	7	7
All weather sports pitch setting out, markings and specification			Project Sponsor	1	1	Landscape (UC)		Landscape	3	3	Landscape Architect (UC)	4	4	Landscape	5	5				(HC) Facilities Manager	7	7
Grass pitches / running tracks			(HC) Project Sponsor	1	1	Architect (HC) Landscape Architect (HC)		Architect (HC) Landscape	3	3	Architect (HC) Landscape	4	4	Architect (HC) Landscape	5	5				(HC) Facilities Manager	7	7
Sports equipment and fixtures			(HC) Project Sponsor	1	1	Architect (HC) Landscape		Architect (HC) Landscape	3	3	Architect (HC) Landscape	4	4	Architect (HC) Landscape	5	5				(HC) Facilities Manager	7	7
Sub stations			(HC) Energy &	1	4	Energy &		Architect (HC) Energy &	3		Architect (HC) Energy &	4	4	Architect (HC) Energy &	F	-				(HC)		
			Sustainability Consultant (HC)	'	'	Sustainability 2 Consultant (HC)	2 2	Sustainability Consultant (HC)	3	3	Sustainability Consultant (HC)	4	4	Sustainability Consultant (HC)	5	5						