

Responsibility Matrix (Incorporating Information Exchanges)																								
	0 - Strategic Definition			1 - Preparation and Brief			2 - Concept Design			3 - Developed Design			4- Technical Design			5 - Construction			6 - Handover and Close Out			7 - In Use		
	Design team			Design team			Design team			Design team			Design team			Design team			Design team			Design team		
Task	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 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 responsibility	Level of detail (LOD)	Level of information	Design responsibility	Level of detail (LOD)	Level of information
2.55 Provide Final Construction Issue architectural drawings and specifications for the building appropriate for the Health and Safety File and general maintenance.																			Design Lead (HC)	6	6			
2.56 Give general advice on maintenance.																			Design Lead (HC)	6	6			
3 Other services for which additional fees are included in the fee agreement [if required from the design lead]																								
Cost Advice																								
3.1 Prepare an approximation of construction cost of the approved Concept Design.							Quantity Surveyor (HC)	2	2															
3.2 Prepare cost estimate of approved Design Development.										Quantity Surveyor (HC)	3	3												
3.3 Revise cost estimate of the approved Technical Design.													Quantity Surveyor (HC)	4	4									
3.4 Prepare schedules of rates and/or quantities and/or schedules of works for tendering purposes.										Quantity Surveyor (HC)	3	3	Quantity Surveyor (HC)	4	4									
3.5 Prepare pre-tender cost estimate based on tender documentation.										Quantity Surveyor (HC)	3	3	Quantity Surveyor (HC)	4	4									
3.6 Negotiate a price with contractor.																								
3.7 Prepare financial reports for the Client.				Quantity Surveyor (HC)	1	1	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			
3.8 Prepare valuations of work carried out and completed.																Quantity Surveyor (HC)	5	5						
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			
3.10 Arrange for specialist advice in connection with planning and other statutory requirements.							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			
3.11 Make revisions to scheme design to meet requirements of planning and other statutory 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			
3.12 Negotiate if necessary over building acts and/or regulations and other statutory requirements and revise documentation.							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			
3.13 Submit plans for proposed building works for approval of landlords, funders, freeholders, tenants or others as requested by the Client.				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
Design Skills																								
3.14 Provide interior design services.				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						
3.15 Advise on the selection of furniture and fittings.				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						
3.16 Design furniture and fittings.				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						
3.17 Provide landscape design services.				Landscape Architect (HC)	1	1	Landscape Architect (HC)	2	2	Landscape Architect (HC)	3	3	Landscape Architect (HC)	4	4	Landscape Architect (HC)	5	5						
3.18 Provide model-making and/or photographic services.				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						
3.19 Provide specialist services in connection with energy conservation and carbon emissions.				Energy & Sustainability Consultant (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Energy & Sustainability Consultant (HC)	7	7
3.20 Arrange/co-ordinate electronic document management systems.				Property Support (HC)	1	1	Property Support (HC)	2	2	Property Support (HC)	3	3	Property Support (HC)	4	4	Property Support (HC)	5	5	Property Support (HC)	6	6	Property Support (HC)	7	7
3.21 Agree/prescribe systems/software for data transfer.				Property Support (HC)	1	1	Property Support (HC)	2	2	Property Support (HC)	3	3	Property Support (HC)	4	4	Property Support (HC)	5	5	Property Support (HC)	6	6	Property Support (HC)	7	7
Consultancy Services																								
3.22 Provide information in connection with local authority, government and other grants.	Project Sponsor (HC)			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
3.23 Make applications for local authority, government and other grants.	Project Sponsor (HC)			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
3.24 Conduct negotiations for local authority, government and other grants.	Project Sponsor (HC)			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
3.25 Provide services in connection with party-wall negotiations.																								
3.26 Provide specialist advice on energy conservation and carbon emissions in new or existing buildings.	Energy & Sustainability Consultant (HC)			Energy & Sustainability Consultant (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Energy & Sustainability Consultant (HC)	7	7
3.27 Provide services in connection with environmental studies.				Ecologist	1	1	Ecologist	2	2	Ecologist	3	3	Ecologist	4	4	Ecologist	5	5	Ecologist	6	6	Ecologist	7	7
3.28 Provide specialist advice on Acoustics.				Acoustician	1	1	Acoustician	2	2	Acoustician	3	3	Acoustician	4	4	Acoustician	5	5	Acoustician	6	6	Acoustician	7	7
3.29 Provide/arrange specialist advice on Airtightness/Permeability.				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						
3.30 Provide Fire Engineering consultancy services.				Fire Safety Officer (HC)	1	1	Fire Engineer	2	2	Fire Engineer	3	3	Fire Engineer	4	4	Fire Engineer	5	5						
Buildings/Sites																								
3.31 Advise on the suitability and selection of sites.	Design Lead (HC)			Design Lead (HC)	1	1	Design Lead (HC)	2	2															
3.32 Make measured surveys, take levels and prepare plans of sites.	Topographical Surveyor			Topographical Surveyor	1	1	Topographical Surveyor	2	2	Topographical Surveyor	3	3	Topographical Surveyor	4	4	Topographical Surveyor	5	5						
3.33 Arrange for investigations of soil conditions of sites.	Civil Engineer			Civil Engineer	1	1	Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5						
3.34 Advise on the suitability and selection of buildings.	Design Lead (HC)			Design Lead (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4									
3.35 Make measured surveys and prepare drawings of existing buildings.	Topographical Surveyor			Topographical Surveyor	1	1	Topographical Surveyor	2	2	Topographical Surveyor	3	3	Topographical Surveyor	4	4	Topographical Surveyor	5	5						
3.36 Inspect and prepare report and schedule of condition of existing buildings.	Building Surveyor			Building Surveyor	1	1	Building Surveyor	2	2	Building Surveyor	3	3	Building Surveyor	4	4	Building Surveyor	5	5						
3.37 Inspect and prepare report and schedule of dilapidations.																Building Surveyor	5	5	Building Surveyor	6	6			
3.38 Prepare, submit, and negotiate claims following damage by fire and other causes.																Project Sponsor (HC)	5	5	Project Sponsor (HC)	6	6	Project Sponsor (HC)	7	7
3.39 Investigate and advise on means of escape in existing buildings.				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						
3.40 Investigate and advise on change of use in existing buildings.	Design Lead (HC)			Design Lead (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4									
3.41 Investigate and report on building failures.	Building Surveyor			Building Surveyor	1	1	Building Surveyor	2	2	Building Surveyor	3	3	Building Surveyor	4	4	Building Surveyor	5	5	Contract Administrator (HC)	6	6	Contract Administrator (HC)	7	7
3.42 Arrange for and inspect exploratory work by contractors and specialists in connection with building failures.	Design Lead (HC)			Design Lead (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Contract Administrator (HC)	5	5	Contract Administrator (HC)	6	6	Contract Administrator (HC)	7	7
3.43 Make structural surveys and reports on the structural elements of buildings.	Structural Engineer			Structural Engineer	1	1	Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5	Structural Engineer	6	6	Structural Engineer	7	7
3.44 Investigate and advise on sound insulation in existing buildings.	Acoustician			Acoustician	1	1	Acoustician	2	2	Acoustician	3	3	Acoustician	4	4	Acoustician	5	5	Acoustician	6	6	Acoustician	7	7
3.45 Inspect and prepare a valuation report for mortgage or other purposes.	Building Surveyor			Building 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
Post Contract Evaluation																								
3.46 Carry out [facilitate / organise] post occupancy evaluations of building in use																			Project Manager (HC)			7	7	
SCOPING / INITIATION																								
Funding arrangements	Project Manager (HC)			Project Manager (HC)	1	1																		
Site ownership and boundary locations	Project Sponsor (HC)			Project Sponsor (HC)	1	1																		
Development of designers programme				Design Lead (HC)	1	1																		
Draft of master programme	Project Manager (HC)			Project Manager (HC)	1	1																		

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	Design team			Design team			Design team			Design team			Design team			Design team			Design team			Design team		
Task	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 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 responsibility	Level of detail (LOD)	Level of information	Design responsibility	Level of detail (LOD)	Level of information
Development of brief	Project Sponsor (HC)			Project Sponsor (HC)	1	1																		
Room data sheets				Project Sponsor (HC)	1	1																		
Accommodation Schedule				Project Sponsor (HC)	1	1																		
Adjacencies				Project Sponsor (HC)	1	1																		
Technical brief				Design Lead (HC)	1	1																		
Sustainability review and energy statement	Energy & Sustainability Consultant (HC)			Energy & Sustainability Consultant (HC)	1	1																		
Engineering requirements to be developed	Principal Engineer (HC)			Principal Engineer (HC)	1	1	Principal Engineer (HC)	2	2	Principal Engineer (HC)	3	3	Principal Engineer (HC)	4	4	Principal Engineer (HC)	5	5						
Appointment of engineering consultants				Principal Engineer (HC)	1	1																		
Development of sustainability objectives	Energy & Sustainability Consultant (HC)			Energy & Sustainability Consultant (HC)	1	1	Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5						
Advise specialist M&E input	Principal Engineer (HC)			Principal Engineer (HC)	1	1																		
Commissioning policy				Commissioning Manager (HC)	1	1	Commissioning Manager (HC)	2	2	Commissioning Manager (HC)	3	3	Commissioning Manager (HC)	4	4	Commissioning Manager (HC)	5	5	Commissioning Manager (HC)	6	6	Commissioning Manager (HC)	7	7
Draft Outline Specification							Design Lead (HC)	2	2															
Stakeholder Consultation Strategy	Project Sponsor (HC)			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
Building management strategy				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
Adherence to the project procedures	All			All	1	1	All	2	2	All	3	3	All	4	4	All	5	5	All	6	6	All	7	7
Review lessons learned from previous projects	Project Manager (HC)			Project Manager (HC)	1	1																		
VISITS / INVESTIGATIONS / SURVEYS / RECORDS / STRATEGIES																								
Identify relevant fire legislation which will affect the design of the building							Fire Engineer	2	2															
Highlight any significant constraints arising from the site such as fire service access, boundary conditions, water supplies and crowd dispersal, etc.							Fire Engineer	2	2	Fire Engineer	3	3												
Review project requirements to provide a sprinkler hazard assessment guidance							Fire Engineer	2	2	Fire Engineer	3	3	Fire Engineer	4	4	Fire Engineer	5	5						
Provide design strategies and advice for the provision of fire fighting facilities and equipment							Fire Engineer	2	2	Fire Engineer	3	3	Fire Engineer	4	4	Fire Engineer	5	5						
Provide design strategies and advice in liaison with the M&E consultant for the active fire safety systems							Fire Engineer	2	2	Fire Engineer	3	3	Fire Engineer	4	4	Fire Engineer	5	5						
Prepare a ground investigation desk study of the site [refer to CIRIA guidance and to BS 5930:2015]				Civil Engineer	1	1	Civil Engineer	2	2															
Prepare a ground investigation reconnaissance briefing note [refer to CIRIA guidance and to BS 5930:2015]				Civil Engineer	1	1	Civil Engineer	2	2															
Outline the effects of limitations of the site from topography / ground composition / access				Civil Engineer	1	1	Civil Engineer	2	2															
Obtain records of all utilities				Civil Engineer	1	1	Civil Engineer	2	2															
Advise on the arrangements to be made for a utility scan, and develop a scope of works				Civil Engineer	1	1	Civil Engineer	2	2															
Prepare accurate GA drawings for existing water and drainage - detailing connections and building entry / exit points							Civil Engineer	2	2															
Advise on the need for arrangements to be made for geotechnical investigations of the site				Civil Engineer	1	1	Civil Engineer	2	2															
Advise arrangements to be made for contamination investigations on the site				Civil Engineer	1	1	Civil Engineer	2	2															
Define the extent of underground foul and surface water drainage condition survey requirements				Civil Engineer	1	1	Civil Engineer	2	2															
Advise of the potential for the re-use or demolition of any existing buildings				Structural Engineer	1	1	Structural Engineer	2	2															
Provide a report on the structure of the buildings to be demolished and an outline method statement for their demolition				Structural Engineer	1	6	Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	6									
Prepare and submit pre development enquiry on water and waste water				Civil Engineer	1	1	Civil Engineer	2	2															
Arrange for flow and pressure test / water impact assessment / drainage impact assessment							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4									
Liaise with relevant external statutory authority parties and public utility bodies (SW / SEPA / FRM, etc.)				Civil Engineer	1	1	Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4									
Advise of all potential issues arising from the design development which effect the obtainment of consent, including diversions and capacity							Civil Engineer	2	2	Civil Engineer	3	3												
Ensure all SW / GI consents are granted and are in place										Civil Engineer	3	3	Civil Engineer	4	4									
Prepare accurate GA drawings for existing power, gas and comms - detailing connections and building entry / exit points							Energy & Sustainability Consultant (HC)	2	2															
Liaise with relevant external statutory authority parties and public utility bodies (SSE / BT / SGN)				Energy & Sustainability Consultant (HC)	1	1	Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4									
Advise of all potential issues arising from the design development which effect the obtainment of consent, including diversions and capacity							Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4									
Ensure all utility service consents are granted and are in place										Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4									
Prepare condition survey of adjacent properties with potential to be affected by construction works.							Building Surveyor	2	2	Building Surveyor	3	3	Building Surveyor	4	4									
Ecology & environmental surveys							Ecologist	2	2	Ecologist	3	3	Ecologist	4	4	Ecologist	5	5	Ecologist	6	6			
Tree Surveys							Arboriculturalist	2	2	Arboriculturalist	3	3	Arboriculturalist	4	4	Arboriculturalist	5	5	Arboriculturalist	6	6			
Archaeological assessment / survey							Ecologist	2	2															
Asbestos surveys	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						
DESIGNING DUTIES																								
Principal Designers duties	Principal Designer			Principal Designer	1	1	Principal Designer	2	2	Principal Designer	3	3	Principal Designer	4	4	Principal Designer	5	5	Principal Designer	6	6	Principal Designer	7	7
Confirmation of Principal Designer appointment	Design Lead (HC)			Design Lead (HC)	1	1										Design Lead (HC)	5	5						
Development of master programme	Project Manager (HC)			Project Manager (HC)	1	1	Project Manager (HC)	2	2	Project Manager (HC)	3	3	Project Manager (HC)	4	4	Project Manager (HC)	5	5	Project Manager (HC)	6	6			
Development of designers programme				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						
CDM compliance / risk assessments	CDM Advisor (HC)			CDM Advisor (HC)	1	1	CDM Advisor (HC)	2	2	CDM Advisor (HC)	3	3	CDM Advisor (HC)	4	4	CDM Advisor (HC)	5	5	CDM Advisor (HC)	6	6	CDM Advisor (HC)	7	7
Pre construction health & safety plan (inc. fire strategy)				CDM Advisor (HC)	1	1	CDM Advisor (HC)	2	2	CDM Advisor (HC)	3	3	CDM Advisor (HC)	4	4									
Instruction of change	Project Sponsor (HC)			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			
Issue of CCS forms	Project Manager (HC)			Project Manager (HC)	1	1	Project Manager (HC)	2	2	Project Manager (HC)	3	3	Project Manager (HC)	4	4	Project Manager (HC)	5	5	Project Manager (HC)	6	6			
Design team coordination	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			
Project risk register	Project Manager (HC)			Project Manager (HC)	1	1	Project Manager (HC)	2	2	Project Manager (HC)	3	3	Project Manager (HC)	4	4	Project Manager (HC)	5	5	Project Manager (HC)	6	6			

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Stakeholder Group	ESG Issue	Primary Responsibility	Secondary Responsibility	Information Exchange	Reporting Mechanism	Frequency	Channel	Feedback Loop	Impact Assessment
Investors	Climate Change	Shareholders	Board of Directors	Annual General Meeting	ESG Report	Annual	Website, Investor Relations	Shareholder Resolutions	Carbon Footprint Reduction
	Human Rights	Human Resources	Legal Department	Employee Handbook	Human Rights Report	Annual	Internal Communications	Employee Surveys	Diversity and Inclusion Metrics
	Community Relations	Community Development	Public Relations	Community Meetings	Community Impact Report	Annual	Local Media, Social Media	Community Feedback	Local Employment and Investment
Employees	Climate Change	Employees	Management	Internal Communications	ESG Report	Annual	Internal Intranet	Employee Surveys	Carbon Footprint Reduction
	Human Rights	Employees	Management	Employee Handbook	Human Rights Report	Annual	Internal Communications	Employee Surveys	Diversity and Inclusion Metrics
	Community Relations	Employees	Management	Community Meetings	Community Impact Report	Annual	Local Media, Social Media	Community Feedback	Local Employment and Investment
Community	Climate Change	Community	Local Government	Community Meetings	ESG Report	Annual	Local Media, Social Media	Community Feedback	Carbon Footprint Reduction
	Human Rights	Community	Local Government	Employee Handbook	Human Rights Report	Annual	Internal Communications	Employee Surveys	Diversity and Inclusion Metrics
	Community Relations	Community	Management	Community Meetings	Community Impact Report	Annual	Local Media, Social Media	Community Feedback	Local Employment and Investment

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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	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	Transport Consultant	5	5						
- non vehicular							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Transport assessment							Transport Consultant	2	2	Transport Consultant	3	3	Transport Consultant	4	4									
Safer routes to school							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
Flood risk assessment							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4									
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							Acoustician	2	2	Acoustician	3	3	Acoustician	4	4	Acoustician	5	5	Acoustician	6	6	Acoustician	7	7
Principles of building design (general arrangements)							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Interface / interaction of all design elements							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Services co-ordination							Design Lead (HC)	2	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 Consultant (HC)			Energy & Sustainability Consultant (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Energy & Sustainability Consultant (HC)	7	7
LZCT requirements	Energy & Sustainability Consultant (HC)			Energy & Sustainability Consultant (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Energy & Sustainability Consultant (HC)	7	7
Advise on section 6 compliance	Energy & Sustainability Consultant (HC)			Energy & Sustainability Consultant (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Energy & Sustainability Consultant (HC)	7	7
Warranties				Project Sponsor (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Contractor	5	5	Contractor	6	6	Facilities Manager (HC)	7	7
Undertake lessons learned review																		Project Manager (HC)	6	6	Project Manager (HC)	7	7	
CONSULTATION, APPLICATION & CONSENTS																								
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							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5	Civil Engineer	6	6			
Street lighting							Energy & Sustainability Consultant (HC)	2	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			
Access panel				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
Care commission				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
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																								
Cost planning and control	Quantity Surveyor (HC)			Quantity Surveyor (HC)	1	1	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			
Budget monitoring	Project Manager (HC)			Project Manager (HC)	1	1	Project Manager (HC)	2	2	Project Manager (HC)	3	3	Project Manager (HC)	4	4	Project Manager (HC)	5	5	Project Manager (HC)	6	6			
Pre construction health & safety information				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			
Employers requirements				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			
Prelims							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			
CONSTRUCTION DUTIES																								
Construction phase health and safety plan																Contractor	5	5						
Construction phase fire safety plan																Contractor	5	5						
F10 notification							CDM Advisor (HC)	2	2	CDM Advisor (HC)	3	3	CDM Advisor (HC)	4	4	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)	6	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 (HC)	3	3	Contract Administrator (HC)	4	4	Contract Administrator (HC)	5	5	Contract Administrator (HC)	6	6	Contract Administrator (HC)	7	7
Review of contractor design submissions										Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5	Design Lead (HC)	6	6			
Clerk of work reports																Clerk of Works (HC)	5	5	Clerk of Works (HC)	6	6	Clerk of Works (HC)	7	7
Services commissioning scheduling																Contractor	5	5	Contractor	6	6			
Coordination of snagging lists																Design Lead (HC)	5	5	Design Lead (HC)	6	6	Design Lead (HC)	7	7
Issue of handover checklist										Contract Administrator (HC)	3	3	Contract Administrator (HC)	4	4	Contract Administrator (HC)	5	5	Contract Administrator (HC)	6	6			
Practical completion certificate																			Contract Administrator (HC)	6	6			
As built drawings																Contractor	5	5	Contractor	6	6	Facilities Manager (HC)	7	7
As built specification																Contractor	5	5	Contractor	6	6	Facilities Manager (HC)	7	7
O & M manual																Contractor	5	5	Contractor	6	6	Facilities Manager (HC)	7	7
Health & safety file in place																		CDM Advisor (HC)	6	6				
Viewpoint upload to schedule																Contractor	5	5	Contractor	6	6	Contractor	7	7
ENABLING AND DEMOLITION																								

Responsibility Matrix (Incorporating Information Exchanges)																								
	0 - Strategic Definition			1 - Preparation and Brief			2 - Concept Design			3 - Developed Design			4- Technical Design			5 - Construction			6 - Handover and Close Out			7 - In Use		
	Design team			Design team			Design team			Design team			Design team			Design team			Design team			Design team		
Task	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 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 responsibility	Level of detail (LOD)	Level of information	Design responsibility	Level of detail (LOD)	Level of information
R+D survey													Asbestos Officer (HC)	4	4	Asbestos Officer (HC)	5	5						
Asbestos removal													Building Surveyor	4	4	Contractor	5	5						
Dilapidation survey for refurbishments													Building Surveyor	4	4	Building Surveyor	5	5	Building Surveyor	6	6			
Schedule of condition – adjacent buildings													Building Surveyor	4	4	Building Surveyor	5	5	Building Surveyor	6	6			
DRAINAGE																								
Pop up setting out													Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Drainage above FFL							M&E Engineer	2	2	M&E Engineer	3	3	M&E Engineer	4	4	M&E Engineer	5	5				Facilities Manager (HC)	7	7
Below FFL drainage							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5				Facilities Manager (HC)	7	7
Site wide – surface and foul							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5				Facilities Manager (HC)	7	7
Manholes / gullies etc.							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5				Facilities Manager (HC)	7	7
Outfalls from site							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5				Facilities Manager (HC)	7	7
Discharge of drainage off site or to network							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5				Facilities Manager (HC)	7	7
Pumping station requirements							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5				Facilities Manager (HC)	7	7
Storm water attenuation							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5				Facilities Manager (HC)	7	7
FOUNDATIONS AND UNDERBUILDING																								
Levels and setting out (building only)							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Loading including M&E plant							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
DPM up to DPC level							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
DPC's							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Retaining structures							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5						
Slab jointing							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Gas membranes							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5						
Tanking							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5						
Interface between dpm and tanking							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Foundation design							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Lift pit details including tanking							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5						
GROUND FLOOR																								
Levels and setting out							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Floor construction and specification							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Structural floor components							Structural 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 / typical details										Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
DPC / DPM weather proofing										Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Insulation – U Values				Energy & Sustainability Consultant (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Condensation risk analysis										Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Cold bridging										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				Project Sponsor (HC)	1	1	Design Lead (HC)	2	2	Acoustician	3	3	Acoustician	4	4	Acoustician	5	5						
SUPERSTRUCTURE																								
Setting out grid							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Structural options appraisal							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Frame design							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Secondary frame elements and infill (including deflection head details)							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Lintels – performance spec / Schedule							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Movement / expansion joints							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Connection details							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Protective finishes (including fire) to frame							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Temporary bracing if required							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Interfaces with other structural elements							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Finish slab levels							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Stairs – design intent							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Lift shaft							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
EXTERNAL WALLS																								
Cladding material specifications							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Curtain walling							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Support for curtain walling system / cladding							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Structural openings (lintels and wind posts)							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Structural trimming and restraint for openings							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Windows / glazing and ironmongery details							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
External doors / details & ironmongery							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
External screens / details & ironmongery							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Movement joint setting out										Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						

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	Design team			Design team			Design team			Design team			Design team			Design team			Design team			Design team		
Task	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 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 responsibility	Level of detail (LOD)	Level of information	Design responsibility	Level of detail (LOD)	Level of information
Masonry / cladding support systems including wall ties, head restraints and masonry reinforcement							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Interfaces with other elements / structures / typical details							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
DPC / DPM / cavity trays							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Insulation – U Values				Energy & Sustainability Consultant (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Condensation risk analysis							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Cold bridging										Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Vapour control layers							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Air tightness				Energy & Sustainability Consultant (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Fire stopping, 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				Project Sponsor (HC)	1	1	Design Lead (HC)	2	2	Acoustician	3	3	Acoustician	4	4	Acoustician	5	5						
ROOF																								
Levels and setting out							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Roof build up (inc. decks and terraces)							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
Roof structure							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Design loadings (inc. snow)							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
RWP & gutter including capacities and snow boards							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
Fascia and soffits							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Wind loading							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Structural trimming and restraint for openings							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Insulation – U Values				Energy & Sustainability Consultant (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Condensation risk analysis							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Cold bridging										Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Vapour control layers							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Air tightness				Energy & Sustainability Consultant (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Acoustic performance				Project Sponsor (HC)	1	1	Design Lead (HC)	2	2	Acoustician	3	3	Acoustician	4	4	Acoustician	5	5						
Fire stopping, rating and compartmentation							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Roof access – mansafe systems and / or anchor points design intent / strategy				Design Lead (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3												
Roof access – mansafe systems and / or anchor points design of system													Design Lead (HC)	4	4	Contractor	5	5						
Roof access (hatches, ladders)							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
Cleaning cradles							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
Roof lights							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
Service penetrations										Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Interfaces with other elements / structures & external wall / typical details										Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Bird prevention				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
INTERNAL WALLS																								
Levels and setting out							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Load bearing walls							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Interfaces with other elements / structures & external wall / typical details										Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Non load bearing walls (including deflection head details)							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Fire stopping, 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				Project Sponsor (HC)	1	1	Design Lead (HC)	2	2	Acoustician	3	3	Acoustician	4	4	Acoustician	5	5						
Co-ordinated wall elevations (setting out)							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Structural trimming and restraint for openings							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Internal doors & ironmongery / screens							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Lock suiting				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			
Joinery, architraves and skirtings							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Roller shutters – security / fire shutters							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
INTERMEDIATE FLOORS																								
Levels and setting out							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Floor construction and specification							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Structural floor components							Structural 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 / typical details										Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Cold bridging										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				Project Sponsor (HC)	1	1	Design Lead (HC)	2	2	Acoustician	3	3	Acoustician	4	4	Acoustician	5	5						
Raised access floors							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Structural trimming and restraint for openings							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						

Responsibility Matrix (Incorporating Information Exchanges)

	0 - Strategic Definition			1 - Preparation and Brief			2 - Concept Design			3 - Developed Design			4- Technical Design			5 - Construction			6 - Handover and Close Out			7 - In Use		
	Design team			Design team			Design team			Design team			Design team			Design team			Design team			Design team		
Task	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 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 responsibility	Level of detail (LOD)	Level of information	Design responsibility	Level of detail (LOD)	Level of information
CEILINGS																								
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 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 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																								
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						
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 Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5						
Sanitaryware drawing, schedule and specification				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						
Handrails, balustrades and guarding (design)							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Handrails, balustrades and guarding (loading)							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
Lifts and lifting equipment				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
Hoists				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
Laboratory equipment				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 equipment				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
Sensory equipment				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
Bleacher seating				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
FIRE STRATEGY AND PROTECTION																								
Requirement for structural fire protection							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Fire barriers and stopping							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Compartmentation							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Smoke venting							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
Emergency service access							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
Means of escape							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 Tender access							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
Boundary calculations							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Emergency lighting & illuminated fire signage							Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (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 Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Fire suppression system				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Dry / wet risers							Fire Engineer	2	2	Fire Engineer	3	3	Fire Engineer	4	4	Fire Engineer	5	5				Facilities Manager (HC)	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	Facilities Manager (HC)	7	7
Fire fighting static tank							Fire Engineer	2	2	Fire Engineer	3	3	Fire Engineer	4	4	Fire Engineer	5	5	Fire Engineer	6	6	Facilities Manager (HC)	7	7
Fire extinguishers				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
BUILDING SERVICES																								

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Telephone line - requirements, route and specification				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Contractor	5	5						
Telephone line - new connection application							Energy & Sustainability Consultant (HC)	2	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			
Fibre - requirements, route and specification				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Contractor	5	5						
Fibre - new connection application							Energy & Sustainability Consultant (HC)	2	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			
Electric - requirements, grid capacity, route and specification				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Contractor	5	5						
Electric - new connection application							Energy & Sustainability Consultant (HC)	2	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			
Natural gas - requirements, grid capacity, route and specification				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Contractor	5	5						
Natural gas - new connection application							Energy & Sustainability Consultant (HC)	2	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			
Calor gas - requirements, tank provision, route and specification				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Contractor	5	5				Facilities Manager (HC)	7	7
Calor gas - new connection application							Energy & Sustainability Consultant (HC)	2	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 Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Contractor	5	5				Facilities Manager (HC)	7	7
Water - new connection application including pre development enquiry, water impact assessments and flow and pressure tests							Energy & Sustainability Consultant (HC)	2	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			
Foul drainage - requirements, pumping provision, grid capacity, route and specification				Project Sponsor (HC)	1	1	Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Contractor	5	5				Facilities Manager (HC)	7	7
Foul drainage - new connection application including pre development enquiry, drainage impact assessments							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5	Civil Engineer	6	6			
ICT - requirements and specification including server rooms, cabinets and distribution				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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 Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4									
Renewable design, specification and provision							Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Heat source design, specification and provision							Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Disconnections, diversions & terminations of existing services excluding foul drainage				Energy & Sustainability Consultant (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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			
Disconnections, diversions & terminations of existing foul drainage							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5	Civil Engineer	6	6			
Coordination of services distribution around site							Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5						
Client metering for all services				Energy & Sustainability Consultant (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Energy & Sustainability Consultant (HC)	7	7
Builderswork in connection with service penetrations							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
External ductwork							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5						
External flues							Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5				Facilities Manager (HC)	7	7
Service entry details including waterproofing, pits, etc.							Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4	Design Lead (HC)	5	5						
Service distribution throughout the building				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5						
Heating / cooling installations & systems				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Lighting – including emergency lighting				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Small power including standby requirements				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Ventilation & extract design systems				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Actuation of blinds and rooflights				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Riser sizes							Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5						
Acoustic specification of services distribution				Project Sponsor (HC)	1	1	Acoustician	2	2	Acoustician	3	3	Acoustician	4	4	Acoustician	5	5	Acoustician	6	6			
Alarms (including telecoms interface)				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
CCTV				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
BMS				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Energy & Sustainability Consultant (HC)	7	7
Access control (including interface with alarm systems)				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Panic alarms				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Public address systems				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Illuminated signage				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Intercom system				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7

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Telecoms & equipment				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	ICT Services (HC)	7	7
Audio visual equipment including fittings				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Induction loops				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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	Facilities Manager (HC)	7	7
Plant room requirement, specification and layout				Energy & Sustainability Consultant (HC)	1	1	Energy & Sustainability Consultant (HC)	2	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			
Plant loadings							Structural 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 Consultant (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
Lightning Protection							Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5				Facilities Manager (HC)	7	7
EXTERNAL WORKS / LANDSCAPING																								
Boundary conditions and specification (including setting out)				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						
Earthworks & excavations							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5						
Retaining structures							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	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	Landscape Architect (HC)	3	3	Landscape Architect (HC)	4	4	Landscape 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						
Surface water drainage including road gullies, permeable paving and SUDS							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							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5						
Property 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				Facilities Manager (HC)	7	7
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				Facilities Manager (HC)	7	7
Car parking capacity and design				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						
Swept path analysis							Civil Engineer	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						
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	Landscape 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	Landscape 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 Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5				Facilities Manager (HC)	7	7
External feature lighting				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
Flood lighting				Project Sponsor (HC)	1	1	Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5				Facilities Manager (HC)	7	7
Handrails, balustrades and guarding (design)							Landscape Architect (HC)	2	2	Landscape Architect (HC)	3	3	Landscape Architect (HC)	4	4	Landscape Architect (HC)	5	5						
Handrails, balustrades and guarding (loading)							Structural Engineer	2	2	Structural Engineer	3	3	Structural Engineer	4	4	Structural Engineer	5	5						
External stairs and ramps							Landscape Architect (HC)	2	2	Landscape Architect (HC)	3	3	Landscape Architect (HC)	4	4	Landscape Architect (HC)	5	5						
Bicycle stores, bin stores				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
Refuse equipment (waste, recycling, compost and grit)				Project Sponsor (HC)	1	1	Design Lead (HC)	2	2	Design Lead (HC)	3	3	Design Lead (HC)	4	4							Facilities Manager (HC)	7	7
External taps				Project Sponsor (HC)	1	1	Landscape Architect (HC)	2	2	Landscape Architect (HC)	3	3	Landscape Architect (HC)	4	4							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							Civil Engineer	2	2	Civil Engineer	3	3	Civil Engineer	4	4	Civil Engineer	5	5						
Fire hydrants							Fire Engineer	2	2	Fire Engineer	3	3	Fire Engineer	4	4	Fire Engineer	5	5				Facilities Manager (HC)	7	7
All weather sports pitch setting out, markings and specification				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
Grass pitches / running tracks				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
Sports equipment and fixtures				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
Sub stations				Energy & Sustainability Consultant (HC)	1	1	Energy & Sustainability Consultant (HC)	2	2	Energy & Sustainability Consultant (HC)	3	3	Energy & Sustainability Consultant (HC)	4	4	Energy & Sustainability Consultant (HC)	5	5						