

Schematic Design Checklist

To complete this checklist, click on the tick boxes in the approved column corresponding to the activity done. Afterwards, sign the authorisation box and email to the approving Project Manager or similar.

	Provided
Schematic Design Commencement Checklist	
Items to be Reviewed	
- Service Plan	
- Master Plan	
- Feasibility Study	
- Generic Design Brief	
- Value Management Study	
- Preliminary Business Case	
- Operation during Construction	
- Staging	
- Access & Circulation	
- OH&S Compliance	
- Security	
- External Works	
- Landscape Design	
- Maintenance and Life-Cycle Costs	
- Bus Access / Parking	
Schematic Design Report Approvals Required	
- PCG Endorsement	
- Departmental Approval	
- Program	
- CMB/SAPSS Unit	
- Region	

Schematic Design Report Checklist

Contents	Required Formats			
	Excel	Drawing (.dwg)	Template	Check
Volume One				
- Executive Summary				
- Introduction				
- Terms of Reference - <i>Purpose of Project Design Study</i> - <i>Project Stakeholders</i> - <i>Project Participants</i>				
- Master Plan Review - <i>Campus Master Plan</i> - <i>Schematic Design Response to Master Plan</i>				
- Functional Brief & Schedule of Accommodation - <i>Model of Care</i> - <i>Feasibility Study</i> - <i>Summary Schedule of Accommodation</i>				
- Architectural Design - <i>Design Brief</i> - <i>Analysis of Context</i> - <i>Architectural Intent</i> - <i>Siting</i> - <i>Building Form / Height</i> - <i>Response to Model of Care</i> - <i>Integration with Other On-site Facilities / Services</i> - <i>Constructability (staging, vehicular access, security, OH&S)</i> - <i>Future Expansion Capabilities</i> - <i>Landscape Design</i> - <i>Schematic Design Development Plans (1:100)</i> - <i>Material Selection (key elements only)</i>				
- Cost Planning <i>Cost Plan C1 Summary (including reconciliation against Feasibility Costs)</i>	✓			
- Recurrent Cost Impacts - <i>Staffing / Operational</i> - <i>Funding Requirements (eg WIES)</i> - <i>Energy</i> - <i>Maintenance</i> - <i>Cleaning, security etc</i>				
- Program				
Volume 2				
- Schedules of Accommodation (including against Feasibility Report Areas)	✓			

Contents

	Required Formats			
	Excel	Drawing (.dwg)	Template	Check
- Preliminary Furniture, Fitout & Equipment Schedule				
- Building Services Schematic Design Report				
- Structural/Civil Schematic Design Report				
- Fire Engineer's Report				
<ul style="list-style-type: none"> - Energy & Sustainability Report - <i>Energy and Environmental Objectives</i> - <i>Energy and Environmental Opportunities</i> - <i>Energy and Environmental Targets and Benchmarks</i> - <i>Financial Assessment Criteria</i> - <i>Contributions to Energy Reduction Targets</i> - <i>Energy and Sustainability Checklist</i> 				✓
<ul style="list-style-type: none"> - Infrastructure Risk Assessment - <i>Engineering Systems</i> - <i>Alternative Engineering Systems considered</i> - <i>Condition and Age</i> - <i>Capacity Vs Demand</i> - <i>Likelihood of Failure</i> - <i>Consequences / Impacts of Failure</i> - <i>Single Points of Failure</i> - <i>Back-up</i> 				✓
<ul style="list-style-type: none"> - Cost Plan Report (C1) - <i>Cost Plan C1 (including reconciliation against Feasibility Costs)</i> - <i>Cost Plan Methodology</i> - <i>Drawings and Information Used</i> - <i>Area Measurement</i> - <i>Specific Inclusions</i> - <i>Specific Exclusions</i> - <i>Tendering and Market Assumptions</i> - <i>Tender Price Index</i> - <i>Risks</i> 	✓			
<ul style="list-style-type: none"> - Statutory Report - <i>Disability Discrimination Act</i> - <i>OH&S</i> - <i>Building Surveyor Report</i> - <i>Fire Engineering report</i> - <i>Town Planning</i> - <i>Other</i> 				
- Program				

Certified by	
Principal Consultant	Date

Endorsed by	
Consultant Project Manager	Date

Checked by	
CMB Project Manager	Date

Schematic Design Report Required Contents and Format

Contents

The checklist provided in this Guideline reflects the items typically addressed in the Schematic Design Report for a complex project sited on a large campus. Other items may need to be added to the Schematic Design Report to reflect the nature of a specific project. Other items may not be applicable to all projects. Proposed changes to the contents of the Schematic Design Report must be discussed and confirmed with the CMB Project Manager with overall responsibility for the project before commencing.

Format

The complete Schematic Design Report is to be provided in hardcopy format as well as on CD to the CMB Project Manager with overall responsibility for the project.

The hardcopy of the report is to be in A4 format with folded A3 drawings.

The complete report is to also be provided on CD as a single Adobe Acrobat (.pdf) file.

The CD is also to contain:

- All drawings included in the report as separate, indexed Adobe Acrobat (.pdf) files.
- Drawings included in the report and identified in the Checklist as separate, indexed CAD compatible drawing (.dwg) files.

Templates have been developed for some sections of the Schematic Design Report and these must be used where available. Copies of templates can be obtained from the CMB project manager with overall responsibility for the project.

Quality Assurance

A copy of the checklist must be included in the Schematic Design Report.

Included sections must be checked (Y _(yes) or N _(no)) and the document must be certified and signed by the Principal Consultant and endorsed and signed by the Consultant Project Manager.