

Capital Development Guideline 3.7: Schematic Design

Schematic Design Report: Required Contents & Format

Contents

This checklist reflects the items typically addressed in 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. Proposed changes to the contents of the Schematic Design Report must be discussed and confirmed with the CPSP Project Manager with overall responsibility for the project.

Format

The complete Schematic Design Report is to be provided in loose bound hardcopy format as well as on CD to the CPSP 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 be provided on CD as:

- A single Adobe Acrobat (.pdf) file, with
- All drawings included in the report as separate, indexed Adobe Acrobat (.pdf) files.
- All drawings included in the report as separate, indexed CAD compatible drawing (.dwg) files.

Refer to the checklist for the requirements for the format of other sections of the report.

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 this checklist must be attached to the front of the Schematic Design Report.

The document must be:

- Certified and signed by the Principal Consultant to the effect that they have included all of the required sections in the report in the specified formats.
- Endorsed and signed by the Consultant Project Manager to the effect that the report has been checked and found to contain all of the required sections and is in the specified formats
- Signed by the CPSP Project Manager to the effect that they have checked the received report and confirmed that it contains all of the required sections and is in the required formats.

Document History

Date	Version	Status
April 2010	Version 5	Released

Schematic Design Report

Contents	Required Formats ¹	Check
VOLUME ONE		
1. Executive Summary		<input checked="" type="checkbox"/>
2. Introduction		<input type="checkbox"/>
3. Terms of Reference 3.1 Purpose of Project Design Study 3.2 Project Stakeholders 3.3 Project Participants 3.4 Project Consultants		<input type="checkbox"/>
4. Master Plan Review 4.1 Campus Master Plan 4.2 Schematic Design Response to Masterplan		<input type="checkbox"/>
5. Functional Brief & Schedule of Accommodation 5.1 Model of Care 5.2 Summary Schedule of Accommodation		<input type="checkbox"/>
6. Architectural Design 6.1 Design Brief 6.2 Analysis of Context 6.3 Architectural Intent 6.4 Siting 6.5 Building Form/Height 6.6 Response to Model of Care 6.7 Integration with Other On-Site Facilities/Services 6.8 Constructability (Staging, Vehicular Access, Security, OH&S) 6.9 Future Expansion Capabilities 6.10 Landscape Design 6.11 Schematic Design Development Plans (1:100) 6.12 Material Selection (key elements only)	CAD format (.dwg)	<input type="checkbox"/>
7. Cost Planning 7.1 Cost Plan C1 Summary (including reconciliation against Feasibility Costs)	MS Excel	<input type="checkbox"/>
8. Recurrent Cost Impacts 8.1 Staffing/Operational 8.2 Funding Requirements (eg WIES) 8.3 Energy 8.4 Maintenance 8.5 Cleaning, Security etc		<input type="checkbox"/>
9. Program		<input type="checkbox"/>

¹ Sections of the report are to be provided to DHS in the specific formats indicated.

VOLUME 2—APPENDICES		
Appendix A—Schedules of Accommodation²	MS Excel	<input type="checkbox"/>
Appendix B— Preliminary Furniture, Fitout & Equipment Schedule	MS Excel / MS Access	<input type="checkbox"/>
Appendix C— Building Services Schematic Design Report	CAD format (.dwg)	<input type="checkbox"/>
Appendix D—Structural/Civil Schematic Design Report	CAD format (.dwg)	<input type="checkbox"/>
Appendix E—Fire Engineer's Report		<input type="checkbox"/>
Appendix E—Energy & Sustainability Report <i>Energy & Environmental Objectives</i> <i>Energy & Environmental Opportunities</i> <i>Energy & Environmental Targets & Benchmarks</i> <i>Financial Assessment Criteria</i> <i>Contributions to Energy Reduction Targets</i> <i>Energy & Sustainability Checklist</i>		<input type="checkbox"/>
Appendix F—Infrastructure Risk Assessment <i>Engineering Systems</i> <i>Alternative Engineering Systems considered</i> <i>Condition & 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>		<input type="checkbox"/>
Appendix G—Cost Plan Report (C1) <i>Cost Plan C1 (including Reconciliation against Feasibility Costs)</i> <i>Cost Plan Methodology</i> <i>Drawings & Information Used</i> <i>Area Measurement</i> <i>Specific Inclusions</i> <i>Specific Exclusions</i> <i>Tendering & Market Assumptions</i> <i>Tender Price Index</i> <i>Risks</i>		<input type="checkbox"/>
Appendix H—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>		<input type="checkbox"/>
Appendix I—Program		<input type="checkbox"/>

² For hospital projects the Schedules of Accommodation are to use the Departmental Health Planning Unit naming conventions and include a comparison of proposed areas against Departmental Design Guidelines and benchmarks and against the Area Allocation Models proposed at Master Plan and at Feasibility stages.

Certified by:	
.....	
Principal Consultant	Date

Endorsed by:	
.....	
Consultant Project Manager	Date

Office Use Only

Checked by:	
.....	
CPSP Project Manager	Date