

PROJECT BRIEF

Version – (insert number)

1	Project Name -----	
1.1	The Project	
	Project Address	
	Nature of Work	
	Location	
1.2	DCC Client for Project	
	Name	
	Address	
	Email	
1.3	NPS Project Manager	
	Name	
	Address	
	Email	
1.4	CDM Coordinator or Health & Safety Adviser	
	Name	
	Address	
	Email	
<i>(Note: Cross reference corporate advise note on clients duties relating to CDM regulations 2007)</i> <i>(Note: Cross reference appendix F of this brief re Clients Responsibilities under the CDM</i>		
1.5	Other Key Project Members (if applicable)	

2	Background

3	Key Objectives / Vision Statement (if appropriate).....

4	Supplementary information (if appropriate).....

5	Scope of Work (mandatory).....	
5.1	CDM Clients Duties (Health and Safety information)	
	The client has identified the following Health and Safety information held on file relating to the proposed area of works – Responsible person for providing safety information....	Responsible person for safety information:-
	The CDM Checklist attached at Annex B will be used for all CDM Notifiable Projects of more than 30 days on site or 500 person day OR The CDM Checklist attached at Annex C will be used for all CDM Non Notifiable Projects of less than 30 days on site or 500 person day	CDM checklist to be organised by following person as client representative:-
	On completion of the project the following person will forward the as built Health and Safety file to the premises manager together with a covering letter explaining the significance of the file under the CDM regulations 2007 – Responsible Person.....	Responsible person for providing Health & Safety file:-

6.0	Specialist Internal Spaces	
	Schedule of accommodation requirements in internal rooms	
	Function	
	Location	
	Fittings	
	Finishes	
	Ceiling	
	Walls	

	Floor	
	Openings	

7	External Area Requirements	
	External Building Requirements	
	Access Requirements	
	Landscaping Requirements	

8	Timescale / Milestones	
8.1	Timescale / dependencies e.g. external funding and timescales	
	It is a requirement of the brief that the project should be completed by	
	Is there a fixed date and if so why?	

8.2	Budget		
	The total budget available for this scheme is £....., comprising		
	Item	Allocation Available	£
	Construction works	Y/N	
	Professional fees including disbursements - NPS Standard Fee - NPS Additional Services - Surveys - Planning/ Building Regs - Other fees	Y/N	
	Loose furniture and equipment inc moving expenses	Y/N	
	Land acquisition costs including legal costs associated with land transaction	Y/N	
	Plaque for opening ceremony	Y/N	
	Design drivers / quality standards	Y/N	
	Environmental preferences	Y/N	
	Design guides/specialist legislation	Y/N	
	Procurement preferences	Y/N	
	Total		
	NB...The architect / surveyor / property consultant must allow for <u>all</u> of the above to be contained within the available budget.		

8.3	Risk Register	
	The following risk items have been identified by the client team at the time of drafting the brief	

8.4	Project Planning		
	The NPS project manager shall produce a project plan setting out how the project will be undertaken and the expected dates for completion of the key elements of the project.....		
	The consultant's attention is drawn to the following milestones/targets which should be included within the project plan (if applicable) :-		
	Land survey work		
	CDM appointment of CDM coordinator and compilation of Health & Safety Plan period		
	Detailed design period (including building/electrical/mechanical and other disciplines)		
	Target dates for Planning/LBC/Building Control applications etc		
	Out to tender date and tender period		
	Tender analysis period		
	CDM Evaluation of Principal Contractor's Health & Safety Plan		
	Pre contract meeting date		
	Procurement period		
	Commencement of work on site/contract period and completion date		
	Handover date		
	Defects period		
	NB - This brief is indicative and not exhaustive, therefore the project manager is to bring any omissions or anomalies to the attention of the Client team at the earliest opportunity, in order to receive further instructions		
8.5	Surveys – a range of surveys may be required to carry out the project please identify surveys that are believed to be available and which may be required.		
	Title	Survey require (Y/N)	Currently Available (Y/N)
	Asbestos		
	Structural		
	Topographical		
	Environmental		
	Hydrology		
	Archaeological		

	Annex A
A1	Specifications
	All specifications will be drafted in GENERIC form and will allow for equal and approved products
	The only permissible exceptions to the above will be in the case of nominated sub contractors or 'named' domestic sub contractors, where a previous tendering exercise will have been carried out
A2	Forms of Contract
	All works will use one of the following forms of contract
	DCC Standard Conditions of Contract for Smaller Maintenance & Construction Works (usually for lower value projects that are not too complex)
	JCT Minor Works (For intermediate value works)
	NEC 3 (Options to be agreed, normally options A to be used) (for higher value works)
A3	Planning Guidance
	The designer is to seek guidance from and is to submit a planning application to the County Councils Development Management Group based at Lucombe House County Hall , Exeter
	For specific planning advice contact the local area planning officers

General Items

- 1 The designer/architect is to apply for and obtain all necessary planning/listed building/conservation area or ancient monument consents as required for the proposed scheme.
- 2 The design/lead consultant/architect is expected to apply for and obtain Building Regulations approval prior to the commencement of work.
- 3 The design/lead consultant/architect is to be responsible for financial control of the project during both the design and contract administration stages.
- 4 The design/lead consultant/architect is to advise the client team of any changes during both the design and construction process using the Change control procedure, complete with estimated additions / omissions and any effect on programme, quality or price.
- 5 The design/lead consultant/architect is to liaise with and advise the client of any technical amendments that may be required to the brief due to the availability of new products and materials.
- 6 The design/lead consultant/architect is to ensure that only suitable products and materials are specified, for example, avoiding the use of bespoke product descriptions.

Annex B

Construction (Design & Management) Regulations 2007 – CDM – Client Responsibilities Checklist

NOTIFIABLE PROJECTS

Are projects that last more than (a) 30 working days or (b) 500 person days e.g. 50 people working for 10 days

Name & Location of Site	
Description of Project (100 words max)	

Does the building contain Asbestos? (see note 1)	Y	N
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CDM Duty Holders	Organisation	Name of Duty Holder	Date Appointed & Initials
Client (see note 2)			
CDM Co-ordinator (CDMC)			
Designer (Dsnr)			
Principal Contractor (PC)			

Client Responsibilities	Design Phase	Pre-construction phase & construction phase	Post-construction
	<i>Date phase commenced</i>	<i>Date phase commenced</i>	<i>Date phase commenced</i>
Appoint a CDMC that is competent and adequately resourced at the initial/early design stage (not later than RIBA Stage C) (see note 3)	Client-CDMC-		
Appoint Designer that is competent and adequately resourced and has adequate time/resources and information (see note 4)	Client-CDMC-Dsnr-		
Appoint Principal Contractor that is competent and adequately resourced. (CDMC able to demonstrate competence to Client) (see note 5)		Client-CDMC-	
Confirm with the Designer / Principal Contractor that the Pre Construction Information has been prepared for the project	Client-CDMC-	Client-Dsnr-PC-	
Check that CDMC has submitted notification form F10 to the HSE (see note 6)	Client-CDMC-	Client-CDMC-	
Check with CDMC that the Designer / Principal Contractor have adequate levels of co-operation & co-ordination to carry out required duties. To be reviewed at design team meetings	Client-CDMC-Dsnr-	Client-CDMC-	
Check with CDMC that adequate Construction Phase Plan is in place including welfare facilities		Client-CDMC-	
Check with CDMC that the Health & Safety File is being prepared prior to handover (see note 7)		Client-CDMC-	
Ensure system is in place to retain Health & Safety File & copy issued to future Building Manager (see note 8)			Client-

If you are unsure of what is required in relation to any of the Client Responsibilities listed above please contact a CDMC for advice

Guidance Notes for the CDM Notifiable Projects Client Checklist

To be used for projects that last **more** than (a) 30 working days or (b) 500 person days e.g. 50 people working for 10 days

This guidance is to assist you (the Client) to use the attached checklist. It is your responsibility to ensure the checklist is completed.

A Client is an individual within a commissioning organisation for whom a construction project is carried out. Clients only have duties under the Construction (Design and Management) Regulations 2007 ("the CDM Regulations") when a project is associated with a business or other undertaking (whether for profit or not). This can include for example, local authorities, school governors, insurance companies and project originators on Private Finance Initiatives (PFI) projects. Domestic clients are a special case and do not have duties under the CDM Regulations. Within Devon County Council the Client is the officer responsible for the Project.

As the Client you cannot delegate your duties to others, for example your CDM Co-ordinator, Architect / Designer, Building Surveyor or other professional. The CDM Regulations clearly place duties on the Client who instructs the work.

This checklist is designed to ensure that you are carrying out your duties as a Client, as set out in the CDM Regulations. It provides an audit trail that you have been sufficiently involved with the project to dispense your Client duties.

As the Client you must ensure that others co-operate and assist with the completion of the checklist, which should remain in your possession during and following the construction project. You must ensure that this checklist is retained for a minimum of three years after project completion or longer if a Health & Safety incident has occurred that may call into question the role of the Client.

Note (1): If the building is known or believed to contain Asbestos Containing Materials (ACMs), the Control of Asbestos Regulations 2006 (Regulation 7) identifies a specific requirement to remove, as far as is reasonably practicable, all ACMs prior to major refurbishment or final demolition. Removing ACMs is also appropriate in smaller refurbishment situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc). Existing asbestos information for a building may not include sufficient information about all the buildings components including voids, ducts and other non accessed areas including elements of composite construction, heating and electrical plant and any equipment that has been used within the building. Therefore for buildings built before 2000 an invasive asbestos survey (a "Refurbishment and Demolition Survey") should be undertaken by a competent asbestos surveyor. This will require access into the fabric of the building and destructive and disruptive surveying techniques will be required and may also involve the attendance of Gas Engineers and Electricians to provide safe access to equipment. Safety enclosures may also be necessary during the survey to allow access through already identified asbestos containing materials such as ceiling tiles or into flooring ducts known to contain asbestos. The survey information should be used to help in tendering for removal of ACMs from the building before work starts. The survey report should be supplied by the client to designers and contractors bidding for the work, so that asbestos risks can be addressed. The Client should assist the surveyor by providing all relevant information, including any existing asbestos surveys or registers and any building plans where available. The survey should be planned well in advance of any works to provide as much information as possible and may include additional surveying closer to the works to complete the inspection of areas once a building or area has been vacated. Further guidance is available within HSE document HSG264 Asbestos: The Survey Guide.

Design Phase

The Client will need to ensure that the CDM Co-ordinator and Designer are asked the questions set out on the checklist and ensure the duty holders initial the relevant boxes to confirm they are in agreement that appropriate processes are being followed.

Note (2): Clients duties are:

- Check competence and resources of all appointees
- Ensure there are suitable management arrangements for the projects
- Allow sufficient time and resource for all stages
- Provide pre-construction information to designers and contractors
- Appoint CDM Co-ordinator
- Ensure there are suitable welfare facilities and construction phase plan in place before construction work starts
- Retain and provide access to the H&S file

Note (3): In the case of Corporate buildings the CDMC should be appointed from NPS South West Ltd; otherwise ensure the CDMC is competent, qualified and adequately resourced (the CDMC should be able to demonstrate their competence to the Client).

Note (4): The CDMC should be able to demonstrate the Designer's competence to the Client. Check with the Designer that they have sufficient time and resources to properly carry out your project. HSE would regard good practise as being to ensure that sufficient time is allowed for planning the project and for the mobilisation period and this should be accurately recorded on the F10 notification form.

Pre-Construction Phase and Construction Phase

The Client will need to be in contact with the CDM Co-ordinator and Principal Contractor and undertake at least one site visit to ensure that the project is being properly initiated and executed and to obtain assurances that appropriate processes are being followed (ensure they initial the checklist to confirm that this is the case). The Client may need to contact these parties more than once and undertake more than one site visit if the project runs over an extended period of time.

Note (5): Devon County Council's expectation is that you will use contractors from the SLoAC approved list. If there is a good reason for not using a SLoAC contractor consult your CDM Co-ordinator who will do a competency check for you.

Note (6): Obtain written communication (e.g. emails) from your CDM Co-ordinator that the construction phase plan is adequately complete and in place prior to commencement of works.

Note (7): The CDMC will prepare Health & Safety Files to include the Electrical and Mechanical Operating Manuals and information on cleaning, maintenance and long term use of the building. They should provide one hard copy and one CD copy.

Post Construction Phase

Note (8): The Client's main duty post construction is to ensure the Health & Safety file is issued by the CDM Co-ordinator and passed to the future building manager. The person in control of the building must have a system to keep the H&S file safe and accessible and updated if further works are carried out. The Client should initial the checklist to confirm this activity has been completed.

The Client must ensure that a form ASB3 is completed and passed to the Asset Planning Manager at NPS South West Ltd in order to notify the asbestos data base of changes to asbestos condition, removal etc.

Annex C

Construction (Design & Management) Regulations 2007 – CDM – Client Responsibilities Checklist

NON - NOTIFIABLE PROJECTS

A project that last less than (a) 30 working days or (b) 500 person days e.g. 50 people working for 10 days

Name & Location of Site	
Description of Project (100 words max)	

Does the building contain Asbestos? (see note 1)	Y	N
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CDM Duty Holders	Organisation	Name of Duty Holder	Date Appointed & Initials
Client (see note 2)			
Health & Safety Advisor (Adv)			
Designer (Dsnr)			
Contractor (Cntr)			

Client Responsibilities	Pre-works phase	Works phase	Post works phase
	<i>Date phase commenced</i>	<i>Date phase commenced</i>	<i>Date phase commenced</i>
Identify a suitable source of Health & Safety advice e.g. a CDMC	Client-		
Check with the relevant property consultant* that they have a designer that is competent and adequately resourced and has adequate time/resources and information (not later than RIBA stage C) (see note 3)	Client-Adv-		
Appoint Contractor that is competent and adequately resourced, ideally from the SLoAC list (see note 4)	Client-Adv-		
Check with the designer that the design complies with all Health & Safety Legislation	Client-Adv-		
Confirm with the designer / contractor that the Pre Construction Information has been prepared for the project.	Client-Adv-	Client - Dsnr - Cntr -	
Check with dutyholders they have adequate levels of co-operation & co-ordination throughout the project	Client-Dsnr-	Client-CDMC-	
Confirm with dutyholders they consider an adequate Written Health & Safety Plan and / or Risk Assessments and / or Method Statements are in place prior to commencement, check through with your Health & Safety advisor e.g. a CDMC	Client-Adv/Dsnr-		
Client to ensure and confirm adequate welfare facilities are in place at the start & throughout the construction phase		Client-	
Client to ensure that the Health & Safety File is revised to incorporate any relevant information (see note 5)			Client-

If you are unsure of what is required in relation to any of the Client Responsibilities listed above please contact a CDMC for advice

Guidance Notes for the CDM Non-Notifiable Projects Client Checklist

To be used for projects that last **less** than (a) 30 working days or (b) 500 person days e.g. 50 people working for 10 days

Proper planning and consultation should ensure that the length of the project is accurately estimated beforehand. If through unforeseen circumstances the Project appears likely to exceed 30 working days the Client must complete the blue Notifiable Projects form and in particular must ensure that Notification Form F10 is submitted to the HSE.

This guidance is to assist you (the Client) to use the attached checklist. It is your responsibility to ensure the checklist is completed.

A Client is an organisation or individual for whom a construction project is carried out. Clients only have duties under the Construction (Design and Management) Regulations 2007 ("the CDM Regulations") when a project is associated with a business or other undertaking (whether for profit or not). This can include for example, local authorities, school governors, insurance companies and project originators on Private Finance Initiatives (PFI) projects. Domestic clients are a special case and do not have duties under the CDM Regulations. Within Devon County Council the Client is the officer responsible for the Project.

As the Client you cannot delegate your duties to others, for example your CDM Co-ordinator, Architect / Designer, Building Surveyor or other professional. The CDM Regulations clearly place duties on the Client who instructs the work.

This checklist is designed to ensure that you are carrying out your duties as a Client, as set out in the CDM Regulations. It provides an audit trail that you have been sufficiently involved with the project to dispense your Client duties.

As the Client you must ensure that others co-operate and assist with the completion of the checklist, which should remain in your possession during and following the construction project. You must ensure that this checklist is retained for a minimum of three years after project completion or longer if a Health & Safety incident has occurred that may call into question the role of the Client.

Note (1): If the building is known or believed to contain Asbestos Containing Materials (ACMs), the Control of Asbestos Regulations 2006 (Regulation 7) identifies a specific requirement to remove, as far as is reasonably practicable, all ACMs prior to major refurbishment or final demolition. Removing ACMs is also appropriate in smaller refurbishment situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc). Existing asbestos information for a building may not include sufficient information about all the buildings components including voids, ducts and other non accessed areas including elements of composite construction, heating and electrical plant and any equipment that has been used within the building. Therefore for buildings built before 2000 an invasive asbestos survey (a "Refurbishment and Demolition Survey") should be undertaken by a competent asbestos surveyor. This will require access into the fabric of the building and destructive and disruptive surveying techniques will be required and may also involve the attendance of Gas Engineers and Electricians to provide safe access to equipment. Safety enclosures may also be necessary during the survey to allow access through already identified asbestos containing materials such as ceiling tiles or into flooring ducts known to contain asbestos. The survey information should be used to help in tendering for removal of ACMs from the building before work starts. The survey report should be supplied by the client to designers and contractors bidding for the work, so that asbestos risks can be addressed. The Client should assist the surveyor by providing all relevant information, including any existing asbestos surveys or registers and any building plans where available. The survey should be planned well in advance of any works to provide as much information as possible and may include additional surveying closer to the works to complete the inspection of areas once a building or area has been vacated. Further guidance is available within HSE document HSG264 Asbestos: The Survey Guide.

Pre-Works Phase

The Client will need to liaise with the Adviser and Designer (where appointed) to ensure that appropriate duty holders are appointed. The Client will need to ensure that the Adviser and Designer are asked the questions set out on the checklist and ensure the duty holders initial the relevant boxes to confirm they are in agreement that appropriate processes are being followed.

Note (2): Clients duties are:

- Check competence and resources of all appointees
- Allow sufficient time and resource for all stages
- Ensure there are suitable management arrangements for the projects
- Provide pre-construction information to designers and contractors

Note (3): For Corporate buildings the relevant property consultant will be NPS South West Ltd.

Note (4): A more complex project e.g. close proximity to the public or traffic / water may require the appointment of a Principal Contractor following good practice in the industry.

Work Phase

The Client will need to be in contact with the Contractor and undertake at least one site visit to ensure that the project is being properly initiated and executed and to obtain assurances from the Contractor that appropriate processes are being followed (ensure they initial the checklist to confirm that this is the case). The Client may need to contact the Contractor more than once and undertake more than one site visit if the project runs over an extended period of time.

Post Works Phase

Note (5): The Client's main duty post construction is to ensure the Health & Safety file is issued by the Contractor and passed to the future building manager. The person in control of the building must have a system to keep the H&S file safe and accessible and updated if further works are carried out. The Client should initial the checklist to confirm this activity has been completed.

The Client must ensure that a form ASB3 is completed and passed to the Asset Planning Manager at NPS South West Ltd in order to notify the asbestos data base of changes to asbestos condition, removal etc.