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 ©	PROJECT DESIGN GUIDES	T03.0
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PROJECT DESIGN GUIDE T03.0 'DESIGNERS REPORT'

Project Name: <i>Name</i>	Project No.: <i>Number</i>	Date: <i>Date</i>
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Document No.: **PDG-PDG-TEM-T03.0** Date Created: **11th Jan 2013** Date Revised:

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	PROJECT DESIGN GUIDES	<h1 style="margin: 0;">DESIGNERS REPORT</h1>
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MONTHLY DESIGNERS REPORT

Project name / no.:	Consultant:
Date of Report:	Fortnightly / Monthly
Distribution	Design Manager Document Controller Other consultants

Purpose: To monitor the progress of design and highlight major design issues

Key Dates:

Date	Milestone	Achieved Y/N
	Main Contract	
	DfMA start	
	Start on site	
	Power on	

Meetings / Workshops / Presentations attended last period/week.

Meeting	Day -Time-Location	Comments

Meetings / Workshops / Presentations to be prepared for this/next week.

Meeting	Day -Time-Location	Comments

Deliverables 4 week review

Date	Deliverable

Project name: / No.

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Last wk (-1)	Achieved
Last wk (-1)	Carried forward list
Last wk (0)	Due this week
Last wk (+1)	Due next week
Last wk (+2)	Due week after next
Last wk (-1)	MITIGATION for items to be carried forward

RFI's / TQ's

No issued:	?	No. Answered satisfactorily:	?	No. Overdue:	?
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Critical RFI's / TQ's list to become EWN's

Ref	Title	Comment

Critical RFI's are those that are close to affecting the construction programme and are to be identified 2/4 weeks prior to this date, **to allow time for mitigating action**

Design Notes

Ref	Title	Comment
Approved		
Rejected		

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Pending approval		
Ongoing		

Statutory and contractual obligations

L.A.P. dept		
For general status ensure Planning Condition tracker is updated.		
Critical items		
Ref	Item	Comment
Building Control		
For general status ensure Building Control Condition tracker is updated.		
Critical items		
Ref	Item	Comment
Other i.e. BREEAM / CODE		
For general status ensure relevant tracker is updated.		
Critical items		
Ref	Item	Comment
Other i.e. Secure by Design		
For general status ensure relevant tracker is updated.		
Critical items		
Ref	Item	Comment

Statutory Services 4 week look ahead

Water Supply - provider		
Ref	Item	Comment / Action

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Foul Water - provider		
Ref	Item	Comment / Action
Electricity - provider		
Ref	Item	Comment / Action
Gas - provider		
Ref	Item	Comment / Action
Comms & Data - provider		
Ref	Item	Comment / Action
Other - provider		
Ref	Item	Comment / Action

Other Comments