


PROJECT
DESIGN
GUIDES

D01.b

PROJECT DESIGN GUIDE D01.b

Appendix B DASHBOARD - TRACKER

Project Name:	Project No.:	Date:
NAME	PROJECT	Date

SPECIFIC NOTES (relating to any particular project specific matters)

R01 - 18/10/2013 Design Strategy tracker has been included.
 R02 - 20/02/2014 General updates
 R03 - 08/10/14 General improvements to format and code values included to make this tool more automatic.
 Password: **Dash**

Document No.: **PDG-PDG-PRO-D01.b**

Date Created:

Date Revised:

DASHBOARD

PROJECT DESIGN GUIDES

SUMMARY SHEET

Project & No.:

Client/Consultant doc no.:

Design Manager:

Review Date: **21/11/14**

Design Quality Management Measures - Statutory and Contractual Design Processes

% Complete **100**

CATEGORY	STATUS		Comment
DESIGN STRATEGIES	% COMPLETE		IN USE
No's to complete	8	50%	
No's completed	4		
PLANNING CONDITIONS	% COMPLETE		IN USE
No's to discharge	10	50%	
No's discharged	5		
BUILDING CONTROL CONDITIONS	% COMPLETE		IN USE
No's to discharge	10	50%	
No's discharged	5		
SECURE by DESIGN	% COMPLETE		IN USE
No's to discharge	10	50%	
No's discharged	5		
AGENTS CONDITIONS	% COMPLETE		IN USE
No's to discharge	10	50%	
No's discharged	5		
APPROVALS	% COMPLETE		IN USE
No's to Instruct	10	50%	
No's Instructed	5		
CHANGE CONTROL	% COMPLETE		IN USE
No's to Instruct	10	50%	
No's Instructed	5		
BREEAM	% COMPLETE		IN USE
No's to discharge	10	50%	
No's discharged	5		
QUALITY CONFORMANCE	% COMPLETE		IN USE
No's to Approved	10	50%	
No's Approved	5		
RFI/TQ	% COMPLETE		IN USE
TOTAL RFI's issued	10		
RFI's Cancelled / Superseded	1		
RFI's Awaiting (full) Answer	3		
RFI's Closed out	5	50%	
RFI's Closed out Late	0		
EWN's REQUIRED	1		

Worst case dates	Submit	Approve
Design Strategies	-84	n/a
LA Planning conditions & S106	-84	-56
Building Control	0	0
SbyD	-84	-14
Agents / Insurers	-84	-14
Approvals	-84	-7
Change Control (Client and Contractor)	-105	-14
BREEAM schools	-84	n/a
Quality Conformance	-84	-7
RFI's/TQ's	n/a	0

PDG

PROJECT
DESIGN
GUIDES

DESIGN STRATEGIES

Project & No.:

Client/Consultant doc no.:

Design Manager:

Lead Designer:

Date:

Process:

- Identify project strategies.
- Identify packages that relate to strategies.
- Identify stage related issues and project risks.
- All strategies to be uploaded into the relevant folder on the document management site.

no.	Strategy	Stage	Owner	Packages	Comments	Code	Date to be issued	Date issued	Sub RISK
DT1	Fire (AD B)	3		External works; Structural protection; Façade (compartmentation); Walls (compartmentation); Mechanical; (compartmentation); & Other.	Default to todays date as early warning Outline strategy issued at Stage 3.	1	13/02/2015	21/11/2014	-84
DT2	Acoustic (AD E)	3			Default to todays date as early warning	1	13/02/2015	21/11/2014	-84
DT3	Ventilation (AD F)	3			Default to todays date as early warning	1	13/02/2015	21/11/2014	-84
DT4	Daylight	3			Default to todays date as early warning	1	25/02/2015	21/11/2014	-96
DT5	Access Statement (AD M)	3			Default to todays date as early warning	0	13/02/2015	21/11/2014	-84
DT6	Cleaning & Maintenance (CDM)	3			Default to todays date as early warning	0	13/02/2015	21/11/2014	-84
DT7	Security (+SbyD)	3			Default to todays date as early warning	0	13/02/2015	21/11/2014	-84

-7

	no.	Srtategy	Stage	Owner	Packages	Comments	Code	Date to be issued	Date issued	Sub RISK
1	DT8	Thermal (AD L)	3			Default to todays date as early warning	0	13/02/2015	21/11/2014	-84
	DT9	Environmental (+BREEAM)	3			Default to todays date as early warning	0	13/02/2015	21/11/2014	-84
	DT10	Wind loads	3			Default to todays date as early warning	0	13/02/2015	21/11/2014	-84
	DT11	Catering	3			Default to todays date as early warning	0	13/02/2015	21/11/2014	-84
	DT12	Refuse and recycling	3			Default to todays date as early warning	0	13/02/2015	21/11/2014	-84
	DT13	Party Wall	3			Default to todays date as early warning		13/02/2015	21/11/2014	-84
	DT14	Rights of Light	3			Default to todays date as early warning		13/02/2015	21/11/2014	-84
Insert new lines above this one and copy formula's down including hidden column L.										

DISTRIBUTION:

No's to complete	8
No's completed	4



PROJECT
DESIGN
GUIDES

PLANNING CONDITIONS

Project & No.:

Client/Consultant doc no.:

Design Manager:

Town Planning Manager:

Date:

Process:

Consultants/DM to liaise/meet with the Planning consultant/LAP dept to ensure issues are understood and 'approver' identified.

Consultants to submit information to the Planning consultant/LAP dept with cheque by Employer.

All conditional discharge letters to be uploaded into the relevant folder on the document management site.

Ref. no.	LA Planning conditions & S107 condition	Type	Owner	Progress / information to be submitted	A	Date to be submitted	Date submitted	Decision days (8 weeks)				
								-7	56	-2		
							Sub RISK	B	Date to be discharged	Date discharged	Sub RISK	
C 01		Discharge - pre-commencement		Default to todays date as early warning	0	13/02/2015	21/11/2014	-84	1	16/01/2015	21/11/2014	-56
C 02		Discharge - pre-development above ground level		Default to todays date as early warning	0	13/02/2015	21/11/2014	-84	1	16/01/2015	21/11/2014	-56
C 03		Discharge - pre-commencement of item		Default to todays date as early warning	0	13/02/2015	21/11/2014	-84	1	16/01/2015	21/11/2014	-56
C 04		Discharge - Prior to occupation		Default to todays date as early warning	0	13/02/2015	21/11/2014	-84	1	16/01/2015	21/11/2014	-56
C 05		Information only		Default to todays date as early warning	0	13/02/2015	21/11/2014	-84	1	16/01/2015	21/11/2014	-56
C 06		Information only		Default to todays date as early warning	0	13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
C 07		Information only		Default to todays date as early warning	0	13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
C 08		Information only		Default to todays date as early warning	0	13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
C 09				Default to todays date as early warning	0	13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
C 10				Default to todays date as early warning	0	13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56

REVIEW & COMMENT	Ref. no.	LA Planning conditions & S107 condition	Type	Owner	Progress / information to be submitted	A	Date to be submitted	Date submitted	Sub RISK	B	Date to be discharged	Date discharged	Sub RISK
	C 11				Default to todays date as early warning		13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
	C 12				Default to todays date as early warning		13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
	C 13				Default to todays date as early warning		13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
	C 14				Default to todays date as early warning		13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
	C 15				Default to todays date as early warning		13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
	C 16				Default to todays date as early warning		13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
	C 17				Default to todays date as early warning		13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
	C 18				Default to todays date as early warning		13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
	C 19				Default to todays date as early warning		13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
	C 20				Default to todays date as early warning		13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
	C 21				Default to todays date as early warning		13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
	C 22				Default to todays date as early warning		13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56
C 23				Default to todays date as early warning		13/02/2015	21/11/2014	-84		16/01/2015	21/11/2014	-56	
Insert new lines above this one and copy formula's down including hidden columns K & P.													

DISTRIBUTION:

No's to discharge	10
No's discharged	5

PDG

PROJECT DESIGN GUIDES

BUILDING CONTROL CONDITIONS

Project & No.:

Client/Consultant doc no.:

Design Manager:

Building Control Inspector:

Date:

Process:

The method of discharging B.C. items to be agree at an early stage (Plans or Inspection).
 Design information to be forwarded to B.C. officer and/or inspections to relate to the Design and/or Construction programmes.
 All sign off forms to be uploaded into the relevant folder on the document management site.

Warning count-down start at weeks: **-7** Decision days (TBC) **28** **-2**

Part / Ref.	Building Control item	Owner	Type	Progress / information to be submitted	Rev.	A	Date to be submitted	Date submitted	Sub RISK	B	Date to be discharged	Date discharged	App RISK
Part A	Structural safety								0				0
Item A.001			Design			0	13/02/2015	21/11/2014	-84	1	19/12/2014	21/11/2014	-28
Item A.002			Construction			0	13/02/2015	21/11/2014	-84	1	19/12/2014	21/11/2014	-28
Part B	Fire safety - Volume 2		Completion						0				0
Item B.001				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84	1	19/12/2014	21/11/2014	-28
Item B.002				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84	1	19/12/2014	21/11/2014	-28
Part C	Resistance to contaminants and moisture								0				0
Item C.001				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84	1	19/12/2014	21/11/2014	-28
Item C.002				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
Part D	Toxic substances								0				0
Item D.001				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
Item D.002				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
Part E	Resistance to sound								0				0
Item E.001				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
Item E.002				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
Part F	Ventilation								0				0
Item F.001				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
Item F.002				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
Part G	Sanitation, Hot water safety and Water efficiency								0				0
Item G.001				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28

COMMENT	Part / Ref.	Building Control item	Owner	Type	Progress / information to be submitted	Rev.	A	Date to be submitted	Date submitted	Sub RISK	B	Date to be discharged	Date discharged	App RISK
		Item G.002				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014
	Part H	Drainage and waste disposal								0				0
	Item H.001				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
	Item H.002				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
	Part J	Heat producing appliances								0				0
	Item J.001				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
	Item J.002				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
	Part K	Protection from falling								0				0
	Item K.001				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
	Item K.002				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
	Part L2A	Conservation of fuel and power								0				0
	Item L.001				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
	Item L.002				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
	Part M	Access to and use of buildings								0				0
	Item M.001				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
	Item M.002				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
	Part N	Glazing safety								0				0
	Item N.001				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
	Item N.002				Default to todays date as early warning			13/02/2015	21/11/2014	-84		19/12/2014	21/11/2014	-28
Insert new lines above this one and copy formula's down including hidden columns L & Q.														

DISTRIBUTION:

No's to discharge	10
No's discharged	5

PDG	PROJECT DESIGN GUIDES	SECURE BY DESIGN
------------	-----------------------	-------------------------

Project & No.:

Client/Consultant doc no.:

Design Manager:

Approved Inspector:

Date:

Process:

The method of discharging SbD items to be agree at an early stage.
 Design information to be forwarded to SbD officer and/or inspections to relate to the Design and/or Construction programmes.
 All sign off forms to be uploaded into the relevant folder on the document management site.

	Ref. No.	SbyD item	Owner	Type	Progress / information to be submitted	Rev.	Warning count-down start at weeks:			Decision days (TBC)			
							A	B	-7	14	-2		
REVIEW &							Date to be submitted	Date submitted	Sub RISK	Date to be discharged	Date discharged	App RISK	
	001	Confirm X			Default to todays date as early warning	0	13/02/2015	21/11/2014	-84	1	05/12/2014	21/11/2014	-14
	002			Design	Default to todays date as early warning	0	13/02/2015	21/11/2014	-84	1	05/12/2014	21/11/2014	-14
	003			Construction	Default to todays date as early warning	0	13/02/2015	21/11/2014	-84	1	05/12/2014	21/11/2014	-14
	004			Completion	Default to todays date as early warning	0	13/02/2015	21/11/2014	-84	1	05/12/2014	21/11/2014	-14
	005				Default to todays date as early warning	0	13/02/2015	21/11/2014	-84	1	05/12/2014	21/11/2014	-14
	006				Default to todays date as early warning	0	13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	007				Default to todays date as early warning	0	13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	008				Default to todays date as early warning	0	13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	009				Default to todays date as early warning	0	13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	010				Default to todays date as early warning	0	13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	011				Default to todays date as early warning		13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	012				Default to todays date as early warning		13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	013				Default to todays date as early warning		13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	014				Default to todays date as early warning		13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	015				Default to todays date as early warning		13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	016				Default to todays date as early warning		13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	017				Default to todays date as early warning		13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	018				Default to todays date as early warning		13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	019				Default to todays date as early warning		13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
020				Default to todays date as early warning		13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14	

COMMENT	021			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	022			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	023			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	024			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	025			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	026			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	027			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	028			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	029			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	030			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	031			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	032			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	033			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	034			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	035			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	036			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	037			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	038			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	039			Default to todays date as early warning		13/02/2015	21/11/2014	-84	05/12/2014	21/11/2014	-14
	Insert new lines above this one and copy formula's down including hidden columns J & O.										

DISTRIBUTION:

No's to discharge	10
No's discharged	5

PDG

PROJECT DESIGN GUIDES

AGENTS / INSURERS

Project & No.:

Client/Consultant doc no.:

Design Manager:

Agent Inspector:

Date:

Process:

The method of discharging client items to be agree at an early stage (Plans or Inspection).
 Design information to be forwarded to the Agent and/or inspections to relate to the Design and/or Construction programmes.
 All sign off forms to be uploaded into the relevant folder on the document management site.

Warning count-down start at weeks: **-7** Decision days **14** **-2**

Ref. No.	Clients Agent / Insurers item	Owner	Type	Progress / information to be submitted	Rev.	Warning count-down start at weeks:		Decision days		App RISK			
						A	B	Sub RISK	App RISK				
001	Confirm X			Default to todays date as early warning		0	13/02/2015	21/11/2014	-84	1	05/12/2014	21/11/2014	-14
002			Design	Default to todays date as early warning		0	13/02/2015	21/11/2014	-84	1	05/12/2014	21/11/2014	-14
003			Construction	Default to todays date as early warning		0	13/02/2015	21/11/2014	-84	1	05/12/2014	21/11/2014	-14
004			Completion	Default to todays date as early warning		0	13/02/2015	21/11/2014	-84	1	05/12/2014	21/11/2014	-14
005				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84	1	05/12/2014	21/11/2014	-14
006				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
007				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
008				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
009				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
010				Default to todays date as early warning		0	13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
011				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
012				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
013				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
014				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
015				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
016				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
017				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
018				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
019				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
020				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14

COMMENT	Ref. No.	Clients Agent / Insurers item	Owner	Type	Progress / information to be submitted	Rev.	A	Date to be submitted	Date submitted	Sub RISK	B	Date to be discharged	Date discharged	App RISK
	021				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	022				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	023				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	024				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	025				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	026				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	027				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	028				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
	029				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14
030				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14	
031				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14	
032				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14	
033				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14	
034				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14	
035				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14	
036				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14	
037				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14	
038				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14	
040				Default to todays date as early warning			13/02/2015	21/11/2014	-84		05/12/2014	21/11/2014	-14	
Insert new lines above this one and copy formula's down including hidden columns L & Q.														

DISTRIBUTION:

No's to discharge	10
No's discharged	5

PDG

PROJECT DESIGN GUIDES

APPROVALS

Project & No.:

Client/Consultant doc no.:

Design Manager:

Client Approver:

Date:

Process:

- To be used for specification changes and co-ordinated room layouts.
- All items to be forward managed and meetings arranged with due regard to Tender and Construction programmes.
- The design team are to produce Design reports and/or drawings to be tabled for agreement at client Technical/Approval meetings.
- Compliance, cost and programme implications to be form part of the appraisal and approval meetings.
- Changes and layout approvals only to be instigated by the contractor upon approval.


Warning count-down start at weeks: -7 7 -2

Ref. No.	Item	Rev.	Owner	Progress / information to be submitted	A	Date to be submitted	Date submitted	Sub RISK	B	Decision days		App RISK
										Date to be approved	Date approved	
001					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7
002					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7
003					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7
004					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7
005					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7
006					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7
007					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7
008					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7
009					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7
010					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7
011						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
012						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
013						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
014						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
015						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
016						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
017						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
018						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
019						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
020						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7

COMMENT	Ref. No.	Item	Rev.	Owner	Progress / information to be submitted	A	Date to be submitted	Date submitted	Sub RISK	B	Date to be approved	Date approved	App RISK
	021						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
	022						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
	023						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
	024						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
	025						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
	026						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
	027						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
	028						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
	029						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
	030						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
	031						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
	032						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
033						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
034						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
035						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
036						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
037						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
038						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
039						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
Insert new lines above this one and copy formula's down including hidden columns K & P.													

DISTRIBUTION:

No's to Instruct	10
No's Instructed	5



PROJECT DESIGN GUIDES

CHANGE CONTROL

Project & No.:

Client/Consultant doc no.:

Design Manager:

Clients Commercial Manager:

Date:

Process:

The Design manager is to work closely with the Commercial manager and other project management staff. Note, commercial discussions may alter contact time periods.
 All design studies and fees to be forwarded to the Commercial manager and uploaded on the document management site.
 All sign off forms to be uploaded into the relevant folder on the document management site.

Contract decision days:

Contract decision days:

	Change Request no.	Originator	Title / Description	Change Instruction no.	Progress & Comments	A	14				14			
							Date Received	Contract period to Submit	Date Submitted	Sub RISK	Contract period to instruct	Date Instructed	Sub RISK	Sub RISK
REVIEW	COR 001			CI 001	INSTRUCTED	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 002				NOT INSTRUCTED	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 003				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 004				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 005				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 006				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 007				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 008				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 009				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 010				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 011				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 012				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 013				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 014				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 015				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 016				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 017				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 018				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14
	COR 019				Default to todays date as early warning	0	20/02/2015	06/03/2015	21/11/2014	-105	1	05/12/2014	21/11/2014	-14

V & COMMENT	Change Request no.	Originator	Title / Description	Change Instruction no.	Progress & Comments	A	Date Received	Contract period to Submit	Date Submitted	Sub RISK	B	Contract period to instruct	Date Instructed	Sub RISK
	COR 020				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14
	COR 021				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14
	COR 022				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14
	COR 023				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14
	COR 024				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14
	COR 025				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14
	COR 026				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14
	COR 027				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14
	COR 028				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14
COR 029				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14	
COR 030				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14	
COR 031				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14	
COR 032				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14	
COR 033				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14	
COR 034				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14	
COR 035				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14	
COR 036				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14	
COR 037				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14	
COR 038				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14	
COR 039				Default to todays date as early warning		20/02/2015	06/03/2015	21/11/2014	-105		05/12/2014	21/11/2014	-14	
Insert new lines above this one and copy formula's down including hidden columns L & Q.														

DISTRIBUTION:

No's to Instruct	10
No's Instructed	5

PDG	PROJECT DESIGN GUIDES	BREEAM SCHOOLS
------------	-----------------------	-----------------------

CREDIT SUMMARY FOR *INTERIM DESIGN STAGE* ASSESSMENT

Project & No.:
 Client/Consultant doc no.:

Design Manager:
 BREEAM Assessor:
 Date:

Contract requirement highlighted in Green:	PASS	25%	GOOD	40%	VERY GOOD	55%	EXCELLENT	70%
--	------	------------	------	------------	-----------	------------	-----------	------------

Green	Credit Issue Closed Out – Credit Achieved	Grey	Credit Closed Out – Not Achieved
Amber	Evidence submitted, being assessed or further info required	Blue	Credits in blue are MANDATORY (1 minimum) <small>These must be achieved regardless of score</small>
Red	No evidence submitted	Yellow	POTENTIAL credits targeted

MANAGEMENT	Credit	Credits Available	Credits Targeted	Credits Achieved	Credit Difference	Credit Ownership	Evidence Upload Required By	Evidence Uploaded Date	Date RISK	Comments / Notes
	Warning count-down start at weeks: -7									
	Man 1 Commissioning	2	1	1	0		13/02/2015	21/11/2014	-84	
	Man 2 Considerate Constructors	2	1	1	0		13/02/2015	21/11/2014	-84	
	Man 3 Construction Site Impacts	4	1	1	0		13/02/2015	21/11/2014	-84	
	Man 4 Building user guide	1	1	1	0		13/02/2015	21/11/2014	-84	
	Man 5 Site Investigation	1	1	1	0		13/02/2015	21/11/2014	-84	
	Man 6 Consultation	2	1	0	-1		13/02/2015	21/11/2014	-84	
	Man 7 Shared Facilities	2	1	0	-1		13/02/2015	21/11/2014	-84	

N	Credit	Credits Available	Credits Targeted	Credits Achieved	Credit Difference	Credit Ownership	Evidence Upload Required By	Evidence Uploaded Date	Date RISK	Comments / Notes
	Man 8 Security	1	1	0	-1		13/02/2015	21/11/2014	-84	
Man 9 Publication of building information	1	1	0	-1		13/02/2015	21/11/2014	-84		
Man 10 Development as a learning resource	1	1	0	-1		13/02/2015	21/11/2014	-84		
Man 11 Ease of Maintenance	1	0	0	0		13/02/2015	21/11/2014	-84		
Man 12 Life Cycle Costing	2	0	0	0		13/02/2015	21/11/2014	-84		
HEALTH & WELL-BEING	Hea 1 Daylighting	1	0	0	0		13/02/2015	21/11/2014	-84	
	Hea 2 View Out	1	0	0	0		13/02/2015	21/11/2014	-84	
	Hea 3 Glare Control	1	0	0	0		13/02/2015	21/11/2014	-84	
	Hea 4 High frequency lighting	1	0	0	0		13/02/2015	21/11/2014	-84	
	Hea 5 Internal and external lighting levels	1	0	0	0		13/02/2015	21/11/2014	-84	
	Hea 6 Lighting zones & controls	1	0	0	0		13/02/2015	21/11/2014	-84	
	Hea 7 Potential for natural ventilation	1	0	0	0		13/02/2015	21/11/2014	-84	
	Hea 8 Indoor air quality	1	0	0	0		13/02/2015	21/11/2014	-84	
	Hea 9 Volatile Organic Compounds	1	0	0	0		13/02/2015	21/11/2014	-84	
	Hea 10 Thermal comfort	1	0	0	0		13/02/2015	21/11/2014	-84	
	Hea 11 Thermal zoning	1	0	0	0		13/02/2015	21/11/2014	-84	
	Hea 12 Microbial contamination	1	0	0	0		13/02/2015	21/11/2014	-84	
	Hea 13 Acoustic Performance	3	0	0	0		13/02/2015	21/11/2014	-84	

	Credit	Credits Available	Credits Targeted	Credits Achieved	Credit Difference	Credit Ownership	Evidence Upload Required By	Evidence Uploaded Date	Date RISK	Comments / Notes
	Hea 16 Drinking Water	1	0	0	0		13/02/2015	21/11/2014	-84	
	Hea 17 Specification of Laboratory Fume Cupboards	1	0	0	0		13/02/2015	21/11/2014	-84	
ENERGY	Ene 1 Reduction of CO2 Emissions	15	0	0	0		13/02/2015	21/11/2014	-84	
	Ene 2 Sub-metering of Substantial Energy Uses	1	0	0	0		13/02/2015	21/11/2014	-84	
	Ene 3 Sub-metering of high energy load Areas and Tenancy	1	0	0	0		13/02/2015	21/11/2014	-84	
	Ene 4 External Lighting	1	0	0	0		13/02/2015	21/11/2014	-84	
	Ene 5 Low zero carbon technologies	3	0	0	0		13/02/2015	21/11/2014	-84	
	Ene 8 Lifts	2	0	0	0		13/02/2015	21/11/2014	-84	
	Ene 10 Free Cooling	1	0	0	0		13/02/2015	21/11/2014	-84	
	Ene 11 Energy Efficient Fume Cupboards	1	0	0	0		13/02/2015	21/11/2014	-84	
TRANSPORT	Tra 1 Provision of public transport	3	0	0	0		13/02/2015	21/11/2014	-84	
	Tra 2 Proximity to amenities	1	0	0	0		13/02/2015	21/11/2014	-84	
	Tra 3 Cyclist Facilities	2	0	0	0		13/02/2015	21/11/2014	-84	
	Tra 4 Pedestrian and cycle safety	1	0	0	0		13/02/2015	21/11/2014	-84	
	Tra 5 Travel plan	1	0	0	0		13/02/2015	21/11/2014	-84	
	Tra 8 Deliveries & manoeuvring	1	0	0	0		13/02/2015	21/11/2014	-84	
	Wat 1 Water Consumption	3	0	0	0		13/02/2015	21/11/2014	-84	
	Wat 2 Water meter	1	0	0	0		13/02/2015	21/11/2014	-84	

	Credit	Credits Available	Credits Targeted	Credits Achieved	Credit Difference	Credit Ownership	Evidence Upload Required By	Evidence Uploaded Date	Date RISK	Comments / Notes
WATER	Wat 3 Major leak detection	1	0	0	0		13/02/2015	21/11/2014	-84	
	Wat 4 Sanitary supply shut off	1	0	0	0		13/02/2015	21/11/2014	-84	
	Wat5 Water recycling	1	0	0	0		13/02/2015	21/11/2014	-84	
	Wat 6 Irrigation systems	1	0	0	0		13/02/2015	21/11/2014	-84	
MATERIALS	Mat 1 Materials Spec. (major bldg elements)	6	0	0	0		13/02/2015	21/11/2014	-84	
	Mat 2 Hard landscaping/ boundary protect.	1	0	0	0		13/02/2015	21/11/2014	-84	
	Mat 3 Re-use of building façade	1	0	0	0		13/02/2015	21/11/2014	-84	
	Mat 4 Re-use of building structure	1	0	0	0		13/02/2015	21/11/2014	-84	
	Mat 5 Responsible sourcing of materials	3	0	0	0		13/02/2015	21/11/2014	-84	
	Mat 6 Insulation	2	0	0	0		13/02/2015	21/11/2014	-84	
	Mat 7 Designing For Robustness	1	0	0	0		13/02/2015	21/11/2014	-84	
WASTE	Wst 1 Construction Site Waste Management	4	0	0	0		13/02/2015	21/11/2014	-84	
	Wst 2 Recycled aggregates	1	0	0	0		13/02/2015	21/11/2014	-84	
	Wst 3 Recyclable waste storage	2	0	0	0		13/02/2015	21/11/2014	-84	
USE & ECOLOGY	LE1 Re-use of land	1	0	0	0		13/02/2015	21/11/2014	-84	
	LE3 Ecological value of site/Protection of ecological features	1	0	0	0		13/02/2015	21/11/2014	-84	
	LE4 Mitigating Ecological impact	2	0	0	0		13/02/2015	21/11/2014	-84	
	LE5 Enhancing Site Ecology	3	0	0	0		13/02/2015	21/11/2014	-84	

	Credit	Credits Available	Credits Targeted	Credits Achieved	Credit Difference	Credit Ownership	Evidence Upload Required By	Evidence Uploaded Date	Date RISK	Comments / Notes
LAND USE	LE6 Long term impact on biodiversity	2	0	0	0		13/02/2015	21/11/2014	-84	
	LE7 Consultation with students and staff	1	0	0	0		13/02/2015	21/11/2014	-84	
	LE8 Local Wildlife Partnership	1	0	0	0		13/02/2015	21/11/2014	-84	
POLLUTION	Pol 1 Refrigerant GWP - Building services	1	0	0	0		13/02/2015	21/11/2014	-84	
	Pol 2 Preventing refrigerant leaks	1	0	0	0		13/02/2015	21/11/2014	-84	
	Pol 4 NOx emissions from heating source	3	0	0	0		13/02/2015	21/11/2014	-84	
	Pol 5 Flood risk	3	0	0	0		13/02/2015	21/11/2014	-84	
	Pol 6 Minimising watercourse pollution	1	0	0	0		13/02/2015	21/11/2014	-84	
	Pol 7 Reduction of Night Time Light Pollution	1	0	0	0		13/02/2015	21/11/2014	-84	
	Pol 8 Noise Attenuation	1	0	0	0		13/02/2015	21/11/2014	-84	
	INNOV	Man 2 Considerate Constructors	1	0	0	0		13/02/2015	21/11/2014	-84
Wst 1 Construction Site Waste Management		1	0	0	0		13/02/2015	21/11/2014	-84	
TOTAL		125	10	5	-5				-84	

DISTRIBUTION:

No's to discharge	10
No's discharged	5

PDG

PROJECT
DESIGN
GUIDES

QUALITY CONFORMANCE

Project & No.:

Client/Consultant doc no.:

Design Manager:

Client Approver:

Date:

Definitions:

- Sample: A representative piece of finished product defining, form, shape, colour, texture and other physical and functional characteristics.
- Benchmark: A representative example of an element of completed works for setting standards of workmanship and finish; often the first of the off-site manufacture or on site construction/finish.
- Mock-up: A simulation using physical components to demonstrate or test a proposed design solution.
- Prototype: Not produced from production-representative components but fully finished and functional element intended for development and validation of design.
- 1st run study: Full size trial assembly using actual components which will be reused where possible.

Process:

- All quality samples, benchmarks and mock-ups to be photographed with a reference number that accords with this tracker.
- The photograph is to be pasted into a sign off proforma for client signature.
- All sign off forms to be uploaded into the relevant folder on the information portal.

ref.	Rev.	Quality Conformance item	Owner	Progress / information to be submitted	A	Date to be submitted	Date submitted	Warning count-down start at weeks:			B	Date to be approved	Date discharged	App RISK
								-7	7	-2				
QC001					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7		
QC002					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7		
QC003					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7		
QC004					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7		
QC005					0	13/02/2015	21/11/2014	-84	1	28/11/2014	21/11/2014	-7		
QC006					0	13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7		
QC007					0	13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7		

REVIEW & COMMENT	ref.	Rev.	Quality Conformance item	Owner	Progress / information to be submitted	A	Date to be submitted	Date submitted	Sub RISK	B	Date to be approved	Date discharged	App RISK	
	QC008					0	13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC009					0	13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC010					0	13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC011						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC012						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC013						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC014						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC015						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC016						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC017						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC018						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC019						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC020						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC021						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC022						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC023						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC024						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC025						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC026						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC027						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC028						13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
	QC029					Prototype		13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
	QC030					Mockup		13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7
QC031					Benchmark		13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
QC032					Sample		13/02/2015	21/11/2014	-84		28/11/2014	21/11/2014	-7	
Insert new lines above this one and copy formula's down including hidden columns K & P.														

DISTRIBUTION:

No's to Approved	10
No's Approved	5

PDG

PROJECT DESIGN GUIDES

RFI's

Project & No.:

Client/Consultant doc no.:

Design Manager:

Client Approver:

Date:

Process:
 Communication channels to be defined - **CEMAR**
 Decide if the DM/Contractor team is to sanitise Consultant and subcontractor RFI's before issue to client.
 Decide upon the given period to answer. Only satisfactory answers to be recorded as closed out.

Contract decision days:

14

-2

	RFI Log ref:	Originator RFI ref:	Originator	Title / Description	To be Answer by	Progress & Comments		RFI issued	RFI answer required by	Answer received	Sub RISK
REVIEW & COMMENT							5	13/02/2015	27/02/2015	27/02/2015	0
							1	13/02/2015	27/02/2015	27/02/2015	0
							1	13/02/2015	27/02/2015	27/02/2015	0
							1	13/02/2015	27/02/2015	27/02/2015	0
							2	13/02/2015	27/02/2015	27/02/2015	0
							2	13/02/2015	27/02/2015	27/02/2015	0
							2	13/02/2015	27/02/2015	27/02/2015	0
							2	13/02/2015	27/02/2015	27/02/2015	0
							2	13/02/2015	27/02/2015	27/02/2015	0
							2	13/02/2015	27/02/2015	27/02/2015	0
							3	13/02/2015	27/02/2015	27/02/2015	0
								13/02/2015	27/02/2015	27/02/2015	0
								13/02/2015	27/02/2015	27/02/2015	0
								13/02/2015	27/02/2015	27/02/2015	0
								13/02/2015	27/02/2015	27/02/2015	0
								13/02/2015	27/02/2015	27/02/2015	0
								13/02/2015	27/02/2015	27/02/2015	0
								13/02/2015	27/02/2015	27/02/2015	0
								13/02/2015	27/02/2015	27/02/2015	0
								13/02/2015	27/02/2015	27/02/2015	0

							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
							13/02/2015	27/02/2015	27/02/2015	0
Insert new lines above this one and copy formula's down including hidden columns M & N.										

DISTRIBUTION:

TOTAL RFI's issued	10
RFI's Cancelled / Superseded	1
RFI's Awaiting (full) Answer	3
RFI's Closed out	5
RFI's Closed out Late	0
EWN's REQUIRED	1