

# 26'10 SOUTH PROCESS | THE SIX WORK STAGES

© 26'10 SOUTH ARCHITECTS

## PRE - FEASIBILITY

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- Site analysis
- Brief
- Regulations
- > **Inception Report**

## CONCEPT & VIABILITY

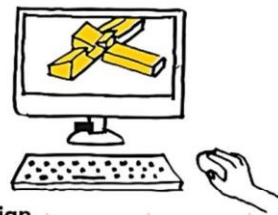
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- Concept
- Materials
- Budget
- > **Concept Design Report**

## DESIGN DEVELOPMENT

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- Design
- Services
- Structure
- Budget
- > **Design Report**

## TECHNICAL DOCUMENTATION

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- Technical documents
- Approvals
- Tender
- Contract
- > **Full set of documents for works**

## CONSTRUCTION

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- Site handover
- Contract admin
- Quality control
- > **Fornightly minuted meetings**
- > **Accurate record of information**

## HANDOVER

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- Project close out
- > **Owners Manual**
- > **Certificate of Occupation**
- > **CELEBRATION!**

**TYPICAL WORK STAGES – ARCHITECTURAL SCOPE**

The following summarizes the typical work stages of a project. For a visual summary, see diagram on page 2.

<b>Work Stage</b>	<b>Activity</b>
<b>1</b>	<b>Inception</b> Receive, appraise and report on client's requirements with regard to: client's brief, the site, rights and constraints, budgetary constraints, need for consultants, project programme methods of contracting.
<b>2</b>	<b>Concept and viability</b> Prepare initial design. Advise on intended space provisions and planning relationships, proposed materials and intended building services, technical and functional characteristics of design. Check conformity of projects with the rights to the use of the land. Review anticipated costs. Review project programme.
<b>3</b>	<b>Design Development</b> Confirm scope and complexity. Review design and consult local authority. Develop design, construction system, materials and components. Incorporate all services and the work of consultants. Review design, costing and programme with consultants.
<b>4</b>	<b>Documentation and procurement</b>
4.1	Prepare documentation sufficient for local authority submission. Co-ordinate technical documentation with consultants and complete primary co-ordination. Prepare specifications for the works. Review the costing and programming with consultants. Obtain client's authority and submit documents for approval.
4.2	Complete construction documentation (1:50 working drawings and details). Call for tenders. Award tender. Prepare building contract.
<b>5</b>	<b>Construction</b> Handover of site to contractor. Issue construction documentation. Initiate and / or check sub-contract design and documentation as appropriate. Inspect the works and administer contract, issue certificate of practical completion. Assist client in obtaining occupation certificate.
<b>6</b>	<b>Close out</b> Fulfil and complete project close out, prepare necessary documentation for effective completion, handover and operation of project. Issue relevant certificates related to contract completion. Provide as built drawings and relevant contractual undertakings by contractor and subcontractors.