

RIBA WORK STAGE	DESCRIPTION OF KEY TASKS
<b>PREPARATION</b>	<b>Appraisal</b> a Identification of client's needs and objectives, business case and possible constraints on development.  Preparation of feasibility studies and assessment of options to enable the client to decide whether to proceed.
	<b>Design Brief</b> b Development of initial statement of requirements into the Design Brief by or on behalf of the client confirming key requirements and constraints. Identification of procurement method, procedures, organisational structure and range of consultants and others to be engaged for the project.
<b>DESIGN</b>	<b>Concept</b> c Implementation of Design Brief and preparation of additional data. Preparation of Concept Design including outline proposals for structural and building services systems, outline specifications and preliminary cost plan. Review of procurement route.
	<b>Design Development</b> d Development of concept design to include structural and building services systems, updated outline specifications and cost plan. Completion of Project Brief. Application for detailed planning permission.
	<b>Technical Design</b> e Preparation of technical design(s) and specifications, sufficient to co-ordinate components and elements of the project and information for statutory standards and construction safety.
<b>PRE CONSTRUCTION</b>	<b>Production Information</b> f F1 Preparation of detailed information for construction. Application for statutory approvals. F2 Preparation of further information for construction required under the building contract. Review of information provided by specialists.
	<b>Tender Documentation</b> g Preparation and/or collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the project. Identification and evaluation of potential contractors and/or specialists for the project.
	<b>Tender Action</b> h Obtaining and appraising tenders; submission of recommendations to the client.
<b>CONSTRUCTION</b>	<b>Mobilisation</b> j Letting the building contract, appointing the contractor. Issuing of information to the contractor. Arranging site hand over to the contractor.
	<b>Construction to Practical Completion</b> k Administration of the building contract to Practical Completion. Provision to the contractor of further Information as and when reasonably required. Review of information provided by contractors and specialists.
<b>USE</b>	<b>Post Practical Completion</b> l L1 Administration of the building contract after Practical Completion and making final inspections. L2 Assisting building user during initial occupation period. L3 Review of project performance in use.

CSH WORK STAGE	DESCRIPTION OF KEY TASKS
<b>DESIGN STAGE</b>	<b>Design Objectives</b> C1 Identification of client's needs and objectives in relation to CSH level to be reached.
	<b>Design &amp; Technical Advice</b> C2.A Site registered with CSH service provider, Stroma Accreditation. (our sister company)
	C2.B Design SAP
	C2.C ENE 7 Feasibility study (If required)
	C2.D Credit table
	C2.E Pre-assessment report produced and provided to client
	C2.F Master PCS evidence checklist
C2.G Supplementary evidence checklist	
<b>Sustainable Design Benchmarking</b>	C3.A DS Reminder letter DS evidence gathered
	C3.B DS report produced and submitted to Stroma Accreditation. QA Check performed by Stroma Accreditation.  DS Certificate issued by Stroma Accreditation.
<b>PCS STAGE</b>	C4.A Master PCS evidence checklist PCS evidence gathered.
	C4.B PCS report produced and submitted to Stroma Accreditation. QA Check performed by Stroma Accreditation. PCS Certificate issued by Stroma Accreditation.

WORK STAGE	DESCRIPTION OF KEY TASKS
<b>DESIGN STAGE</b>	<b>Design Information</b> S1 Provisional Energy Report identifying an appropriate energy strategy
	<b>Technical Information</b> S2 Energy Report developed to include preliminary SAP calculations, incorporating proposed fabric and heating/power, and inform the design performance under CSH ENE1 and ENE7 Development and modelling of the proposal to assess daylighting, energy performance, acoustics, solar gain etc. testing using an industry standard analysis tool. Advice on the practical use, cost and implementation of potential low energy options.  Acoustics consultation including reporting on the requirements of CSH section HEA 2 Cost advice related to potential fabric improvements and renewables  Final SAP calculations issued for inclusion on the application for Building Regulation approval.
<b>CONSTRUCTION</b>	<b>Design Evaluation</b> S3 Air barrier and permeability advice including co-ordination between the Design Team, Contractor and Sub Contractors  Comfort air permeability testing at pre defined stages of the construction
<b>POST TESTING</b>	<b>Post Construction Compliance/Assessment</b> S4 Air permeability/ Acoustics testing for compliances with Building Regulations and CSH Issue of Energy Performance Certificates
<b>ADDITIONAL</b>	<b>Additional Services</b> S5 Advice and implementation of retrospective measures should the air permeability test indicate that the fabric is not performing to the required level. Asbestos surveys Advice and assessment of existing housing stock including provision of EPCs

*Building Sustainability & Compliance*

# Residential Schedule of Services

The services Stroma Design offer are:

- Full Architectural service is based on the RIBA Outline Plan of Work. Our expertise in sustainability allows us to deliver cost effective and appropriate design solutions.
- Advice and Assessment in relation to Code for Sustainable Homes. Including: strategic advice, design advice, Design Stage Assessment and Post Construction Stage Assessment.
- Energy reports to deliver appropriate solutions to reach required code level.
- Through Stroma Technology & Contracting: provision of SAP calcs, issue of EPCs, acoustic testing, air tightness testing, asbestos surveys and coustic/ air sealing.

All or a combination of the above services are available on any one project.

Contact 0845 621 11 11 for further information or email [r.parker@stroma.com](mailto:r.parker@stroma.com)

Stroma Design  
Stroma, Pioneer Way,  
Castleford, WF10 5QU

T: 0845 621 11 11  
[www.stroma.com](http://www.stroma.com)