Building Technology
puts your name, address, contact numbers & ACN here. This is the standard style and font. Special layouts are available.

Project Form

PF07

Design Review Checklist

Project	Prepared by:
No.	Date:

Type of review:
- ☐ Internal
- ☐ Client
- ☐ Consultant audit

INPUTS to be considered (Check appropriate boxes):
- ☐ Quality Manual
- ☐ Project Quality Plan
- ☐ Project brief
- ☐ Codes/regulations
- ☐ Approved schematic design
- ☐ Approved design development

Other (list):
- ☐ _____
- ☐ _____
- ☐ _____

MATTERS FOR REVIEW Check appropriate boxes):

								Other (list):
1	☐ Design inputs	8	☐ Contract documentation	15	☐ Site data	22	☐	_____
2	☐ Project brief	9	☐ Subconsultant coordination	16	☐ Initial cost	23	☐	_____
3	☐ List of significant restraints	10	☐ Consultant coordination	17	☐ Life cycle cost	24	☐	_____
4	☐ Acceptance criteria	11	☐ Specifications	18	☐ Value engineering	25	☐	_____
5	☐ Design changes	12	☐ Design calculations	19	☐ Buildability	26	☐	_____
6	☐ Schematic design output	13	☐ Marketing/tenanting	20	☐ Safety	27	☐	_____
7	☐ Design development output	14	☐ Environmental impact	21	☐ Performance	28	☐	_____

ATTENDEES
Enter names & firms. Enter project role under "Code".

DR = Director
PD = Project director
PA = Project architect
QM = Quality manager
RE = Design reviewer
PS = Project staff
SC = Subconsultant
OT = Other

CL = Client
CO = Consultant
PM = Project manager

NAME	FIRM	CODE

RESULTS of design review: Identify by number in front of matters reviewed, as above. Use reverse side if extra room is needed.

REVIEW STAGE:
- ☐ Schematic Design
- ☐ Design Development
- ☐ Contract Documents

Completed by: _____
Date: _____

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