

Description	N/A	✓	Notes
1. Continue regularly scheduled meetings/minutes.			
[Note: Architect chairs and records all meetings: complete and issue minutes to all present within 48 hours and copy all minutes of meetings to client.]			
2. Report all relevant matters arising from design meetings with client:			
.1 data on specialized systems (refer to list in "Checklist for the Management of the Architectural Project" – Chapter 3.11)			
3. Review/resolve coordination issues on an ongoing basis.			
4. Instruct structural consultant to:			
.1 Investigate/confirm in writing a review of all applicable codes/regulations;			
.2 Update construction cost estimates;			
.3 Prepare preliminary/outline specifications.			
5. Instruct mechanical/electrical consultants to:			
.1 Obtain written approval for all service connections from utilities/authorities having jurisdiction;			
.2 Investigate/confirm in writing a review of all applicable codes and utility/public regulations;			
.3 Review architectural/structural schematic drawings to establish/confirm adequate space provision for all systems;			
.4 Prepare written description of design principles for review by architect <i>and, when appropriate, client</i> ;			
.5 Prepare schematic drawings of mechanical rooms showing layout of major equipment;			
.6 Indicate proposed locations/dimensions of all built-in components;			
.7 Update construction cost estimates;			
.8 Prepare estimates of operating costs;			
.9 Prepare preliminary/outline specifications.			
6. Monitor each consultant's progress: advise promptly if performance is not satisfactory.			