

Description	N/A	✓	Notes
1. Conduct a design team kick-off meeting including the following potential agenda items (preferably with, at a minimum, the three base-building engineering disciplines present so that architect's expectations for coordination between consultants, as well as between each consultant and architect, can be stated/ confirmed to all parties together).			
2. Team member introductions			
.1 Clarify how architects define 'design.' In order to develop effective design solutions for the project, there must be positive participation and constructive input from all consultants throughout the project development process.			
3. Present the draft project plan for input, including:			
.1 Design project scope, quality, schedule, and cost management plans;			
.2 Communications management plan;			
.3 Risk management plan;			
.4 Design changes management plan.			
4. Comprehensive design project and construction project overviews:			
.1 emphasize importance of meeting deadlines, particularly during documentation;			
.2 consequences of consistent failure to meet deadlines ( <i>significant delay could result in penalties</i> ).			
5. Review program/budget/client's system preferences (some clients, such as school boards, may have preferences for specific mechanical systems).			

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6. General discussion of design principles.			
7. Discuss/agree whether to recommend that client consider alternative mechanical systems.			
8. Review further site information required:			
.1 geotechnical investigation;			
.2 topographical survey;			
.3 existing municipal services/ utilities;			
.4 existing structures.			
9. Instruct consultants to review all information received from architect.			
10. Examine site and make thorough site audit of existing facilities for renovation project. <i>(Relying on original documents without site verification presents a high risk to the project that is not acceptable.)</i> Site assessment reports may include:			
.1 facility capital plan;			
.2 building conditions assessment;			
.3 air balancing reports;			
.4 fire alarm testing reports;			
.5 building code analysis;			
.6 accessibility audits;			
.7 vehicular and pedestrian traffic studies;			
.8 elevator studies;			
.9 heritage assessment.			
11. Identify project risks, analyze risks and develop response plan.			
12. Establish dates for subsequent design meetings (to be held on a regular basis <i>(weekly/biweekly/monthly)</i> , the number/frequency governed by size/complexity of project).			