

Description	N/A	✓	Notes
1. Conduct an audit of the existing building. (This audit should be conducted with all the relevant consultants on the site simultaneously. The architect should take the lead and ensure that all aspects of the building systems are reviewed. Visual review should be thorough; an invasive review in selected areas should also be completed if appropriate.)			
a. Client to provide base drawings for architectural, mechanical, electrical and structural systems if existing;			
b. Client to provide energy data for previous year of use: fuel, electrical, water (utility bills, etc.);			
c. See <i>Building Audit Checklist</i> .			
2. Hold a design workshop:			
a. See <i>Design Workshop Checklist</i> .			