

DESIGN RESPONSIBILITY SCHEDULE

PROJECT NAME

DATE OF ISSUE



PROJECT TEAM

Insert the names and details of the project team as they become known.

The name of the lead designer should be clarified in this schedule.

For all future subcontractor design elements select subcontractor.

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CLIENT
CONTRACTOR
N/A
DESIGN LEAD
ARCHITECT
CIVIL ENGINEER
STRUCTURAL ENGINEER
LANDSCAPE ARCHITECT
INTERIOR DESIGNER
SERVICES ENGINEER
SUBCONTRACTOR
SPECIALIST
OTHER / TBC

PROJECT ELEMENT

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ITEM	CONTRACT	LEAD	SPECIFY	DESIGN	FABRICATION	QUOTATIONS	PROCURE	SUPPLY	INSTALL	MANAGE	AFTERCARE	NOTES
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CONSENTS

Planning - consent.	CLIENT	DESIGN LEAD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Planning - prepare and update planning tracker.	CLIENT	DESIGN LEAD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Planning - condition submission and discharge.	CLIENT	DESIGN LEAD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Building regulations - application.	CLIENT	DESIGN LEAD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Building regulations - coordinate site inspections.	CONTRACTOR	CONTRACTOR	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Building regulations - obtain final certificate.	CONTRACTOR	CONTRACTOR	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

GENERAL

	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

ENABLING WORKS

	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

SUBSTRUCTURE

External Site Levels												
Confirmation of existing site levels.	CLIENT	ARCHITECT	ARCHITECT	ARCHITECT	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Proposed external site levels.	CLIENT	ARCHITECT	ARCHITECT	ARCHITECT	N/A	N/A	N/A	N/A	CONTRACTOR	N/A	N/A	
Below Ground Drainage												
Offsite drainage connection design and applications.	CLIENT	CIVIL ENGINEER	CIVIL ENGINEER	CIVIL ENGINEER	N/A	N/A	N/A	N/A	CONTRACTOR	N/A	N/A	
Below ground drainage design.	CLIENT	CIVIL ENGINEER	CIVIL ENGINEER	CIVIL ENGINEER	N/A	N/A	N/A	N/A	CONTRACTOR	N/A	N/A	
Surface water drainage design.	CLIENT	CIVIL ENGINEER	CIVIL ENGINEER	CIVIL ENGINEER	N/A	N/A	N/A	N/A	CONTRACTOR	N/A	N/A	
Setting out information including coordinates and levels.	CLIENT	CIVIL ENGINEER	CIVIL ENGINEER	CIVIL ENGINEER	N/A	N/A	N/A	N/A	CONTRACTOR	N/A	N/A	
Drainage connection design to above ground drainage.	CLIENT	CIVIL ENGINEER	CIVIL ENGINEER	CIVIL ENGINEER	N/A	N/A	N/A	N/A	CONTRACTOR	N/A	N/A	

SUPERSTRUCTURE

	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

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ITEM	CONTRACT	LEAD	SPECIFY	DESIGN	FABRICATION	QUOTATIONS	PROCURE	SUPPLY	INSTALL	MANAGE	AFTERCARE	NOTES
EXTERNAL WALLS AND ROOFS												
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
WINDOWS AND EXTERNAL DOORS												
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
INTERNAL WALLS AND CEILINGS												
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
INTERNAL FINISHES												
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
JOINERY												
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
FIXTURES AND FITTINGS												
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

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