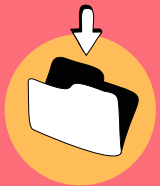




Design Responsibility Schedule

A simple way to set out
design duties and avoid
confusion later.





Design Responsibility Schedule

Why this matters

This isn't paperwork for paperwork's sake. A Design Responsibility Schedule is your insurance policy against finger-pointing later. Get it right, and everyone knows who's doing what. Get it wrong, and you'll spend half the project arguing about who dropped the ball.

Most disputes on projects don't come from big design flaws — they come from small gaps, overlaps, or misunderstandings. Drainage design no one claimed. Specs everyone thought someone else was handling. Fire strategy left until the last minute. This template helps you avoid all that.

If you're a client reading this: we hope this helps. Make sure you demand your team completes it — ideally as part of their fee proposal to you. The more detailed, the better. Don't accept any "TBC" items, and be wary of responsibilities pushed onto "contractor design." These are the ones most likely to be contested later. Wherever possible, get them designed now.

When to use it

- At project start: Agree responsibilities early, before design races ahead.
- During design stages: Update as new consultants join or roles shift.
- With the contractor: Reconfirm responsibilities at tender or contract stage — don't assume they'll "pick it up later."

A final word

Projects run smoother when responsibility is nailed down early. Use this template to keep everyone honest, accountable, and on the same page. That's all it takes. Simple, clear, no excuses.



Design Responsibility Schedule

Project Name Here

Date Here

Project Team

Insert the real team members here. Don't leave it generic — everyone should know exactly who's responsible.

Client	Name Here
Main Contractor	Name Here
Lead Consultant	Name Here
Architect	Name Here
Civil Engineer	Name Here
Structural Engineer	Name Here
Landscape Architect	Name Here
Interior Designer	Name Here
Services Engineer	Name Here
Other TBC	Name Here

Contract and Stage

Don't leave it vague — spell out who's on the hook under the contract for each design item. Is it the client, the main contractor, or someone else? Write it down here so there's no debate later.

Think of this column as your timeline marker. Use it to show where each item sits — whether that's Specify, Design, Quotations, Procure, Supply, Manage, or Aftercare.



Design Responsibility Schedule

Project Name Here

Date Here

Design Item	Contract	Responsible	Stage	Notes
Consents				
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
General				
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Enabling Works				
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here



Design Responsibility Schedule

Project Name Here

Date Here

Design Item	Contract	Responsible	Stage	Notes
Substructure				
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Superstructure				
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
External Walls and Roofs				
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here



Design Responsibility Schedule

Project Name Here

Date Here

Design Item	Contract	Responsible	Stage	Notes
Windows and External Doors				
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Internal Walls and Ceilings				
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Internal Finishes				
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here

Design Item	Contract	Responsible	Stage	Notes
Joinery				
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Fixtures and Fittings				
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Mechanical and Electrical				
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here



Design Responsibility Schedule

Project Name Here

Date Here

Design Item	Contract	Responsible	Stage	Notes
External Works				
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here
Item here	Item here	Item here	Item here	Item here