**Top Tips -** *Handling Major School Works*

**Relationships** – the primary objective of the client is to receive a facility that is safe, on time and budget and to the required standard. Select an experienced technical team but also look for ‘partners’ those that work beyond the bounds of a contractual relationship.

**Culture, trust & teamwork** – the key to any complex process is mutual trust. This is developed through an open relationship and understanding of each party’s role and their expertise.

**Vision** – take time to set out your strategic goals now and in the future, set out how staff and students will use the building and what feel you are trying to achieve. Good educational designers will be able to create a building that will suit your educational vision. This isn’t readily achieved by listing the types of rooms that are required. If you have selected an experienced team they should challenge your vision and bring to the table educational design expertise built up over many years.

**FF&E**– do not underestimate the educational impact of the layout of furniture, fittings and equipment. Take the time during the visioning stage to work through how spaces will be used and how to enhance what works and what could be better.

**Procurement route** – understand the client risks; make sure you fully understand what you, the designer and contractor are liable for during and after the contract.

**Risk** – keep an up to date joint risk register throughout the project, by understanding all the parties risks it will give much better clarity of the pinch points in the process and the impact of all parties actions.

**Programme** – work from the contract programme, if the project falls behind, plot the delay against the original contract programme. When a large number of tasks become condensed into a short time period, then your project is in delay. It is better to acknowledge this sooner and deal with it; it serves no purpose to postpone a resolution.

**Ask** – for information on the running costs of your building and a clear aftercare process, how do you get defects resolved, what are the maintenance requirements, what training will be available, is there a life cycle progamme.

**Life cycle** – plan for the replacement of plant and equipment; a life cycle, if up dated over the life of the building will give you an opportunity to plan for replacement of key infrastructure. It is important to consider business continuity risks, those risks that could impact on your ability to sell your service to your client base.

No construction project is ever the same