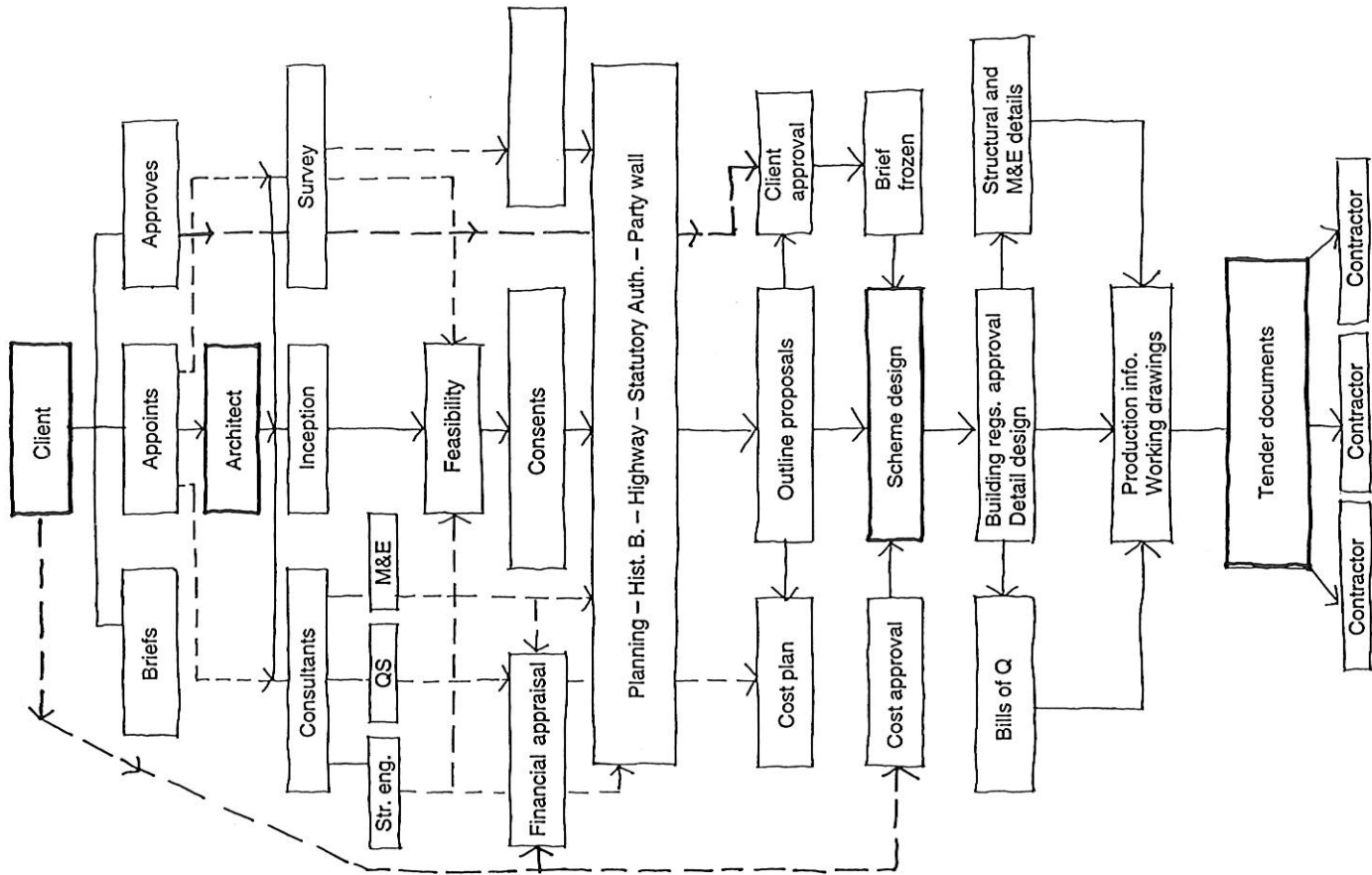
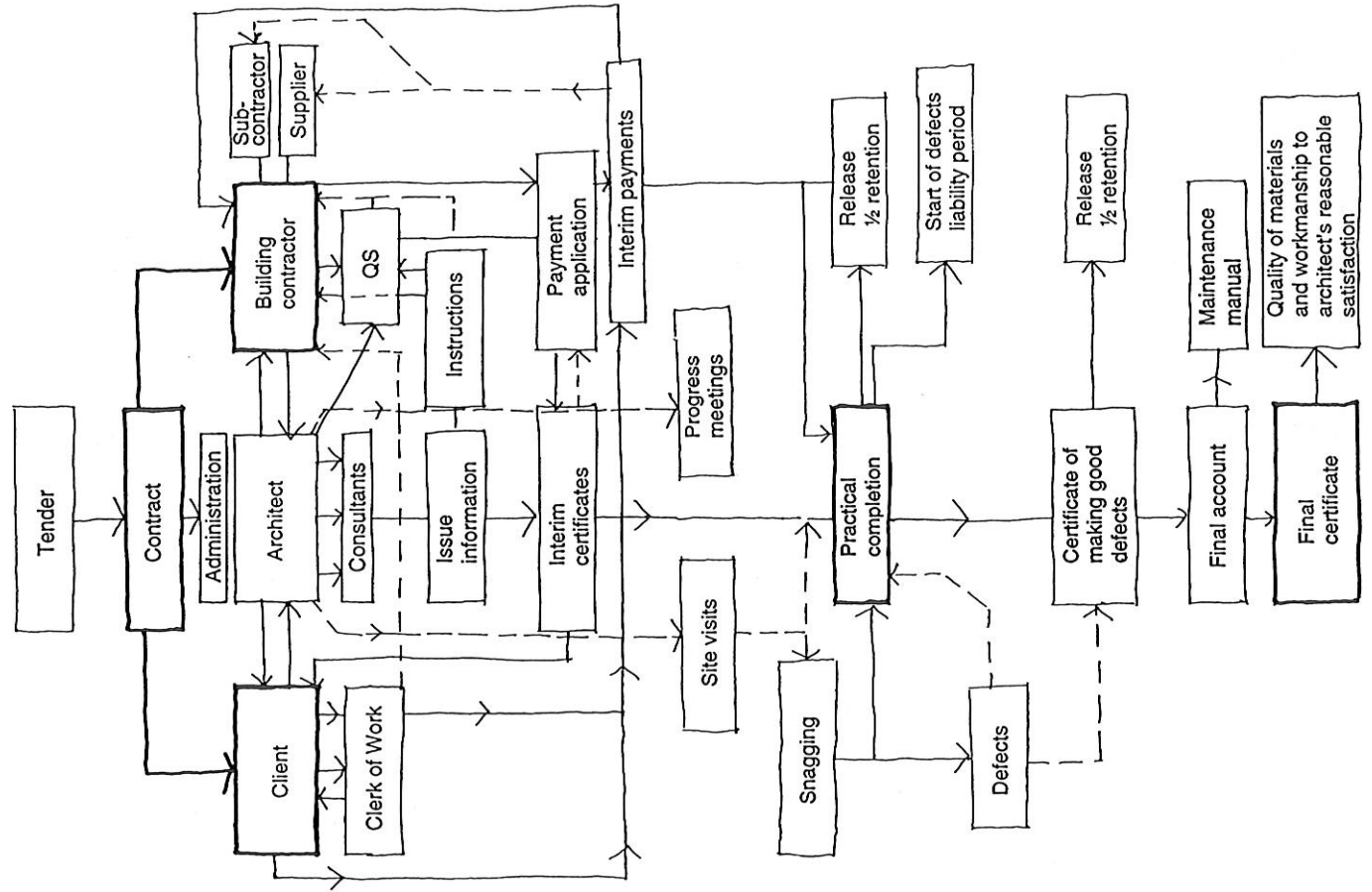


Project design



Project construction



The Outline Plan of Work organises the process of managing, and designing building projects and administering building contracts into a number of key Work Stages. The sequence or content of Work Stages may vary or they may overlap to suit the procurement method (see pages 2 and 3).

RIBA Work Stages		Description of key tasks	OGC Gateways
Preparation	A Appraisal	<p>Identification of client's needs and objectives, business case and possible constraints on development.</p> <p>Preparation of feasibility studies and assessment of options to enable the client to decide whether to proceed.</p>	1 Business Justification
	B Design Brief	<p>Development of initial statement of requirements into the Design Brief by or on behalf of the client confirming key requirements and constraints. Identification of procurement method, procedures, organisational structure and range of consultants and others to be engaged for the project.</p>	2 Procurement strategy
Design	C Concept	<p>Implementation of Design Brief and preparation of additional data.</p> <p>Preparation of Concept Design including outline proposals for structural and building services systems, outline specifications and preliminary cost plan.</p> <p>Review of procurement route.</p>	3A Design Brief and Concept Approval
	D Design Development	<p>Development of concept design to include structural and building services systems, updated outline specifications and cost plan.</p> <p>Completion of Project Brief.</p> <p><i>Application for detailed planning permission.</i></p>	3B Detailed Design Approval
	E Technical Design	<p>Preparation of technical design(s) and specifications, sufficient to co-ordinate components and elements of the project and <i>information for statutory standards and construction safety.</i></p>	
Pre-Construction	F1 Production Information	<p>F1 Preparation of detailed information for construction.</p> <p><i>Application for statutory approvals.</i></p>	3C Investment decision
	F2 Tender Documentation	<p>F2 Preparation of further information for construction required under the building contract. Review of information provided by specialists.</p> <p><i>Preparation and/or collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the project.</i></p>	
	G Tender Action	<p><i>Identification and evaluation of potential contractors and/or specialists for the project.</i></p> <p><i>Obtaining and appraising tenders; submission of recommendations to the client.</i></p>	
Construction	H Mobilisation	<p>Letting the building contract, appointing the contractor.</p> <p>Issuing of information to the contractor.</p> <p>Arranging site hand over to the contractor.</p>	4 Readiness for Service
	I Construction to Practical Completion	<p>Administration of the building contract to Practical Completion.</p> <p>Provision to the contractor of further Information as and when reasonably required.</p> <p>Review of information provided by contractors and specialists.</p>	
Use	L1 Post Practical Completion	<p>L1 Administration of the building contract after Practical Completion and making final inspections.</p>	5 Benefits evaluation
	L2	<p>L2 Assisting building user during initial occupation period.</p>	
	L3	<p>L3 Review of project performance in use.</p>	

The activities in *italics* may be moved to suit project requirements, ie:

- D *Application for detailed planning approval;*
- E *Statutory standards and construction safety;*
- F1 *Application for statutory approvals; and*
- F2 *Further information for construction.*
- G+H *Invitation and appraisal of tenders*

CONTENT 目錄

Clause No. 條款	Page 頁
1. MAIN CONTRACTOR'S OBLIGATIONS 建造商的義務	1
2. ARCHITECT'S INSTRUCTIONS 建築師的指示	2
3. CONTRACT DOCUMENTS 合約文件	6
4. STATUTORY OBLIGATIONS, NOTICES, FEES AND CHARGES 法定義務、通知、費用與收費	9
5. LEVELS AND SETTING OUT OF THE WORKS 平水與開線	11
6. MATERIALS, GOODS AND WORKMANSHIP TO CONFORM TO DESCRIPTION, TESTING AND INSPECTION 材料、貨物及手工須符合說明、測試及檢驗	12
7. ROYALTIES AND PATENT RIGHTS 版權與專利權	13
8. FOREMAN-IN-CHARGE 地盆總管	14
9. ACCESS FOR ARCHITECT TO THE WORKS 建築師有權進入地盆	14
10. CLERK OF WORKS 工程監督	15
11. VARIATIONS, PROVISIONAL AND PRIME COST SUMS 改動、預算金額與基本定額	16
12. CONTRACT BILLS 合約數量單	21
13. CONTRACT SUM 合約金額	22
14. MATERIALS AND GOODS, UNFIXED OR OFF-SITE 未安裝或存放地盆外之物料	22
15. PRACTICAL COMPLETION AND DEFECTS LIABILITY 實質完工與保固	23
16. SECTIONAL COMPLETION 分段完成	25
17. ASSIGNMENT OR SUB-LETTING 轉讓或分判	27
18. INJURY TO PERSONS AND PROPERTY AND EMPLOYER'S INDEMNITY 受傷與財物損毀及保障業主	28
19. INSURANCE AGAINST INJURY TO PERSONS AND PROPERTY 傷亡與財物損毀保險	29
20. INSURANCE OF THE WORKS AGAINST FIRE, ETC 為工程投保火險等	32
21. POSSESSION, COMPLETION AND POSTPONEMENT 接收地盆、完工與擱置工程	40
22. DAMAGES FOR NON-COMPLETION 過期賠款	41
23. EXTENSION OF TIME 展期	42
24. LOSS AND EXPENSE CAUSED BY DISTURBANCE OF REGULAR PROGRESS OF THE WORKS 工程進度受到干擾做成之損失和額外開支	44
25. DETERMINATION BY EMPLOYER 業主解僱	46
26. DETERMINATION BY MAIN CONTRACTOR 建造商終止受僱	51
27. NOMINATED SUB-CONTRACTORS 指定承判商	55
28. NOMINATED SUPPLIERS 指定供應商	63
29. ARTISTS AND TRADESMEN 美術家與技工	68
30. CERTIFICATES AND PAYMENTS 糧單與付款	68
31. SURETY BOND 擔保	75
32. OUTBREAKS OF HOSTILITIES 戰爭爆發	76
33. WAR DAMAGE 戰火破壞	79
34. ANTIQUITIES 古物	81
35. ARBITRATION 仲裁	82
36. FLUCTUATION IN WAGE RATES 工人日薪波動	85

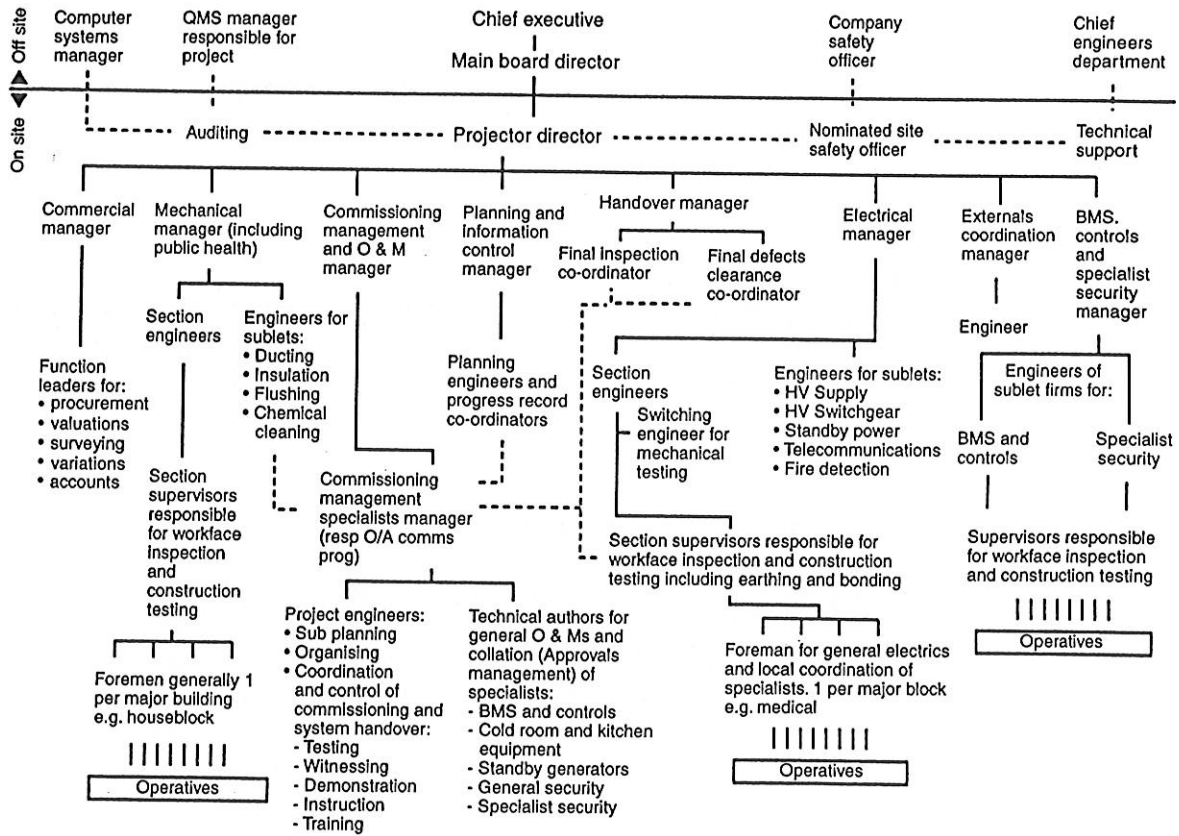


Figure 3.2 Building services contractor – organogram for a new prison.

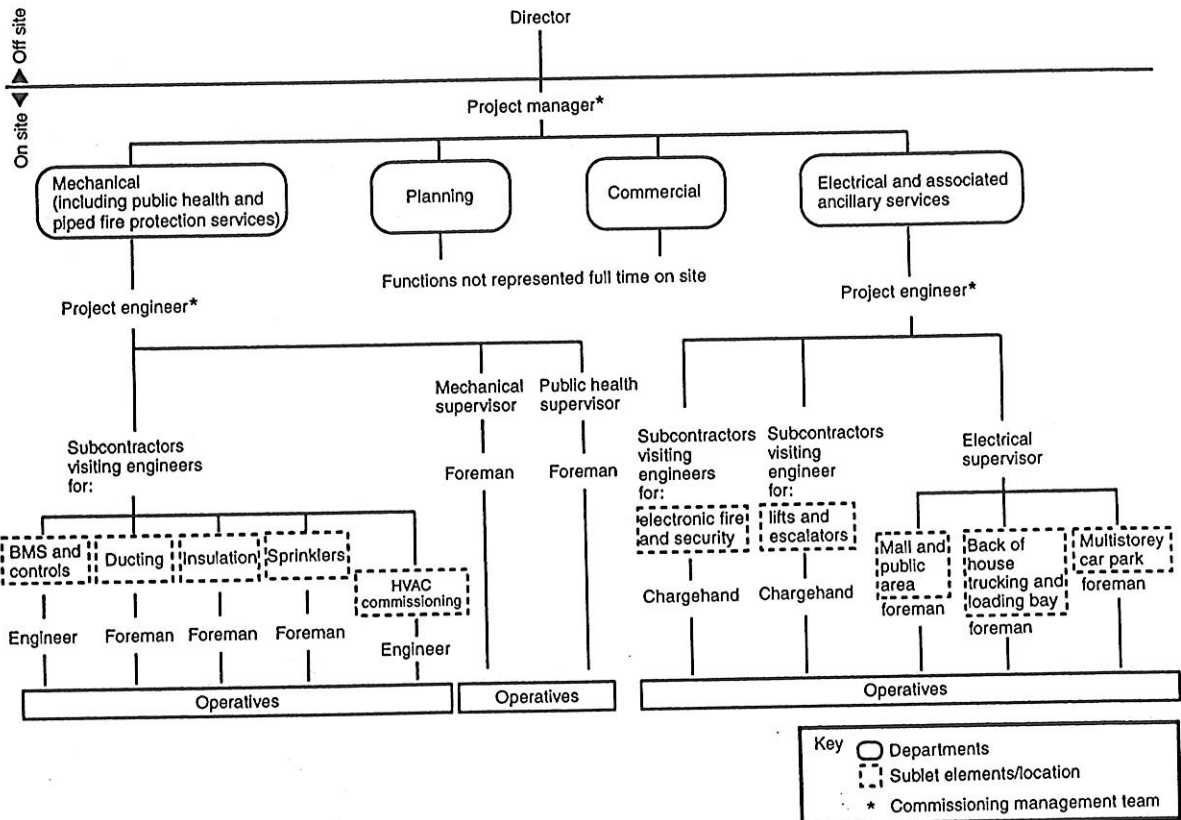


Figure 3.3 Building services contractor – organogram for a shopping centre.