**APPENDIX 2 – PRINCIPAL DESIGNER DUTIES**

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| ADS1 Architect Design Services**Scope of Principal Designer Duties**This Scope of Duties is common to all Lots within the framework *except* Lot 1 Master Planning and Feasibility, Lot 3 Housing and Lot 6 Public Realm, Urban Design and Landscape |
| **1.0**  | **Generally** |
| 1.1  | If instructed and agreed with the Client, undertake duties prescribed by the CDM Regulations 2015 as Principal Designer in line with Regulations 11 & 12 for notifiable and non-notifiable work. |
| 1.2 | The role shall include both pre contract services (up to end of RIBA stage 3) and post-contract services (RIBA stages 4-6):* To plan, manage, monitor and coordinate, the pre-construction phase of a construction project, including any preparatory work necessary, to ensure so far as is reasonably practicable health and safety matters are given sufficient focus and attention and to: -
* Assist the Client in identifying, obtaining and collating pre-construction information
* Provide pre-construction information to designers, Principal Contractors and contractors
* Ensure so far as is reasonably practicable designers comply with their duties and cooperate with one another
* Liaise with the Principal Contractor over the planning, management and monitoring of the construction phase and the co-ordination of health and safety matters for the duration of the appointment
* Prepare the Health and Safety File which complies with the requirements of the CDM regulations
* Ensure so far as is reasonably practicable that the Principal Contractor makes adequate arrangements for the provision and maintenance of the welfare facilities
* Making periodic site visits to inspect the M&E installation, in order to identify and resolve, in a timely manner, any safety issues relating to access to plant, or equipment.
* At the completion of the Project or any phase or section of the Project, provide the Client with the number of hard copies and digital copies of the file, as instructed and agreed with the Client, at the outset of the project
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| 1.3 | Work alongside the client as Principal Designer ensuring legal compliance under CDM 2015. * Attend project and design meeting
* Build on and maintain existing client relationships
* Work alongside the Clients and ensure final designs are recorded and all changes during installation are evaluated with the various manufacturers and construction specialists to ensure they meet the specification brief.
* Ensure legal compliance under CDM 2015.
* Undertake site inspections to determine health and safety compliance.
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| 1.4 | If instructed and agreed with the Client, undertake duties of a Clients Advisor for all non-notifiable CDM projects or where the client may be appointed as Principle Designer.  |