

# Small Project Services

## Schedule 2013 (RIBA Plan of Work 2013 compatible version)

This is the Small Project Services Schedule 2013 referred to in the Agreement relating to	
The Project, namely:	
<b>between</b>	
The Client, namely:	<i>Initials</i>
<b>and</b>	
*	<i>Initials</i>

\* Insert 'The Architect' or 'The Consultant', namely

### Identification Box

The identification box above is not always necessary. For example, if you are incorporating this schedule into a document which already has an identification box, there is no need to include it.

However, if you decide to use it, you should amend the text so that it is clear what project it relates to.

Note that if you are adding this document as an Appendix to your Agreement, you should use the identification box to say so. For example, you could replace the top line of text with 'This is Appendix <insert reference> referred to in the Agreement relating to:'.

Alternatively, where the law of Scotland applies, amend the top line to read 'This and the following <number> pages (numbered 2 to <number>) is the <accurate title of document> referred to in the Agreement relating to:'

If used with the Sub-consultant Agreement, 2012 revision, amend 'The Client' to 'The Consultant' and 'The Architect' or 'The Consultant' to 'The Sub-consultant'.

## Small Project Services Schedule, 2013

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Delete or strike through any services not required. Check the boxes for the required services [Y or ✓], alternatively enter 'T' for time-based services or 'LS' for lump sums, make any necessary amendments and/or add additional services.

The Services shall be performed in accordance with this Schedule in stages:

### BEFORE CONSTRUCTION

- |  |                          |   |
|--|--------------------------|---|
| <b>Stage 0 – Strategic Definition</b>    | <input type="checkbox"/> | Assist the client in preparing the Strategic Brief  |
| <b>Stage 1 – Preparation &amp; Brief</b> | <input type="checkbox"/> | Visit the property and carry out an initial appraisal   |
|  | <input type="checkbox"/> | Assist the client in developing the Initial Project Brief   |
|  | <input type="checkbox"/> | Prepare and discuss alternative Feasibility Studies for the project   |
|  | <input type="checkbox"/> | Establish the clients Project Budget  |
|  | <input type="checkbox"/> | Advise on the project roles/other members of the project team required to carry out the project   |
| <i>Delete (a) or (b)</i>                 | <input type="checkbox"/> | (a) Make or (b) Arrange: survey of site and/or buildings  |
|  | <input type="checkbox"/> | Arrange investigation of soil or structural conditions  |
|  | <input type="checkbox"/> |   |
| <b>Stage 2 – Concept Design</b>          | <input type="checkbox"/> | Prepare a preliminary Concept Design and discuss with the client  |
|  | <input type="checkbox"/> | Develop the Concept Design and Final Project Brief  |
|  | <input type="checkbox"/> | Provide updated Cost Information  |
|  | <input type="checkbox"/> | Submit the Concept Design, Final Project Brief and Cost Information for approval  |
|  | <input type="checkbox"/> |   |
| <b>Stage 3 – Developed Design</b>        | <input type="checkbox"/> | Develop design with rest of project team  |
|  | <input type="checkbox"/> | Provide updated Cost Information  |
|  | <input type="checkbox"/> | Submit the Developed Design and Cost Information for approval   |
|  | <input type="checkbox"/> | Make an application for detailed Planning Permission  |
|  | <input type="checkbox"/> |   |
| <b>Stage 4 – Technical Design</b>        | <input type="checkbox"/> | Develop the Technical Design in sufficient detail to enable a tender or tenders to be obtained  |
|  | <input type="checkbox"/> | Co-ordinate and integrate the designs of the other project team members   |
|  | <input type="checkbox"/> | Make an application for Building Regulations approval   |
| <i>Delete (a) or (b)</i>                 | <input type="checkbox"/> | Prepare (a) a specification or (b) a schedule of works  |
|  | <input type="checkbox"/> | Advise on an appropriate form of Building Contract, its conditions and the responsibilities of the client, the design team and the contractor |

- Identify extent of design work by contractor
- Prepare documents required for tendering purposes
- Advise on potential contractors to be invited to tender for the work
- Invite, appraise and report on tenders and prepare the Building Contract and arrange for it to be signed
- Provide the contractor with information required for construction
- Review design work produced by contractor's specialist subcontractors
- 

**CONSTRUCTION**

**Stage 5 – Construction**

- Visit the site to see that the work is proceeding generally in accordance with Building Contract
- Certify payments for work carried out or completed. Advise on final cost
- Provide or obtain 'As Constructed' information showing the building and its services
- Give general advice on maintenance
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**Stage 6 – Handover & Close Out**

- Make final inspections and advise on resolution of defects
- Agree final account and issue a final certificate
- 

**AFTER CONSTRUCTION**

**Stage 7 – In Use**

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**Other Services**

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The following activities do not form part of the Services unless identified as 'Other Services' above:

- Models and special drawings
- Negotiating approvals by statutory authorities
- Making submissions to and negotiating approvals by landlords, freeholders, etc
- Preparing a schedule of dilapidations
- Services in connection with party wall negotiations
- Negotiating a price with a builder (in lieu of tendering)
- Dealing with extensions of time and contractor's claims
- Services in any dispute between the Client and another party
- Services following damage by fire and other causes
- Services following suspension, termination of any contract or agreement with or the insolvency of any other party providing services to the project
- Services in connection with government and other grants

### **What is this document?**

This schedule covers services in the Before Construction, Construction and After Construction stages, set out in accordance with the RIBA Stages in the RIBA Plan of Work 2013, and any Other Services to be provided.

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### **Further guidance**

*A Guide to RIBA Agreements 2010 (2012 revision)* explains fully how the RIBA Agreements 2010, 2012 revision work and their legal context.

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