

Table of Contents

- reface<\$\$\$>
- Acknowledgments
- List of abbreviations and acronyms
- Introductionart
- 1 Background to Practice
- The Construction Industry
- 1.1 Introduction
- 1.2 Importance of the construction industry
- 1.3 Characteristics of the construction industry
- 1.4 The people
- 1.5 The organisations
- 1.6 The future of the construction industry
- 2 Basics
- 2.1 From education to registration and beyond
- 2.2 Routes to architectural education
- 2.3 Schools of architecture, validation, prescription
- 2.4 Duration of Programmes, fees, costs and financial assistance
- 2.5 Practising architecture in the UK system
- 2.6 Practising in other member states of Europe
- 2.7 Erasmus-Socrates student exchange programmes
- 2.8 Registering with the ARB
- 2.9 The ARB Code: Standards of Conduct and Practice
- 2.10 RIBA Code of conduct
- 2.11 Protection for the consumer
- 2.12 Continuing professional development
- 3 Employment
- 3.1 Introduction
- 3.2 Private practice
- 3.3 Local authority
- 3.4 Other public organisations
- 3.5 Large companies
- 3.6 Contractors
- 3.7 Manufacturers
- 3.8 Teaching
- 3.9 Other specialisation
- 3.10 Adjudicator, arbitrator or expert witness
- 4 Types of Practice
- 4.1 Sole principles
- 4.2 Partnership
- 4.3 Unlimited liability
- 4.4 Limited liability
- 4.5 Public company
- 4.6 Limited Partnership
- Limited Liability Partnerships

- 4.8 Co-operative
- 4.9 Group practice
- 4.10 Develop/architect/contractor
- 5 Sources of Information
- 5.1 Basic library
- 5.2 Classification and proprietary systems
- 5.3 Information technology
- 5.4 Selected project records and feedback
- 5.5 Legal/Administrative
- 5.6 RIBA information line
- Part 2 Running a Project
- 6 Stage A: Architect's Services
- 6.1 Enquiries
- 6.2 Extent of services
- 6.3 Fee negotiation or tendering
- 6.4 Terms of appointment
- 6.5 Duty of care agreements (collateral warranties)
- 7 Stage A: Appraisal
- 7.1 Feasibility studies
- 7.2 Consultants
- 7.3 Project managers
- 7.4 Procurement paths and implications for the professional
- 7.5 PFI contracts
- 7.6 Partnering
- 8 Stage B: Strategic Briefing
- 8.1 Sequential framework and plan of work
- 8.2 Site and building acquisition
- 8.3 Surveys
- 8.4 The brief
- 8.5 Reporting
- 9 Stages C and D: Outline and detailed proposals
- 9.1 Design data
- 9.2 Outline proposals and development
- 9.3 Cost estimates and planning
- 9.4 Town planning applications and approvals
- 9.5 Other approvals
- 9.6 Property
- 9.7 Contract selection and implications
- 10 Stages E and F: Final proposals and production information
- 10.1 Final design proposals
- 10.2 Building Regulations 2000 (as amended)
- 10.3 Production information
- 11 Stages G and H: Tender documentation and tender action
- 11.1 Introduction
- 11.2 Co-ordinated project information
- 11.3 Bills of Quantities

- 11.4 Specifications
- 11.5 Schedules of work
- 11.6 Activity schedules
- 11.7 Tendering
- 11.8 Preparing the contract documents
- 12 Stages J and K: Mobilisation and construction to practical completion
- 12.1 Contractor's programme
- 12.2 Meetings
- 12.3 Site inspections
- 12.4 Safety
- 12.5 Architect's instructions
- 12.6 Variations and their valuation
- 12.7 Controlling costs
- 12.8 Workmanship and materials
- 12.9 Certificates and payment
- 12.10 Delays and extensions of time
- 12.11 Financial claims
- 12.12 Practical completion
- 13 Stages L: After practical completion
- 13.1 Determination
- 13.2 Practical completion
- 13.3 Defects liability period
- 13.4 Adjustment of contract sum
- 13.5 Final certificate
- 13.6 Feedback
- Part 3 General office matters
- 14 Management principles
- 14.1 Objectives
- 14.2 Leadership
- 14.3 Communications
- 14.4 Delegation
- 14.5 Motivation
- 15 General office practice
- 15.1 Introduction
- 15.2 Telephone, facsimile (fax) and e-mail
- 15.3 Information technology
- 15.4 Letter writing
- 15.5 Reports
- 15.6 Filing
- 15.7 Office based meetings
- 15.8 Drawing office practice
- 15.9 Computer Aided Design
- 15.10 Presentation
- 15.11 Reproduction
- 15.12 Work programming
- 16 Finance

- 16.1 Introduction
- 16.2 The accounts
- 16.3 Profit and loss account
- 16.4 Balance sheet
- 16.5 A<\$\$\$>