

Performance standards in building — Checklist for briefing — Contents of brief for building design

Committees responsible for this British Standard

The preparation of this British Standard was entrusted to Technical Committee B/500, Basic data, upon which the following bodies were represented:

- Consumer Policy Committee of BSI
- Convention of Scottish Local Authorities
- Department of Education
- Department of the Environment (Building Research Establishment)
- Department of the Environment (Property and Buildings Directorate)
- Institution of Civil Engineers
- Meteorological Office
- National Building Specification Ltd.
- National Council of Building Material Producers
- National House-Building Council
- Society of Chief Architects of Local Authorities
- Coopted members

This British Standard, having been prepared under the direction of the Sector Board for Building and Civil Engineering, was published under the authority of the Standards Board and comes into effect on 15 September 1995

© BSI 03-2000

The following BSI references relate to the work on this standard:
Committee reference B/500
Draft for comment 93/100126 DC

ISBN 0 580 24296 X

Amendments issued since publication

Amd. No.	Date	Comments

Contents

	Page
Committees responsible	Inside front cover
National foreword	ii
1 Scope	1
2 Definitions	1
3 Building design brief	1
Annex A (informative) Briefing checklist A: Project identification	2
Annex B (informative) Briefing characteristics B: Context, aims and resources	3
Annex C (informative) Briefing checklist C: Design and performance requirements	9
Annex D (informative) Bibliography	13

National foreword

This British Standard has been prepared under the direction of Technical Committee B/500, and is identical with ISO 9699:1994 *Performance standards in building — Checklist for briefing — Contents of brief for building design*, published by the International Organization for Standardization (ISO).

ISO 9699 was prepared by Technical Committee ISO/TC 59, Building construction, Subcommittee 3, Functional/user requirements and performance in building construction, with the active participation and approval of the United Kingdom.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 13 and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

1 Scope

1.1 This International Standard describes the content of a brief for building design.

1.2 It can be used from the time when the client first considers the possible need for a building project. It should be of value when the client and others are attempting, in consultation with any necessary consultants, to document their needs, aims, resources and the context of the project, and any other problems arising, in the form of a “brief”.

This International Standard applies to all kinds and sizes of design project. It can also apply whatever the chosen function or purpose of the brief, for example instructing, promoting discussion, recording, as a basis for evaluation or in a formal competition to select consultants.

It can be used by all those taking part in the preparation of the brief, for example clients, consultants, users and any others who are authoritative, informed or likely to be affected. However, it has particular relevance for the client who, as initiator and purchaser of the works, will retain the responsibility for the project and its general management, including the choice of a designer, the preparation of the brief and the evaluation of any response to it.

2 Definitions

For the purposes of this International Standard, the following definitions apply.

2.1

brief

working document which specifies at any point in time the relevant needs and aims, resources of the client and user, the context of the project and any appropriate design requirements within which all subsequent briefing (when needed) and designing can take place

NOTE 1 A brief may use the headings set out in the checklist given in Annex A to Annex C.

2.2

briefing

process of

- identifying and analysing the needs, aims and constraints (the resources and the context) of the client and the relevant parties, and of
- formulating any resulting problems that the designer is required to solve.

2.3

author of the brief

individual, group or organization in charge of the preparation of a brief. The author of the brief may be the client, a briefing consultant, the user(s), the designer, or a team selected from these

3 Building design brief

The written brief should express the interests of all participants. The purpose of the checklist (Annex A to Annex C) is to provide a standard framework for the presentation of this written brief which can be adapted for use with all sizes of building projects.

The checklist allows the original brief to be reviewed step-by-step and modified in response to solutions or new priorities which emerge as part of the design process. The development of the brief should be related to the dynamic process whereby creativity and systematic analysis combine to resolve conflicts in the original brief.

The checklist is therefore in three sections which reflect the logical sequence and methodology of decision making. Annex A to Annex C and their main subclauses are listed below to provide an overview of the structure of the checklist.

Annex A: Project identification

A.1 Identity of the project

A.2 Purpose of the project

A.3 Scope of the project

A.4 Identity of the participants

A.5 Identity of other related groups

Annex B: Context, aims and resources

B.1 Project management

B.2 Laws, standards and codes

B.3 Financial and time constraints

B.4 Background and historical influences

B.5 Influence of site and surroundings

B.6 Client's future enterprise

B.7 Intended occupancy in detail

B.8 Intended effects of the project

Annex C: Design and performance

C.1 Site and surroundings

C.2 The building as a whole

C.3 Building fabric performance

C.4 Grouping of spaces

C.5 Spaces in detail

C.6 Plant, equipment and furnishings

Although not exhaustive, the checklist is a reasonably comprehensive framework. In each part of the checklist, the items in the left-hand column are supplemented with examples where appropriate. Further explanation and commentary are provided in the Notes column on the right-hand side.

Annex A (informative)

Briefing checklist A: Project identification

Annex A represents a preliminary stage in the preparation of the brief and is intended to establish a very general outline of the type of project and those people likely to participate.

Checklist and examples		Notes	
A.1	Identity of the project		
A.1.1	Project, name/title/reference number		
A.1.2	Location/address		
A.1.3	Building category/type of use		
A.2	Purpose of the project		
A.2.1	Main reason for the project	A.2.1 and A.2.2:	These general statements will be expanded in sections B.4 and B.6.
A.2.2	Main aims of the project		
A.2.3	Tasks of the brief	A.2.3:	See subclause 1.2.
A.3	Scope of the project		
A.3.1	Size	A.3:	This section should express the client's needs in the broadest terms. The statements are expanded in B.3 and B.6.
A.3.2	Quality		
A.3.3	Financial frame		
A.3.4	Timeframe		
A.3.5	Current stage of project planning		
A.3.6	Future changes		
A.4	Identity of participants		
A.4.1	Client	A.4 and A.5:	In order to facilitate initial contacts, names, addresses, telephone numbers, telex and facsimile (fax) numbers should be provided for all organizations and individuals likely to participate in the project. The name of any official representative of an organization should also be given here. Further detailed information is provided in B.1.
A.4.2	Occupiers/users		
A.4.3	General manager/administrator		
A.4.4	Briefing consultants		
A.4.5	Designer		
A.4.6	Other consultants		
A.4.7	Builder		
A.5	Identity of other related groups		
A.5.1	Central government	A.5:	in addition to the participants and those paid by the client to carry out the project, there will be related groups concerned with some aspects of the project. It is important that the participants should have information about the roles and organization of such bodies.
A.5.2	National/international agencies		
A.5.3	Local government		
A.5.4	Town planning/building authorities		
A.5.5	Financiers		
A.5.6	Groups/persons with special interest		
A.5.7	Site owners/tenants		
A.5.8	Neighbours and their consultants		
A.5.9	Media		
A.5.10	Insurers		