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

*Normes de performance dans le bâtiment — Liste de contrôle consultative
— Contenu d'un programme de conception dans l'industrie du bâtiment*



Reference number
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Foreword

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Annexes A, B, C and D of this International Standard are for information only.

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

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 annexes A to 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 (annexes A to 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. Annexes A to 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	These general statements will be expanded in sections B.4 and B.6.
A.2.2	Main aims of the project	A.2.2:	
A.2.3	Tasks of the brief	A.2.3:	
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		

Annex B

(informative)

Briefing checklist B: Context, aims and resources

By concentrating on the context, aims and resources of the client and users, annex B should provide an understanding for the design team which will result in collective decisions which make full use of the available resources to achieve the aims within the context.

The data should not be expressed in terms of design requirements. Annex C is reserved for such information.

Checklist and examples		Notes
B.1 Project management		
B.1.1	Participants client occupiers/users general manager briefing consultant designer builder	B.1: For each participant, authority, responsibility, roles and skills should be stated, organizational diagrams prepared and relationships defined. The procedure and timescale for the selection of consultants not yet appointed should be stated. See also B.3.4. The organizational framework is to be given some priority because certain parts of it must be clearly established before later parts of the brief can be considered. The overall management of the project in its initial stages is vital in order to achieve the comprehensive and authoritative definition of the needs and aims of the client. This task is essential for good communications, for motivation, coordination and for effective control of time, cost and quality. Overall management is the responsibility of the client and should only be delegated for exceptional reasons and then only with great care.
B.1.2	Related groups organization	
B.1.3	Design evaluation procedures	
B.1.4	Quality control communication methods control of time/cost construction	
B.2 Laws, standards and codes		
B.2.1	Town planning national/regional/local plans zoning	B.2: For convenience, all laws, regulations, standards, codes and other relevant external influences are all grouped under this heading whether they concern the site, occupancy, environment or other aspect of the project.
B.2.2	Legal restrictions on the site or buildings covenants rights of way	
B.2.3	Occupancy laws health/safety employment	
B.2.4	Finance grants/subsidies import/export regulations taxation	B.2.4: This subheading should be reserved for financial regulations. Details of the budgets and other matters directly related to the project should be noted under B.3.