

# RIBA Stage 7 - Checklist

Use

## PROGRAMME

- ☐ A programme for maintenance activities should be set out in the building manuals.

## BRIEF

- ☐ If appointed for this stage, agree the programme of maintenance and scope of work to maintain the BIM model.

## APPOINTMENT

- ☐ Agree the terms of the appointment and how fees will be paid.

## CLIENT

- ☐ Assess and carefully explain to the client what the potential benefits are in terms of cost in use of the building and how the BIM model can be used to optimise this.

## IN-HOUSE GENERAL MATTERS

- ☐ Conclude activities listed in the Handover Strategy.

## SUSTAINABILITY

- ☐ Review controls and performance in each season and update manuals and records to reflect any changes.
- ☐ Feed back lessons learned from the post-occupancy review to the client and project team.

## INFORMATION EXCHANGES

- ☐ 'As-constructed' Information should be updated in response to ongoing client Feedback and maintenance or operational developments.