

## Design and construction audit: review of design intent (element 1)

To evaluate documentation on how the building should have been constructed and how it is expected to perform.

### Level 3 Interviews with key stakeholders

<b>Cost:</b> ₹	<b>Time:</b> ⌚	<b>Skills:</b> 🙋
----------------	----------------	------------------

#### Potential tools needed:

- Pen and paper for notes
- Audio recorder

**How:** Design an interview to develop a deeper understanding of the building from the design team, owner, developer and or facility manager. The documents collected in level 1 may be used to enrich the conversation; however, **it is possible that the interview may be the only source of pre-gathered information on the building.** Ask specific questions, possibly breaking the building down into elements but ultimately question how the end result could be different from the intended design, why, and how this may affect the performance of the building.

Review operation and maintenance manuals and commissioning records, to help understand design intent and how well the building and its systems were working.

When combined with the interview walkthrough (level 4) the interviews could be in two or more phases depending on the number of people to be interviewed and their availability. As an example, the designer may need to be interviewed over the phone and the following day you may be meeting with the facility manager to walkthrough the building. An open-ended, repetitive script to provide prompts regarding relevant issues and points of interest in relation to

**Timing:** As with the collection of design documents, this will be a very helpful first step to any POE/BPE.

**Potential barriers:** No access to stakeholders; unwilling to be interviewed.

