

# Design team semi-structured walkthrough interview.

House / building:

Date:

In attendance:

*This section should highlight the BPE team's initial studies into possible causes and effects, which may require further study. The section should reveal the main findings learnt from the walkthrough with the design and delivery team covering the early stage BPE process and the design intentions. Comment on lessons learned, key findings, conclusions and recommendations on what would be done differently next time.*

*A critical feature of this section is reviewing the original aspirations for the project as stated by the design team and comparing with the delivered building. This often goes beyond what is stated in supporting documentation and is a crucial initial discussion which then frames the discussion about what changed during the process and why. The purpose of the walkthrough is to compare design intent with reality and why there is a gap between the two. Explore the degree to which the design intent has been followed through in terms of delivery and occupant(s). Focus on what constraints or problems they had to accept or address in delivering the project.*

## 1. Can you give us a brief overview of the original intention?

*Architectural, Social, Health, Construction/materials (copies of drawings available?)*

*Energy strategy and targets, Costs: capital and operational*

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## 2. What was your contractual relationship with the project?

*Who else was involved?*

*How has this affected the delivered building?*

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**3. What has changed, why and when?**

*Layout*

*Materials?*

*Specification?*

*Equipment?*

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**4. What was your involvement in changes?**

*Are there any changes with which you disagreed?*

*When did changes happen?*

*At design stages, consents, construction?*

*What are the impacts of these changes?*

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**5. What were the challenges on site?**

*Materials, systems, weather?*

*Were there construction team issues? Training? Specialist sub-contractors?*

*Issues with specific technologies and new materials, sequencing of trades.*

*What was your involvement in decision making on site?*

*How were decisions made on site?*

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**6. In Use / Maintenance**

*What was the hand-over process? Guidance given / left with occupants*

*Commissioning documentation, O&M manuals?*

*Maintenance, reliability and reporting of breakdowns of systems*

*Is there a help service? Are issues logged in a record book*

*Do breakdowns affect building use and operation*

*What are the feedback mechanisms for Occupants? Are these sufficient?*

*Issues with lighting (natural / artificial) within the dwelling*

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**7. Is the building being used / inhabited / operated as you expected?**

*Family size, tenure?*

*Occupancy types, habits?*

*Dwelling operation? eg. programmers; controls; lights; ventilation systems; temp. settings; openings /vents.*

*Are the user manuals helpful?*

*Energy consumption as intended? Improvements made or to be made?*

*Water consumption as intended? Improvements made or to be made?*

*Relate back to Question 1 aspirations*

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**8. Lessons learned**

*What has been successful?*

**Offer information to design team:** *What questions do you have about the BPE or the monitoring?*

