

2.0 Detailed Deliverable List

Background

The intention of the design assurance review is to look at completeness of documentation and process. To ensure that project design teams support the design assurance process, it is important to clearly articulate what will be reviewed so that project design teams have a clear understanding of what is expected.

This document outlines those requirements for what is required for each project stage for a full design assurance review.

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Purpose of providing a detailed deliverable list

The purpose of developing a detailed deliverable list is to:

- a) assist project design teams understand what documentation they need to provide for each project phase during a full design assurance review
- b) explain what is required for a particular deliverable
- c) establish a standardised format for Te Whatu Ora project design documentation

Why do we ask to see this information?

Te Whatu Ora expects project design teams to provide consistent design documentation for each design phase.

Viewing this as part of the design assurance process provides us with the confidence that the correct processes are evident for the project.

When do we expect to see this information?

The following documentation is required for a full design assurance review. This information is also captured at the top of each design phase tab in the design assurance (DA) template (excel spreadsheet):

Design Stage	Documents Required
Test of Fit	Clinical Services Plan (including Model of Care) Masterplan Report and drawings Functional Design Brief (following HNZ format) Schedule of Accommodation (following HNZ format) Consultants' Reports
Concept Design	Clinical Services Plan (including Model of Care - if not already provided) Masterplan Report and drawings (if not already provided) Functional Design Brief (if not already provided) Concept Design Report, Appendices (Service Consultants) and Drawings Schedule of Accommodation (updated following IIG format) Other External Consultants' reports Standard Room Data Sheets Peer Review Report
Preliminary Design	Preliminary Design Report, Appendices (Service Consultants) and Drawings Schedule of Accommodation (updated following IIG format) Peer Review Report (with updated item and close out status) Other External Consultants' reports All Room Data Sheets (with track changes) Standard Room Layout Sheets
Developed Design	Developed Design Report, Appendices (Service Consultants) and Drawings Schedule of Accommodation (updated following IIG format) Other External Consultants' reports Project Room Data Sheets (with track changes) Project Room Layout Sheets

What do we expect to see as part of design assurance review?

Evidence of consistent level of documentation, sound process, and decision tracking / transparency is important so that key information may be captured, analysed, and reported.

The following table describes what is required for specific documentation:

Requirement	Description for Design Assurance	Expectation
1. Functional Design Brief	The Functional Design Brief (FDB) outlines the specific design requirements for the project.	✓ Document should follow Te Whatu Ora template format. Refer to FDB summary statement for overview.
2. Masterplan Report	The Masterplan Report outlines the proposed growth of the campus as outlined in the Clinical Services Plan as well as providing relevant site information for the project team, for example, the description of the condition of current facilities, environmental and seismic analysis and risk, orientation, site density, and engineering services.	✓ Document should describe current site information and provide the required analysis. The report should also describe the preferred Master Plan option as well as providing staged drawings (5, 10, and 15-year) that demonstrates where the predicted growth of required health services will be in the future. Refer to Masterplan summary statement for overview.
3. Clinical Services Plan	The Clinical Service Plan (CSP) describes the demographic health needs and typically outlines the	✓ Document should profile the health status as well as the population demographic data modelling and predicted future health service

Requirement	Description for Design Assurance	Expectation
	proposed growth of the population and determines the predicted health services and associated Models of Care that are required for that community.	requirements for the local community. This includes providing the number of required patient treatment spaces and proposed Model of Care for various departments. Refer to CSP summary statement for overview.
4. Project Design Report	The project design report includes key project design and client endorsement information for the current project phase.	✓ Document should follow Te Whatu Ora template format. Refer to Project Design Report summary statement for overview.
4a. Close out of Design Assurance (DA) items from previous design phase	The design report contains evidence that design assurance items have been addressed and closed out from the previous design phase.	✓ Items that are noted to be followed up either before or during the next design phase should be addressed in the following stage design report.
5. Schedule of Accommodation	The schedule of accommodation (SoA) contains the area requirements for the project. The project design team should record all decisions as the content changes during each design phase. Comparisons between the brief and designed areas should be measured and recorded.	✓ Document should follow Te Whatu Ora template format and Technical Guidance Note. Refer to SoA summary statement for overview.
6. Other external consultants reports	These reports include key project design and client endorsement information for the current project phase.	✓ Document should have a clear and aligned scope and contain sufficient analytical specialist information and drawings to assist with decision and cost processes.

Requirement	Description for Design Assurance	Expectation
7. Room Data Sheets	The Room Data Sheet (RDS) establishes and records the project brief at a room-by-room level of detail.	✓ Document should align with the detail, content, and format as illustrated in the Australasian Health Facility Guidelines (AusHFG) Standard Component example. Revision information and tracking of any dated variations from the AusHFG and other project changes is required. Refer to RDS summary statement for overview.
8. Room Layout Sheets	The Room Layout Sheet (RLS) is the designed response to the project brief as detailed in the Room Data Sheet.	✓ Document should align with the detail, content, and format as illustrated in the AusHFG Standard Component example. Refer to RLS summary statement for overview.
9. Peer Review Report	The peer review (PR) provides access to independent, expert assessments, advice and recommendations relating to the project's design and documentation.	✓ Document to include commentary that identifies level of project design recommendations and risks. Refer to PR summary statement for overview.
10. Standard Room List	Project standardisation tool that identifies room types (AusHFG Standard Components) that will be replicated in the project to create a "one to many" approach, thus, implementing the opportunity for project efficiencies.	✓ Document to include endorsed list of project standard rooms. Refer to Standard Room List summary statement for overview.
11. General Arrangement plans	General Arrangement (GA) plans to include room	✓ GA plans should include room name, required and designed area for

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	<p>name, required and designed areas.</p> <p>This simplifies the DA review process (minimises cross-referencing with the SoA).</p> <p>NB: This requirement is considered industry standard for health projects.</p>	<p>each building level including plant (applies also to corridors)</p>
<p>12. Circulation Flow Diagrams</p>	<p>Facility functionality and design resolution are tested by overlaying key flow circulation pathways for the proposed facility. This includes patient, staff, support / logistics, visitor / whanau, and tūpāpaku pathways.</p>	<p>✓ Diagram overlay for each floor level that demonstrates required circulation flow pathways should be included in the design report / documentation.</p>
<p>13. Travel times</p>	<p>Design response to Functional Design Brief adjacency requirements (External functional relationships – matrix) is tested by providing average walking travel times between required zones.</p>	<p>✓ A table or diagram that lists the areas / departments and the time (average walking time) that it would take to walk between them should be included in the design report / documentation.</p>
<p>14. Seasonal sun path and dominant wind path diagram</p>	<p>Facility design resolution is tested by providing environmental analysis that ensures that the facility is well situated (kept cool in the summer and maximises the sun in the winter)</p>	<p>✓ Diagram overlay that demonstrates environmental studies such as sun path travel and shading, average temperature and humidity as well as prevailing wind direction in relation to the proposed facility should be included in the design report / documentation.</p>

Requirement	Description for Design Assurance	Expectation
15. Access to light and views	Facility design resolution is tested so that facility has optimal access to natural light and views.	✓ Diagram overlay that demonstrates the location of proposed glazing and visual and physical access to external environment should be demonstrated in the design report / documentation.
16. Future facility expansion	Design resolution is tested so that proposed facility design demonstrates future facility expansion opportunities.	✓ Diagram overlay that demonstrates that future expansion has been considered for the project. Location of proposed future departmental expansion should be included in the design report / documentation.

Additional support

It is recommended that project design teams refer to the following documents for reference. These documents are located on the Facility Design and Advisory team webpage.

1: Summary Statements

01 Completing the Design Assurance Template

03 Functional Design Brief

04 Masterplan Report

05 Clinical Services Plan

06 Project Design Report

07 Schedule of Accommodation

08 Room Data Sheets

09 Room Layout Sheets

10 Peer Review Report

11 Standard Rooms

2: Exemplars

Standard Room List

Room Data Sheet

3: Template

Functional Design Brief

Schedule of Accommodation (also contains examples)

Project Design Report (under development)

4: Technical Guidance Note

Schedule of Accommodation

Questions or further assistance?

For any questions, please contact facility.design@health.govt.nz and one of the Facility Design and Advisory team will be in touch.