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| **Engineering Review Meeting Agenda - Stage …..** |
| Project Number: |  | Project Title: |  |
| Project Manager: |  | Location |  |
| **Meeting Venue:** **Date:** **Time:** **Attendees**  |
| **ERM Members** (edit/add attendees as necessary) | **Name** |
| Engineering Manager |  |
| Engineering Technical Assistant |  |
| College Engineering Team | *(attendees as advised by Engineering Manager or Technical Assistant)* |
| Head of Maintenance |  |
| Head of Energy and Environment |  |
| Head of Health and Safety - EDP |  |
| Head of Health and Safety - EF |  |
| Network Infrastructure Manager |  |
| Deputy Safety Director and BioRisk Manager |  |
| Building Manager |  |
| User Co-ordinator |  |
|  |  |
| **Project Members** (edit/add attendees as necessary) |
| Project M&E Designer |  |
| Project Architect Designer |  |
|  |
| **Definitions**EDP Estates Development and ProjectsEF Estates Facilities |

| **Ref** | **Item** | **Lead** | **Time (Mins)** |
| --- | --- | --- | --- |
| **1** | Summary of Project  | PM | 5 |
| **2** | Review of Previous Minutes / Comments Tracker | PM | 20 |
| **3** | Health and Safety1. *Design Intent*
2. *Installation Strategies*
3. *Maintenance Access Strategies*
 |  | 10 |
| **4** | Mechanical Design*Covering Where Relevant* 1. *Basis of Design*
2. *Ventilation*
3. *Heating/Chilled Water System*
4. *Air Pressures*
5. *Metering*
6. *Drainage*
7. *Natural Gas*
8. *C02*
9. *Any other project specific aspects*
 |  | 30 |
| **5** | Electrical Design*Covering Where Relevant*1. *Supply Arrangement and Distribution Philosophy*
2. *Cable Containment*
3. *Lighting and Lighting Control*
4. *Small Power*
5. *Metering*
6. *Any other project specific aspects*
 |  | 30 |
| **6** | Controls1. *Design Strategy*
2. *Des Ops*
3. *Control of Plant*
 |  | 20 |
| **7** | Fire and Security System Design*Covering Where Relevant*1. *Fire Detection and Alarm*
2. *Public Address*
3. *Access Control*
4. *Intruder Detection*
5. *Closed Circuit Television*
 |  | 20 |
| **8** | Data1. *Data*
2. *Telecommunications*
 |  | 15 |
| **9** | Energy & Environment1. *Part L Compliance (i.e. Consequential Improvements)*
2. *Energy conservation and Initiatives*
3. *Building Temperature Protocol (Thermal Analysis)*
4. *Sustainability Measures*
5. *Health and Well Being issues*
 |  | 20 |
| **10** | AOB | ALL | 10 |