**Consultant Certification of Compliance**

The below template must be used to record approval of stakeholders at specified intervals throughout the project. Approval must be granted prior to proceeding to the next phase of the project. In the case of post construction documentation approval must be granted prior to the approval of payment of the final consultants invoice.

Refer to UoA Design Standards Volume A- Project Process Checklist and Volume K- Documentation at the following link for further information: [*https://www.adelaide.edu.au/infrastructure/projects/info/*](https://www.adelaide.edu.au/infrastructure/projects/info/)

NOTE: Stakeholders may include; end-users, UoA Technical Staff, Local/State/Federal Government Agencies, Authority Representatives (eg SAMFS), Neighbouring occupants, Campus partners, External building owner, Campus/Building Manager; Facilities Management, Information Technology & Digital Services (communications and AV, end-user technical representative), HSW Representative from Infrastructure and Faculty/Department, Animal Ethics Committee.

**PROJECT DETAILS**

|  |  |  |
| --- | --- | --- |
| **Consultant: Company Name** | | |
| **UoA Project Number: Project No.** | | |
| **Project Name: Project Name** | | |
| **Campus:** Select Campus | **Building:** Building Name & No. | **Location:** Level & Room No. |
| **Project Delivery Phase/Purpose of Issue** *(refer UoA Vol A Project Delivery Checklist for phase names)*  Insert: e.g. Contract Documentation 50% Complete / Mandatory Milestone Checkpoint | | |
| **Schedule of Certified Documentation / Revision Details** *(or reference to Aconex Transmittal)*   * List e.g. 1234- A- NT21- GN12- WD01 – Floor Plan- Rev D- 08/10/2018- Contract Documentation 50% Complete- for approval | | |

**STAKEHOLDER APPROVAL**

|  |  |  |
| --- | --- | --- |
| **Statement of Approval**  The documentation listed above reflects discussions to date with clarifications/comments follows. | | |
| **Comments**  Insert comments | | |
| **Stakeholder**  UoA Stakeholders may be:   * UoA Technical Staff (ITDS, Facilities Management, BSI Data Staff, CPD peer-reviewer etc) * End-Users * Other | | |
| Name: Name | Position Title: Position/Faculty/School | |
| **Stakeholder Signature:** | | **Date:** Select Date |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UoA Design Standard** technical discipline Volume, to which departure/ clarification refers  *e.g. UoA Design Standard Volume B Building and Architecture, Rev B* | | | | | |
| **Clause** | **Description** | **Departure from Standard**  *and justification* | **Approval of**  **Director, Capital Projects & Facilities Management**  *signature or email*  *and date* | **Approval of Executive Director, Infrastructure**  *signature or email*  *and date* | **Status**  *and direction/ notes* |
| *3.4.5* | *Hand dryer and paper towel dispenser* | *Paper towel dispenser proposed in lieu of hand dryer.*  *Value management proposal.*  *Cost comparison attached.* | *Denied*  *(on advice from UoA technical representative)*  *Email 10/10/2018* | *N/A*  *(denied by D,CPFM).* | *Denied*  *Alternative VM options to be investigated* |
|  |  |  |  |  |  |
| **UoA Project Brief**, including revision/ date reference to which departure/ clarification refers  *e.g. Return Brief, approved 08/08/2018* | | | | | |
| **Clause/Ref.** | **Description** | **Departure from Brief**  *and justification* | **Approval of**  **Director, Capital Projects & Facilities Management**  *signature or email*  *and date* | **Approval of Executive Director, Infrastructure**  *signature or email*  *and date* | **Status**  *and direction/ notes* |
| *BR.01* | *First aid room* | *Consultative risk assessment identified first aid room is not required.*  *Outcomes of assessment attached.* | *Approved*  *D,CPFM*  *10/10/2018* | *Approved*  *ED,I*  *17/10/18* | *Approved*  *Proceed to next phase* |
| *BR.12* | *Cooling tower* | *Deletion of cooling tower.*  *Value Management proposal.*  *Alternative proposal and order of cost attached* | *Approved*  *(on advice from UoA technical representative)*  *D,CPFM*  *10/10/2018* | *Denied*  *(alternative proposal failing to meet strategic requirements)*  *Email 17/10/2018* | *Denied*  *Cooling tower required.*  *Alternative VM and funding options to be investigated (during next phase)* |

*EXAMPLE SHOWN IN GREY e.g. 1234.*