

UH Uni of Hertfordshire

Comment on Student submissions

Many of the comments apply to many of the students.

Some apply to individual students

Most students will benefit from reading all of the notes

The following are guidance on a good approach

You need to understand where your's fails to address the approach and edit or add to solve it

These notes do not set out to answer 'what do I need to do to raise my score to get a pass'

But if you response positively to them then you are likely to get a pass.

Grey tone has been edited since the previous issue

Red text and grey tone is new for the students particular attention

Task 3

Generally:

- Check Spelling, Grammar, Typing in MS Word before adding to File,
- Proofread before issuing, get a colleague to proof read,
- MS Excel: Make sure embedded files show:
 - consistent formats e.g. £84,000.00 to areas and money to 2 decimal places
 - numbers not #VALUE!
 - Make sure your cells wordwrap and not fall off the edge of the paper
- Fonts should be not less than 10 point in the submission (not in the embedded and shrunk schedule)
- Do not send 2 landscape sheets side by side to PDF print, font is too small and too low resolution to read
- Fill the page with content, so that fonts are large enough to read, don't shrink the image
- Schedules with cells filled with large blocks of very wide rows of text make poor reading,
 - Start new topics on new line,
 - Use bullet points
 - Use two or three columns to split wide text?

Building Regulations:

- Can easily be tabulated, can be hierarchical, can be bullet points, can be succinct,
 - Refer to regulation by code and title, in the Building Regulation order (A, A1, B, B1, B2, etc.)
 - Put text into tables for ease of navigation across multiple columns
- It does not want to be wordy and say nothing useful, it must address the requirements
- It does not want to be conversation about the regulation and how it 'might' apply to the room but 'how'
- Do not put 'Information required' in submission, obtain the information and resubmit
- Tell what you have to do to achieve the regulation
- What requirements apply (all of then not just the first you thought of) to which elements?
- Don't talk about regulation that only apply to objects out of scope (car park barriers and roofs are not in scope)
- Regulations are legal minimum: you can go beyond them, a reading room with excessive reverberation time will be a horrible place to read in, consider health, wellbeing and productivity.
- Do not say fire retardant thermal insulation, describe the material, so we can judge if you know
- A smoke alarm does not compensate for lack of fire performance in the materials chosen
- Divide into what is happening in the room and outside of the room which direction the issue (fire, smoke, noise) is travelling and consider the partition/floor/ceiling's performances
- Students need to understand differences in Fire Terminology:
 - e.g. Fire Resistance, Combustibility, Ignitability, Surface spread of flame (not 'of fire'), Propagation, Flammability, Smoke generation, Flaming droplets.
 - And do not muddle them (lives are at risk) Post-Grenfell so is your PII Insurance
- Indicate those Regulations that do not apply and if necessary explain why not
- Address those things that do apply, do not just state a requirement, suggest how it will be addressed
- Read the regulations and cite those that apply
- Collect specific size or distance requirements
- Collect standards and performance to be met
- Accessibility: Light Reflectance Values and contrast for visual identification of Ironmongery/Switches/Objects
- Manifestation: allows glass to be visible; frames and handles alone do not
- Distinguish between ground (outside) and floor (inside)
- CO2 fire suppression hinders human life, safety systems must ensure humans are out before deployment
- Building Regulations Approved Document C 'Part C' is not about Noise, Part E is
- Computer noises are quite low, photocopiers are noisy, deal with locally
- Ironmongery and door actions can be noisy and distracting
- Dark carpets add nothing to noise reduction
- Existing Raised Access Floors mean any partitions added with an acoustic requirement will need acoustic cavity barriers below floor on line of partition to prevent flanking sound bypassing the partition

- Any suspended ceilings that are added create a cavity for acoustic flanking above any acoustic partitions and so an acoustic cavity barrier will need to be added in the ceiling void on the line of the partition
- Building Regulations Approved Document L 'Part L' is about energy in use, not about embodied energy in the materials its made of
- L1A is new dwellings, L2B is existing non-domestic, (choose carefully)
- Thermal requirements:
 - Internal partitions: not normally a requirement except if heat generated in space
 - External walls: normally a building issue not an interiors issue unless upgrading building
 - Furniture: unlikely

For Interior Designers: Loose Furniture is not a Building Regulation issue but a product issue

- Fire Crib tests on upholstery: surfaces coverings and padding
 - (NB splits in surface covering can expose padding, plastic padding often burns readily and generates toxic fumes in fire)
- Strength and Stability of furniture
- Many EN (CEN standards) and post-Brexit BS British Standards will also apply
- FIRA Furniture Industry Research Association are first point of reference for guidance

Scoping Drawings

- Include scale and dimensions
- Make sure text is readable, 10 point is readable

Outline specification:

- A4 landscape and tabular make this easy to accommodate, present and keep the font size
- Rationalise the correct information into the correct cell of the table
- Be consistent with parameters or characteristics listed in tables
 - don't omit them (find information or put 'no information yet', 'not applicable', etc.)
- Indicative product: needs two or three pieces of information:
 - Manufacturer Name and Product Reference: (Name and Model if required)
- Build up: add each component or layer as a separate line
 - This is about all layers and thicknesses (length, width and areas go into bill of quantities)
- Accessories:
 - unless using gravity, usually fixings or adhesives or edgings
 - Not tools of the trade
- Performance Requirements: distinguish between requirement and product's properties
- 3 pieces of information needed: e.g. Property (Fire Resistance), value (30 minutes), standard (BS 476:Part 21)
- I would prefer (but this may be against the brief) the Performance Requirements before Indicative product and Performance offered after the indicative product to check if the first was met by the second.
- Collect specific size information
- Collect standards and levels of performance to be met by product or met by product
- Timber and timber based panel materials: EUTR, FSC Certification and Chain of Custody
 - Not 'PEFC approved' but 'PEFC Certified with Chain of Custody'
- Resistance: to what? Fire, thermal, acoustic?
- 'Fire rated': is generic slang used by Architects who should know better; choose and use the correct term
- Minimalize = Minimise (correct word and UK spelling)
- Fire Resistance and surface spread of flame are not the same, get the facts right
- Fire resistance: unlikely to be a range but a specific number of minutes, Not '30-120' but '120' minutes
- Fire Retardant (might be an impregnation?): Class A Fire retardant (refers to which standard? BS or CEN?)
- Acoustic: Decibels: dB not DB and not db
- Ricocheted = Ricochet? (Spelling and bullets) (use 'reflected') (it causes long reverberation time, bad for a library)
- 'Tile' could be carpet, linoleum?, vinyl, rubber, ceramic: which is it? (Be specific in a specification)
- Thermal:
 - '1.41 per inch' means nothing? (get the information right)
 - (which characteristic?): W/mk = W/mK (get your symbols right?)
 - (which characteristic?): M2K/W or M2k/W = m2K/W (get your symbols right?)
- Resistance: Resistivity? (which property? thermal?): 6 (m2-K)/W (check your symbols?)
- Heat transfer coefficient: (use correct terminology?) 3.7 W/(m2-K) check your symbols?
- UK use k-value and U-value, EU use R value
- Colour reference: 'RAL' not 'Ral'
- Size: 'mm' not 'MM'; 'mm' and 'm' not 'cm'; '1/8 in' is imperial use mm = '3 mm' metric
- Weight: 'kg' not 'KG'

Bill of Quantities

- Sqm (old fashion approach) = m2 (current approach)
- Quantity: 'No.' not 'no.'
- Separate items to different rows: e.g. Plasterboard, skim and paint = 3 rows

Programme

- Make sure its readable (avoid extra empty rows if the font is too small)
- Show 'Programme with slack' not 'ideal progress' and not 'progress in the future'

- Put legends on first page of Programme not after the last
- Show the critical path

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