

COSTPCBCB63.1

Prepare technical specifications and schedules in conservation



Overview

This unit is about producing specifications and schedules which are based on valid information. You will need to be able to select the appropriate type of specification, and to complete it accurately. You will also need to obtain any necessary checks and approvals to ensure that the presentation and content are valid.

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Performance criteria

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You must be able to:

- P1 produce **specifications and schedules** for the **purpose** which are based on identified, applicable **source information**
- P2 confirm that the **source information** is **valid** and obtain accurate, supplementary information if required
- P3 collate the sections in the **specification and schedules** so that they are based upon elements of a type appropriate to the circumstances and requirements
- P4 select, draft and amend technical clauses from relevant sources, which define the quality, type and standard of the materials, components and finished work
- P5 produce detailed **schedule** of works which are accurate, and contain a complete statement of the project needs and the range of services which will be needed
- P6 plan the **schedule** of works so that they are achievable with the resources available
- P7 draft the **schedule** of works in a format which is appropriate to the type and scope of the work
- P8 check that **specifications and schedules** are consistent with the other documentation, and update them promptly and accurately when the circumstances change
- P9 obtain necessary checks and approvals to ensure that the content and presentation of **specifications and schedules** are **valid**

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Knowledge and understanding

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You need to know and understand:

- K1 how to produce **specifications and schedules** for the **purpose** which is based on identified and current **source information** (application)
- K2 how to confirm that the **source information** is **valid** (understanding)
- K3 how to obtain accurate, supplementary information (application)
- K4 how to collate the sections in the **specifications and schedules** (application)
- K5 how and why to select, draft and amend technical clauses from relevant sources which define the quality, type and standard of the materials, components and finished work (evaluation)
- K6 how to produce detailed **schedules** of works (application)
- K7 how to plan the **schedules** of works so that they are achievable with the resources available
- K8 how and why to draft the **schedules** of works (evaluation)
- K9 how to check that the **specifications and schedules** are consistent with the other documentation and update them promptly and accurately when the circumstances change (application)
- K10 how to obtain necessary checks and approvals to ensure that the content of **specifications and schedules** are **valid** (application)

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Scope/Range

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- 1 Specifications and schedules:**
 - 1.1 conservation
 - 1.2 restoration
 - 1.3 preservation
 - 1.4 refurbishment
 - 1.5 maintenance work
 - 1.6 consolidation (prevention of deterioration) and protective measures (temporary & permanent)
 - 1.7 reparation
 - 1.8 repair
 - 1.9 retrofit/eco upgrade
 - 1.10 scheduled preventative
 - 1.11 unscheduled corrective
 - 1.12 emergency maintenance
 - 1.13 disaster planning
- 2 Purpose:**
 - 2.1 to obtain consents & permissions
 - 2.2 procurement
 - 2.3 contract
 - 2.4 production
- 3 Source information:**
 - 3.1 survey information
 - 3.2 previous surveys
 - 3.3 statutory regulations
 - 3.4 British Standards
 - 3.5 codes of practice
 - 3.6 technical literature
 - 3.7 charters & conventions
 - 3.8 specialists
- 4 Valid:**
 - 4.1 format
 - 4.2 presentation
 - 4.3 accuracy
 - 4.4 technical content
 - 4.5 completeness
 - 4.6 referencing
 - 4.7 cross-referencing and correlation with associated documents
 - 4.8 status
 - 4.9 being out of date

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