|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 Projects  EF 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 Safety   1. *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** | Controls   1. *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** | Data   1. *Data* 2. *Telecommunications* |  | 15 |
| **9** | Energy & Environment   1. *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 |