



# What To Ask Your Architect

A RANGE OF SAMPLE QUESTIONS FOR YOUR FIRST MEETING





# Sample Questions

## 1. QUALITY

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What experience do you have relating to my type of project?

How many of this type have you done?

How big were they?

When and where were the most recent?

Can I go and look at these?

How much do I have to spend to get what I want?

How would you rate the quality of these buildings?

Will you be doing the work personally? If not can I meet the staff who will?

## 2. TIMESCALE

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How long will design work take?

When can you start?

What will be the key milestone dates for the design work, approvals and construction?

At what point will I start receiving your charges?

# Sample Questions

## 3. COST

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What should I set as a construction cost limit?

What will your fees be?

When do they have to be paid?

What other design consultants will I need?

What are their charges likely to be?

Will I have to pay VAT on fees and construction?

What Grants might I be entitled to?

What other Government assistance might be available?

## 4. THE SERVICE

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What is included in your services?

What jobs are excluded from your services?

Explain the service that would best for me.

Explain the type of construction contract that would best suit my project.

## 5. THE APPOINTMENT

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Can you provide a draft appointment document for me to consider?

6. Ownership detail?

7. Access details?

## 6. THE BRIEF

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What details do you require as a brief?

1. Floor Area?

2. No of Rooms?

Are there likely to be problems over...

3. Special Features?

4. Is the building Listed/Conservation Area/T.P.O?

5. Site Boundaries?

8. Services/utilities information?

## 7. PROGRESS/PROJECT MANAGEMENT

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What progress reports will you supply and when will these be issued?

Who will look after the progress of the design team and action any problems?

Who will look after the progress of the construction team, authorise variations and issue the instructions?

# Notes

### **Contacting the RIAS**

We hope that this has proved helpful.

For further advice and information contact:

RIAS Client Advisory Service

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