



## Lighting Design Terms of Appointment

### **Standard Terms**

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## Introduction

This document defines the role of the lighting designer on a multidisciplinary design team and lists the services of the lighting designer included in the fee proposal.

## The Lighting Designers Role

The Lighting Designer shall provide lighting design services for the project the scope of these services is defined here. Generally it includes the design of the exterior and/or interior lighting scheme for the project and the programming of the equipment that produces and controls the designed effect. It also includes coordination with lead consultants and other members of the design team to ensure the successful integration of the lighting design as an element of the project.

The Client may at any time upon reasonable notice instruct the Lighting Designer to undertake additional services. Any such instruction shall be in writing and clearly identified by the Client.

The Lighting Designer's Services do not include adopting responsibilities of other members of the professional team in the following areas.

- **Architectural services** including the design and production of fully coordinated drawings, details and specifications for any aspect of the architectural design including details of mechanical fixings, bracketry, exact methods of fastening or connecting lighting equipment to the building fabric, identification and/or design of builder's work or any other service or by the Architect's Appointment and Plan of Work unless otherwise stated.
- **Structural engineering services** including the design and production of fully coordinated structural drawings, or any other service or item of work defined by the Structural Engineer's appointment and plan of work unless otherwise stated.
- **Electrical engineering services** such as the coordination with existing power or ventilation systems, associated builder's work, coordination of the lighting systems with other building services or systems or any other service or item of work defined by the Electrical Engineer's appointment and plan of work unless otherwise stated.

## Services

The proposal and any subsequent appointment is based on the services as described below. The Lighting Designer will carry out all or any of these stages in order unless otherwise agreed and will only move from one stage to next on approval by the client:

### Stage I - Inception and Feasibility

- a) Attend inception meetings with the client and other members of the design team.
- b) Assist others with project planning and development of the lighting brief.
- c) Assist others with the preparation of the lighting budget.
- d) Produce feasibility and/or design reports.

### Stage II - Concept Design

- a) Attend briefing meetings with the client and/or their project manager.
- b) Attend design workshops with all relevant members of the design team.
- c) Carry out conceptual lighting design studies.
- d) Produce presentation materials to convey the overall design intent
- e) Assist in the preparation of an agreed lighting budget.
- f) Attend concept design presentations to the client.

### Stage III – Scheme Design

- a) Attend relevant design workshops and meetings with members of the design team
- b) Develop lighting design.
- c) Prepare preliminary lighting layouts of the proposed lighting design
- d) Prepare preliminary lighting equipment schedule.
- e) Prepare preliminary lighting details where applicable.
- f) Provide preliminary control strategy.
- g) Provide preliminary lighting calculations.
- h) Assist in checking that the lighting scheme is within the approved lighting budget.

### Stage IV - Detailed Design and Production

- a) Attend design workshops with relevant members of the design team.
- b) Attend design team meetings with relevant members of the Design Team.
- c) Assist others with the coordination of the lighting design and the building fabric, structure and services.
- d) Prepare final lighting layouts of the proposed lighting design based on CAD files provided in .dwg or .dxf format.
- e) Prepare final lighting equipment specification.
- f) Provide final lighting details for incorporation into the construction details by others.
- g) Prepare final performance specification for Lighting Controls.
- h) Comment on the final coordinated construction drawings, specifications and details of the lighting scheme as provided by others.
- i) Assist others ensuring compliance with Part L of the Building Regulations.
- j) Carry out of risk assessment based on the Lighting Designer's design information in accordance with the requirements of The Construction (Design and Management) Regulations 1994.

### Stage V - Construction, Focusing & Programming

- a) Attend contract and site meetings with relevant members of the design and construction teams
- b) Comment on contractor's and/or manufacturer's drawings, details and specifications to assure the lighting design.
- c) Carry out final review of the lighting installation.
- d) Direct the focusing of the installed lighting scheme where applicable.
- e) Direct the programming of the installed control equipment where applicable.
- f) Assist the design team, the Contractor and other relevant parties in preparing schedules of defects related to the design as required.

### Optional Services

The following items are specifically excluded from the services, but can be provided for additional fees, upon request:

- Special renderings, computer generated images, animated images and other visual presentation elements other than those determined by the Lighting Designer for the purposes of conveying the design intent.
- Sunlight design and studies including the hire of testing facilities, construction of models, etc...
- Design, supervision of construction, testing and evaluation of mock-ups and/or models.
- Formal review or evaluation of final building contract or tender documents as prepared by the Architect, and related to the lighting system.
- Detailed summary reports and/or plots showing illuminance or luminance levels other than those deemed necessary by the Lighting Designer for the general evaluation of the design.
- Design and development of custom designed luminaires and negotiating or obtaining competitive prices for such products.
- Review and checking of substitute luminaires proposed by others for design compliance
- Shop and field inspections
- Whole life cost and running cost reports.
- Final lamp schedule for the Client's building maintenance staff.
- Obtaining project related quotations from Lighting Manufacturers for luminaires, lamps and associated equipment and control systems.