


Checklist: Supplemental Architectural Services

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The following is a list of some of the specialized services offered by architectural practices or coordinated with special Consultants.

Pre-design Services

Description	N/A	✓	Notes
1. Facilities programming			
2. Feasibility studies			
3. Existing site and facilities analysis			
4. Traffic and parking studies			
5. Existing equipment and furniture inventories			
6. Energy analysis			
7. Master programming and planning			
8. Environmental studies			
9. Space schematics/flow diagrams			
10. Marketing studies			
11. Financial analysis			
12. Project financing			
13. Advisor for architectural competitions			
14. Preparation of proposal call documents			

Post-construction Services

Description	N/A	✓	Notes
1. Commissioning services			
2. Post-occupancy studies			
3. Maintenance and operational programming			
4. Building maintenance manuals			
5. Post-occupancy evaluation			

Site Development Services

Description	N/A	✓	Notes
1. Site analysis and selection			
2. Site development planning/site plan agreement			
3. Detailed site utilization studies			
4. On-site utility studies			
5. Off-site utility studies			
6. Environmental studies and reports			
7. Zoning and land use amendments			
8. Geotechnical engineering			
9. Site surveying			
10. Legal survey			
11. Landscape design			

Materials and Systems Testing

Description	N/A	✓	Notes
1. Procurement of testing services			
2. Review and analysis of testing			

Interior Design and Design Services

Description	N/A	✓	Notes
1. Space planning			
2. Adaption of mechanical and electrical systems and other systems to tenant needs			
3. Preparation of furnishing requirements			
4. Bidding or purchasing procedures for furniture			
5. Furniture and equipment selection and layout			
6. Special furnishings design			
7. Tenant-related services			
8. Interior partition location			
9. Furniture and finishing specifications			
10. Selection of interior materials, finishes, and colours			
11. Procurement of furniture			
12. Coordination of installation and delivery of furniture			
13. Design of interior and exterior signage and symbols			
14. Selection or acquisition of fine arts or crafts			
15. Graphic design			
16. Documentation of requirements and procurement of graphics work			

Project Administration and Construction Management Services

Description	N/A	✓	Notes
1. Project administration			
2. Disciplines coordination/document checking			
3. Consulting with and review and approval of authorities			
4. Submittal services			
5. Owner-supplied data coordination			
6. Schedule development/monitoring			
7. Testing and inspection administration			
8. Project representation			
9. Supplemental documentation			
10. Administration of multiple contracts			
11. Detailed cost estimates and quantity surveys			
12. Value analysis or value engineering			
13. Life cycle cost analysis			
14. Coordination of mock-ups			
15. Facility management			

Promotion and Public Relations

Description	N/A	✓	Notes
1. Preparation of press releases			
2. Preparation of promotional brochures			
3. Presentations at public meetings			
4. Preparation of leasing material			
5. Preparation of models			
6. Preparation of renderings			
7. Condominium documentation			
8. Computer presentations			

Documentation Services

Description	N/A	✓	Notes
1. Preparation of special certificates and letters of assurance			
2. Certified area calculations			
3. As-built drawings and computer files			
4. Preparation of measured drawings			
5. Building inspection and reporting			
6. Aerial site photography			
7. Still photography of existing conditions			
8. Periscope photography of models			
9. Presentation photography of renderings or models			
10. Construction progress photographs			
11. Architectural photography of completed building or site			
12. Videotaping			
13. Computer database			
14. Inventories of materials, equipment or furnishings			

Expert Witness

Description	N/A	✓	Notes
1. Testimony at court or hearing			
2. Opinion on codes or regulations			

Computer Applications

Description	N/A	✓	Notes
1. Computer renderings			
2. 3-D computer presentations and walk-throughs			
3. Electronic communication and distribution			
4. Computer analysis and mock-ups			
5. Project scheduling			
6. Project accounting			

Urban Design

Description	N/A	✓	Notes
1. Streetscape design			
2. Drafting of zoning bylaws and regulations			
3. Shadow studies			
4. Urban design studies			
5. Wind studies			
6. Land use studies			
7. Transportation studies			

Research

Description	N/A	✓	Notes
1. Research in construction materials and methods			
2. Building envelope investigation			

Architectural Conservation

Description	N/A	✓	Notes
1. Historic building documentation			
2. Heritage conservation district studies			
3. Conservation reports			

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