

Contents

Abbreviations and Acronyms.....	XI
Introduction	XIII
Overview	XIV
1 Project Basics.....	1
1.1 Construction industry	1
1.2 People involved	2
1.3 Project organisation.....	5
1.4 The appointment.....	7
1.5 The workplace	8
1.6 Vocabulary	11
2 Preliminary Enquiries.....	15
2.1 Feasibility	15
2.2 Site visit.....	17
2.3 Plots.....	18
2.4 Survey	21
2.5 Communicating with the client	22
2.6 Vocabulary	24
3 Briefing.....	27
3.1 Accepting the brief	27
3.2 Consultants	29
3.3 Building costs	32
3.4 Vocabulary	35
4 Preliminary Design.....	39
4.1 Presentation	39
4.2 Proportions	40
4.3 Comparisons.....	41

4.4 Shapes.....	43
4.5 Roofs	45
4.6 Appearance.....	46
4.7 Doors and windows	48
4.8 Circulation	50
4.9 Vocabulary	52
5 Structural Design.....	57
5.1 Structural systems.....	57
5.2 Statics	59
5.3 Structural frameworks	62
5.4 Structural materials.....	65
5.5 Vocabulary	68
6 Building Services	75
6.1 Building services engineering	75
6.2 Plumbing	76
6.3 Thermal comfort.....	78
6.4 Electricity	83
6.5 Sustainability	85
6.6 Vocabulary	88
7 Final Design.....	95
7.1 Coordination.....	95
7.2 Presentation material	98
7.3 Presentation language.....	100
7.4 Alterations	103
7.5 Vocabulary	104
8 Planning and Building Permission	107
8.1 Permission	107
8.2 Planning permission	108
8.3 Building regulations	110
8.4 Fire safety	111
8.5 Vocabulary	113

9 Tender Documentation 117

 9.1 Procurement procedure..... 117

 9.2 Production information..... 118

 9.3 Tender documents 120

 9.4 Language in tender documents..... 123

 9.5 Selection of contractors..... 124

 9.6 Vocabulary 127

10 Tender Action 131

 10.1 Tendering 131

 10.2 Estimating..... 132

 10.3 Opening of tenders 133

 10.4 Negotiations 135

 10.5 Building contract..... 138

 10.6 Vocabulary 142

11 Pre-Construction Phase 145

 11.1 Background to building operations 145

 11.2 Time management 148

 11.3 Construction programme 150

 11.4 Site set-up..... 152

 11.5 Vocabulary 155

12 Construction 159

 12.1 Work progress 159

 12.2 Site meetings 163

 12.3 Variations 164

 12.4 Project diary 167

 12.5 Ceremonies..... 167

 12.6 Vocabulary 168

13 Completion..... 173

 13.1 Completion stage..... 173

 13.2 Delays..... 174

 13.3 Acceptance 176

13.4 Payment procedures.....	179
13.5 Vocabulary	182
14 Education, registration and more	185
14.1 Education.....	185
14.2 Registration	187
14.3 Practicing architecture	188
14.4 Finding work	189
14.5 Curriculum Vitae	191
14.6 Job application and interview	192
14.7 Vocabulary	194
Answer Key	197
Bibliography.....	207
Vocabulary English–German	209
Vocabulary German–English	229