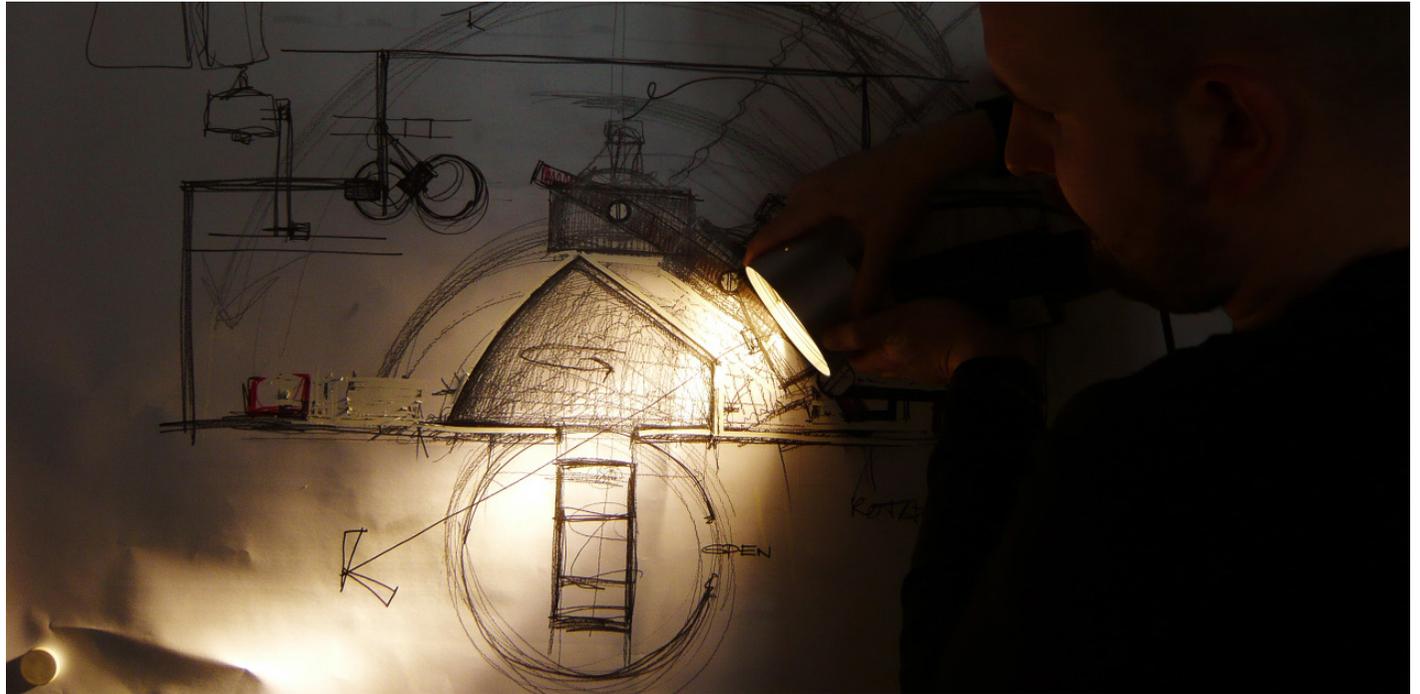


SPEIRS + MAJOR



At Speirs + Major we have developed a unique process that ensures that creativity is matched by the discipline necessary to see our projects realised.

Brief development

Developing the lighting brief with our clients is an essential part of coming up with creative solutions. Our approach considers the unique qualities of the project and explores the role that light and darkness can play.

Concept

Each concept carefully considers the experience we create for people alongside image, function and the practical considerations of costs, buildability, ease of maintenance and the sustainability of the design.

Communication

We pride ourselves on being able to explore and communicate our ideas with our clients through sketches, models, images, words, diagrams and animations.

Collaboration

We work very closely with the client's design team to find concepts and solutions which enhance the core values of the project. Workshops and dialogue are essential part of this process.

Design development

Design development turns conceptual ideas into design details and suggestions for lighting equipment and material finishes. Early dialogue with the design, construction and maintenance teams results in improved integration and application of light into the project. Mock-ups and tests demonstrate the intention of the design and help inform the construction process.

Production

Attention to detail throughout the technical design and production process results in comprehensive packages of drawings, specifications and associated documents which are then incorporated into construction documentation.

Construction

We support the construction team, including attendance on site, and quick responses to co-ordination and installation issues. Through continual evaluation of the scheme and assisting with commissioning, programming and focusing of the lighting systems we ensure the delivery of the lighting concept.

We can also provide project follow-up by guiding the maintenance and management teams who adopt our finished designs.

Process

Designers working with light
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Stage 4 – Technical Design and Production

- a. Attend Design Workshops / Design Team Meetings / Mock-ups.
- b. Provide assistance to others with the co-ordination of the lighting design.
- c. Prepare Final Lighting Layouts.
- d. Prepare Final Lighting Equipment Specification.
- e. Prepare Final Lighting Details (where applicable).
- f. Prepare Final Performance Specification for the Lighting Control System.
- g. Prepare Final Logical Channel Schedule.
- h. Prepare Pre-Programming Schedule.
- i. Comment on the final coordinated construction drawings (as provided by others).
- j. Assist others with ensuring compliance with Part L / Local Codes / BREEAM / LEED / WELL.

Stage 5 – Construction

- a. Attend Contract Meetings / Reviews / Mock-ups.
- b. Comment on Contractor's and/or Manufacturer's drawings, details and specifications.
- c. Respond to Requests for Information (RFI's) and Design Change Orders.
- d. Respond to Value Engineering.
- e. Assist others in complying with Part L/Local Codes/ BREEAM/LEED/WELL.
- f. Review and Comment on ongoing lighting installation.

Stage 6 – Hand Over

- a. Attend Contract Meetings / Reviews / Focussing / Programming / Defects Meetings.
- b. Review final lighting installation.
- c. Direct the focusing of installed lighting scheme where applicable.
- d. Direct the programming of installed lighting scheme where applicable.
- e. Assist others in preparing schedules of defects.

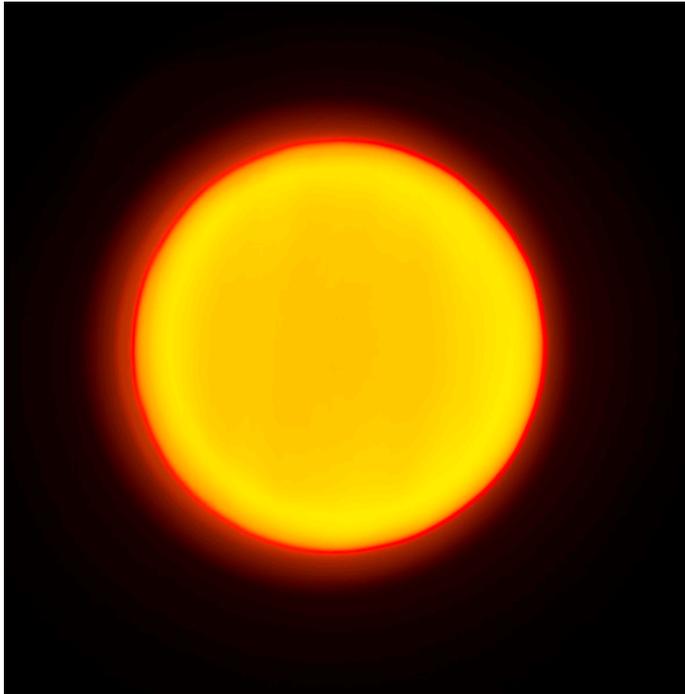
Important Note

This proposal assumes that the Architect (or other Lead Designer) and Electrical Engineer, maintain their usual role and responsibility for the co-ordination of the design and supervision of the lighting installation on site. Stage 4 information is for use by the Architect and Electrical Engineer in the preparation of the construction/tender documentation. The Lighting Designer's drawings, specifications and other information is not to be issued direct to the Contractor as tender or construction information.

2.0 Optional Services

The following Services are specifically excluded from this Appointment but can be provided upon request:

- Building Information Modelling (BIM) and related services.
- Computer Generated Images (CGI) and animations.
- Sunlight design and studies including the hire of testing facilities.
- Design, supervision, construction, testing and evaluation of mock-ups and/or models.
- Design development of custom designed luminaires.
- Formal review or evaluation of final building contract or tender documents.
- Review and checking of proposed substitute luminaires, as selected by others.
- Obtaining project related quotations from lighting manufacturers.
- Shop and field inspections.
- Whole life cost and running cost reports.
- Final lamp schedule for the Client's building maintenance staff.
- As built / installed drawings (to be provided by the Electrical Engineer or Contractor).



Our Professional Conduct

Speirs + Major is committed to maintaining the highest standards of professional conduct, both when designing with light and conducting business.

We provide our clients with the highest quality service, delivered in a professional manner.

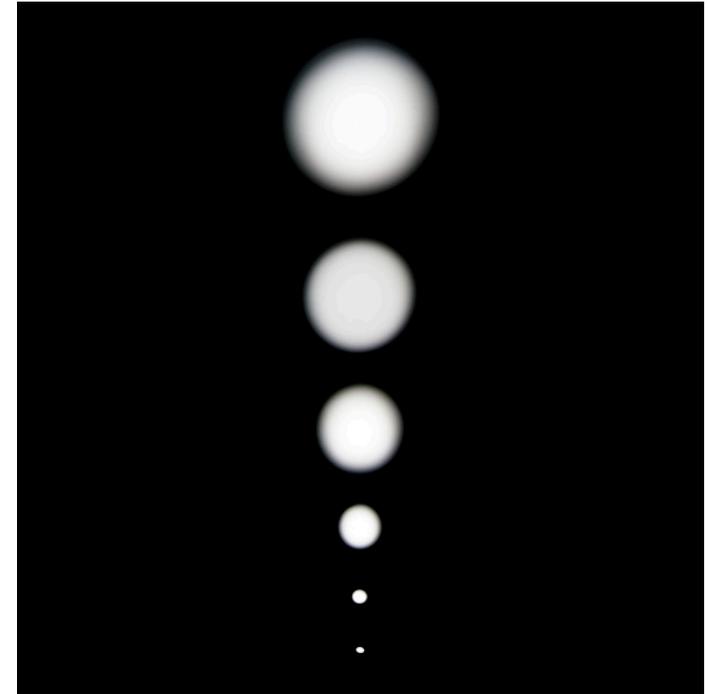
We are proud to be independent lighting designers and abide by the professional standards, ethics and methodology as defined by the International Association of Lighting Designers (IALD). The full IALD Code of Ethics and Professional Conduct can be found on their website www.iald.org.



An Ethical Practice

We always conduct ourselves with honesty and integrity, and comply with UK anti-bribery and corruption laws including the Bribery Act 2010.

We are an equal opportunities employer and are committed to treating all our employees equally as outlined in our equal opportunities policy and in accordance with the Equality Act 2010. We comply with UK and European law with regards to the minimum wage, legal working age and bonded or forced labour and slavery. We have a process in place for managing employees' legal right to work. All employees are remunerated appropriately and are free to terminate their employment in accordance with EU and UK legislation and best practice.



Light is a Precious Resource

We actively consider the environmental impact of our lighting designs during the initial concept, design and specification stages to inform decision making.

We are advocates for darkness and its place in the environment.

Our Environmental Policy outlines our commitment to balancing the environmental impact created by the production and use of artificial lighting with both its social and economic benefits.

Values

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For further information about our policies, practices and standards, please contact info@speirsandmajor.com