



## BCO GUIDE TO SPECIFICATION KEY DESIGN CRITERIA

ISSUE 1.1 (2022)

This Guide serves to be reviewed, revised and continuously developing to all purposes of the office sector.

The guiding principle of the office sector is to provide a high-quality, healthy and sustainable working environment for all employees. This is achieved by integrating the following key design criteria into the office design process:

- 1. **Health and Well-being:** The office design should promote the physical and mental health of the employees. This includes ensuring good indoor air quality, providing natural light, and creating a comfortable acoustic environment.
- 2. **Flexibility and Adaptability:** The office design should be flexible and adaptable to changing work patterns and requirements. This includes providing a variety of workspaces and ensuring that the office can be easily reconfigured.
- 3. **Sustainability:** The office design should be sustainable and environmentally friendly. This includes using energy-efficient materials and systems, and minimizing waste and resource consumption.
- 4. **Collaboration and Communication:** The office design should facilitate collaboration and communication between employees. This includes providing common areas and spaces for meetings and discussions.
- 5. **Security and Safety:** The office design should ensure the security and safety of the employees and their belongings. This includes implementing fire safety measures and ensuring that the office is secure from external threats.

The BCO Guide to Specification Key Design Criteria is a comprehensive document that provides detailed information on the key design criteria for the office sector. It is intended to be used by architects, designers, and project managers to ensure that the office design meets the highest standards of quality, health, and sustainability.

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### Introduction

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# Bco Guide

**David Littlefield**



## **Bco Guide:**

### **A Practical Guide to Post-Occupancy Evaluation and Researching Building User Experience** Nigel

Oseland,2023-09-11 A Practical Guide to Post Occupancy Evaluation offers high level pragmatic guidance and case study examples on how to conduct a Post Occupancy Evaluation POE to determine whether a workplace project is successful and uncover the lessons learned for future projects For designers POEs provide essential predesign feedback informing the design brief to determine occupant requirements and help focus expenditure For those in charge of a building or buildings POE offers proactive building management and can also be used as part of the change management programme in larger projects informing the occupants of progress The practical guidance offered in this book will help the workplace industry understand if a design meets the requirements of an occupier and measure the success of and value offered by a workplace project This book will be of interest to professionals in the workplace industry responsible for delivering and evaluating capital projects as well as those studying interior design architecture surveying facilities management and building services engineering

**Watts Pocket Handbook** Trevor Rushton,2025-07-08 This milestone 30th edition of the Watts Pocket Handbook has had a thorough overhaul and renews its commitment to share industry knowledge by providing technical and legal information across a comprehensive spread of property and construction topics The Handbook provides specialist information and guidance on a vast selection of related subjects including Environmental and sustainability issues Contracts and procurement Design and construction Health and safety Regulations and standards Legal issues and insurance Facilities management Materials and defects and Technology innovation and the future Watts Pocket Handbook remains the must have reference book for professionals and students engaged in construction building surveying services engineering architecture project management facilities management quantity surveying property development and much more

**The Architects' Handbook** Quentin Pickard,2008-04-30 The Architects Handbook provides a comprehensive range of visual and technical information covering the great majority of building types likely to be encountered by architects designers building surveyors and others involved in the construction industry It is organised by building type and concentrates very much on practical examples Including over 300 case studies the Handbook is organised by building type and concentrates very much on practical examples It includes a brief introduction to the key design considerations for each building type numerous plans sections and elevations for the building examples references to key technical standards and design guidance a comprehensive bibliography for most building types The book also includes sections on designing for accessibility drawing practice and metric and imperial conversion tables To browse sample pages please see <http://www.blackwellpublishing.com/architectsdata>

**Green Buildings Pay** Brian Edwards,Emanuele Naboni,2013-08-22 This third edition of Green Buildings Pay presents new evidence and new arguments concerning the institutional and business case that can be made for green design The green argument has moved a long way forward since the previous edition and this fully updated book addresses

the key issues faced by architect engineer and client today Green Buildings Pay Design Productivity and Ecology examines through a range of detailed case studies how different approaches to green design can produce more sustainable patterns of development These cases are examined from three main perspectives that of the architect the client and the user Completely revised with all new chapters cases sections and introductory material the third edition presents over 20 new researched case studies drawn from the UK Europe and the USA written in collaboration with the architects engineers clients and user groups examples of office and educational buildings of high sustainable and high architectural quality an exploration of the architectural innovations that have been driven by environmental thinking such as the new approaches to the design of building facades roofs and atria cases which demonstrate current practice in the area of energy eco retrofits of existing buildings documentation of the benefit impact assessment schemes such as LEED and BREEAM have had upon client expectations and on design approaches over the past decade beautiful full color illustrations throughout In the fast evolving arena of green building the book shows how architects are reshaping their practices to deal with ever more demanding energy standards and better informed users and corporate clients

**Metric Handbook** David Littlefield, 2012-09-10 An essential reference resource for any architect or architect student the Metric Handbook is the major handbook for planning and design data For each building type the book gives basic design requirements principal dimensional data and details of relevant building regulations The book also contains information on broader aspects of design applicable to all building types such as materials acoustics and lighting and data on human dimensions and space requirements Significantly updated the new edition of this work focuses on sustainable design practice to make projects competitive within a green market As well as a full revision including additional new building types and the latest updates to regulation and practice the book features an improved new layout with color images and text to make it easier to find vital information quickly Metric Handbook is a tried and tested authoritative reference for solving everyday planning problems it is a must have for every design office desk and drawing board

Technical Report Human Resources Research Organization, 1965

**Urban Planning and Real Estate Development** John Ratcliffe, Michael Stubbs, Miles Keeping, 2009-01-19 The twin processes of planning and property development are inextricably linked it is not possible to carry out a development strategy without an understanding of the planning process and equally planners need to know how real estate developers do their job This third edition of Urban Planning and Real Estate Development guides students through the procedural and practical aspects of developing land from the point of view of both planner and developer The planning system is explained from the increasing emphasis on spatial planning at a regional level down to the detailed perspective of the development control process and the specialist requirements of historic buildings and conservation areas At the same time the authors explain the entire development process from inception through appraisal valuation and financing to completion and disposal This is an invaluable textbook for real estate and planning students and helps to meet the requirements of the RICS and RTPI Assessment of Professional

Competence     **Building Services Journal** ,2007     *Spon's Practical Guide to Alterations & Extensions* Andrew R. Williams,2008-04-03 The procedures the problems and pitfalls of extending or altering property are discussed in this fully updated new edition The author gives helpful advice on how to make the project go smoothly from beginning to end This is a practical guide for those at the beginning of their career in building or who want to be updated on the new regulations now in force This new edition incorporates the 2005 Amendments to Approved Document L1B on the conservation of fuel and power Developments in Computer Aided Design and structural calculations are also discussed It is invaluable to all those who are trying to act efficiently correctly and cost effectively     *Practical Guide to Alterations and Extensions* Andrew R. Williams,2004-06-02 easy to follow guide to procedures and regulations     Labelling the Economy Brice Laurent,Alexandre Mallard,2020-02-01 This collected volume analyses labelling as a political and economic operation It gathers contributions that focus on various domains including the agri food sector the construction sector eco labelling retail health public policies and the energy sector considering the use of labels for various objectives such as providing legal and technical data on consumption products certifying their quality and indicating the approval of professional or political authorities These practices are tied to both public and private interventions that make civic concerns visible and aim to govern them The book considers labelling the economy as an operation that introduces political questions into the economic realm while also importing economic modes of reasoning into governance interventions In doing so the book considers the sociotechnical apparatus on which any label relies as a nexus where economic and political considerations are brought together     **The Tall Buildings Reference Book** David Parker,Antony Wood,2013-04-12 As the ever changing skylines of cities all over the world show tall buildings are an increasingly important solution to accommodating growth more sustainably in today s urban areas Whether it is residential a workplace or mixed use the tower is both a statement of intent and the defining image for the new global city The Tall Buildings Reference Book addresses all the issues of building tall from the procurement stage through the design and construction process to new technologies and the building s contribution to the urban habitat A case study section highlights the latest the most innovative the greenest and the most inspirational tall buildings being constructed today A team of over fifty experts in all aspects of building tall have contributed to the making of the Tall Buildings Reference Book creating an unparalleled source of information and inspiration for architects engineers and developers     Metric Handbook Pamela Buxton,2015-03-05 Significantly updated in reference to the latest construction standards and evolving building types Many chapters revised including housing transport offices libraries and hotels New chapter on flood aware design Sustainable design integrated into chapters throughout Over 100 000 copies sold to successive generations of architects and designers this book belongs in every design studio and architecture school library The Metric Handbook is the major handbook of planning and design information for architects and architecture students Covering basic design data for all the major building types it is the ideal starting point for any project For each building type

the book gives the basic design requirements and all the principal dimensional data and succinct guidance on how to use the information and what regulations the designer needs to be aware of As well as building types the Metric Handbook deals with broader aspects of design such as materials acoustics and lighting and general design data on human dimensions and space requirements The Metric Handbook provides an invaluable resource for solving everyday design and planning problems

Architecture Beyond Criticism Wolfgang F. E. Preiser, Aaron T. Davis, Ashraf M. Salama, Andrea Hardy, 2014-11-27 For the first time this book demonstrates that the two paradigms of architectural criticism and performance evaluation can not only co exist but complement each other in the assessment of built works As architecture takes more principled stances worldwide from environmental sustainability to social cultural and economic activism this book examines the roles of perceived and measured quality in architecture By exploring in tandem both subjective traditional architectural criticism and environmental design and performance evaluation and its objective evaluation criteria the book argues that both methodologies and outcomes can achieve a comprehensive assessment of quality in architecture Curated by a global editorial team the book includes Contributions from international architects and critics based in the UK USA Brazil France Qatar Egypt New Zealand China Japan and Germany Global case studies which illustrate both perspectives addressed by the book and comparative analyses of the findings A six part organization which includes introductions and conclusions from the editors to help guide the reader and further illuminate the contributions By presenting a systematic approach to assessing building performance design professionals will learn how to improve building design and performance with major stakeholders in mind especially end users occupants

**Assessing Building Performance** Wolfgang Preiser, Jacqueline Vischer, 2006-08-11 The building performance evaluation BPE framework emphasizes an evaluative stance throughout the six phases of the building delivery and life cycle 1 strategic planning needs analysis 2 program review 3 design review 4 post construction evaluation review 5 post occupancy evaluation and 6 facilities management review adaptive reuse The lessons learned from positive and negative building performance are fed into future building delivery cycles The case studies illustrate how this basic methodology has been adapted to a range of cultural contexts and indicates the positive results of building performance assessment in a wide range of situations

Sustainable Construction Sandy Halliday, 2008-01-14 It has taken a very long time for sustainable development to be recognised as a justified restraint on inappropriate development and a primary driver of improving quality of life for all For designers clients and project managers this means we have to create healthy buildings and places which support communities enhance biodiversity and contribute to reversing unsustainable trends in pollution and resource consumption It is a very positive agenda This groundbreaking book will help all building design management and cost professionals to understand sustainable design and provide the technical skills needed to implement the most up to date concepts Based on a hugely successful series of workshops for professionals in construction the book covers the history of ideas materials measurement both cost and benchmarking performance

environmental services and the building design and delivery process through to post occupancy evaluation It covers individual buildings and the urban scale Sustainable Construction is a master class in how to achieve practical affordable replicable sustainable design It has something new and often surprising in it for everybody in the construction industry For the Architect and Engineer it gives chapter and verse to the basic design issues at all scales and through the whole of the plan of work For Quantity Surveyors and cost professionals it challenges current conventions with researched case study evidence For clients and project managers it outlines the drivers and the justification for a sustainable approach and outlines the legislative framework and it gives guidance on procurement and project and site management issues For contractors and developers it contains a wealth of case study material rooted in practical experience and economic reality For teachers and students it will bust myths liberate thinking and inform design

Improving Energy Efficiency in Commercial Buildings and Smart Communities Paolo Bertoldi,2020-01-14 These proceedings present fourteen peer reviewed papers from the 10th International Conference on Improving Energy Efficiency in Commercial Buildings and Smart Communities which was held March 21 22 2018 in Frankfurt Germany This biannual conference aims to promote and diffuse the concept of energy efficiency in new and existing commercial buildings and to enlarge the market for low consumption and sustainable non residential buildings It also covers smart and sustainable districts communities and cities since energy systems efficiency and renewable energies are often optimized at the district or municipal level The 2018 conference focused on advanced and innovative technologies to improve the energy efficiency of commercial buildings communities and cities as well as the policies and measures by governments at various levels to improve energy efficiency A particular focus was on Energy Service Companies ESCOs The conference addresses energy policy makers at international national and local level academics researchers and energy efficiency experts ESCOs utilities buildings energy and environmental managers buildings engineers and architects and equipment manufacturers and commercial property investors

**Building Maintenance** Brian J.B. Wood,2009-09-28 Maintaining a building is expensive it costs many times more to run a building over its lifetime than to build it yet maintenance is often not accorded the priority it warrants A poorly maintained building will be a drain on resources and will impair building use whereas a well maintained building will function smoothly and represent an appreciating asset to its owners Building Maintenance is a core text on the technical aspects of maintenance for undergraduate degree students on built environment courses particularly building surveying and facilities management It addresses the who what where when how and why of maintenance activities and shows that maintenance should be considered seriously at the design stage Extensive case studies illustrate what can go wrong how to put matters right and how to get it right first time next time A professional approach is required to building maintenance By encouraging maintenance managers to stand back and take a strategic view of building maintenance alongside their day to day tasks this book will help practitioners and students to achieve that

Corporate Real Estate Asset Management Barry Haynes,Nick

Nunnington, Timothy Eccles, 2017-04-28 The second edition of Corporate Real Estate Asset Management is fully up to date with the latest thought and practice on successful and efficient use of corporate office space Written from an occupier's perspective the book presents a ten point CREAM model that offers advice on issues such as sustainability workplace productivity real estate performance measurement change management and customer focus In addition new case studies provide real life examples of how corporations in the UK USA Hong Kong and Abu Dhabi actively manage their corporate real estate The book is aimed at advanced undergraduate and graduate students on corporate real estate facilities management and real estate courses and international MBA programmes      **Acoustics and Noise Control** R J Peters, 2013-11-12

Acoustics and Noise Control provides a detailed and comprehensive introduction to the principles and practice of acoustics and noise control Since the last edition was published in 1996 there have been many changes and additions to standards laws and regulations codes of practice relating to noise and in noise measurement techniques and noise control technology so this new edition has been fully revised and updated throughout The book assumes no previous knowledge of the subject and requires only a basic knowledge of mathematics and physics There are worked examples in the text to aid understanding and a range of experiments help students use complicated apparatus Thoroughly revised to cover the latest changes in standards codes of practice and legislation this new edition covers much of the Institute of Acoustics Diploma syllabus and has an increased emphasis on the legal issues relating to noise control



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