

Scaffold design brief

What a designer needs before they can design anything. Gathered once.

Incomplete briefs are why designs are late, and they are incomplete in the same three places every time: what the scaffold will actually carry, what it can be tied to, and what is going to be hung off it or wrapped around it. Whether this structure needs a bespoke design at all is for whoever is competent to decide — this sheet gathers the information, it does not make that call.

SITE	CLIENT	STRUCTURE / ELEVATION
ENQUIRY REFERENCE	PREPARED BY	DATE

THE WORK THE SCAFFOLD SUPPORTS

What trade or operation will use it	
What they will be doing from it	
How long it is needed for	
Required start on site	
Who will erect it	

THE BUILDING

Overall dimensions and number of storeys	
Elevations to be scaffolded	
Construction of the facade, and what is behind the render	
What the scaffold may be tied to, and what it may not	
Whether tie testing has been carried out, and the results	
Ground conditions, and what the base will stand on	
Basements, vaults, cellars or voids beneath the base	
Existing structures, canopies or projections in the way	

WHAT IT MUST CARRY

Everything that will be on it, not just the people.

Materials to be stored on the structure	
Loading bays required, and where	
Hoists, gin wheels or lifting equipment	
Rubbish chutes	
Plant or equipment to be used from it	
Any point load the designer should know about	

SHEETING AND ENCLOSURE

The most commonly forgotten item on a brief, and the one that changes the loading most.

	REQUIRED	NOT REQUIRED	UNDECIDED
Sheeting	☐	☐	☐

	REQUIRED	NOT REQUIRED	UNDECIDED
Debris netting	☐	☐	☐
Temporary roof	☐	☐	☐
Scaffold signage or banners	☐	☐	☐
Dust or acoustic screening	☐	☐	☐
Encapsulation for removal works	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

CONSTRAINTS

Access to the site and to each elevation	
Pavement, highway or public footpath affected	
Highway licence or permit required, and who is obtaining it	
Overhead services, and clearance available	
Underground services beneath the base	
Neighbouring property, party walls and rights of light	
Exclusion zones, working hours and noise restrictions	
Anything on site that cannot be moved	

INFORMATION ATTACHED

A brief sent without these comes back as a list of questions.

	ATTACHED	TO FOLLOW	N/A
Elevation drawings	☐	☐	☐
Plan drawings	☐	☐	☐
Site photographs of each elevation	☐	☐	☐
Ground investigation or survey	☐	☐	☐
Tie test results	☐	☐	☐
Asbestos or structural survey, where relevant	☐	☐	☐
Programme	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

ANYTHING ELSE THE DESIGNER SHOULD KNOW

ISSUE

PREPARED BY	DATE
ISSUED TO DESIGNER	DATE ISSUED
DESIGN REQUIRED BY	RESPONSE RECEIVED