

01 / YOUR BUILD BRIEF

Start with how you want to live.

Describe the moments you want the home to support before listing products. Think about ordinary weekdays, evenings, visitors and how your household might change.

Fill in and save this PDF in a compatible reader, or print it. Your answers are not sent to us. Use extra sheets if needed.

This is a starting brief for discussion, not a technical specification or an installation checklist. Your architect, builder and appointed specialists confirm feasibility, detailed design, installation and certification. Later options depend on the agreed infrastructure and supported equipment.

- Who will use the home, and what should be easy for everyone?
- Where will you work, study, relax or spend time outdoors?
- Which three things matter most? Where would simple, familiar controls be preferable?

Illustrative example: 'We both work from home' becomes a conversation about workspace locations, dependable coverage and wired connections. It does not yet require a shopping list.

Our household and everyday routines

Work, study, visitors, accessibility preferences and outdoor use.

Our three priorities

What would make the biggest difference to living here?

What might change later?

Different room uses, an EV, or additional controls, for example.

02 / YOUR BUILD BRIEF

Walk through your home.

Use your plans to work room by room, including outdoor areas. Record the activities and controls you want, then mark each idea essential, useful or unsure. Use an extra sheet for more spaces.

- Where do people and devices need dependable Wi-Fi or wired connections?
- How should lighting, blinds and heating be controlled? What manual controls should remain available?
- Are there likely locations for a doorbell, cameras or sensors? Discuss power, data, placement and privacy with the relevant specialists.

Illustrative example: a room that may become an office later could need a connection route considered now. Your team should confirm what provision is practical.

Living spaces / kitchen

Activity or need; priority; question for the team.

Work / study spaces

Activity or need; priority; question for the team.

Bedrooms / other rooms

Activity or need; priority; question for the team.

Entrance / garden / garage

Activity or need; priority; question for the team.

03 / YOUR BUILD BRIEF

Think about energy together.

Bring heating, generation, storage and vehicle charging into the same conversation. Start with your household's expected needs and the systems already being proposed.

- What heating and hot-water systems are planned, and who is designing them?
- Are solar, a battery or EV charging planned now or possible later? What space and routes might they need?
- Who will check electrical supply and demand, and confirm which systems can share information or respond to controls?
- What monitoring do you want? If backup power matters, ask exactly which loads it would support and what equipment is required.

Illustrative example: 'We may buy an EV later' raises questions about parking, a connection route and the wider electrical demand. Charger selection and supply design need specialist confirmation.

Planned systems and appointed specialists

Include heating, hot water, solar, storage and charging where relevant.

Possible additions and provision to discuss

Record the need; ask the specialists to confirm the requirements.

Monitoring, compatibility or backup questions

Record unanswered questions rather than assumed capabilities or savings.

04 / YOUR BUILD BRIEF

Decide now. Prepare now. Choose later.

Sort your ideas by their dependencies, not just by when you want to buy them. Agree the actual decision dates with your team against the build programme.

- Decide now: what affects the current drawings, equipment spaces, routes, wiring or responsibilities?
- Prepare now: which plausible future additions deserve provision, and what does that provision cost?
- Choose later: which decisions can wait once their infrastructure and compatibility requirements have been confirmed?

Illustrative example: powered blinds may be a later purchase, but their power and control requirements may need an earlier decision. 'Choose later' is conditional on an agreed provision plan.

Decide now

Decision; dependency; who confirms it; date needed.

Prepare now

Possible addition; proposed provision; cost or feasibility question.

Choose later

Choice that can wait; provision or compatibility to confirm first.

05 / YOUR BUILD BRIEF

Bring the questions to your team.

A requirement only helps if it reaches the right person in time. Use the next meeting to agree who will resolve each question, where the answer will be recorded and when it is needed.

- Where will network and other equipment live, with suitable power, access and environmental conditions confirmed by the specialists?
- Are connection routes, outdoor points and interfaces between trades shown on the relevant drawings?
- Who checks compatibility between proposed systems, and who owns commissioning each agreed function?
- What labels, drawings, test records, user instructions and support details will be supplied at handover?

Illustrative example: 'Where will the network equipment go?' needs an agreed location, a named person to confirm requirements and an update to the relevant drawing.

Open question 1

Question; owner to agree; date needed; drawing or document to update.

Open question 2

Question; owner to agree; date needed; drawing or document to update.

Open question 3

Question; owner to agree; date needed; drawing or document to update.

06 / YOUR BUILD BRIEF

Your first conversation brief.

Pull the main points onto one page. You do not need every answer before asking for help. A clear account of your priorities and unknowns is a useful place to start.

- Gather available floor plans, electrical layouts, the build programme and relevant specialist proposals.
- Highlight the next decision deadline and the questions that need coordination.
- Bring this summary to your team or to a conversation with On The Team.

On The Team offers independent advice, planning and coordination alongside your architect, builder and specialist installers. We agree the scope around your project, its stage and the information available.

Project location, stage and next decision date

Add the people already involved in your team.

Our three priorities

The things we most want the home to support.

Options we want to keep open

Include provision or compatibility that still needs confirmation.

Questions we would like help resolving

Include available drawings or proposals to discuss.

Have the plans, but still have questions? Talk through your brief with On The Team.

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