

Business Entrustment Document

(List of Entrusted Business)

Subject :

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Research and Study Group on Agreement on Entrustment of Building Design and Supervision, etc. Established by the Federation of the Four Incorporated Associations

Japan Federation of Architects and Building Engineers Associations
Japan Association of Architectural Firms
Japan Institute of Architects
Japan Federation of Construction Contractors

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1. The Business to be performed by the Entrustee under this Agreement on Entrustment (hereinafter referred to as "the Entrusted Business") shall be the business listed in this Business Entrustment Document (List of Entrusted Business).
2. "Basic Business" in II and III is based on the "Standard Business" specified in the "Standards of Remuneration that the Establisher of an Architectural Firm may Request in Relation to its Business" as set forth in Notification No. 8 of the Ministry of Land, Infrastructure, Transport and Tourism in 2024 (hereinafter referred to as the "Standards of Remuneration for Business"), with some businesses added and some wordings altered.
3. If there are any optional businesses agreed upon between the Entrustor and the Entrustee in this Entrusted Business in addition to the Basic Business, the details of such optional businesses shall be described in "V. Entrusted Optional Business".
4. "V. Entrusted Optional Business" is based on "Examples of specific additional business incidental to the standard business listed in Attachment 4 of the Notification" in the Notification Guideline* with some businesses added and some wordings altered.

*Notification Guideline.

"Standards of Remuneration that the Establisher of an Architectural Firm may Request in Relation to its Business" Compiled by the Committee on Study of the Standards of Remuneration for Business.

5. Matters agreed upon between the Entrustor and the Entrustee in the performance of this Entrusted Business, or conditions, etc. that are particularly necessary for the performance of the Basic Business (including changes in the business content, etc.) shall be described in the column, "Special Provisions" of this Business Entrustment Document.
6. In this Entrusted Business, the Supervision Business shall include the Supervision Business designated under the Act.
7. This Business Entrustment Document may be used not only for large-scale buildings but also for detached wooden houses, etc.

List of Entrusted Business

The business to be entrusted by the Entrustor to the Entrustee (hereinafter referred to as ' Entrusted Business ') shall consist of the following.

The scope of the Entrusted Business (A: basic business B: optional business) is the items indicated by ■, while the items indicated by □ are outside the scope.

Items	Entrusted Business
I. Entrusted Business related to research and planning (businesses such as planning and drafting for the design of buildings, research and study relating to project planning and the preparation of reports)	0B □
II Entrusted Business related to Design	
1. Business related to the Basic Design	1A □
2. Business related to the Execution Design	2A □
3. Business and deliverables related to the Detail Design that are reasonable for the designer to carry out at the phase of construction.	3 A. □
III Entrusted Business related to the Supervision	
1. Business related to the Supervision Business designated under the Act*	4A1 □
2. Other Supervision Business	4A2 □
IV Entrusted Business after completion of the building.	5B1, 5B2 □

* “the Act” shall herein mean “the Act on Architects and Building Engineers.”

I. Entrusted Business related to research and planning

(Businesses such as planning and drafting for the design of buildings, research and study relating to project planning and the preparation of reports)

- (1) Entrusted Business related to research and planning (businesses such as planning and drafting for the design of buildings, research and study relating to project planning and the preparation of reports) and deliverables and submissions (0B)**

Contents, deliverables and submissions of planning and drafting for the design of buildings, research and study relating to project planning and the preparation of reports are described in 'V. Entrusted optional business'.

- (2) Special Provisions**

II Entrusted Business related to Design

1. Business related to the Basic Design and deliverables/submissions

After organizing requirements and other conditions presented by the Entrustor as design conditions, the Entrustee examines the layout plan of the building, the composition of the plan and space, the dimensions and area of each part, the functions and performance to be possessed as a building, the types and quality of the main materials and equipment to be used, the interior and exterior design of the building, etc., and synthesizes them and carries out the business necessary to produce the Deliverables (Deliverables of the design documents and other deliverables, including the design documents stipulated in Article 2, Paragraph 6 of the Act. The same shall apply hereinafter.) specified in the Business Entrustment Document (List of Entrusted Business).

(1) Basic Business (in accordance with Standard Contents of Business of the Standards of Remuneration for Business) (1A)

The contents of the 'basic business' relating to the Basic Design shall be as follows.

№	Business related to the Basic Design	
	item	Basic Business Contents
1A 01	Organization of design conditions, etc.	1) Organizing conditions Various requirements and other conditions presented by <u>the Entrustor</u> , such as the level of seismic performance and facilities functions, are organized into design conditions. <u>The organized design conditions are explained to, and approved by, the Entrustor as meeting the Entrustor's architectural intentions and requirements.</u>
		2) Consultation in the case of changes in design conditions, etc. If the requirements presented by <u>the Entrustor</u> are unclear or inappropriate, or inconsistent in their contents, or if there is a change in the organized design conditions, <u>the Entrustee shall ask the Entrustor to provide an explanation, or hold consultations with the Entrustor in accordance with the Agreement on Entrustment.</u>
1A 02	Survey of regulatory conditions and consultations with relevant authorities	1) Survey of regulatory conditions To the extent necessary for the Basic Design, regulatory constraints (national and municipal) on the construction of the building are surveyed.
		2) Consultations with relevant authorities for building permit applications Hold prior consultations with the relevant authorities on matters necessary to apply for a building permit, to the extent necessary for the Basic Design. <u>The results are reflected in the Basic Design.</u>
1A 03	Survey of supply conditions of water, sewerage, gas, electricity, telecommunications, etc., and consultations with relevant entities	To the extent necessary for the Basic Design, survey the supply conditions of water, sewerage, gas, electricity, telecommunications, etc. in the site and, if necessary, hold consultations with the relevant entities <u>and reflect the results in the Basic Design.</u>
1A 04	Formulation of the Basic Design policy	1) Comprehensive study Based on the design conditions, consider an idea on how to come up with a Basic Design through verification of various draft Basic Design policies, plan a business organization, a business process, etc, <u>and prepare a design business schedule.</u>

		2) Formulate the Basic Design policy and explain it to <u>the Entrustor</u> and obtain <u>the Entrustor's</u> approval Based on the results of the comprehensive study, the Basic Design policy is formulated and explained to <u>the Entrustor</u>. <u>Also, obtain approval that it meets the architectural intentions and requirements of the Entrustor.</u>
1A 05	Preparation of the Basic Design documents	Basic Design documents are prepared in accordance with the Basic Design policy and through consultation with <u>the Entrustor</u> .
1A 06	Consideration of approximately estimated construction costs	At the time when the Basic Design documents have been prepared, the costs normally required for building work based on the said Basic Design documents shall be approximately estimated and a sheet of approximately estimated construction costs (excluding construction cost breakdown sheets, quantity records, etc. The same shall apply hereinafter) shall be prepared. <u>The approximately estimated construction cost calculated above is intended as a rough target of the construction budget and is not necessarily the same as the construction price determined by the construction contract.</u>
1A 07	Explanation of the Basic Design details to the Entrustor , etc.	While the Basic Design is being carried out, <u>the Entrustor</u> shall be informed of the work and progress, and <u>the Entrustor's</u> intentions shall be confirmed on any necessary matters. <u>The Entrustor shall give a clear response each time.</u> When the preparation of the Basic Design documents is completed, the Basic Design documents shall be submitted to <u>the Entrustor</u>, and the design intent (which means. the designer's ideas concerning the design in question; the same shall apply hereinafter) and the contents of the Basic Design shall be comprehensively explained to <u>the Entrustor for approval.</u>

1 The underlined parts indicate that the business contents or wordings differ from those in the ' Standard Contents of Business ' as set forth in the Standards of Remuneration for Business.

2 The Standards of Remuneration for Business assumes that all of the above seven items are to be carried out, and any differences from such assumption shall be described in the Special Provisions.

(2) Basic Business Deliverables (1A)

The deliverables and their submission guidelines for the 'Basic Business' related to the Basic Design shall be as follows.

The deliverables shall be indicated by painting the rectangle ☐ in black ☒.
(The standard deliverables for detached wooden dwellings are underlined.)

List of deliverables of Basic Design for buildings

(1) General	(3) Building Equipment	(iv) Elevators, etc.
☐ 1. Plan Description	☐ 1. <u>Specification outline</u>	☐ 1. Plan description for elevators, etc.
☐ 2. <u>Specification outline</u>	☐ 2. <u>Equipment location map</u>	☐ 2. Design outline for elevators, etc.
☐ 3. <u>Finish summary sheet</u>	☐ 3. <u>Approximate estimate of construction costs</u>	☐ 3. <u>Approximate estimate of construction costs</u>
☐ 4. Area tables and diagrams for area calculations	(i) Electrical installations	☐ 4. Various technical documents
☐ 5. Site guide map	☐ 1. Electrical installation plan description	(4) Other deliverables
☐ 6. <u>Layout</u>	☐ 2. Electrical installation design outline	☐
☐ 7. <u>Floor plan (each floor)</u>	☐ 3. <u>Approximate estimate of construction costs</u>	☐
☐ 8. <u>Cross-sectional view</u>	☐ 4. Various technical documents	☐
☐ 9. <u>Elevation view</u>	(ii) Plumbing and sanitation systems	☐
☐ 10. <u>Approximate estimate of construction costs</u>	☐ 1. Plumbing and sanitation system plan description	
(2) Structure	☐ 2. Plumbing and sanitation system design outline	
☐ 1. Structural plan description	☐ 3. <u>Approximate estimate of construction costs</u>	
☐ 2. Structural design outline	☐ 4. Various technical documents	
☐ 3. <u>Specification outline</u>	(iii) Air conditioning and ventilation systems	
☐ 4. <u>Approximate estimate of construction costs</u>	☐ 1. Air conditioning and ventilation system plan description	
	☐ 2. Air conditioning and ventilation system design outline	
	☐ 3. <u>Approximate estimate of construction costs</u>	
	☐ 4. Various technical documents	

Guidelines for submission of basic business deliverables (timing, format, number of copies, etc.)

(3) Contents and deliverables/submissions of entrusted optional business (1B)

Contents, deliverables and submissions of entrusted optional business related to the Basic Design are described in 'V. Entrusted optional business'.

(4) Special Provisions

2. Business related to the Detail Design and deliverables/submissions

This means carrying out the business necessary to materialize the Design Intention in detail and to prepare the Deliverables listed in the “List of Entrusted Business” of the Business Entrustment Document based on the Basic Design so that the builder can correctly read the details of the Design Documents (which means drawings and specifications; the same shall apply hereinafter.) and precisely carry out the construction of buildings conforming to the Design Intention, and can properly estimate construction expenses.

(1) Basic Business (in accordance with Standard Contents of Business of the Standards of Remuneration for Business) (2A)

The contents of the 'basic business' relating to the Detail Design shall be as follows.

№	Business related to the Detail Design	
	Item	Basic Business Contents
2A 01	Confirmation of requirements etc.	1) Confirmation of <u>the Entrustor's</u> requirements, etc. Prior to or during the Detail Design, the requirements, etc. of <u>the Entrustor</u> shall be reconfirmed and, if necessary, the design conditions shall be revised.
		2) Consultation in case of changes in design conditions, etc. (i) If there are changes in the requirements of <u>the Entrustor</u> or changes in the basic conditions such as the function, size or budget of the facilities or if it is necessary to change the design conditions already set, due to changes in circumstances after the Basic Design stage, consultations shall be held with <u>the Entrustor</u> . (ii) <u>In the event that the contents of requests or materials presented, approved, added or changed by the Entrustor are insufficient or inappropriate, or inconsistent in the contents, the Entrustee shall request an explanation from the Entrustor or consult with the Entrustor in accordance with the Agreement on Entrustment.</u>
2A 02	Survey of regulatory conditions and consultations with relevant authorities	1) Survey of regulatory conditions Conduct a detailed study of constraints (national and municipal) on the construction of buildings, in line with the Basic Design.
		2) Consultations with relevant authorities for building permit applications Hold consultations with the relevant authorities on matters necessary to apply for a building permit, to the extent necessary for the Detail Design. <u>The results are reflected in the Detail Design.</u>
2A 03	Formulation of the Detail Design policy	1) Comprehensive review Based on the Basic Design, elements of the design, structure and equipment are examined and, if necessary, the business organization, business processes, etc. are changed.
		2) Determination of basic matters for the Detail Design. The basic matters for the Detail Design are finalized by sorting out those matters considered after the Basic Design stage that need to be discussed and agreed upon with <u>the Entrustor</u> , and that need to be amended in the Basic Design as a result of such consideration.
		3) Formulate the Detail Design policy, explain it to <u>the Entrustor</u> and obtain the <u>Entrustor's approval</u> . (i) Based on the results of the comprehensive review and the basic matters determined, the Detail Design policy is developed and explained to <u>the Entrustor</u> . (ii) <u>Obtain approval that the Detail Design policy meets the architectural intentions and requirements of the Entrustor.</u>

2A 04	Preparation of the Detail Design Documents	1) Preparation of the Detail Design Documents Based on the Detail Design policy and through consultations with <u>the Entrustor</u>, the Detail Design documents are prepared after technical examination and consideration of consistency with the budget, etc. In the Detail Design Documents, the shape, dimensions, specifications, construction materials, types and quality of equipment, etc., of the building and its details to be constructed by the constructor., and information on construction that needs to be specified in particular (construction methods, construction supervision methods, construction management methods, etc.) shall be expressed in concrete terms.
		2) Preparation of building permit application documents Based on prior consultations with the relevant authorities, etc., the necessary building permit application documents are prepared on the basis of the Detail Design.
2A 05	Consideration of approximately estimated construction costs	At the time when the Detail Design Documents have been prepared, the costs normally required for building work based on the said Detail Design Documents shall be approximately estimated and a sheet of approximately estimated construction costs shall be prepared. <u>The approximately estimated construction cost calculated above is intended as a rough target of the construction budget and is not necessarily the same as the construction price determined by the construction contract.</u>
2A 06	Explanations of the Detail Design details to the Entrustor , etc.	While the Detail Design is being carried out, the Entrustor shall be informed of the work and progress, and <u>the Entrustor's intentions shall be confirmed on any necessary matters. The Entrustor shall give a clear response each time.</u> When the preparation of the Detail Design documents is completed, the Detail Design Documents shall be submitted to <u>the Entrustor</u> and comprehensive explanations of the design intent and the Detail Design details shall be provided to <u>the Entrustor</u>.

1 The underlined parts indicate that the business contents or wordings differ from those in the ' Standard Contents of Business ' as set forth in the Standards of Remuneration for Business.

2 The Standards of Remuneration for Business assumes that all of the above six items are to be carried out, and any differences from such assumption shall be described in the Special Provisions.

(1) Basic Business Deliverables (2A)

The deliverables and their submission guidelines for the 'Basic Business' related to the Detail Design shall be as follows.

The deliverables shall be indicated by painting the rectangle ☐ in black ☒.
(The standard deliverables for detached wooden dwellings are underlined.)

List of deliverables of the Detail Design for buildings

(1) General	(3) Building Equipment
☐ 1. <u>Building summary statement</u>	☐ 1. <u>Equipment location map</u> (Electric, plumbing and sanitation, Air conditioning and ventilation)
☐ 2. <u>Specification</u>	(i) Electrical installations
☐ 3. <u>Finish sheet</u>	☐ 1. <u>Specification</u>
☐ 4. <u>Area tables and diagrams for area calculations</u>	☐ 2. Site guide map
☐ 5. <u>Site guide map</u>	☐ 3. Layout
☐ 6. <u>Layout</u>	☐ 4. Receiving and transforming equipment diagram
☐ 7. <u>Floor plan (each floor)</u>	☐ 5. Emergency power supply system diagram
☐ 8. <u>Cross-sectional view</u>	☐ 6. Trunk line system diagram
☐ 9. <u>Elevation view (each side)</u>	☐ 7. Plan of lightings and electrical outlets (each floor)
☐ 10. <u>Sectional detail</u>	☐ 8. Power equipment plan (each floor)
☐ 11. <u>Interior elevation</u>	☐ 9. System diagram of communication and information equipment
☐ 12. <u>Reflected ceiling plan (each floor)</u>	☐ 10. Plan of communication and information equipment (each floor)
☐ 13. Planning details	☐ 11. System diagram of <u>fire alarm and other equipment</u>
☐ 14. Partial detailed drawing	☐ 12. Plan of <u>fire alarm and other equipment (each floor)</u>
☐ 15. <u>Fittings table</u>	☐ 13. Outdoor facilities diagram
☐ 16. <u>Approximate estimate of construction costs</u>	☐ 14. <u>Approximate estimate of construction costs</u>
☐ 17. Various calculations	☐ 15. Various calculations
☐ 18. <u>Other documents required for building permit applications</u>	☐ 16. <u>Other documents required for building permit applications</u>
(2) Structure.	☐ Other design drawings of equipment to be installed
☐ 1. <u>Specification</u>	(ii) Plumbing and sanitation systems
☐ 2. <u>Foundation plan</u>	☐ 1. <u>Specification</u>
☐ 3. <u>Floor framing plan</u>	☐ 2. Site guide map
☐ 4. <u>Beam framing plan</u>	☐ 3. Layout
☐ 5. <u>Roof framing elevation</u>	☐ 4. Piping system diagram for plumbing and sanitation systems
☐ 6. Structural reference drawings	☐ 5. Piping plan of plumbing and sanitation systems (each floor)
☐ 7. Framing plan (each floor)	☐ 6. Fire extinguishing system diagram
☐ 8. <u>Framing elevation</u>	☐ 7. Fire extinguishing system plan (each floor)
☐ 9. Cross-sectional table of members	☐ 8. Wastewater treatment facilities diagram
☐ 10. Partial detailed drawing	☐ 9. Design drawings of other equipment to be installed
☐ 11. <u>Structural calculations</u>	☐ 10. Partial detailed drawing
☐ 12. <u>Wall mass calculation sheet, etc.</u>	☐ 11. Outdoor equipment diagram
☐ 13. <u>Approximate estimate of construction costs</u>	☐ 12. Approximate estimate of construction costs
☐ 14. <u>Other documents required for building permit applications</u>	☐ 13. Various calculations
☐	☐ 14. <u>Other documents required for building permit applications</u>

(iii) Air conditioning and ventilation systems	(iv) Elevators, etc.
☐ 1. <u>Specification</u>	☐ 1. Specification
☐ 2. Site guide map	☐ 2. Site guide map
☐ 3. Layout	☐ 3. Layout
☐ 4. Air conditioning system diagram	☐ 4. Plan of elevator, etc.
☐ 5. Air-conditioning system plan (each floor)	☐ 5. Cross-sectional drawing of elevator etc.
☐ 6. Ventilation system diagram	☐ 6. Partial detailed drawing
☐ 7. Ventilation system plan (each floor)	☐ 7. <u>Approximate estimate of construction costs</u>
☐ 8. Design drawings of other equipment to be installed	☐ 8. Various calculations
☐ 9. Partial detailed drawing	☐ 9. <u>Other documents required for building permit applications</u>
☐ 10. Outdoor equipment diagram	(4) Other deliverables
☐ 11. <u>Approximate estimate of construction costs</u>	☐
☐ 12. Various calculations	☐
☐ 13. <u>Other documents required for building permit applications</u>	☐

Guidelines for submission of basic business deliverables (timing, format, number of copies, etc.)

(3) Contents and deliverables/submissions of entrusted optional business (2B)

Contents, deliverables and submissions of entrusted optional business related to the Detail Design are described in 'V. Entrusted optional business '.

(4) Special Provisions

3. Business and deliverables related to the Detail Design that are reasonable for the designer to carry out at the phase of construction.

In order for the designer to accurately convey his/her design intent at the phase of construction, the following business is provided, including questions and answers, explanations, and examination and advice on the selection of construction materials and equipment, etc., based on the deliverables and other documents.

(1) Basic Business (in accordance with Standard Contents of Business of the Standards of Remuneration for Business) (3A)

The contents of the 'basic business' related to the Detail Design that is reasonable for the designer to carry out at the phase of construction shall be as follows.

№	Basic business related to the Detail Design that is reasonable for the designer to carry out at the phase of construction	
	item	Basic Business Contents
3A 01	Questions and answers, explanations, etc. to accurately convey the design intent	At the phase of construction, questions and answers and explanations shall be given to the supervisor and the constructor via <u>the Entrustor</u> in order to accurately convey the Design intent. In addition, Shop Drawings, etc. shall be confirmed in accordance with the Design Document, etc. for members and parts, etc., which are required to be confirmed that they correctly reflect the Design Intent,
3A 02	Examination and advice on the selection of construction materials, equipment, etc. from the viewpoint of design intent, etc.	Regarding selection of construction materials, equipment, etc. and their colors, patterns and shapes, etc., which are reasonable to conduct at the phase of construction as specified in the design documents, examination shall be made from the viewpoint of the Design Intent and necessary advice, etc. shall be given to <u>the Entrustor</u> .

1 The underlined parts indicate that the business contents or wordings differ from those in the ' Standard Contents of Business ' as set forth in the Standards of Remuneration for Business.

2 The Standards of Remuneration for Business assumes that all of the above two items are to be carried out, and any differences from such assumption shall be described in the Special Provisions.

(2) Basic Business Deliverables (3A)

If there are deliverables and submissions etc. in the 'basic business' related to the Detail Design that is reasonable for the designer to carry out at the phase of construction, the following shall apply.

Basic Business Deliverables	Guidelines for submitting deliverables (timing, format, number of copies, etc.)

(3) Contents and deliverables/submissions of entrusted optional business (3B)

Contents, deliverables and submissions of entrusted optional business related to the Detail Design that are reasonable for the designer to carry out at the phase of construction are described in 'V. Entrusted optional business'.

(4) Special Provisions

III. Entrusted Business related to the Supervision

1. Business related to the Supervision Business designated under the Act

The following business is carried out in order to check the construction work against the design documents, the estimate guidelines and the question and answer documents that form the content of the construction contract (hereinafter collectively referred to as the "Design Documents, etc."). and to ascertain whether or not it has been carried out in accordance with the Design Documents, etc.

(1) Basic Business (in accordance with Standard Contents of Business of the Standards of Remuneration for Business) (4A1)

The contents of the 'basic business' relating to the Supervision Business designated under the Act shall be as follows.

№	Business related to the Supervision Business designated under the Act	
	item	Basic Business Contents
4A1 01	Explanation of the Supervision Business Policy.	1) Explanation of the Supervision Business Policy. (1) Prior to the start of the Supervision Business, the supervision system (including the names of the persons in charge of the Supervision Business and their duties) and other policies for the Supervision Business shall be explained to the Entrustor. (2) After receiving approval from the Entrustor, the Entrustee, together with the Entrustor, shall explain the Supervision Business policy (including the supervision system) to the constructor 2) Consultation, etc. in the case of changes in the method of the Supervision Business. (1) If it becomes necessary to change the method of the Supervision Business stipulated in the Supervision Business Entrustment and the Design Documents, etc., the Entrustor and the Entrustee shall hold discussions. In this case, the Entrustor shall notify the constructor in writing of the changed method of the Supervision Business. (2) If the content or method of the Supervision Business stipulated in the Supervision Business Entrustment contract differs from those to be performed by the supervisor stipulated in the construction contract, the Entrustor shall notify the constructor in writing of the difference. 3) Principle of the Supervision Business in writing. <u>In principle, instructions, confirmations, approvals, notifications, etc., based on the Design Documents, etc., or the construction contract, to the constructor by the Entrustee in the Supervision Business shall be given in writing.</u>
4A1 02	Understanding the contents of the Design Documents, etc.	1) Understanding the contents of the Design Documents, etc. (1) Understand the contents of the Design Documents, etc. (2) If any inconsistency, error, omission, or inappropriate fits, etc. are found in the Design Documents, etc., it shall be reported to the Entrustor, and if necessary, after confirmation from the designer through the Entrustor, the result shall be notified to the constructor. 2) Examining of written questions If the constructor submits the written questions concerning the construction work, they shall be technically examined from the viewpoint of ensuring the quality (including shape, dimensions, finish, function, performance, etc.) specified in the Design Documents, etc., and if necessary, after confirmation from the designer through the Entrustor, answers shall be notified to the constructor.

4A1 03	(2) Examine the Shop Drawings, etc., against the Design Documents, etc. and report	1) Examine and report on the Shop Drawings, etc. (1) Shop Drawings (frame drawings, construction drawings, fabrication drawings, etc.), fabrication samples, sample construction, etc. prepared and submitted by the constructor in accordance with the provisions of the Design Documents, etc. shall be examined for conformity with the contents of the Design Documents, etc. and results of the examination shall be reported to the Entrustor. (2) <u>If, as a result of the examination in the preceding paragraph, they are found to be in conformity, approval shall be given to the constructor.</u> (3) <u>If, as a result of the examination in paragraph (1) of this section, they are found to be not in conformity, the constructor shall be requested to correct them.</u> (4) <u>In the preceding paragraph, if the constructor submits the Shop Drawings, etc. again, the provisions of paragraphs (1) through (3) shall apply mutatis mutandis.</u> 2) Examine and report on construction materials, equipment, etc. (1) Construction materials, equipment, etc. and their samples proposed or submitted by the constructor (including manufacturers and specialized constructors related to such construction materials, equipment, etc.) in accordance with the provisions of the Design Documents, etc. shall be examined for conformity with the contents of the Design Documents, etc. and results of the examination shall be reported to the Entrustor. (2) <u>If, as a result of the examination in the preceding paragraph, they are found to be in conformity, they shall be approved, after obtaining the designer's confirmation through the Entrustor, in the case where confirmation of the designer is required by the provisions of the Design Documents, etc. In the case where the Design Documents, etc. require the approval of the Entrustor, the approval shall be given to the constructor on behalf of the Entrustor after obtaining the approval of the Entrustor.</u> (3) <u>If, as a result of the examination in paragraph (1) of this section, they are found to be not in conformity, the constructor shall be requested to correct them.</u> (4) <u>In the preceding paragraph, if the constructor submits construction materials, equipment, etc. and finish samples again, the provisions of paragraphs (1) through (3) shall apply mutatis mutandis.</u>
4A1 04	Comparison and Confirmation of Construction with the Design Documents, etc.	Whether the construction conducted by the constructor conforms to the contents of the Design Documents, etc. shall be confirmed in reasonable manners corresponding to the construction subject to confirm, such as visual confirmation, sampling confirmation and confirmation of the quality control records (which mean the self-inspection records, work records, test reports and construction photos, etc.) submitted by the constructor in addition to confirmation using the method provided for in the Design Documents, etc. (if the method of the Supervision Business was changed in accordance with the method provided for in “4A101 2) Consultation, etc. in the case of changes in the method of the Supervision Business”, the changed details shall be included. The same shall apply hereinafter.)
4A1 05	Report on results of Comparison and Confirmation of Construction with the Design Documents, etc.	(1) If, as a result of comparison and confirmation of the construction with the Design Documents, etc., it is found that the construction has not been executed in accordance with the Design Documents, etc., the Supervisor shall immediately point this out to the constructor and request that the said construction be executed in accordance with the Design Documents, etc., and report it to the Entrustor. (2) <u>If the constructor has made necessary repairs or alterations in accordance with the instructions in the preceding paragraph, this shall be confirmed and reported to the Entrustor.</u> (3) <u>If, as a result of the confirmation in the preceding paragraph, the construction is not performed as instructed, paragraphs (1) and (2) above shall apply mutatis mutandis.</u> (4) If the constructor does not obey the instruction under paragraph (1), it shall be reported to the Entrustor. If the constructor has reported to the Entrustor on the reasons for not having executed in accordance with the Design Documents, etc., consultations shall be held among the Entrustor, the Supervisor and the constructor.

4A1 06	Submission of the Report, etc. of the Supervision Business designated under the Act	(1) After all of the comparison and confirmation of the construction and the Design Documents, etc. have been completed, the Report of the Supervision Business designated under the Act and <u>any documents etc. otherwise specified in the relevant contract</u> shall be submitted to <u>the Entrustor</u>. (2) <u>If necessary, the Report of the Supervision Business designated under the Act as set force in the provisions of Article 12, Paragraph 5 of the Building Standards Act shall be submitted to the inspector.</u>
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- 1 The underlined parts indicate that the business contents or wordings differ from those in the ' Standard Contents of Business ' as set forth in the Standards of Remuneration for Business.
- 2 The Standards of Remuneration for Business assumes that all of the above six items (standard business of the Supervision Business designated in the Standards of Remuneration for Business) are to be carried out, and any differences from such assumption shall be described in the Special Provisions.

(2) Basic Business Submissions (4A1)

If there are submissions for the " Basic Business " related to the Supervision Business designated under the Act, submission guidelines, etc. shall be as follows.

The submissions shall be indicated by painting the rectangle ☐ in black ☒.

☐ the Report of the Supervision Business designated under the Act	☐	☐
☐	☐	☐
☐	☐	☐

Submission Guidelines (timing, format, number of copies, etc.)

(3) Contents and submissions of entrusted optional business (4B)

Contents and submissions of entrusted optional business for the Supervision Business are described in 'V. Entrusted optional business'.

(4) Special Provisions

2. Other Supervision Business

This business refers to "Other Basic Business" to be conducted together with the business provided for in the "Basic Business relating to the Supervision Business designated under the Act".

(1) Basic Business (in accordance with Standard Contents of Business of the Standards of Remuneration for Business) (4A2)

The contents of "Other Basic Business " to be performed together with the Supervision Business designated under the Act shall be as follows.

№	Other Supervision Business performed together with the Supervision Business designated under the Act	
	item	Basic Business Contents
4A2 01	Examine and report on the breakdowns of contract price.	Appropriateness of the breakdowns of contract price submitted by the constructor shall be examined <u>and confirmed</u> in a reasonable manner and <u>the results shall be reported to the Entrustor.</u> <u>The Entrustor shall convey the results to the constructor; provided, however, if it is otherwise provided for in the Design Documents, etc., it shall apply.</u>
4A2 02	Examine and report on process schedule	Whether the construction period specified in the construction contract and the quality specified in the Design Documents, etc. are likely to be able to be secured regarding the process schedule prepared and submitted by the constructor under the said contract shall be examined, and if it is determined that they are not likely to be secured, it shall be reported to <u>the Entrustor</u> to that effect.
4A2 03	Examine and report on the construction plan as specified in the Design Documents, etc.	Whether the construction period specified in the construction contract and the quality specified in the Design Documents, etc. are likely to be able to be secured regarding the construction plan (including the staffing structure on the construction) prepared and submitted by the constructor under the Design Documents, etc. and if it is determined that they are not likely to be secured, it shall be reported to <u>the Entrustor</u> to that effect.
4A2 04	Comparison and confirmation of construction with the construction contract and Report, etc.	1) Comparison and confirmation of the construction with the construction contract, and report thereof (1) Whether the construction conducted by the constructor conforms to the contents of the construction contract (excluding those related to the Design Documents, etc.) shall be confirmed in reasonable manners corresponding to the construction subject to confirm, such as visual confirmation, sampling confirmation and confirmation of the quality control records <u>submitted by the constructor in addition to confirmation using the method provided for in the Design Documents, etc.</u> (2) If there is any portion not conforming to the construction contract as a result of the confirmation under the preceding paragraph, instructions on correction shall be given to the constructor and if the constructor has not followed them, it shall be reported to <u>the Entrustor.</u> 2) Instructions and Inspections, etc. provided for in the Construction Contract (1) Instructions, inspections, tests, attendance, confirmation examination, approval, advice and consultations, etc. provided for in the construction contract shall be given, made, held or otherwise done, and if the constructor requests them <u>pursuant to the Design Documents, etc., the Entrustee shall promptly respond; provided, however, that it shall be limited to within the scope of the business provided for in this Entrustment Document.</u> (2) <u>If there is any construction work which requires the on-site attendance of the Entrustee pursuant to the Design Document, etc., the Entrustee may request the constructor to prepare self-inspection records and construction photos, etc. and confirm them in place of the on-site attendance.</u> (3) <u>If the Entrustor and the constructor give a notice or have consultations on the construction between them in addition to the cases provided for in the construction contract, the notice shall be sent via the Entrustee and the consultations shall be held with participation of the Entrustee, in principle, for the purpose of proper business.</u>

		3) Destructive Inspection where there is a suspicion for Nonconformance of the Construction to the Content of the Design Documents, etc. (1) If there is a suspicion that the construction executed by the constructor does not conform to the content of the Design Documents, etc. and if there is a reasonable ground for requiring a destructive inspection, such inspection shall be conducted to the extent necessary after <u>giving to the Entrustor explanations of such ground in writing</u> and a notice to the constructor pursuant to the construction contract. (2) <u>If the construction is executed in accordance with the Design Documents, etc. as a result of the destructive inspection under the preceding paragraph, the expenses required for the destructive inspection and restoration shall be borne by the Entrustor.</u>
4A2 05	Attending the delivery of the object of the construction contract	Attend the delivery of the object of the construction contract from the constructor to <u>the Entrustor.</u>
4A2 06	Attending inspections by relevant authorities, etc.	(1) Documents necessary for inspection by the relevant authorities under the Building Standards Act and other laws and regulations shall be compiled with cooperation of the constructor. (2) Attend the inspection, and the matters, etc. pointed out during the inspection shall be reported to <u>the Entrustor</u> based on the inspection records, etc. prepared and submitted by the constructor.
4A2 07	Examination of Payment of Construction Costs	1) Examination of claims for payment of construction costs during the construction period Claims of payment of Construction Costs during the construction period submitted by the constructor shall be technically examined as to whether they conform to the construction contract and <u>the result shall be reported to the Entrustor.</u> 2) Examination of Final Payment Claim The claim of final payment of construction costs submitted by the constructor shall be technically examined as to whether it conforms to the construction contract and <u>the result shall be reported to the Entrustor.</u>

1 The underlined parts indicate that the business contents or wordings differ from those in the ' Standard Contents of Business ' as set forth in the Standards of Remuneration for Business.

2 The Standards of Remuneration for Business assumes that all of the above seven items (standard business to be conducted together with the business provided for in the Basic Business relating to the Supervision Business designated in the Standards of Remuneration for Business) are to be carried out, and any differences from such assumption shall be described in the Special Provisions.

(2) Basic Business Submissions (4A2)

The submission guidelines, etc., in the case where there are submissions for “Other Basic Business” to be conducted together with the “Basic Business relating to the Supervision Business designated under the Act” shall be as following.

Basic Business Submissions	Submission Guidelines (timing, format, number of copies, etc.)

(3) Contents and submissions of entrusted optional business (4B)

Contents and submissions of entrusted optional business related to “Other Basic Business” to be conducted together with the “Basic Business relating to the Supervision Business designated under the Act” are described in 'V. Entrusted optional business'.

(4) Special Provisions

IV Entrusted Business after completion of the building.

(1) Entrusted Business after completion of the building. (5B)

Contents of entrusted business after completion of the building are described in 'V. Entrusted optional business'.

(2) Special Provisions

YASUI ARCHITECTS & ENGINEERS, INC.

V. Entrusted Optional Business

- The Entrusted Optional Business shall be shown in Tables 1 through 4 below. However, the scope of the Entrusted Business shall be the items indicated by ☒, while the items indicated by ☐ are outside the scope of the Entrusted Business.
- “Optional Business Contents” represent additional business incidental to the Standard Business shown in the Notification Guidelines.
- “Optional Business Contents” are to be used as a reference when entrusting optional business, etc., and should be modified appropriately in line with the actual entrusted optional business.
- All the tables 1 to 4, including the parts not modified shall be attached to the Agreement, in order to clarify the business not included in the Agreement.

legend

☒	Entrusted Business, to be performed.
☐	Outside of the Entrusted Business, not to be performed.
—	Business not described in the Notification Guidelines or wordings that differ from the Notification Guidelines.
☐	Phase/stage when the optional business in question is generally performed.

Table 1: Planning and drafting for building design as well as research and examination related to project planning, and preparation of reports, etc. (Re: Standards of Remuneration for Business, Attachment 4, Paragraph 1)

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage		stage after completion	
			Research & Planning Business	design business		Supervision Business	Design Business after completion	Supervision Business after completion	
				Basic Design	Execution Design				
			0B	1B	2B	3B	4B	5B1	5B2
OP 01	1) Survey and grasp of various conditions related to the planning and formulation of the building project, etc.	(1) Grasping the Entrustor's intent and purpose of construction and clarification of requirements.	☐	☐	☐	☐	☐	☐	☐
		(2) Survey of legal conditions necessary for planning and formulation of the building project, and collection of information from and meetings with government agencies, etc.	☐	☐	☐	☐	☐	☐	☐
OP 02	2) Survey of the site, existing buildings, and surrounding area for the planning and formulation of the building project	(1) Collection of information on the site and ground necessary for planning and formulation of the building project, and planning and advice on site measurement and implementation of ground survey.	☐	☐	☐	☒	☐	☐	☐
		(2) Survey and consultations of the supply status of water, sewage, gas, electricity, telecommunications, etc., necessary for planning and formulating building projects.	☐	☐	☐	☐	☐	☐	☐
		(3) Business related to the survey of the outside air environment of the project site.	☐	☐	☐	☐	☐	☐	☐
		(4) Business related to survey of a helicopter's approach for a heliport over/by the project site.	☐	☐	☐	☐	☐	☐	☐
OP 03	3) Research, analysis, etc. to set conditions for the building plan related to planning and formulation of the building project	(1) Traffic volume studies, market studies, and studies and analysis on users' lines of flow.	☐	☐	☐	☐	☐	☐	☐
OP 04	4) Business related to surveys, studies, advice, guidance, etc. for efficient utilization of the site for the building project business plan.	(1) Survey and examination of conditions related to the building layout plan.	☐	☐	☐	☐	☐	☐	☐
		(2) Survey of similar cases, etc.	☐	☐	☐	☐	☐	☐	☐
		(3) Comparative examination of project methods for redevelopment and urban planning, preparation of documents and explanations to landowners, etc.	☐	☐	☐	☐	☐	☐	☐

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage		stage after completion	
			Research & Planning Business	design business				Design Business after completion	Supervision Business after completion
				Basic Design	Execution Design		Supervision Business		
					0B	1B			
OP 05	5) Survey, examination, and preparation of design conditions for the facilities plan related to the business plan of the building project	(1) Prepare reports and other documents on the results of surveys and studies related to facilities planning and on design conditions.	☐	☐	☐	☐	☐	☐	☐
		(2) Planning and preparation of and attendance at workshops, etc.	☐	☐	☐	☐	☐	☐	☐
OP 06	6) Prepare planning documents for the building project	(1) Preparation of documents related to legal conditions and their application.	☐	☐	☐	☐	☐	☐	☐
		(2) Preparation of documents related to the site use planning.	☐	☐	☐	☐	☐	☐	☐
		(3) Preparation of documents related to facilities planning.	☐	☐	☐	☐	☐	☐	☐
		(4) Proposals, preparation of documents and consultations on urban planning methods, etc.	☐	☐	☐	☐	☐	☐	☐
OP 07	7) Preparation of draft plan for the building project	(1) Preparation of draft plan that meets the necessary conditions based on the results of the survey.	☐	☐	☐	☐	☐	☐	☐
OP 08	8) Survey and preparation of documents on similar facilities	(1) Preparation of documents for a rough estimate based on examples of construction costs for similar facilities.	☐	☐	☐	☐	☐	☐	☐
		(2) Calculations of business volume and cost related to survey and inspection of similar facilities, etc.	☐	☐	☐	☐	☐	☐	☐
OP 09	9) Preparation of process schedule for the building project	(1) Preparation of a rough process schedule from master planning to completion of construction.	☐	☐	☐	☐	☐	☐	☐
		(2) (on the master planning phase): Preparation of a staffing structure and process schedule of business for finalizing the basic design.	☐	☐	☐	☐	☐	☐	☐
OP 10	10) <u>Procedures and agency business</u>	(1) <u>Procedures and agency business that arise in connection with the above business and that are not included in the above business.</u>	☐	☐	☐	☐	☐	☐	☐

List of deliverables /submissions of the Entrusted Optional Business

The deliverables/ submissions, if any, in the Table 1 "Entrusted Optional Business" shall be as follows.

№	optional business reference number	deliverables /submissions, etc.

The "№" represents the № in the Table 1 (e.g., OP 01), and the "optional business reference number" represents the optional business (e.g., (2)) of the Optional Business Contents in the Table 1.

Special Provisions.

Table 2: Businesses related to permits and approvals based on the building standards-related provisions and other laws and regulations or local governments' ordinances (Re: Standards of Remuneration for Business, Attachment 4, Paragraph 2)

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage	stage after completion		
			Research & Planning Business	design business			Supervision Business	Design Business after completion	After completion supervision business
				Basic Design	Execution Design				
					1B	2B			
			0B	1B	2B	3B	5B2	5B1	5B2
OP 11	1) Actions to conform with local governments' ordinances based on the Building Standards Act (including regulations enacted by local governments) and with the Act	(1) Procedures for permits and approvals, etc. and detailed consultations, etc. incidental thereto (limited to those not included in the standard business) in the case where, as a result of checking the contents against laws and regulations to the extent necessary for each phase of the basic design and detail design, actions are found necessary to conform with local governments' ordinances based on the Building Standards Act.	☐	☐	☐	☐	☐	☐	☐
		(2) Business related to permits and approvals required other than building permit applications, such as Article 56-2 of the Building Standards Act (permit for relaxation of existing sun shadow regulation), Article 48 of the Building Standards Act (permit for purpose of use), and Article 44 of the Building Standards Act (permit for building construction on roads).	☐	☐	☐	☐	☐	☐	☐
OP 12	2) Actions for permits and approvals under provisions (including deem-and-apply-provisions) related to the building standards, etc. (including those imposed by local governments on an individual basis)	(1) Procedures for permits and approvals, etc. and detailed consultations, etc. incidental thereto (limited to those not included in the standard business) in the case where, as a result of checking the contents against laws and regulations to the extent necessary for each phase of the basic design and detail design, actions are found necessary to conform with laws and regulations and local governments' ordinances based thereon.	☐	☐	☐	☐	☐	☐	☐
		(2) Detailed consultations incidental to permits and approvals under provisions related to the building standards, etc. at the stage of the Supervision Business.	☐	☐	☐	☐	☐	☐	☐
OP 13	3) Actions responding to governments' own rules	(1) Prior consultations, filings, procedures for permits and approvals and preparation of documents and detailed consultations incidental thereto, etc. (including municipal CASBEE, certification as the excellent specified global warming countermeasure business site, etc.) in the case where, as a result of checking the contents against governments' own rules to the extent necessary for each phase of the basic design and detail design, the actions are found necessary to conform with such rules.	☐	☐	☐	☐	☐	☐	☐
OP 14	4) <u>Procedures and agency business</u>	(1) <u>Procedures and agency business that arise in connection with the above business and that are not included in the above business.</u>	☐	☐	☐	☐	☐	☐	☐

List of deliverables /submissions of the Entrusted Optional Business

The deliverables/ submissions, if any, in the Table2" Entrusted Optional Business" shall be as follows.

№	optional business reference number	deliverables /submissions, etc.

The "№" represents the № in the Table 2 (e.g., OP 12), and the "optional business reference number" represents the optional business (e.g., (2)) of the Optional Business Contents in the Table 2.

Special Provisions.

Table 3: Businesses related to permits and approvals required due to the location, scale, or business characteristics of the building (Re: Standards of Remuneration for Business, Attachment 4, Paragraph 3)

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage		stage after completion	
			Research & Planning Business 0B	design business		Super vision Business 5B2	Design Business after completion 5B1	After completion supervision business 5B2	
				Basic Design 1B	Execution Design 2B				3B
OP 15	1)Consultations under local governments' ordinances, etc., for the prevention of conflicts on mid-rise and high-rise buildings	(1) Survey of prior neighborhood explanation and the scope of explanation when constructing a building on a certain scale.	☐	☐	☐	☐	☐	☐	☐
		(2) Prior neighborhood explanation when constructing a building on a certain scale.	☐	☐	☐	☐	☐	☐	☐
OP 16	2)Consultations, preparation of plans, filing, etc. related to disaster prevention and mitigation.	(1) Consultations on consent for stormwater runoff control measures set by local governments, etc.	☐	☐	☐	☐	☐	☐	☐
		(2) Preparation of plans to ensure evacuation and flood prevention (BCPs and measures in the event of flooding, etc.) for facilities in the zone where flood is expected (including underground malls and other facilities used by people requiring special care and large-scale factories).	☐	☐	☐	☐	☐	☐	☐
		(3) Confirmation of whether or not there is any impact when a building is connected to or in close proximity to a seawall, and application for permission and consultations under the River Act	☐	☐	☐	☐	☐	☐	☐
		(4) Confirmation of whether or not the building (underground structure, etc.) will affect the river retaining wall, etc.	☐	☐	☐	☐	☐	☐	☐
		(5) Prior consultations and filing for approval of the installation of a helicopter takeoff/landing area or hovering space.	☐	☐	☐	☐	☐	☐	☐
		(6) Business to receive an evaluation of the facility performance of the disaster prevention center.	☐	☐	☐	☐	☐	☐	☐
		(7) Business related to certification of exemption from application of standards for fire fighting equipment, etc. based on Article 32 of the Cabinet Order to Enforce the Fire Service Act.	☐	☐	☐	☐	☐	☐	☐
OP 17	3)Consultations, planning, assessment, etc., regarding environmental preservation in the vicinity of the planned building.	(1) Consultations and approval for conformity to landscape rules set by the local government, etc.	☐	☐	☐	☐	☐	☐	☐
		(2) Consultations and preparation of documents related to views in large-scale developments.	☐	☐	☐	☐	☐	☐	☐
		(3) Response to the scenery council, etc.	☐	☐	☐	☐	☐	☐	☐
		(4) Preparation of energy efficient use plans (business related to approval for adoption or non-adoption of district heating and cooling, etc.).	☐	☐	☐	☐	☐	☐	☐
		(5) Preparation of environmental plans (business related to certification and approval of energy conservation performance)	☐	☐	☐	☐	☐	☐	☐
		(6) Preparation and filing of documents related to the evaluation system for environmentally friendly high quality buildings through assessment of the level of environmentally friendly initiatives.	☐	☐	☐	☐	☐	☐	☐
		(7) Business related to the approval by the bureau of waste disposal and public cleansing regarding securing the area of the waste disposal room and disposal rules.	☐	☐	☐	☐	☐	☐	☐
		(8) Consultations and filing on building environmental standards for the building used by the general public	☐	☐	☐	☐	☐	☐	☐
		(9) Survey of asbestos used in the existing building and removal or containment measures.	☐	☐	☐	☐	☐	☐	☐
		(10) Filing on the status of storage and disposal of PCB waste, etc.	☐	☐	☐	☐	☐	☐	☐
		(11) Consultations on the regulation of water discharges from factories and business premises into public waters and water seepage into the ground.	☐	☐	☐	☐	☐	☐	☐

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage	stage after completion		
			Research & Planning Business	design business			Supervision Business	Design Business after completion	After completion supervision business
				Basic Design	Execution Design				
			0B	1B	2B	3B	5B2	5B1	5B2
OP 17	3) Consultation, planning, evaluation, etc., regarding environmental maintenance in the vicinity of the planning building.	(12) Consultations on the regulation of noise generated by business activities in factories and business premises or construction work.	☐	☐	☐	☐	☐	☐	☐
		(13) Business related to consultations with and approval from the Imperial Household Agency regarding visibility from, and visibility of, the Imperial Palace, etc., in the vicinity of the Imperial Palace, etc.	☐	☐	☐	☐	☐	☐	☐
		(14) Survey, consultations, and application procedures for environmental impact assessments.	☐	☐	☐	☐	☐	☐	☐
		(15) Survey, consultations, and preparation of documents related to soil contamination.	☐	☐	☐	☐	☐	☐	☐
		(16) Business related to consultations with traffic regulators and road administrators regarding building plans.	☐	☐	☐	☐	☐	☐	☐
		(17) In non-residential buildings, business on energy efficiency and conservation conformity assessment using methods other than the model building method (e.g., standard input method and ministerial authorization).	☐	☐	☐	☐	☐	☐	☐
		(18) CASBEE certification (business related to the evaluation and rating of buildings in terms of environmental impact reduction performance and indoor environmental quality).	☐	☐	☐	☐	☐	☐	☐
		(19) LEED certification (business related to the comprehensive evaluation and rating of buildings focusing on energy-saving aspects, etc.)	☐	☐	☐	☐	☐	☐	☐
		(20) BELS certification (business related to the evaluation and rating of energy saving performance of buildings)	☐	☐	☐	☐	☐	☐	☐
		(21) WELL certification (business related to the evaluation and rating of the health and comfort of occupants inside a building in addition to the environmental and energy performance of the building)	☐	☐	☐	☐	☐	☐	☐
OP 18	4) Consultations, planning, assessment, etc. for the protection of the living environment around the planned building.	(22) Filing for establishment of specified facilities under the Sewerage Act, establishment of specified facilities under the Noise Regulation Act, establishment of specified facilities, etc. under the Water Pollution Prevention Act, and establishment of facilities emitting soot and smoke, volatile organic compound, general dust and mercury under the Air Pollution Prevention Act.	☐	☐	☐	☐	☐	☐	☐
		(1) Business relating to approval for attached obligatory housing as determined by local authorities when constructing buildings of a certain size.	☐	☐	☐	☐	☐	☐	☐
		(2) Business related to the permission required when attached obligatory housing is to be built on a site other than the planned site.	☐	☐	☐	☐	☐	☐	☐
		(3) Consultations and filing regarding local governments' ordinances related to the regulation and guidance of studio apartments and family apartments, etc.	☐	☐	☐	☐	☐	☐	☐
		(4) Filing for the presence or absence of historic cultural properties in the ground when excavating construction sites, and consultations on excavation surveys (only in the case of filing for the presence of historic cultural properties).	☐	☐	☐	☐	☐	☐	☐
		(5) Business to establish rules to control traffic congestion, noise, waste, etc. due to the location of large retail stores, and to promote reconciliation between those stores and the local community.	☐	☐	☐	☐	☐	☐	☐
		(6) Measures to be taken in the event of hazardous work, etc.	☐	☐	☐	☐	☐	☐	

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage		stage after completion	
			Research & Planning Business	design business			Super vision Business	Design Business after completion	After completion supervision business
				Basic Design	Execution Design				
			0B	1B	2B	3B	5B2	5B1	5B2
OP 18	4)Consultations, planning, assessment, etc. for the protection of the living environment around the planned building.	(7) Business to assist in preparing filing for the establishment of hospitals, etc.	☐	☐	☐	☐	☐	☐	☐
		(8) Business to assist in the preparation of filing for the start of the use of radiation in hospitals, etc.	☐	☐	☐	☐	☐	☐	☐
		(9) Consultations on plans dependent on the type of business and confirmation of the necessary equipment for consultations with health authorities, cleaning authorities and other relevant bodies to be conducted by the Entrustor in relation to a license for food or accommodation business.	☐	☐	☐	☐	☐	☐	☐
		(10) Business to assist in preparing filing under the Entertainment Facilities Act.	☐	☐	☐	☐	☐	☐	☐
OP 19	5) Consultations, planning, assessment, etc., concerning the public facilities in the vicinity of the planned building.	(1) Filing and consultations regarding local governments’ ordinances, etc. related to the obligation to attach bicycle parking spaces to commercial facilities larger than a certain size.	☐	☐	☐	☐	☐	☐	☐
		(2) Survey and forecast of radio interference, and examination and consultations on countermeasures	☐	☐	☐	☐	☐	☐	☐
		(3) Confirmation that existing radio routes are not blocked by buildings.	☐	☐	☐	☐	☐	☐	☐
		(4) Business related to prior approval for installation of air obstruction lights, etc. based on the Civil Aviation Act.	☐	☐	☐	☐	☐	☐	☐
		(5) Consultations regarding height restrictions under the Civil Aviation Act.	☐	☐	☐	☐	☐	☐	☐
		(6) Business related to permits for the installation of passageways over roads or underground connecting paths.	☐	☐	☐	☐	☐	☐	☐
		(7) Confirmation or consultations on whether there is any impact on a subway or an underground pass or mall when a building is in close proximity to or connected to them.	☐	☐	☐	☐	☐	☐	☐
		(8) Confirmation of whether the building has any impact on the railroad bed.	☐	☐	☐	☐	☐	☐	☐
		(9) Confirmation of whether the building (underground structure, etc.) has any impact on the elevated structure	☐	☐	☐	☐	☐	☐	☐
		(10) Business related to the permits required to operate using parking lots to be constructed, such as parking for rent by hour.	☐	☐	☐	☐	☐	☐	☐
		(11) Business related to applications for permission for takeoff and landing of aircraft such as a helicopter on a place at a hospital other than airports	☐	☐	☐	☐	☐	☐	☐
		(12) Business related to survey, removal, relocation, etc. of facilities of water, sewerage, gas, telecommunications, etc. outside the site (excluding those related to infrastructure required for pulling in, etc.)	☐	☐	☐	☐	☐	☐	☐
		(13) Consultations regarding the limited surface around the airport.	☐	☐	☐	☐	☐	☐	☐
OP 20	6)Consultations, plans, assessment, etc., as required by the characteristics of the project.	(1) Temporary use authorization and filing for plans of safety measures during construction.	☐	☐	☐	☐	☐	☐	☐
		(2) Business related to permit applications for structures to which the provisions shall be applied mutatis mutandis.	☐	☐	☐	☐	☐	☐	☐
		(3) Business related to filing for activities in the district planning area, and permission, consultations for certification, and application for relaxation of height restrictions, etc.	☐	☐	☐	☐	☐	☐	☐

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage		stage after completion	
			Research & Planning Business	design business			Super vision Business	Design Business after completion	After completion supervision business
				Basic Design	Execution Design				
			0B	1B	2B	3B	5B2	5B1	5B2
OP 20	6)Consultations, plans, assessment, etc., as required by the characteristics of the project.	(4) Business related to the granting of permission to relax restrictions on height, floor-area ratio, and other form restrictions based on district plans, integrated designs, etc. that stipulate urban regeneration special districts, specified city blocks, efficient utilization districts, and redevelopment promotion districts (including energy conservation calculations based on relaxed conditions), and business related to the preparation of related urban planning proposals, etc.	☐	☐	☐	☐	☐	☐	☐
		(5) Business related to the certification as a single complex and the certification of two or more sites as a single site in the linked building design system.	☐	☐	☐	☐	☐	☐	☐
		(6) Business related to verification of evacuation safety and fire resistance performance.	☐	☐	☐	☐	☐	☐	☐
		(7) Business to improve the accuracy of safety verification in case of an earthquake, including the creation of simulated seismic waves that reflect the characteristics of the site ground.	☐	☐	☐	☐	☐	☐	☐
		(8) Business related to technical evaluation to verify the performance of structural methods, etc. (including coordination with designated performance evaluation agencies, etc.)	☐	☐	☐	☐	☐	☐	☐
		(9) Business related to applications to obtain ministerial authorization.	☐	☐	☐	☐	☐	☐	☐
		(10) Business related to verification of wind vibration, walking vibration, weight impact noise for non-housing use, etc. to confirm habitability.	☐	☐	☐	☐	☐	☐	☐
		(11) Relaxation of the floor-area ratio based on approval of plans for construction, etc. and maintenance and preservation of the specified buildings (barrier-free approval)	☐	☐	☐	☐	☐	☐	☐
OP 21	7) <u>Procedures and agency business</u>	(1) <u>Procedures and agency business that arise in connection with the above business and that are not included in the above business.</u>	☐	☐	☐	☐	☐	☐	☐

List of deliverables /submissions of the Entrusted Optional Business

The deliverables/ submissions, if any, in the Table 3 "Entrusted Optional Business" shall be as follows.

№	optional business reference number	deliverables /submissions, etc.

The "№" represents the № in the Table 3 (e.g., OP 17), and the "optional business reference number" represents the optional business (e.g., (2)) of the Optional Business Contents in the Table 3.

Special Provisions.

Table 4: Businesses related to assessment, coordination, survey, analysis, examination, technical development or consultations, etc. (Re: Standards of Remuneration for Business, Attachment 4, Section 4)

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage		stage after completion	
			Research & Planning Businesses	design business			Supervision Businesses	Design Businesses after completion	After completion supervision business
				Basic Design	Execution Design				
					1B	2B			
OP 22	1) Business for disaster prevention or mitigation of buildings	(1) Business related to the preparation of plans for building disaster prevention (including BCPs, disaster prevention plans, etc.).	☐	☐	☐	☐	☐	☐	☐
		(2) Compilation and consultations with government agencies, etc. related to handling, storage quantities and classification by type of hazardous articles under the Fire Service Act and Building Standards Act.	☐	☐	☐	☐	☐	☐	☐
		(3) Consultations on measures for independent/reserve systems such as redundant power or heat supply	☐	☐	☐	☐	☐	☐	☐
		(4) Examination of designation of emergency evacuation sites, etc.	☐	☐	☐	☐	☐	☐	☐
		(5) Examination of sewage storage tanks, recycled water/rainwater storage tanks, etc.	☐	☐	☐	☐	☐	☐	☐
		(6) Survey and examination of ventilation systems in the event of a nuclear disaster.	☐	☐	☐	☐	☐	☐	☐
		(7) Examination of the impact of volcanic ash on buildings and of ventilation systems.	☐	☐	☐	☐	☐	☐	☐
		(8) Examination of soundproofing of facilities around airports.	☐	☐	☐	☐	☐	☐	☐
		(9) Examination of snow melting and snow dissipation.	☐	☐	☐	☐	☐	☐	☐
		(10) Business that is not included in the items of "Business related to building disaster prevention or mitigation".	☐	☐	☐	☐	☐	☐	☐
OP 23	2) Business related to environmental preservation	(1) Business related to surveys and examinations of unused energy (waste heat, thermal energy, etc.) and renewable energy (solar photovoltaics, solar thermal, hydroelectric, wind power, biomass, geothermal, etc.)	☐	☐	☐	☐	☐	☐	☐
		(2) Examination of building value evaluation using various simulation methods (e.g., subway vibration countermeasures, etc.)	☐	☐	☐	☐	☐	☐	☐
		(3) Examination to reuse existing frames.	☐	☐	☐	☐	☐	☐	☐
		(4) Survey, analysis, and examination of conversion into ZEB.	☐	☐	☐	☐	☐	☐	☐
		(5) Survey and examination of the impact of special wastewater from fisheries and swine farms, etc.	☐	☐	☐	☐	☐	☐	☐
		(6) Survey and analysis of vibration and noise impact on the vicinity of the building.	☐	☐	☐	☐	☐	☐	☐
		(7) Business stipulated in the "Act concerning the Improvement of Energy Consumption Performance of Buildings" that is not included in the standard business.	☐	☐	☐	☐	☐	☐	☐
OP 24	3) Business related to the prevention of interference with the propagation of radio waves by buildings (limited to business that does not fall under the Standard Business)	(1) Surveys, consultations, etc. not included in the standard businesses related to TV radio waves interference, electromagnetic environment, special information infrastructure (computer systems, advanced information and telecommunications network), etc.	☐	☐	☐	☐	☐	☐	☐
OP 25	4) Businesses related to the calculation of revenues or costs related to the maintenance, management, or operation of buildings, etc.	(1) Cooperation in the preparation of project cost calculations, income statements, yield tables, balance sheets, and projected financial statements, etc.	☐	☐	☐	☐	☐	☐	☐
		(2) Preparation of various documents related to business applications and loans.	☐	☐	☐	☐	☐	☐	☐
		(3) Survey related to intellectual property rights regarding the presented requirements, etc.	☐	☐	☐	☐	☐	☐	☐

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage		stage after completion	
			Research & Planning Business	design business			Supervision Business	Design Business after completion	After completion supervision business
				Basic Design	Execution Design				
					0B	1B			
OP 25	4) Businesses related to the calculation of revenues or costs related to the maintenance, management, or operation of buildings, etc.	(4) Calculation, assessment, and examination of LCC, LCCO2, etc. using the life cycle evaluation method.	☐	☐	☐	☐	☐	☐	☐
		(5) Business related to facility management (FM) or building management (BM), and cooperation in the preparation of documents, etc. for these activities.	☐	☐	☐	☐	☐	☐	☐
		(6) Preparation of calculation sheets for utilities, heat and water consumption.	☐	☐	☐	☐	☐	☐	☐
OP 26	5) Business related to the assessment of safety of buildings, etc. against an earthquake.	(1) Seismic diagnosis, reinforcement design and other business related to existing buildings on the same site in the case of implementing business for a separate additional building.	☐	☐	☐	☐	☐	☐	☐
		(2) Application for obtaining a structural evaluation by a specialized agency for the results of the seismic diagnosis, reinforcement design, etc.	☐	☐	☐	☐	☐	☐	☐
		(3) Business related to desk-based assessment of the safety of buildings against earthquakes upon special request of the Entrustor.	☐	☐	☐	☐	☐	☐	☐
OP 27	6) Business related to accreditation or evaluation, etc. based on laws and regulations, or utilization of subsidy systems.	(1) Consultations with related agencies for applications, etc. based on provisions other than those related to the building standards, special business based on guidance from related agencies, and business required for special legal procedures (when deemed necessary).	☐	☐	☐	☐	☐	☐	☐
		(2) Business related to consultations and applications, etc. for preparation of documents necessary for various financial assistance (subsidies, loans, bonds, preferential tax credit, etc.), and surveys and analysis incidental thereto.	☐	☐	☐	☐	☐	☐	☐
		(3) Business related to the preparation of plans for construction and maintenance and preservation of housing under Article 5, Paragraphs 1 to 3 of the Act on Promoting the Spread of Excellent Long-life Housing.	☐	☐	☐	☐	☐	☐	☐
		(4) Business related to the housing performance evaluation, etc. under Article 5, Paragraph 1 of the Act on Promotion of Housing Quality Assurance, etc.	☐	☐	☐	☐	☐	☐	☐
		(5) Preparation of a construction recycling plan under the Construction Recycling Guidelines	☐	☐	☐	☐	☐	☐	☐
		(6) Cooperation in, and attendance at, applications and filings for various inspections, etc. by related organizations that are conducted by the Entrustor.	☐	☐	☐	☐	☐	☐	☐
		(7) Preparation of expenditure of environmental measures to be included in an environmental report (including environmental accounting), etc., of the Entrustor and of the environmental report on the building.	☐	☐	☐	☐	☐	☐	☐
OP 28	7) Business related to the preparation of special deliverables	(1) Business to prepare the Design Documents or other documents, etc. in a language other than Japanese, or translation into a language other than Japanese, and examination of documents, etc. in a language other than Japanese submitted by the Entrustor and constructor, etc.	☐	☐	☐	☐	☐	☐	☐
		(2) Digitization with data conversion of the Design Documents, etc. (excluding electronic delivery of CAD drawings and PDF conversion work in the case of electronic delivery of drawings)	☐	☐	☐	☐	☐	☐	☐
		(3) Production of animation, CG, VR, 3D modeling, etc.	☐	☐	☐	☐	☐	☐	☐
		(4) Production of a model, and confirmation of materials used for the model and scale of the model.	☐	☐	☐	☐	☐	☐	☐
		(5) Creation of perspective drawings (excluding simple perspective drawings associated with esquisse, etc.)	☐	☐	☐	☐	☐	☐	☐
		(6) Business related to cooperation in the preparation of final drawing, or completion drawing by the constructor and to their confirmation.	☐	☐	☐	☐	☐	☐	☐

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage		stage after completion	
			Research & Planning Business	design business			Supervision Business	Design Business after completion	After completion supervision business
				Basic Design	Execution Design				
					2B	3B			
			0B	1B	2B	3B	5B2	5B1	5B2
OP 28	7) Business related to the preparation of special deliverables	(7) Creation of simulations of various types of performance such as evacuation, human behavior, thermal environment, lighting, ventilation, etc.	☐	☐	☐	☐	☐	☐	☐
		(8) Business related to specially prepared check documents for the Entrustor in the mid-stage of the business.	☐	☐	☐	☐	☐	☐	☐
		(9) Preparation of design documents at a specially designated scale (e.g., a detailed scale that exceeds the purpose of the design documents)	☐	☐	☐	☐	☐	☐	☐
		(10) Preparation of heat shrinkage calculations for fuel facilities	☐	☐	☐	☐	☐	☐	☐
		(11) <u>Publication, public display, and visualization of basic design documents, and of detail design documents.</u>	☐	☐	☐	☐	☐	☐	☐
OP 29	8) Business related to explanations to third parties other than the Entrustor.	(1) Cooperation in explanations provided by the Entrustor to financial institutions, etc.	☐	☐	☐	☐	☐	☐	☐
		(2) Cooperation in explanations given by the Entrustor to neighborhood residents, civic groups, etc.	☐	☐	☐	☐	☐	☐	☐
		(3) Advice and cooperation (limited to the extent not inconsistent with the Lawyers Act) with respect to the Entrustor's or constructor's response to neighboring residents, etc.	☐	☐	☐	☐	☐	☐	☐
		(4) Business related to special explanations (e.g., explanations in foreign language) and preparation of documents not included in the standard business for the Entrustor.	☐	☐	☐	☐	☐	☐	☐
		(5) Preparation of documents for proximity consultations related to railroads, highways, etc.	☐	☐	☐	☐	☐	☐	☐
		(6) Cooperation in guidance to building managers and the preparation of explanatory documents to be provided by the constructor.	☐	☐	☐	☐	☐	☐	☐
		(7) Business related to coordination with third parties designated by the Entrustor, such as specialized companies, designers, consultants, PMs, CMs, etc., who act on behalf of the Entrustor.	☐	☐	☐	☐	☐	☐	☐
		(8) <u>Responding to requests from facility managers at the request of the Entrustor.</u>	☐	☐	☐	☐	☐	☐	☐
OP 30	9) Business related to support for maintenance, management or operation of buildings, etc.	(1) Registration, preparation of documents on sectional owners, etc., and surveys incidental thereto, etc.	☐	☐	☐	☐	☐	☐	☐
		(2) Calculation of current expenditure, examination of contracted power, etc., preparation of leasing standards, and coordination among tenants in connection with the management and operation of buildings	☐	☐	☐	☐	☐	☐	☐
		(3) Response to survey of a change over time of a building to be conducted after handover	☐	☐	☐	☐	☐	☐	☐
		(4) Formulation of medium- and long-term repair planning business, etc. for buildings	☐	☐	☐	☐	☐	☐	☐
		(5) Examination on introduction of BEMS	☐	☐	☐	☐	☐	☐	☐
		(6) Preparation of utilities, heat, and water calculations.	☐	☐	☐	☐	☐	☐	☐
		(7) <u>Advice on maintenance and management of seismic isolation devices/ vibration control devices.</u>	☐	☐	☐	☐	☐	☐	☐
		(8) <u>Examination and advice on defects in the building that are not the responsibility of the contractor after completion of the building.</u>	☐	☐	☐	☐	☐	☐	☐
OP 31	10) Business related to examination and calculation of construction costs.	(1) Business related to the preparation of the detailed statement of breakdowns of construction costs, statement of quantities, or detailed estimate of construction costs and calculation of construction costs (excluding those included in the standard business).	☐	☐	☐	☐	☐	☐	☐
		(2) Support for price negotiations and preparation of price lists and quotation comparison tables.	☐	☐	☐	☐	☐	☐	☐
		(3) Preparation of a constructor selection strategy plan.	☐	☐	☐	☐	☐	☐	☐
		(4) Business related to the preparation of the checklist for the quantity report.	☐	☐	☐	☐	☐	☐	☐

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage		stage after completion	
			Research & Planning Business	design business			Supervision Business	Design Business after completion	After completion supervision business
				Basic Design	Execution Design				
					1B	2B			
		(5) Business related to the preparation of drawings, etc. showing the locations and ranges where the quantities have been checked.	☐	☐	☐	☐	☐	☐	☐
		(6) Business related to unit price replacement, etc. after delivery.	☐	☐	☐	☐	☐	☐	☐
OP 32	11) Business related to support of construction or order placement.	(1) Advice on selection of constructors and methods related thereto.	☐	☐	☐	☐	☐	☐	☐
		(2) Preparation of the estimate guidelines, etc. related to construction or order placement.	☐	☐	☐	☐	☐	☐	☐
		(3) Advice on technical matters for the preparation of construction contracts.	☐	☐	☐	☐	☐	☐	☐
		(4) Cooperation and advice on collection of estimations, and attendance at explanatory meetings, etc.	☐	☐	☐	☐	☐	☐	☐
		(5) Examination of the contents of estimations.	☐	☐	☐	☐	☐	☐	☐
		(6) Work resulting from the adoption of a special ordering method.	☐	☐	☐	☐	☐	☐	☐
		(7) Business related to confirmation of the contents of the detail design performed by a third party as the basic designer.	☐	☐	☐	☐	☐	☐	☐
		(8) Consideration and evaluation of alternative plans (VE proposals, etc.) proposed by the constructor.	☐	☐	☐	☐	☐	☐	☐
		(9) Additional design, supervision, technical support, etc. as a designer arising from the presupposed temporary use and partial delivery.	☐	☐	☐	☐	☐	☐	☐
		(10) Coordination with and examination of related work such as work on signage and production facilities, and work for tenants, which are separately ordered by the Entrustor.	☐	☐	☐	☐	☐	☐	☐
		(11) On-site attendance for inspections carried out in a larger range than those of piles, reinforcing bars, etc. as described in the Guidelines for the Supervision Business.	☐	☐	☐	☐	☐	☐	☐
		(12) Examination and advice on shop drawings, construction plans, and temporary design plans for construction requiring special skills.	☐	☐	☐	☐	☐	☐	☐
		(13) Examination and report on inspection records, etc. of materials supplied and loaned by the Entrustor.	☐	☐	☐	☐	☐	☐	☐
		(14) Participation at the request of the Entrustor, etc. in the regular meetings held by the constructor.	☐	☐	☐	☐	☐	☐	☐
		(15) Response to and attendance at inspections by the Entrustor with the cooperation of the constructor.	☐	☐	☐	☐	☐	☐	☐
		(16) Business not included in the basic business arising from the division of the construction period or construction area.	☐	☐	☐	☐	☐	☐	☐
		(17) Comprehensive coordination between the Entrustor, designer, supervisor and constructor that is not included in the standard business, and is much complicated or is held much frequently.	☐	☐	☐	☐	☐	☐	☐
			(18) Advice on construction operations.	☐	☐	☐	☐	☐	☐
OP 33	12) Business arising from a change in design.	(1) Preparation of design drawings and supervision business caused by a change due to the Entrustor's convenience, etc. of the design agreed on.	☐	☐	☐	☐	☐	☐	☐
		(2) Additional design and supervision business because of extending the design period due to a change in design conditions, etc.	☐	☐	☐	☐	☐	☐	☐
		(3) Applications for permission of plan modification to the relevant agencies in accordance with design modification due to the convenience of the Entrustor, etc.	☐	☐	☐	☐	☐	☐	☐
		(4) Business to examine and report to the Entrustor the changed construction cost presented by the constructor in accordance with design modification due to the convenience of the Entrustor, etc.	☐	☐	☐	☐	☐	☐	☐

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage		stage after completion	
			Research & Planning Businesses	design business			Supervision Businesses	Design Business after completion	After completion supervision business
				Basic Design	Execution Design				
					0B	1B			
OP 34	13) Other business incidental to building planning.	(1) Business related to the evaluation of alternatives to the design entrusted to a third party by the Entrustor.	☐	☐	☐	☐	☐	☐	☐
		(2) Coordination of design details with equipment such as laboratory tables, electric furnaces, research equipment, equipment installed in factories, medical equipment and kitchen equipment ordered by the Entrustor or a third party to another party.	☐	☐	☐	☐	☐	☐	☐
		(3) Business related to the examination of introduction of, and adoption of overseas standards, specifications, etc.	☐	☐	☐	☐	☐	☐	☐
		(4) Business related to the technological development, etc. of unconventional construction methods/structural systems, materials, products and equipment (e.g., special air conditioning systems with radiant heating and cooling, special LED lighting, EV call buttons, etc.).	☐	☐	☐	☐	☐	☐	☐
		(5) Special studies, surveys, and experiments designated by the Entrustor.	☐	☐	☐	☐	☐	☐	☐
		(6) Business related to the preparation of order specifications to order special equipment, etc. (furniture, fixtures, etc.) and evaluation/selection, etc. of proposals for selection of manufacturers.	☐	☐	☐	☐	☐	☐	☐
		(7) Business related to the preparation of daylight diagrams at various times and locations other than those required by Article 56-2 of the Building Standards Act.	☐	☐	☐	☐	☐	☐	☐
		(8) Business related to landscapes requiring a wide range of exterior design, design, plants and materials.	☐	☐	☐	☐	☐	☐	☐
		(9) Examination of special acoustic/sound source conditions, business related to the control of noise (external noise, etc.) and room acoustics (room shape, etc.) in halls, theaters, etc.	☐	☐	☐	☐	☐	☐	☐
		(10) Business related to stage mechanisms, stage lighting, stage sound, stage fixtures, etc. for halls, etc.	☐	☐	☐	☐	☐	☐	☐
		(11) Business related to interior design for hotels, commercial facilities, head office boardrooms, cafeterias, reception rooms, etc. as per the special requirements of the Entrustor.	☐	☐	☐	☐	☐	☐	☐
		(12) Business related to the selection of special decorations, furnishings, etc.	☐	☐	☐	☐	☐	☐	☐
		(13) Business related to the examination of special equipment in production facilities, etc. (constant temperature and humidity equipment, special wastewater treatment equipment for freezing and cold storage, electromagnetic shielding equipment, special medical equipment, special medical (experimental) gas equipment, compressed air equipment, bio/chemical hazard equipment, display case air conditioning equipment, RI exhaust equipment, special deodorization equipment, experimental equipment (draft chambers, scrubbers, etc.), special intake and exhaust filter equipment, dust collection equipment, fumigation equipment, special equipment for handling and storage of hazardous materials, security equipment, integrated fish market sanitation management system, special fuel equipment, vehicle maintenance equipment, indoor sports information display equipment, incineration equipment, etc.)	☐	☐	☐	☐	☐	☐	☐

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage		stage after completion	
			Research & Planning Business	design business			Supervision Business	Design Business after completion	After completion supervision business
				Basic Design	Execution Design				
					1B	2B			
OP 34	13) Other business incidental to building plans.	(14) Business related to the advanced AV facility equipment (advanced video systems, special effects lighting (lighting design), simultaneous interpretation equipment, etc.)	☐	☐	☐	☐	☐	☐	☐
		(15) Survey and consultations, etc. on hot spring water not included in the basic business on sanitation facilities and on drainage water, etc., excluding domestic wastewater.	☐	☐	☐	☐	☐	☐	☐
		(16) Business related to survey of noise and vibration other than those legally required for neighborhood countermeasures, etc., and to survey of vibration and noise to buildings adjacent to subways.	☐	☐	☐	☐	☐	☐	☐
		(17) Business related to development of survey policies and survey for geographical history, electoral power base and location survey.	☐	☐	☐	☐	☐	☐	☐
		(18) Design and supervision of site preparation.	☐	☐	☐	☐	☐	☐	☐
		(19) Design and supervision of retaining walls, bridges, civil engineering structures, etc.	☐	☐	☐	☐	☐	☐	☐
		(20) Response to various types of piecework inspections, etc. and business arising from cooperation in the preparation of documents, etc.	☐	☐	☐	☐	☐	☐	☐
		(21) Survey and analysis necessary for designing according to site characteristics (slope, bay, cliff, etc.), ground characteristics (bedrock, soft ground, liquefaction, etc.), soil contamination, special environmental conditions inside and outside the site, etc. (excluding those included in the standard business)	☐	☐	☐	☐	☐	☐	☐
		(22) Survey, analysis, etc. necessary to understand, examine, and provide advice on, the continued use and durability of the building.	☐	☐	☐	☐	☐	☐	☐
		(23) Preparation of drawings of existing buildings on the site, and examination and coordination on the compliance of the existing buildings with laws and regulations, and on construction, etc.	☐	☐	☐	☐	☐	☐	☐
		(24) Business related to survey and analysis required for clean rooms, electromagnetic shielding, etc.	☐	☐	☐	☐	☐	☐	☐
		(25) Business related to wind tunnel experiments, etc., including the fabrication of models for experiments, etc.	☐	☐	☐	☐	☐	☐	☐
		(26) Verification of qualification (validation) in pharmaceutical plants, etc.	☐	☐	☐	☐	☐	☐	☐
		(27) Examination of the work process and preparation of the process schedule for the main construction work and another separate construction (except those included in the standard business).	☐	☐	☐	☐	☐	☐	☐
		(28) Survey of current conditions of furniture and storage capacity and preparation of documents thereof.	☐	☐	☐	☐	☐	☐	☐
		(29) Technical assistance for demolition work.	☐	☐	☐	☐	☐	☐	☐
		(30) Business related to attendance at accounting inspections, preparation for inspections and creation of documents.	☐	☐	☐	☐	☐	☐	☐
		(31) Survey and examination on the plan to install desalination facilities.	☐	☐	☐	☐	☐	☐	☐
		(32) Examination of contamination control at production facilities.	☐	☐	☐	☐	☐	☐	☐
(33) Survey and examination of a filtration-and-sterilization-circulation-type live fish system, communication command system, etc.	☐	☐	☐	☐	☐	☐	☐		
		(34) Establishment and management of a common data environment (CDE environment) on a cloud server between the Entrustor and the Entrustee or among the Entrustees.	☐	☐	☐	☐	☐	☐	
		(35) Storage of BIM data after project completion.	☐	☐	☐	☐	☐	☐	

№	Item	Optional Business Contents	pre-design stage	design stage		construction stage		stage after completion	
			Research & Planning Businesses	design business			Supervision Businesses	Design Business after completion	After completion supervision business
				Basic Design	Execution Design				
					0B	1B			
OP 35	14) <u>Procedures and agency business</u>	(1) <u>Procedures and agency business that arise in connection with the above business and that are not included in the above business.</u>	☐	☐	☐	☐	☐	☐	☐
OP 36	<u>Other additional business.</u>		☐	☐	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐	☐	☐

List of deliverables /submissions of the Entrusted Optional Business

The deliverables/ submissions, if any, in the Table 4 " Entrusted Optional Business" shall be as follows.

№	optional business reference number	deliverables /submissions, etc.

The "№" represents the № in the Table 4 (e.g., OP 25), and the "optional business reference number" represents the optional business (e.g., (2)) of the Optional Business Contents in the Table 4.

Special Provisions.

YASUI ARCHITECTS & ENGINEERS, INC.

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**Research and Study Group on Agreement on Entrustment of Building Design and Supervision, etc.
Established by the Federation of the Four Incorporated Associations**

Japan Federation of Architects & Building Engineers Associations
Japan Association of Architectural Firms
Japan Institute of Architects
Japan Federation of Construction Contractors