Module Specification

Retrofit Project Management

Version: 2026-27, v1.0, Approved

Contents

Part 1: Information

Module title: Retrofit Project Management

Module code: UBLLD9-15-M

Level: Level 7

For implementation from: 2026-27

UWE credit rating: 15

ECTS credit rating: 7.5

College: College of Arts, Technology and Environment

School: CATE School of Architecture and Environment

Partner institutions: None

Field: Architecture and the Built Environment

Module type: Module

Pre-requisites: None

Excluded combinations: None

Co-requisites: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: The module covers the management of retrofit projects from initial survey procedures and assessment strategies, design options, regulatory requirements, certification schemes and their implications on the processes for delivery across a range of building types.

Features: Not applicable

Educational aims: The module equips learners with the knowledge and skills to effectively assess and appraise retrofit projects to ensure a holistic approach to solutions can be effectively planned and delivered within regulatory constraints.

Outline syllabus: Topics are likely to include but are not limited to:

Refurbishment & Retrofit – Context:
Historic, Political, Economic, Environmental, Client types and expectations.
Legislation.

Design and evaluation:
Assessment and survey of existing structure, suitability for adaptation and retrofit, Minor/major alteration of existing building, Lateral and vertical extensions.
Cost implications, flexibility for a variety of users, disabled users, functional, space, aesthetics, build-ability, and sustainability, use and application of developments such as PAS 2035 within the design and building appraisal and intended outcomes.

Technical Issues:
Forming opening in walls, floors.
Assessment of existing services installations, upgrading existing heating, plumbing and electrical systems connection between new and existing buildings, party wall issues, thermal upgrades, cavity tray and roof abutment details. Retrofit risk, moisture management.
Fire protection and sound insulation.

Repairs and Upgrade of building elements:
Structural and non-structural to a range of elements floor repairs, roof coverings and structural repairs, repairs to walls, upgrading for sound and thermal performance, repairs and upgrading of windows doors and partitions.
Repairs to foundations, evaluation of underpinning methods techniques and supervision of work. Influence of trees and soil conditions.

Legal Controls and Issues:
Planning Consent, permitted development, conservation areas, types and formats for

applications.
Building regulations, key objectives, approved documents, full plans and building notice applications.
Party wall act requirements and notices.
Unauthorised works and procedures, Euro Codes and standards.
FENSA, Gas Safety Regulations, water bye laws, Environmental Legislation, Equalities Act.
Health and Safety Construction Design and Management regulations, European Directives on Energy Performance.

Refurbishment Contract Administration:
Drawings cross-referencing with schedules and specification.
Use and application of preliminaries, principles of specification and schedule of works, schedules, application and practice.
Critical evaluation of integration of documents.
Principles of specification writing for refurbishment works.

Health and Safety/Hazardous materials:
Temporary supports and loading assessment, method statement and risk assessments.
Asbestos - identification - procedure and legislative requirements.
Radon - protection methods.
Japanese Knotweed - identification and eradication.
Flood hazards - basements - confined spaces.
Health and safety on site.
Health and safety planning and documentation.

Part 3: Teaching and learning methods

Teaching and learning methods: Delivery of the module will be a balanced combination of lectures and tutorials.

Lectures are used to examine key aspects and critical areas within the syllabus -

emphasising their significance and relationship accordingly - but also create a group identity via exercises and interaction between slides and handouts and discussion of real world case study projects.

Tutorials require the students to undertake practical tasks, consider realistic problems and typical circumstances that they will encounter in industry. Tutorials enable closer contact between the staff and students, promoting a deeper and thorough appreciation of the subject matter via dialogue, debate and evaluation, based on the critical areas examined in lectures.

Module Learning outcomes: On successful completion of this module students will achieve the following learning outcomes.

MO1 To articulate the processes that could be adopted for effective survey and assessment of a range of buildings for holistic sustainable retrofitting

MO2 To appraise regulatory implications for delivery and the benefits and constraints of building certification schemes in the context of sustainable retrofitting

MO3 To develop effective retrofit management processes techniques that maximise resource recovery, emission reductions and protection of the environment during building retrofit projects

Hours to be allocated: 150

Contact hours:

Independent study/self-guided study = 114 hours

Face-to-face learning = 36 hours

Reading list: The reading list for this module can be accessed at readinglists.uwe.ac.uk via the following link https://rl.talis.com/3/uwe/lists/730EE24D-3B18-71C4-150B-46139E85728E.html?lang=en-GB&login=1

Part 4: Assessment

Assessment strategy: The Assessment:

Project (2500 words) - Is used to integrate the strands of knowledge presented as separated topics and apply them to a case study building to enable students to use reasoned judgement, analysis and problem solving skills in relation to typical property retrofit adaptation/refurbishment situations including design solutions, as well as applications regulations and building certification schemes to provide an execution plan for project delivery.

Resit Project - A similar brief to that described above, which may include some topic changes.

Formative feedback - will be given to work undertaken in tutorial sessions on a progressive basis. Individual formative feedback for project work will be provided when work is submitted within an agreed formative hand in date.

Assessment tasks:

Project (First Sit)
Description: Project (2500 words).
Weighting: 100 %
Final assessment: Yes
Group work: No
Learning outcomes tested: MO1, MO2, MO3

Project (Resit)
Description: Project (2500 words).
Weighting: 100 %
Final assessment: Yes
Group work: No
Learning outcomes tested: MO1, MO2, MO3

Part 5: Contributes towards

This module contributes towards the following programmes of study:

Building Surveying [Frenchay] MSc 2026-27

Construction Project Management [Frenchay] MSc 2026-27

Construction Project Management [Frenchay] MSc 2025-26