
ARCHITECTS REGISTRATION BOARD

OFFICE INSPECTION CHECK LIST 2015

GENERAL GUIDELINES FOR OFFICE INSPECTION

Subject to the Architects Registration Act Cap 269, all Practicing Architects are required to have acceptable premises of practice. The following requirements must be met without exception. Anything contrary is an abuse of the law that can attract penalty.

1. An architectural office should be located in a building fit for human residence or dwelling purpose with standard residence conditions such as ventilators, safety zones, sanitary facilities, and all other relevant details
2. An architect must exhibit his/ her firm name in lettering not exceeding seventy-five millimeters outside his/her office.
3. Every Registered Architect must display a valid Practicing Certificate for the on-going year of practice. He /she may also display of any other qualifications and awards.
4. The office should be of a reasonable size fit for the activities of the firm or the architect.
5. Any firm may have a number of departments as may deem fit. A firm may engage in a range of professionals or support staff as may be necessary for the practice of architecture. e.g. Engineers, Draftsperson(s), project managers etc.
6. A standard office must have all relevant equipment for the proper practice of Architecture. These may include; A plotter, printer, computer, copier machine, drawing table. Etc.
7. All offices must be in possession of all relevant laws for the practice of Architecture in Uganda.



SELF EVALUATION FORM

Date:

Name of Firm/Office:

Name(s) of Registered Architect(s) 1:

2:

3:

4:

5:

6:

Item No.	Particulars	Infor./Data given by:	Remarks
1.	Location of office and zoning		
2.	Type of building accommodation (commercial, residential, e.t.c.)		
3.	Size of the office		
4.	Departmentalization		
5.	No. of Staffing (Associated Consultants e.g. Engineer,		

	Draftsperson(s), e.t.c.)		
6.	Equipment		
7.	Display of Practicing Certificate & other qualifications		
8.	Office Set up and No. of rooms		
9.	Staff-Floor area ratio		

For Staff use only:

General Observations/Recommendations: -----

Signed:-----