

# The Manitoba Association of Landscape Architects

Revision – March 2008

## Experience Record Book RECOMMENDED EXPERIENCE

The following checklist is provided to help applicants organize their records. Applicants are encouraged to use the checklist and include, in days, the duration of the particular experience.

Recommended Experience	Experience Summary
	Total Time
<b>Advisory, Consulting &amp; Pre-design</b> <ul style="list-style-type: none"><li>▶ Gathering of background information</li><li>▶ Site analysis</li><li>▶ Evaluation and interpretation of data</li><li>▶ Feasibility studies</li><li>▶ Development program</li><li>▶ Preliminary budget estimate</li></ul>	60 days ..... ..... ..... ..... .....
<b>Conceptual Design (Design A)</b> <ul style="list-style-type: none"><li>▶ Conceptual sketches</li><li>▶ Study models</li><li>▶ Presentation drawings</li><li>▶ Preliminary cost estimate</li></ul>	60 days ..... ..... ..... .....
<b>Detail Design (Design B)</b> <ul style="list-style-type: none"><li>▶ Planting plan</li><li>▶ Site grading plan</li><li>▶ Irrigation and lighting plans</li><li>▶ Construction details</li><li>▶ Contract documents</li><li>▶ Technical Specifications</li></ul>	60 days ..... ..... ..... ..... .....
<b>Contract Administration</b> <ul style="list-style-type: none"><li>▶ Site instruction / change orders</li><li>▶ Project management, site meetings, and inspections</li><li>▶ Progress claims, holdbacks, deficiencies</li><li>▶ Certificates of completion and acceptance</li></ul>	40 days ..... ..... .....
<b>Other Experience</b> See <i>Professional Landscape Architectural Experience Table</i>	60 days ..... ..... .....
<b>Documented Minimum Total:</b>	280 days .....

I declare that the above is a correct record of the candidate's experience for the period shown:

MALA Candidate: \_\_\_\_\_

Professional Advisor: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_