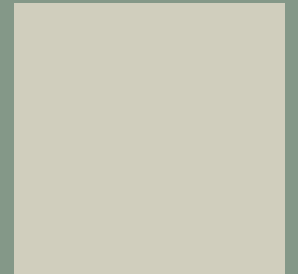
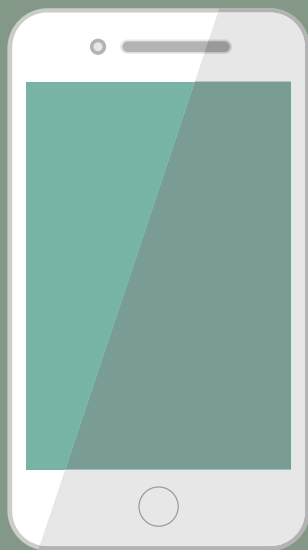


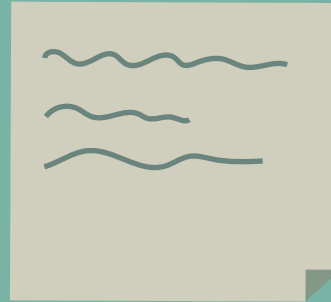
The Design Process



1

Define

Define the scope of the project. This step is the most important for the process in order to begin. Collect the date, client name, address, contact details, outline of design and documentation required, define the client budget, draft a estimation of fees and engagement letter. In this stage you'll outline the type and size of the project, individual rooms and spaces to be developed, expected flow, expected timeline for the project, the client's colors and preferences. You'll want to keep your documents organized; give the project a number and start an organized file for it. Collect any legal documents, titles, existing plans and building owner details during this stage.



2

Map Out The Project

Once you've worked with your client to define the project, you can work on mapping it out. Record the date and time that you start working on the project. Sketch out the rooms and spaces defined in the first step and include relevant details along with positions of existing elements such as heating and lighting. Measure the overall space and relative positions of openings and features. Measure measure measure!

Legally, you'll want to check planning details from your local body and building laws to ensure your project complies. Make sure this is noted for your client.

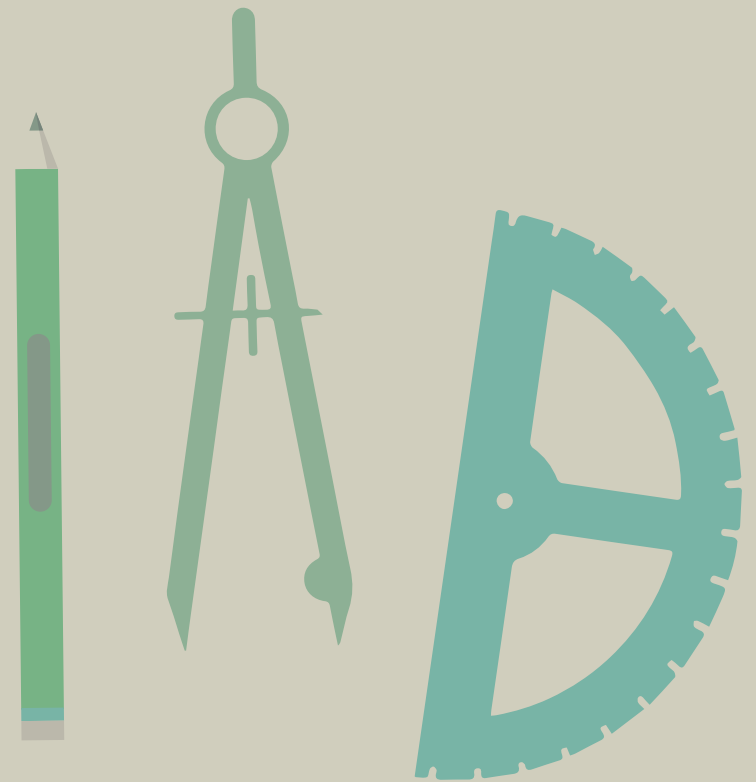
After you've measured (and measured and measured) you can use your sketches to draw a draft of the spaces layout and elevations to create an accurate to scale 1:100 or 1:50 drawing. This can be produced in pencil and then to ink to meet drafting standard, or use your cad system. Make sure your drawing has accurate depth with the use of correct line weights.



3

Resolve

This is the big one. List all spaces and requirements necessary in columns and sketch yourself a diagram. Write down the reasons you are making the design decisions you are as notes in these columns. Now you'll start to develop the requirements, sizes of all spaces and their relation to each other, determine all concepts and color schemes. How do the spaces interact with each other? Make sure your design flows from room to room. Draw and demonstrate concepts in sketches when necessary. List each room and it's finishings and fittings. List all alternative color schemes and finishes. From here you'll want to contact your client and arrange for a presentation, presenting all of your concepts and themes for the project, giving the client a copy of your board. More than likely your client will have revisions, take these down as notes and revisit them after the meeting.



4

Specify

Take a deep breath - you're almost done! In the specifying stage you need to document and accurately describe the complete contract to the current industry standard (or better). The more detailed you can be, the better, this decreases the number of questions that arise on the job site (which saves time and money). Include the site plan, floor plan, elevations, services plans, electrical, data, plumbing and drainage, reflected ceiling plan with features and lighting, construction details for demolition, openings, joinery, cabinetry, bracing, structural and stairs (including demnsion plans, elevations and cross sections).

Complete this with details on the finishing schedules and a specification of all finishes (don't forget the paint!). Confirm that you comply with all current building standards and laws. Once all the documentation is finished it must be forwarded to your client for approval and signature.

This nifty not-so-little document then goes on to be distributed to the respective parties and to contractors for bidding.

