

## **ABOUT INTERIOR DESIGN**

### DO I NEED A DESIGNER?

If you are competent in drafting, planning, materials and furniture selection, contracting, estimating and have a good, working knowledge of city, provincial and national building codes and regulations, you certainly can “do it yourself”. However, most people prefer to draw on our skill and experience to help them in those areas where they do not feel sure of themselves.

### IS AN INTERIOR DESIGNER THE ONLY PERSON I CAN EMPLOY?

No. Many contractors and furniture suppliers will provide design services, but you should understand that this often limits your choices to those items that they handle. On the other hand, we will help you choose from a broad range of materials and services. It is our business to know about what is available right across the market.

### HOW MUCH DOES IT COST ME?

It pays you to use an interior designer. By ensuring through good planning and design, that your project works efficiently and appeals to the public, we help make sure that increased revenue translates into greater profit. We can also make sure that your capital costs are kept down by the competitive tender process, negotiated contract, or other methods.

### DO DESIGNERS OVER-DESIGN – MAKE A JOB COME IN OVER BUDGET?

That depends on the budget and the job. We cannot change the cost of time and materials and these are constantly increasing. On average, what cost you \$100.00 ten years ago will cost you \$349.00 today. Often clients have unrealistic ideas of today's prices, or expect that what they can afford will buy them far more than it actually will. By comparing similar jobs to yours, we can dispel some illusions – but we cannot work miracles. We can stretch your dollars as far as they will go – but we cannot make a quarter do a dollars work.

### WHAT DOES INTERIOR DESIGN INCLUDE?

#### 1.) PROGRAMMING

During this stage (the most critical) we examine the special requirements of your business. We find out about you. First, a preliminary meeting is held to establish general guidelines and discuss specific problems. Next, we survey, if possible, your existing facilities and interview key staff to help us develop an over-view of your space requirements, necessary adjacencies, reporting relationships and equipment needs. All this information is collated and assembled into a written report for your verification before we proceed to:

## 2.) SPACE PLANNING

The space plan, developed from the information obtained during programming, arrives at an efficient, productive, cost effective environment in which to conduct your business. We allocate space to each of your functions, fit them into the space available and ensure that the flow of work and information is helped by the relative position of each area. Emphasis is placed on requirements of privacy, flexibility, future growth or reorganization, and efficiency of use of space. On your approval of the block plans, we prepare a detailed space plan showing furniture and equipment layouts, personnel and special requirements. Next we go to:

## 3.) INTERIOR DESIGN

Here we develop a design and decorative scheme to reflect the character of your organization and to provide an enhanced work environment. We help identify your desired image, determine the design for each specific area, select furniture and establish a budget range for design and decoration. Using this information, we produce proposals for each area including wall, floor, and ceiling treatments; furniture, art and accessories, together with all those elements that fix the character of each of those areas. All this is presented for your approval before:

## 4.) CONSTRUCTION CONTRACT DOCUMENTATION

This stage covers the preparation of drawings, documents and specifications which will form the basis on which the contractors and suppliers will bid for the job. We include partition plans, reflected ceiling plans, furniture and finishes plans and schedules, and all required details for custom work if required. The plans and documents are checked for accuracy and compliance with lease agreements and legal regulations. We also implement a control system to monitor and report on variances from your planned budget and schedule. We also co-ordinate our work with that of the architect, electrical, mechanical and structural engineers to make sure the final documents contain all the necessary information needed by the general and subcontractors.

## 5.) CONSTRUCTION

The prime objective of this phase is to maintain quality control, work schedule and contract cost. We work with the contractor to help eliminate problems with those items that could create time and budget problems. We review progress and quality during site inspections and meetings, which are minuted to provide a written record of commitments. The contractor's job is not completed, as far as we are concerned, until the final deficiency is corrected and the last workman is off the job. Finally, we review the course of the entire project with you and appraise the efficiency of the completed job.