

GRANT STUDIO

SCOPE OF THE PROJECT

STEP 1 - TWO MEETINGS

First meeting:

- Recognition/specification of the expectations and needs of the investor.
- Discussion on the scope of the project and the proposed budget,
- Preparation of a free service quote (after the meeting),

Second meeting:

- Define **the design outline, schedule of meetings and the rules of engagement**,
- Meet at the project location to discuss and review the functional and stylistic needs of the investor. At this stage, we can complete a signed agreement with an acceptable timetable to commence working on the project.

STEP 2 - FUNCTIONAL PROJECT AND DESIGN CONCEPT (DESIGN DEVELOPMENT)

- Meet at the site of the future investment to prepare an inventory of existing interior and to take measurements and photographic documentation (if any does not exist),
- Determine the relevant work on the project starting with the **functional layout of the interior**. We outline the layout of the premises and existing equipment. At this step, we create a scaled-plan view of your space – a drawing of your room(s) as if looking down from above. We will present the customer approx. **2-3 possible arrangements of the space** and we work with the client to finalize the best scaled-plan for the project.
- With the finalized scaled-plan agreed, we work through the functionality of the space(s) which will later lead to defining specific materials and colours.
- An outline of materials is prepared on the basis of the initial conversation, which is determined by the needs of the investor and the recommendations for interior design. **Stylistic concepts, samples of materials, colours, products, budget and priorities, will all be presented.**
- Approximately 2-3 weeks after the approved scaled-plan (layout) has been finalized, we will define the finishing materials and prepare for the investor, 3D conceptual designs of the project.

- A meeting with investors to present the simplified 3D conceptual design and provide these in documents for review and discussion.

The range of conceptual design project development:

1. An agreed to functional concept of the interior, in the form of plans and layout, with the investor.
2. Scaled-plans of inner walls with examples of furniture, inspirational photographs and descriptions of materials.
3. A Simplified 3D conceptual design, which outlines the arrangement of the rooms and the general character of the interior.

STEP 3 – Construction documentation

After completion of the conceptual design work we can proceed to the next stage of the project, which is drawn up detailed designs. A **Construction document** is created which will enable the realization of the ideas contained in the conceptual design and will include kitchen construction, cabinets: closets, shelves, library, vanity.

The scope of project development executive

- All the essential elements are calculated so that the contractor (carpenters, floor tilers, plumbers, electricians) can smoothly execute our planned changes. Also recommended at this stage is a review by the investor into the progress of the work to submit their comments.
- During this stage **we select specific materials**, such as furniture, lamps, furniture, wall finishes and determine the colors and materials of kitchen cabinetry as well as fabrics to be used. It is important to review the client's budget, so that the selected features are consistent not only with taste, but also with the budget requirements. **With the investor, we select products tailored for the interior design, meeting in select stores for materials. If pre-agreed to, client can also opt to choose on their own the various materials such as appliances, furniture, wallpaper etc. that were presented.**
- In addition to the guidelines (drawings and descriptions) for the development, construction teams will received **a summary of interior furnishings and lighting.**

Executive project will include:

1. **Detailed quantities** of finishing materials such as flooring, painted wall surfaces in a particular color or wall papers, together with addresses where client can purchase materials.

A tabled **shopping list will be presented collating all the utensils and materials and their prices.**

2. Technical drawings for contractors.

AUTHOR'S SUPERVISION of CONSTRUCTION STAGE

Supervision is performed on the client's request, after the implementation of the project.

It consists of:

- coordination of construction work on the sites: the tasks of the designer in this phase of the project include determining the order of execution of works, place orders, visits to the site,
- coordination of subcontractors (cooperation and supervision of contractors work),
- necessary changes in the documentation,
- solving any unforeseen problems,
- quality control of work and delivered materials,
- activities related to the taking over of works on behalf of the investor,