



Our Design services consist of the following:

## **Preliminary Design Phase:**

### **I. Program Development**

- A. Coordination of project team (contractor, interior designer, equipment supplier, etc.)
- B. Budget review
- C. Lease review and Tenant Improvements (T.I.'s) analysis
- D. Visiting/reviewing similar projects
- E. General design considerations and completion of a detailed Programming Questionnaire:
  - 1. Philosophy of practice
  - 2. Staff projections
  - 3. Office procedures and staff responsibility review
  - 4. Operatory design
  - 5. Design of ancillary rooms
  - 6. Inventory of existing equipment and projected needs

### **II. Project Site Analysis of Building Conditions**

- A. Field measure all existing conditions and analyze space for structural and mechanical limitations:
  - 1. Structural walls, columns, beams, floors and ceilings
  - 2. Window locations and operation
  - 3. Solar orientation
  - 4. Exterior views
  - 5. Handicap accessibility
  - 6. Parking considerations
  - 7. Plumbing service
  - 8. Electrical service
  - 9. Heating, ventilating and air conditioning requirements (HVAC)
  - 10. Access above ceiling and below floor
- B. Review existing or proposed building plans and specifications
- C. Take on site record photographs
- D. Review special building problems and hidden structural elements with building owner or his representative

### **III. Design Presentations**

- A. Includes scaled CAD (Computer Aided Design) drawings showing the location of all major equipment, furnishings, cabinets and storage, etc., so as to facilitate a complete understanding of the proposed scheme(s).

**IV. Design Modifications**

- A. Refining the Preliminary Design until the client is completely satisfied that maximum usage has been made of the project site.

**Design Development Phase:**

**I. Reviewing the Preliminary Design with the interior designer to achieve a coordinated finished product**

- A. Floor coverings
- B. Wall coverings
- C. Furnishings
- D. Window coverings
- E. Special lighting
- F. Color coordination
- G. Special interior design details

**II. Reviewing the Preliminary Design with the Client and developing appropriate details**

- A. Final equipment selection
- B. Intercom system
- C. Background music selection
- D. Computer system
- E. Special construction details

**III. Preliminary Ceiling Design**

- A. Location of lay-in and gypsum board ceilings
- B. Design and location of gypsum board soffits
- C. Locations and generic specifications of all lighting fixtures
- D. Other ceiling element locations (exhaust fans, dental lights, speakers, etc.)

**IV. Perspective Studies**

- A. Computer generated three dimensional perspectives of some of the critical areas of the office suite in order to enhance an early understanding of the finished project

**V. Preliminary Cabinetry Design**

- A. Three dimensional isometric drawings
- B. Location of all doors and drawers
- C. Location of all accessories and plumbing fixtures
- D. Special built-in cabinets and furniture