

THE DESIGN PROCESS CHECKLIST FOR OFFICE FURNITURE PROJECTS

PROGRAMMING PHASE

- Client survey
- Inventory existing modular wall system, furnishings, fixtures & equipment
- Photograph space(s)
- Discussion of project budget & timeline

DESIGN DEVELOPMENT PHASE

- Suitable alternatives for space plans
- Selection of: colour palette, wall coverings & systems, flooring, ceiling & window treatments, mouldings, furnishings & finishes
- Client review & approval

CONSTRUCTION DOCUMENTS & ADMINISTRATION PHASE

- Finalize detailed design drawings
- Order furnishings, fixtures, equipment, finishes & modular wall system
- Presentation boards
- Administration of documents for bidding; Review proposals with the client to ensure quality & fair pricing
- Client review & approval

CONSTRUCTION PHASE

- Site visits
- Oversee subcontractors; Ensure work is progressing on schedule & as planned
- Coordinate delivery & installation
- Client meetings

PROJECT COMPLETION PHASE

- Final walk through; List of missing or damaged goods
- Instruct proper care & maintenance for all new components
- Project sign off