



SERVICES

PROGRAMMING

- **Research and analyze project scope and requirements**
- **Review client and end user (Developer and Homeowner) needs/desires**
- **Establish budgets**

SPACE PLANNING

- **Analysis of architect's drawings or as-built drawings in the case of renovations**
- **Review plans with particular attention to end user's lifestyle**
- **Furniture layout**

DESIGN DEVELOPMENT

- **Concept development considering project target market or end-users desires**
- **Finishing material selections**
- **Plumbing fixture and accessories, light fixture selections**
- **Millwork design and drawings**
- **Selection and purchase of furniture, artwork, and fixtures**
- **Presentation of concept elements for approval**

CONTRACT DOCUMENTS

- **Tender-ready specification documents**
- **Drawings as per requirements of project i.e. floor plans, reflected ceiling plans, elevations, design details, tile installation drawings (Drawings provided in CAD format)**

ADMINISTRATION

- **Coordinate with other consultants, trades, site managers as required**
- **Attend client/consultants meetings**
- **Review shop drawings where required**
- **Review alternate materials presented**
- **Respond to site instruction requests**

FURNITURE, FIXTURES AND EQUIPMENT

- **Provide full furniture, fixtures and equipment package**
- **Purchase of furniture, artwork and accessories based on approved budgets**
- **Coordinate production and installation of custom drapery and bedding**
- **Coordinate installation of furniture and millwork**
- **Coordinate installation of furnishings and accessories for marketing centres and display suites**