



WORKSPACES THAT PUT
PEOPLE FIRST

INTERIOR ARCHITECTURAL SERVICES



Design Services List

Pre-Design:

- Building surveying
- Real estate comparison tours
- Drafting electronic CAD files
- BOMA sq. footage calculations

Design Planning:

- Programming & strategic planning
- Work-flow & productivity consulting
- Wellness in the workplace consulting
- Corporate branding, identity & vision

Schematic Design:

- Test-fit layouts & space planning
- Concept development & branding
- Growth planning & project phasing

Design Development:

- Interior material & finish selection
- Furniture selection & coordination
- Lighting & ceiling design
- Landlord & contractor coordination

Furniture Management:

- Work with client selected vendor
- Assist with selection of products
- Coordinate power/data requirements
- Select configurations and finishes
- Review pricing and install

Construction Documents:

- Demolition plans
- Furniture plans
- Construction plans
- Tel/data/power location plans
- Ceiling & lighting plans
- Interior finish plans (materials)
- Interior elevations & details
- Door schedules

Engineering Documents:

- Electrical plans
- Mechanical plans
- Plumbing plans

Construction Observation:

- Client's vendor coordination
- Attend weekly construction meetings
- Provide drawing sketches & revisions
- Submittal review process
- Respond to SKA and RFI
- Final Punch list

Other Services:

- Photo realistic renderings/ 3D models
- Fire protection plans
- Material & finish presentation boards
- Signage & art selection
- Contractor bid documents & selection



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