

Flow chart for the design & construction of Interior fit-outs

A. Design Development

1. Client brief: To understand and list all requirements in terms of space and aesthetical appeal, technical aspects: This will happen in the first meeting with the clients/end users with/without the site visit.

Time: 1 day, one meeting with all concerned.

2. Site survey: Clients to make available the soft/hard copies of the plans/layouts/all drawings of the site. The Designers have to note all structural elements like columns, beams, ducts etc on site. They have to note the access points, view, technical aspects of the site.

Time: One day, one visit.

3. Space planning: The Designers to make initial layouts to confirm space planning. To be discussed with the clients, this usually requires refinement with the client's comments.

Time:

First cut plans: 1-4 days depending on the scale of the site.

Refinement: 1-4 days.

4. Interior scheme: The designers to submit detailed interior scheme with elevations, sketches, views, sample materials. Clients to approve, usually again this will require refinement.

Time: 7-15 days

5. Finalize interior scheme: Discuss and finalize interior scheme with materials.

Time: 7-15 days

6. Working drawings: The designers have to make working drawings for production/authority approvals etc. The Clients shall approve these for production.

Time:7-21 days

7. BOQ: The designers shall prepare the Bills of quantities for detailed costings. The costs and commercial terms shall be finalized before production.

Time:3-7 days after working drawings.

B. Production stage

- 1. Material procurement:** Usually the base materials shall be procured first then the finishing ones. However the finishing materials have to be blocked with the suppliers within the timelines.
- 2. Basic construction:** All agencies shall put up the basic structure as per design.
- 3. Finishing stage:** The final finishes shall be applied and finished. The construction normally slows down in the final stage.
- 4. Virtual completion & handover:** After the virtual completion of the fit out is achieved, it shall be handed over to the clients.
- 5. Snagging:** Clients and contractors to record snags/defects jointly and this shall be rectified.

This shall be done according to the work schedule approved.