



Scope of Interior Design Services:

Programming:

During this phase, the Designer consults with the owner to develop the applicable requirements of the project and studies the feasibility of meeting the requirements within the constraints of the owner's budget and the space allocated for the project.

Schematic Design and Phase I of Design Development:

Based on the above program the designer prepares diagrams showing the general functional relationships required by the project and develops preliminary space allocation plans showing partitions, furnishings, and other pertinent planning ideas. The designer also provides sketches and photos to establish the design concept of the project including types and qualities of materials, finishes, and furniture.

This would include the following:

Presentation boards format:

- 1- Floor Plans with Furniture Layout
- 2- Reflected Ceiling Plans with Power and Data
- 3- Floor Finish Plans
- 4- Design sketches including Elevations
- 5- Concept boards include photos of furniture as well as finishes and other key Design Elements.

1- Floor Plans:

Furniture placement

Millwork / built in furniture placement

2- Reflected Ceiling Plan and Power and Data:

Illustrate different options with specific design details for each floor plan
Locate lighting within ceiling design
Specific ceiling design concepts

3- Floor finishes Plan:

Illustrates proposed flooring allocation and configuration on Plan.

4- Design Sketches and Elevations:

These drawings are used to illustrate various Design ideas so that the client can visualize the proposed concepts.

For Example:

Custom cabinetry elevations for Kitchens, Bathrooms and Media
Fireplace Elevations
Window Treatment Elevations
Ceiling Details
Architectural Detailing

This is a very important phase as the above noted drawings may be used for pricing the job with accuracy.

5- Concept Boards are completed by room:

Pictures to illustrate furniture, finishes etc...
Samples of materials that may be used
Overall concept

Phase II of Design Development:

During the Phase II Design Development Phase, Segreti Design will refine the approved schematic design work so that the size, scope and character of the project are generally fixed. The drawings, colour boards, samples, furniture selections, and other specifics of the job are presented to the client for approval or modification before work on the contract documents phase is commenced.

The design development documents usually include detailed plans showing partition and door locations, furniture and fixture layout, lighting design, sketches of special built-in cabinetry and furniture as well as other elevations or three dimensional drawings sufficient to describe the character of the design. In some cases, outline construction specifications may also be developed.

Contract Document Phase:

Based on the approved Design Development submissions, Segreti Design is responsible for preparing the detailed drawings, specifications, and other documents required to have the project constructed and tendered. The contract documents will include the work for the General Contractor and not include furniture, artwork, accessories and other decorative items. The furniture and other interior decorative items will be selected and previewed with client and Designer prior to a purchase order being issued.

Bidding:

Segreti Design can assist the client during the bidding (tendering) process. Once the necessary documentation has been prepared and issued. Segreti Design can assist the client in obtaining bids and/or negotiating proposals as well as evaluating the bids (or proposals).

Contract Administration / Project Management:

Segreti Design will oversee and manage all the trades as necessary to ensure that the work is being completed as outlined in the Design Specifications as part of the Contract Documents.

Purchase Orders:

A written estimate will be submitted for all purchases with regard to hard goods (carpet, fabric, bathroom fixtures, lighting fixtures etc.) for approval before any purchases are made. We require these estimates to be signed and returned to Segreti Design. This also applies to any work by trades such as painters, electricians; etc who may be contracted through Segreti Design. To initiate approved and signed orders, a 50% deposit is required. Invoices will be issued as follows: 50% deposit upon approval, balance invoices as Segreti Design is billed by vendors. Final balance invoices will be issued upon receipt of goods or services.

Final inspection and deficiencies:

Heather Segreti will assist the owner once the job is complete in assessing any outstanding issues. These will be addressed and the client and Heather Segreti will approve the final job status.