

Planning and Presenting Interior Designs

Objectives

- Summarize the phases of the interior design process
- Evaluate a client's needs, goals, and resources in creating design plans for residential housing and furnishings or for commercial interiors
- Apply design knowledge, skills, processes, and oral, written and visual presentation skills to communicate design ideas
- Develop an interior design presentation
- Summarize the contract and financial elements for developing an interior design project

The goal of an interior designer...

- To help solve a client's design problem by producing a usable, safe, and attractive space

- Possibilities...
 - Begin with an empty new room
 - Redesign an existing space
 - Collaborate with builders, architects, and other trades people to create a new space

What is the design process?

- Programming
 - Gathering information from the client and other sources to guide the actual design
- Schematic design
 - Designer prepares sketches and compiles drawings, samples, and furniture photos to present as ideas to the client
- Design development
 - The designer prepares the final design drawings and puts together a presentation board to show the client the complete design

Design process

- Contract documents
 - Designer makes purchases for the client, involves appropriate professional for the project; and possibly initiates the bidding process for the final contract
- Contract administration
 - Involves actual construction and interior finishes, and ordering and installing furnishings and equipment

Design process

- Phases often overlap or occur at the same time
- Some projects don't go through all of the stages

Where?

- Residential-where people live
 - Houses, apartments, etc.
- Commercial-refers to business spaces where people go for services
 - Hotels, restaurants, hospitals, daycare centers, banks, and other offices

Before..

- Before beginning the design process, the designer will have a consultation with the client about his or her needs, goals, and resources for the project.
- Listening carefully is extremely important
- Understanding of the client's expectations for creating an attractive, functional environment for a home or business

Initial Consultation

- The designer and client may sign a letter of agreement
 - Spells out the scope of project services responsibilities of each party
 - The designer's responsibilities include planning and carrying out a design plan and informing the client about fees
 - The client's responsibilities include providing the designer with necessary budget information, approving the design plan, and paying the designer's fees

Letter of Agreement

- Generally requires the client to put down a retainer
 - An upfront fee the client pays to engage the services of a designer
 - Usually the designer deducts the retainer from the balance due at the end of the project
- This protects the designer and the client in the event the project never develops

Office Space

- https://www.youtube.com/watch?v=v_WDZGgsl94

Designer in S. CA

- <https://www.youtube.com/watch?v=e4EAFVvcWFI>

Phase 1: Programming

- Main purpose is to gather information from the client and other sources to guide the actual design
 - Some designers have clients fill out a questionnaire
- During commercial designs it is important to gather information about the business prior to the initial meeting

- Gather information about everyone who may use a space
 - Family members, guests, and friends
 - Do any occupants have special needs the space must fulfill?
 - Do anyone have a disability?
 - How much privacy does each person require?

Profile

- Designers generally create a profile for each occupant of the home along with profiles of guests and friends
 - A concise biographical sketch that portrays the key characteristics about the client
 - Includes details about lifestyle, space functions, household activity needs, design style preferences, and future needs

Commercial Client Profile

- Include details about business culture as well as space functions and design style preferences
 - Location of offices
 - How close they need to be to one another
 - Work flow
 - Needs of various departments
 - Accessibility of services
 - Photocopying
 - Employee hierarchy
 - Receptionist by the front entry

Adjacency matrix

- Shows the desired relationship of room and space locations

	CLASSROOMS LKG,UKG	CLASS I	RECEPTION	PRINCIPALS OFFICE	ADMINISTRATIVE OFF	SICK BAY	LIBRARY	PLAYGROUND	STOREROOM	DINING/COMMON ROOM	STAFF ROOM	PLAY AREA	ASSESSMENT ROOM	PANTRY	COMPUTER ROOM	THERAPY PARK	RESTROOMS
CLASSROOMS LKG,UKG	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
CLASS I	●		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
RECEPTION	●	●		●	●	●	●	●	●	●	●	●	●	●	●	●	●
PRINCIPALS OFFICE	●	●	●		●	●	●	●	●	●	●	●	●	●	●	●	●
ADMINISTRATIVE OFF	●	●	●	●		●	●	●	●	●	●	●	●	●	●	●	●
SICK BAY	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●	●
LIBRARY	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●
PLAYGROUND	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●
STOREROOM	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●
DINING/COMMON ROOM	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●
STAFF ROOM	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●
PLAY AREA	●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●
ASSESSMENT ROOM	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●	●
PANTRY	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●
COMPUTER ROOM	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●
THERAPY PARK	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●
RESTROOMS	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	

- NOT RELATED
- MAJOR ADJACENCY
- MINOR ADJACENCY

Criteria matrix

- The impact of specific needs on various spaces
- Including the need to control noise or provide visual privacy

Other factors

- Building codes that may affect the space design
- Fire safety codes
- Accessibility codes

Lifestyle and Function

- All the various activities that occur in the home or space
- How the client thinks about the home
 - Rest? Constant activity? Social place? Games? Music? Media? Privacy?
- Cultural influences

Space Requirements

- How much space to allow for each of the activities and functions that occur in the home
- Traffic patterns and standard dimensions of furnishing are important parts to solving the design puzzle
- Storage needs to be adequate for all of the client's belongings
- Taking inventories of household equipment, sports equipment, furnishings, clothing, musical instruments, and other items for all occupants of the dwelling are important for allocating storage space

Design Preferences

- Learning the likes and dislikes of each occupant will help in developing a design concept pleasing to all
- Visiting the client's home will give you great insight into the client's style needs and tastes

- What types of things surround a client's living space? Is the space uncluttered and have clean surfaces?
- How does the space make the client feel? Is it energizing or restful? Close and cozy, or spacious and private?
- What color scheme preferences does the client have? What backgrounds, lighting, and accessories bring comfort to the client?
- What new or existing furniture will the client want to use?
- What cultural artifacts and psychological elements seem to influence the client's taste?
- Is the client's style traditional or contemporary? Does your client prefer a vintage style?

Future Needs

- Needs and goals for a home or office often change over the years
 - Example: a young family may add more children, or change as the children grow

Questions

- 1. What is a client profile?
- 2. What is the design process?
- 3. What does home mean to you?

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Client Questionnaire

- Residential
 - 5 questions you would ask a client to find out more about them.
- Commercial
 - 5 questions you would ask a client to find out more about them.
 - They should be business specific

Creating a Residential Client Profile

Assessing the environment

- As you walk through a client's living space, you will assess a number of environmental factors about the space
- Noting even the smallest details will help you effectively meet the design needs and goals for your client.

Details to notice

- Location of functional areas
 - Where are the private, social, and work areas?
 - How do these areas relate to each other?
 - How much space does the client allocate to each functional area?
- Number and arrangement of rooms
 - Whether your client wants to develop a new design plan for a single room or for the whole house, it is important to know the number of rooms and their arrangement in the space
 - The design plan for one room can impact another adjacent room

- Storage

- Does every bedroom have adequate storage space?
- Where are other storage areas located throughout the dwelling?
- Is there adequate space for bed and bath linens?
- Does kitchen storage adequately meet client needs?
- Does your client require special storage, perhaps for sports equipment or musical instruments?

- Backgrounds

- What ceiling, wall, and flooring backgrounds are in your client's current space?
- Does your client prefer paint or wall paper? Hardwood floors or carpeting? Drapery or non drapery window treatments?

- Furnishings

- What style does your client prefer in furnishings? Is the current style traditional or eclectic?
- Does your client prefer furniture designs from previous eras, such as the Victorian or craftsman periods?
- What items will help address functional and aesthetic needs?

- Energy and environmental needs
 - What energy needs and environmental factors does your client want to meet?
 - Is replacement windows with insulated windows and low-E glass on the agenda? Is an upgrade to a high-efficiency ENERGY STAR model for the heating and cooling system in order?
 - Perhaps your client want to install an active solar system or insulated window treatments.

- Traffic Patterns
 - How do household members move through the house? Are there features that interfere with good traffic flow? What traffic flow needs does the client want to accomplish? How does traffic flow impact furniture arrangement?
- Health and safety
 - Creating a design that meets all codes and health and safety facts is essential

Taking Measurements

- An important part of successful design development is taking careful measurements
- Accurate measurements will help you calculate or verify the amounts of materials to order for a client's design concept.
- Creating a rough sketch of the floor plan for an area will help you accurately keep track of measurements

Estimating Costs

- Estimating material and labor costs may be one of the most challenging facts in determining fees for your client.
- It is essential to provide clients with itemized details of all costs for materials and labor charges.
- You will need to include overhead costs (such as business supplies and office rent and utilities) and build in profit to your budget estimation

- You may need to check several source for information about labor costs
- Obtaining price lists from quality contractors, product suppliers, trades people, and drapery and upholstery workrooms will help you create accurate estimates
- It is also important to determine who will pay for shipping and handling

Points to remember

- Paint
 - Professional painters generally base labor charges on the amount of time it takes to paint 100 square feet
 - The amount of time is then multiplied by an hourly rate
 - Factors, such as the need for scaffolding or other special equipment also influence labor costs for painting.

Points to remember

- Wall coverings
 - Labor charges for hanging wall coverings are generally on a per-roll basis
- Carpeting
 - Professional carpet installers may base installation fees per square foot or per square yard.
 - Installers will charge additional fees for removing old carpeting or moving furniture

Points to remember

- Window treatments
 - Two labor costs
 - Workroom or fabrication costs and the installer's costs
 - Cost for fabrics, rods, and hardware for hanging window treatments
 - It is not uncommon for custom window treatments to take four to six weeks or more to create

Points to remember

- Upholstery
 - Professional upholsters have shop rates based on an hourly rate plus the amount of time required to remove and replace fabric
 - Repairing frames and springs or applying special accessory trims also add time to labor estimates

Estimating and Measuring Practice

Estimating a Preliminary Project Budget

- Once you take all of the measurements required for the design concept, you will need to make many financial decisions
 - Establishing fees and developing a project budget
- Factors that enter into establishing a budget
 - Costs for products, furnishings, labor, and services vary for every project
 - Costs involved for other professionals

Designer fees and payment schedule

- Fixed or flat fee
 - You identify a specific sum to cover costs
 - One total fee applies to the complete range of services, from conceptual development through layouts, specifications, purchases and final installation
 - This requires knowing in advance every costs, the time involvement for services, and the appropriate profit margin for the complete project

Designer fees and payment schedule

- Hourly fee
 - Base the fee on the actual time you spend on a project or specific services
 - Hourly fees for interior designers can range from \$60.00 to \$350.00 per hour depending on the designer's experience and project complexity

Designer fees and payment schedule

- Cost plus
 - Purchase materials, furnishings, and services at cost
 - Then sell these items to the client at cost plus a specific percentage agreed to with the client to compensate for your time and effort

Designer fees and payment schedule

- Retail
 - Relates to the cost plus method
 - The client purchases products from the designer for the manufacturer's recommended price, but the designer orders it at a lower rate and keeps the mark up as their fee
- Per square foot
 - Used for larger commercial projects

The Preliminary Budget

- Before you begin you must have a basic idea of what the client wants to spend
- Three key areas on which the designer and client must agree
 - Direct cost, such as furnishings, construction, materials, delivery services, and/or travel costs
 - Indirect costs, such as sales taxes and contractor/delivery delays
 - Interior designer compensation

- If you realize that the available budget will not accomplish the client's design project goals, you have several options
 - Revise the design to fit the budget
 - Advise the client to increase the budget
 - Remove yourself from the project (worse case scenario)

Recording project needs

- Once you have all necessary project details from your client, it is important to put this information in writing and create the client project file
- Begin with a general statement about the design concept
- Then you can put much of the program research you acquire into an organized chart
- Identify room relationships along with needs relating to the environment, mechanical systems, and the cultural and psychological factors that influence the comfort of the space

Developing a Budget WS

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Questions

- 1. Why is excellent communication important on the part of the designer and the client when establishing a project budget?
- 2. Why are careful measurements important for a successful design plan?

Room Measurements

- Measure, the room for remodeling.
 - Record, the length, width, and the height
- How much paint will be needed?
- How much flooring will be needed?
- What are your suggestions?

Phase 2: Schematic Design

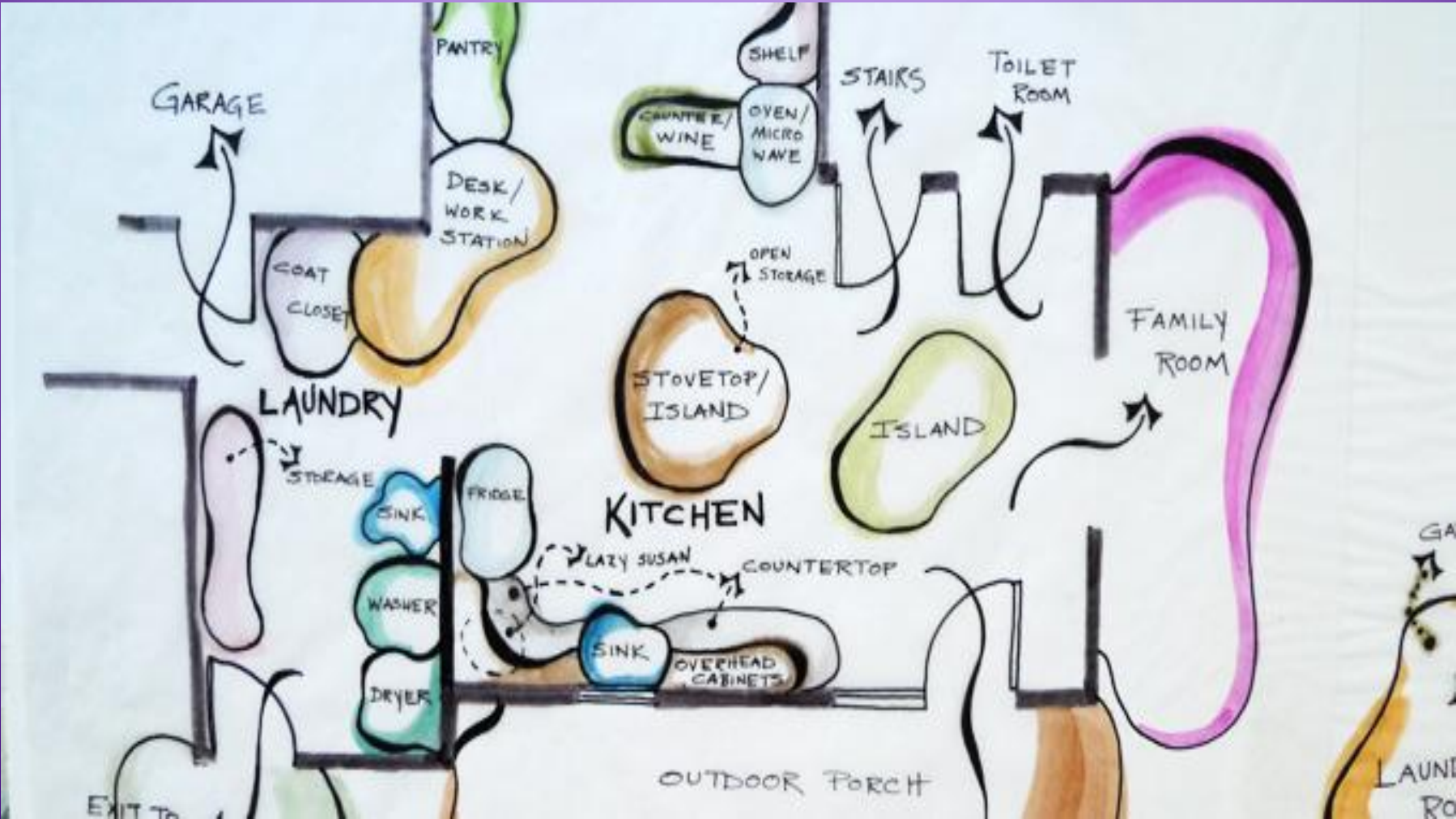
- Produce a number of schematic drawings to show space arrangements for the project
- Produce various sketches and other documents for your client's approval
- Be sure to keep a file folder for each room or area that you will be designing
- Compile drawings, samples, and photographs of furniture and accessories in these separate folders for each area.
- Place an itemized list of all items for a room or area in each folder
- Organizing the design details in this manner will be very helpful when it comes to developing the preliminary project budget

Developing space arrangements

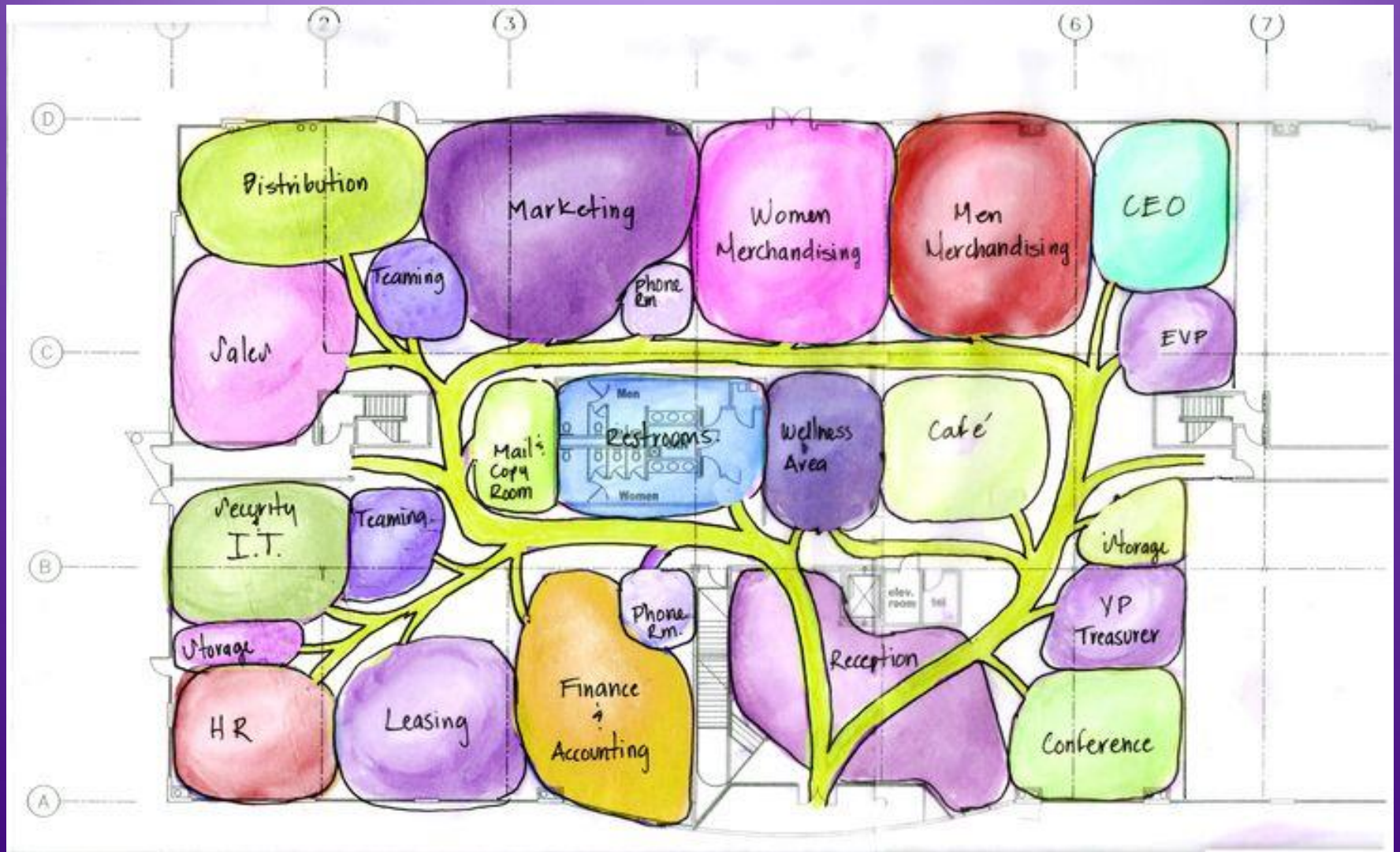
- During this phase, you will create a visual idea of what the project will look like
- Begin with brainstorming many ideas
- Drawings can be in two or three dimensions

- Bubble diagrams
 - Simple, loosely connect circles or bubbles that show the relationships of the various zones in residential designs.
 - In commercial designs these diagrams may show the proximities of offices or service.

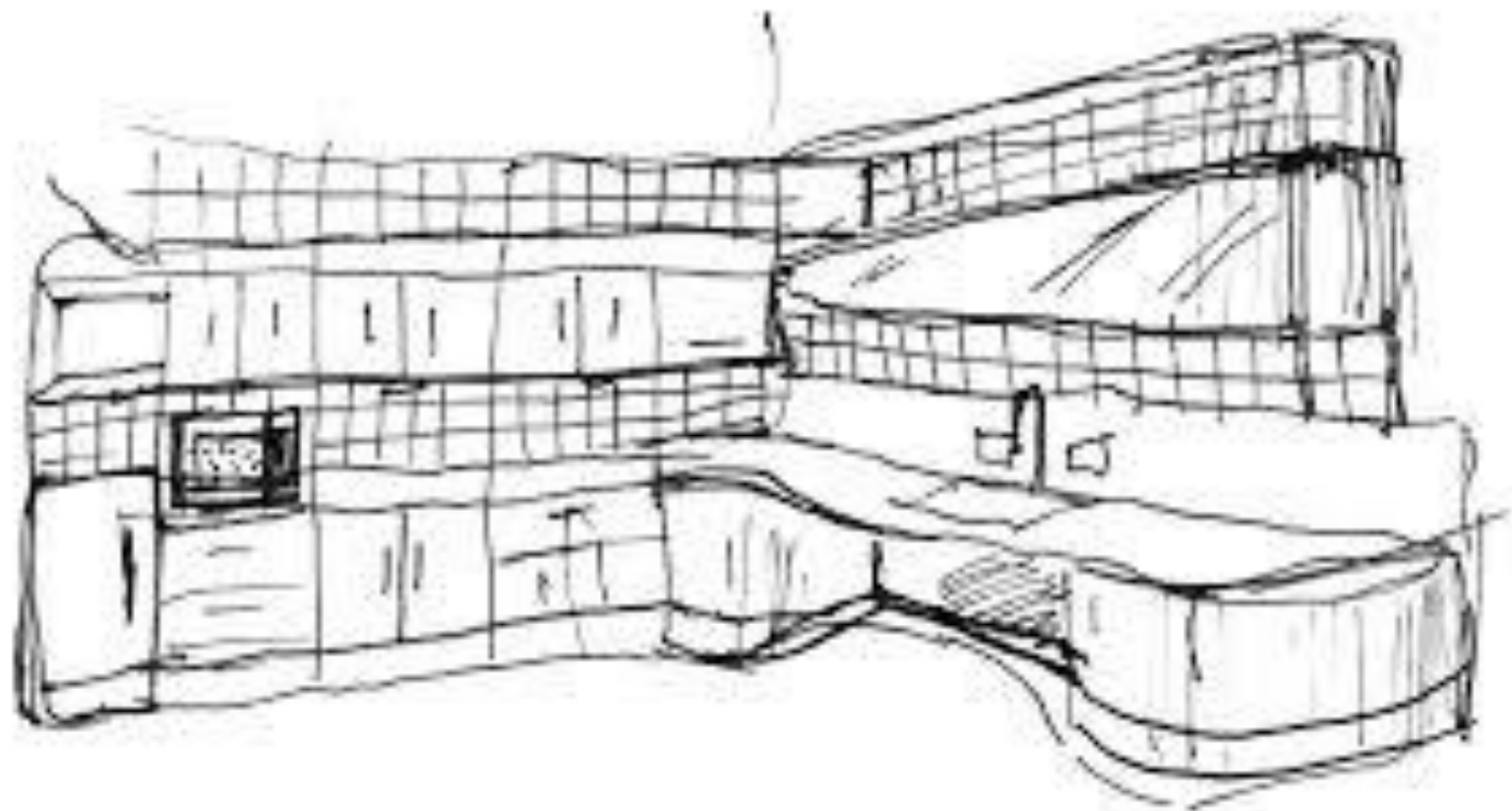
Residential

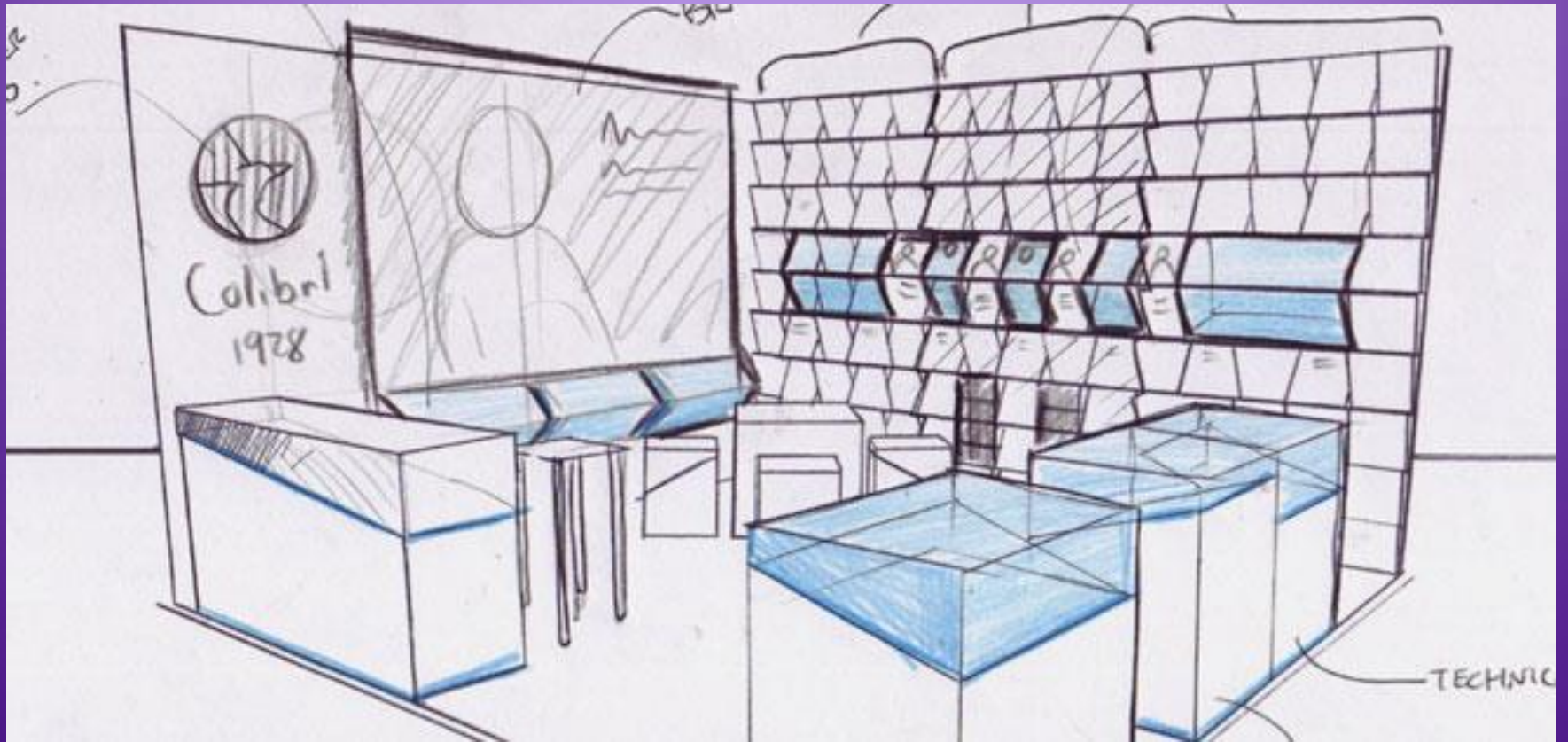


Commercial



- Rough sketches
 - Create two-dimensional rough sketches and floor plans of how the space will look
 - These sketches will show wall locations with fixture and furniture arrangement possibilities





- Thumbnail perspectives
 - These small, three-dimensional drawings will show exactly how the project will look.





- Once you have the rough sketches and floor plans, you need to plan how to arrange furniture before you actually select it
- Space planning involves placing furnishings for a well-functioning and visually pleasing area
- If working with an existing space, you will need to accurately measure it
- Area measurements let you know how much space is available in the room, an important factor to consider in how much furniture can be added
- After taking measurements, several design tools can help you develop a space plan for a functional attractive furniture arrangement

Measurements for a Scale Floor Plan

- Measure the length and width of each room
- Then measure and note the location of all the existing room features
 - Doors
 - Windows
 - Electrical outlets
 - Heating and cooling vents
 - Air intakes
 - Permanent features (fireplaces, closets, cabinets, or built-in furniture pieces)

- All measurements should include the floor placement of the features as well as their wall height
- Note whether the room or area involves an open or closed floor plan because this can also impact furniture arrangement
- Use the standard scale of $\frac{1}{4}$ inch equals 1 foot

CADD

- Computer-Aided Drafting and Design
 - Most designers now use this software for creating a scale floor plan
 - Various software programs available
 - Some include features for estimating materials
 - It saves time to generate the floor plans with a computer
 - You can view the plan in many different views

CADD

- You can position furniture in a room and move it around to consider different arrangements
- Most software allows you to produce interior wall elevations
- Virtual reality models
 - You can view the room from a walk-through perspective
 - Provides a more realistic picture that allows your client to judge how well the furniture positions meet expectations

CADD

- Takes time to learn
- It can be worthwhile if you are planning several room arrangements, working with a very challenging floor plan, or working with multiple clients

Arranging Furniture

- Start with referring back to your client profile and all of the information about how the client uses the space
 - How will the client use the furniture?
 - What space does it need?
 - How will room features and traffic flow impact furniture placement?
- Also consider elements and principles of design

Furniture and Room Use

- Every furniture piece has specific uses and requires a certain amount of space
- Furniture arrangement also depends on room use
- Consider the activities that will take place in this space and the amount of space available
- Then determine where within the room each activity will focus

- Maintain a list of furniture needs for each activity area, and determine the amount of space the furniture will occupy
 - Example:
 - Conversation area, group chairs, sofas, tables, and lamps in a full or partial circle
 - Group accessories conveniently in relation to their use
 - Pay attention to the availability of electric outlets in planning lamp placement
 - In some cases, electrical outlets may need to be added to accommodate good lighting design

Room Features

- Be sure to plan furniture arrangements around special architectural features
 - Furniture should not block a built-in entertainment center or a fireplace
 - A scale floor plan allows you to see the placement of the features
- If you have trouble visualizing furniture placement, add wall elevations to your plan and indicate the features

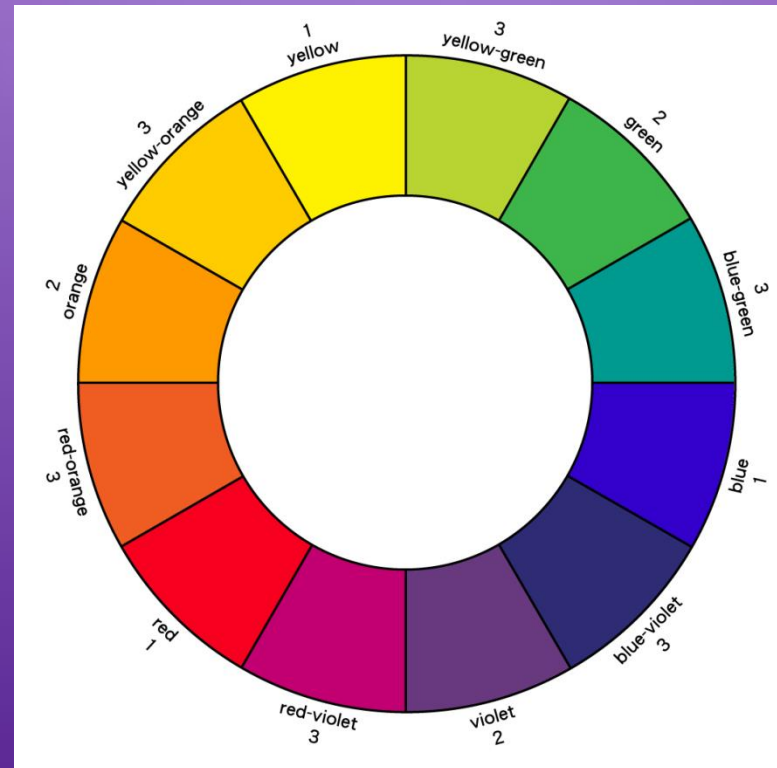
Traffic patterns

- Plan traffic patterns to include space for people to move about freely
- People should be able to easily circulate throughout an entire area
- Maintaining proper clearance space around each piece of furniture in high-traffic areas, you may want to increase the amount of clearance space
- Keep function and safety in mind to avoid creating obstacles within traffic patterns

Choosing a Color Scheme

- Using color effectively is an important part of any design plan
- Begin with the preferences noted in your client profile
 - Does your client prefer warm or cool colors?
 - Does your client want the space to be calm and relaxing or vibrant and exciting?
 - Will the client's preferred design style influence the color scheme?

- With the color wheel as your guide, consider selecting several color-scheme options from which your client can choose
- Colors should coordinate with existing finishes elsewhere in the home or space



Selecting finishes, furniture, lighting, and accessories

- Once you agree on a style and color scheme, you can begin selecting background finishes, furniture, lighting, and accessories



Background Finishes

- Treatments for floors, walls, and windows set the stage for all other details of your design
- You may be selecting paint or wall coverings, carpeting or resilient flooring, and blinds or curtains and draperies
- Your client may want to see a memo sample

Furniture

- Design style, usage, color, and fabric types will influence furniture selections
- You client may choose to order all new furniture, or may keep one piece and have you select options that complement it.



Lighting

- Provides visual comfort, safety, and beauty in a room
- Consider functional needs such as reading, crafts, or watching movies
- How will lighting enhance decorative pieces or fine art?

Accessories

- Functional and decorative aspects of accessories
- How will the accessories reflect client personality and culture?
- How will the accessories help tie together the design plan?

Finalizing the Project Budget

- Adjust anything in the preliminary budget that changed due to material cost or labor



Creating a Bid

- A statement including products, work, and fees for the project
- Includes the actual costs for the project
- Must be specific as to the furnishings, wall treatments, window treatments, floor treatments, lighting, and accessories you are selecting for the client and the installation
- Clearly list and explain the cost of your services and fees over the length of the project

Components of the bid

- Consultant fees and services
 - Examples: Architects and lighting specialist
- Subcontractor fees and services
 - The final bid must spell out the work and actual fees for the subcontractor who will be doing the work
 - You may recommend that your client obtain several bids from subcontractors
 - The subcontractor and your client should sign the final bid and contract for these services separately

The Bid

- It is critical for the final bid to include all of the work necessary to complete the project to the designer's and client's expectations in a timely manner
- Oversights in creating the bid can lead to project delays and misunderstandings between the designer and client
- Adequate planning and extremely good organization help avoid such problems

Changes

- It is unrealistic to think that clients never change their minds
- Changes often occur especially in the case of new construction or remodeling projects
- Unexpected situations may arise that require changes to the bid
- The designer or contractor will prepare a change order, a document that outlines the details of the plan changes
 - Will list the services, materials, or design changes to which the client and designer and/or contractor agree
 - There is usually a fee for change orders

Brainstorm...

- A list of possible situations that may arise in a new construction or remodeling project that require a change order?

Presenting a Bid

- When you present a bid to a client, you must be able to anticipate and answer all of the client's questions.
- This is the time to discuss and make adjustments in the bid
- Once the bid is final, you will present the client with a final contract
- After the designer and client sign the contract, work on the design project begins

Questions

- 1. What is a bubble diagram?
- 2. What does CADD stand for?
- 3. What are three things that are included in the final bid?

Room	Item	Notes	Material	Delivery	Labor
Living Room	New coffee table	search Craigslist	\$ 200	\$ 60	
	New draperies (Roman Shades)	Install ourselves	\$ 500		
	Reupholster couch	Purchase material for reupholsterer to use	\$ 75		\$ 300
	DIY Lampshade project				
	DIY throw pillows				
Dining Room	Paint walls and trim				
	New table				
	New chairs				
	DIY chair covers				
	Paint buffet				
Master Bedroom	Paint walls and trim				
	New dresser				
	Paint nightstands				
	DIY headboard				
Master Bath	Paint walls				
	New vanity				
			\$ 775	\$ 60	\$ 300
			Total Project Cost = \$ 1,135		

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Phase 3: Design Development

- Refine the design and produce the final drawings and details on color schemes and other selections
- Final drawings will include
 - Floor plans
 - Elevations
 - Renderings
- Specifications for all the work is included and includes custom design work

- Designer confirms that preliminary space plans and design concepts are safe, functional, and are aesthetically appropriate
- Plans should also meet all public health and safety requirements
 - Including building codes, accessibility, environmental, and sustainability guidelines

Professional Presentation Board

- A large mat board
 - 18 inches by 24 inches
 - 20 inches by 30 inches
- Title with your name or business name along with the name of your client
- Mount the floor plan and other items that follow

- *Floor plans, elevations, and renderings*
 - Code and label each part of your floor plan with letters and /or numbers
 - For example: you may label the furniture with letters (A, B, C, and so forth) and the walls, window treatments, accessories, and light fixtures with numbers (1, 2, 3, and so forth).

- *Selection Samples*

- Paint and wall covering for the walls and trim
- Wood finishes for furniture, cabinetry, and millwork
- Flooring finishes and materials
- Photographs or drawings showing furniture styles, window treatments, light fixtures, bath fixtures, and accessories
- Fabric swatches and trims for window treatments and each piece of upholstery
- Carpeting samples and/or photographs of the rugs you propose for the space

- Label each sample with the same letter or number code that you placed on the floor plan
 - Example: sofa labeled “A” the sample upholstery fabric and photo will be labeled “A”

- *Schedules and specifications*
 - Prepare organized charts of detailed notes, or schedules for all items that correspond to the code numbers and letters on the floor plan
 - May include features for doors and windows, electrical and plumbing fixtures, door hardware, and finishes for ceilings, walls, and floors
 - Specifications, or plans for the types and quality of materials to use, such as manufacturer and color numbers and names along with application information for finish treatments

- To obtain or order interior design products, the designer needs a way to communicate exact descriptions of these products to suppliers
 - He or she prepares written specifications to identify the name, quantity, dimensions, color, construction features, design details, and more for each item
 - Designer may record the specifications on standard hardcopy or online forms, or on custom spreadsheets he or she develops for individual projects

- Subcontractors can use the specification document for bidding purposes and easily convert the information to order forms

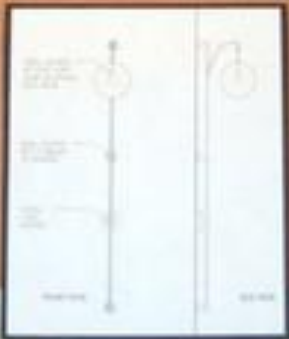


- Prepare specifications for individual pieces of furniture, identifying manufacturers, finishes, dimensions, costs, and any other important details
- Specifications also identify the manufacturers, materials, fibers, and fabric content of all the upholstery pieces, window treatments, and floor treatments
- Organize your presentation board and write your schedules and specifications clearly to communicate well and anticipate any questions your client may have about the visual design concept

PEARL FAMILY HOME — KITCHEN, BEDROOMS 1 & 2, BATHROOM



FB PEARL FAMILY
LEED CERTIFIED HOME
Registered Under GBV 2009
JAMES BRADY • PARTNER
SINCE 2010



USA...
THE...
...

Patterson Residence
Newport Beach, CA

WC

T-6

F



S-1

A-3



T-5



T-4



101-1010



101-1010



101-1010



101-1010



101-1010



101-1010



FLOOR PLAN LIVING ROOM



101-1010



101-1010



101-1010



101-1010



101-1010



101-1010

CAGE RESIDENCE
 949 W. BLUE SKY ROAD
 PHOENIX, AZ 85001



MEMBER OF THE
 NATIONAL ASSOCIATION OF HOME BUILDERS
 1500 AVENUE OF THE STARS
 WASHINGTON, DC 20004
 (800) 452-6243

Practicing

- Before making a design presentation to your client, practice your oral presentation.
- You want your presentation to be as professional and flawless as possible.
- Prepare and practice your sales skills
- As the designer you may need to encourage and coax your client to understand the details and importance of how and why you made your selections

Presenting

- Goal is to give your client a good preview of what the final project will look like
- Effective display of your board will help convey this view to the client
- You will need to give your client more details about your selections, such as the life cycles, functions, maintenance, performance, environmental features, and safety

- If your clients reject any part of your presentation, remember it is their home or business and they are the ones spending the money
- Prepare yourself to rethink any areas that cause them concern
- Once your client approves the final design, the next phase begins

Phase 4: Contract Documents

- Making purchases and getting the appropriate professionals involved in the project



- *Residential projects*

- The interior designer may act as a purchasing agent for the client and hire and supervise various contractors
 - Painters, contractors, upholstery workrooms
- Usually, you will sell these services to your client using the cost-plus method or the retail method at a marked-up cost.

- *Commercial project*
 - You will often use a bidding process before developing the final contract
 - In the bidding process designers have a chance to submit proposals on how they would complete the job
 - Each contractor must submit construction drawings and specifications for each part of the project

- Factors influencing which bidder gets the contract
 - The lowest cost
 - Not always the best option
 - Reputation for quality
 - May be a middle bid, but meets deadlines and does quality work
- When all of the contractors submit bids for the client's response and the client makes a choice, this part of the design process is complete

Phase 5: Contract Administration

- The final stage
- Involves completing the project
- The interior designer will need to prepare a punch list for all tasks that need to be completed before the end of the project
 - Construction
 - Ordering
 - Installing
- Time schedule
 - Shows beginning and ending dates for each step of the project

- In order for designers to implement their design plans, they must have access to suppliers, artisans, and trades people who offer the types of goods and services they require
- Outsource, or hire out much of the implementation work
 - Painters, faux-finishers, wall-covering hangers, millworkers, upholsters, and other craftspeople

- Building and maintaining good relationships with quality manufacturers, their representatives, and other suppliers is highly important to the designer
- Usually the designer reviews and inspects the work for quality, workmanship, and finishes
- Supervision of construction and installation of built-ins often requires a special certification and knowledge
 - [Project Managers](#)

- Project completion occurs through the following activities:
 - Completion of paperwork to make purchases, finalizing bids, and preparing necessary drawings and specifications
 - Completion of construction
 - Installation of furniture, furnishings, and equipment
 - Submission of bills to the interior designer, who in turn bills the client for payment
 - Completion of a walk-through to make sure all work is complete and satisfactory to the client
 - Most commercial jobs require a formal walk through

- Notation of missing items or damaged goods during walk-through
- Obtain and replace missing or damaged goods
- Initiation of final payments to the designer and to the contractors after all remaining items of the project are complete

Project and Time Management

- The ability or inability to develop the organizational skills for project and time management can either make or break the path to career success



- Additional tasks
 - Overseeing and coordinating the work of different trades people
 - Scheduling the delivery and installation of all purchased items
 - Inspecting all purchases to ensure that they are of the quality expected when you placed the order
 - Reviewing and approving all invoices and bills upon receipt

- The designer must be careful that this supervision does not take up more time than noted in the bid for her or his own design services
- Successful designers work on multiple projects at one time while still marketing their businesses and contacting new clients

Questions

- 1. What is included on a presentation board?
- 2. Name 2 activities that occur during project completion.
- 3. What is the interior designer's responsibility for project and time management?