

# The Fitout Process

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1 Week

## 1 Initial Project Discussion

- Project brief
- Time frames
- Tenancy location
- Design requirements
- Any existing design, style guide or fitout guidelines and lease documents
- Client inspiration

## 2 Onsite Consult

- Recap of initial project discussion
- Site inspection
- Tenancy leasing review
- Explanation of the fitout process
- Budget and finance
- Site measure
- Review access
- Request existing site plans (if available)

If you already have completed plans, skip to point 10.

## 3 Design and Management Proposal

- Based on the onsite consult you will be provided with a tailored design and management proposal for your project.
- This will generally be broken into two key areas:
  - 1 - Concept design
  - 2 - Construction documentation and approvals management

## 4 Concept Design Briefing and Planning

- Liaise directly with our design team
- Full site measure
- Formal brief
- Concept design drawings
- Where required these are provided to the Design Manager of your tenancy

## 5 Concept Design Review Meeting

- Review concept plans
- Make any required changes by client and/or Design Manager

## 6 Concept Design Sign Off

- Finalised concept plans presented for sign off by client
- Submit hydraulic and food approvals as required using approved concepts (average 4 week process for approval)

## 7 Construction Design and Documentation

- Construction estimate provided
- Full construction plans
- Specification and finishes schedule completed

## 8 Construction Design and Documentation Sign Off

- Final sign off by client and/or Design Manager
- Documents produced for authority lodgments and construction team for final pricing

## 9 Approvals

- Lodgement of any required approvals and building permits (state and project dependent)

2 Weeks

2 Weeks

1-5 Weeks

1-2 Weeks

## 10 Quote

- Detailed quote generated with full inclusions and exclusions

## 11 Contract

- Once agreed upon, a Formal Commercial Contract is to be signed and a deposit paid as per payment schedule provided in quote

1-2 Week

## 12 Project Ramp Up

- Site supervisor and project team briefed
- Materials ordered
- All scheduled trades booked
- Confirm availability and fitout program
- Site WHS prepared
- Required inspections booked
- Client meeting to discuss site rules, access and ongoing scheduled weekly site meetings

## 13 Project Commencement

- Full site induction for project team and trades
- Onsite health and safety setup
- Client site process
- document to be signed
- All required project approvals provided to Total Fitouts prior to project commencement

## 14 Construction

- Managed and constructed by Total Fitouts and their team
- Management of all trades and equipment suppliers

Average 4 Weeks

## 15 Pre-handover Site Review and Certification

- Total Fitouts organise a site review approx 3-5 days from handover to foresee anything that could affect handover
- Within 48 hrs from handover Total Fitouts will undertake their own defect checklist and rectify as required
- Within 24 hrs from handover the appointed Certifier will undertake their inspection

## 16 Client Handover

- Total Fitouts will take you through your project and do an official handover (this may include the Design Manager)
  - As a part of the handover, you will do a defects walk through
  - Any defects will be noted and a rectification schedule put in place and provided to all parties
  - The appointed Certifier will process all documents and declare site fit for inhabitation
  - Once the above is completed and agreed, you will sign a Practical Completion Certificate and make the final payment (bank cheque or direct deposit)
  - Upon payment Construction Certificates will be provided to both client and Certifier for final certification
- \* The site cannot be inhabited until approval has been received.

## 17 After Sales

- Completion of all defects and maintenance as per rectification schedule.
- Project photo shoot

