

Total Fitouts

THE FITOUT

PROCESS.



The Process

This document is to be used as a guide only.
Project timelines & process can vary.

1 Week	1 Initial Project Discussion	<ul style="list-style-type: none"> Discuss project brief Discuss expected time frames Tenancy details Request any lease documents & construction guidelines 	<ul style="list-style-type: none"> Request any existing plans or designs Gather mood boards & inspirations Open budget discussion
	2 On-site Consult	<ul style="list-style-type: none"> Recap initial project brief Complete site review (may include taking measurements) Confirm access & parking logistics for construction teams & machinery 	<ul style="list-style-type: none"> Confirm available hours of work Service testing (water, gas & electricity) Define design requirements <p><i>**If you already have completed plans, skip to point 9</i></p>
2 Weeks	3 Design & Management Proposal	<p>Tailored design & management proposal created based on the on-site consult & scoping.</p> <p>Broken down into two stages:</p> <ol style="list-style-type: none"> Concept design Construction documentation & approval management 	
	4 Concept Design Briefing & Planning	<ul style="list-style-type: none"> Detailed site measurements and review Detailed project briefing session with Total Fitouts design experts 	<ul style="list-style-type: none"> Initial concept designs created
	5 Concept Design Review Meeting	<ul style="list-style-type: none"> Presentation & review of concept including mood boards, images & samples Concept design changes submitted 	<ul style="list-style-type: none"> Concept drawings finalised by Total Fitouts design experts
	6 Concept Design Sign Off	<ul style="list-style-type: none"> Finalised concept drawings to be signed Construction estimate provided 	
2 Weeks	7 Construction Design & Documentation	<ul style="list-style-type: none"> Full technical drawings created by Total Fitouts design experts Specifications & finishes outlined & confirmed 	
	8 Construction Design & Documentation Sign Off	<ul style="list-style-type: none"> Final sign off Design approvals requested from Tenancy Manager and/or Franchisor (if required) 	<ul style="list-style-type: none"> Construction documents prepared for authority approvals (e.g. council, state regulators or building management)

1-5 Weeks	9 Approvals	<ul style="list-style-type: none"> Plans submitted for approvals & building permits 	<ul style="list-style-type: none"> Confirm certification for plans & approvals supplied by external designer
1 Week	10 Quote	<ul style="list-style-type: none"> Detailed quote with full inclusions & exclusions presented Clarification of payment schedule, terms & time frames (including project ramp up period) 	<ul style="list-style-type: none"> Confirm finance strategy (ie. lender, landlord contribution or cash)
	11 Contract	<ul style="list-style-type: none"> Quote accepted & signed Commercial Contract signed 	<ul style="list-style-type: none"> Deposit paid as per payment schedule
	12 Project Ramp Up	<ul style="list-style-type: none"> Site supervisor & project team briefed Final project schedule (including client meetings, site visits & progress payment schedule) Material availability & ordering Trades scheduled & booked 	<ul style="list-style-type: none"> Required inspections booked Client meeting to discuss site rules, access & ongoing scheduled site meetings
Average 4 Weeks	13 Project Commencement	<ul style="list-style-type: none"> Full site set up by Total Fitouts Site induction for project team & trades 	<ul style="list-style-type: none"> On-site workplace health & safety measures implemented, including signage
	14 Construction	<p>The entire project is managed & constructed by the Total Fitouts team, including management of all trades, equipment suppliers & external stakeholders.</p>	
	15 Pre-handover Site Review & Certification	<ul style="list-style-type: none"> Internal site review 2-3 days before handover to foresee any issues that could affect handover Rectification of initial defects from internal site review 	<ul style="list-style-type: none"> Equipment check Certification inspection
	16 Practical Completion	<ul style="list-style-type: none"> Defect inspection with the Total Fitouts team Practical Completion Certificate signed once all parties agree that the project is fit for its intended purpose 	<ul style="list-style-type: none"> Final payment will become due once the Practical Completion Certificate is signed
	17 Handover	<ul style="list-style-type: none"> Full handover including keys, certifications, warranties & manuals, once the final payment is received 	
	18 Post-handover	<ul style="list-style-type: none"> Any remaining defects rectified by Total Fitouts 	<ul style="list-style-type: none"> Project photo shoot Client review

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