



A short guide to the different stages any project goes through.

HOW WE DO IT

STAGE OF WORK AND WHAT WE DO

1 *Inception*
The type of project, budgetary constraints, details, and rights of the proposed site and most importantly the clients' brief will be discussed.

Depending on the project we will identify the services of Additional consultants required for structural design, mechanical and electrical design etc.

2 *Concept & Viability*
The design process is started using sketches and diagrams to illustrate our interpretation of the information gathered in the previous stage.
An approximate budget, construction programme and in some cases a cash flow forecast are prepared.

3 *Design development*
The rough sketches are formalized into plans, sections, and elevations. The finishes, fitment, and details are also finalized and we present an artists impression as a benchmark of the final product.

4 *Document & Procurement*
The plans are finalized by adding technical information and specifications required for construction as well as statutory requirements by the local authorities. A set of council drawings is submitted to the municipality for comment and approval.
The council drawing set is further developed into construction drawings for procurement of tenders and quotes. The client is advised as to the appointment of contractors.

5 *Construction*
The site is handed over to the contractor and the architect oversees the construction process to ensure the work carried out conforms to the construction drawings.
Regular meetings are held to inspect the work carried out and monitor progress on site.

6 *Close Out*
The project is closed out and we provide the client with a file containing all the information of the project.
The file will be complete with drawings, contracts, certificates, manuals, schedules etc.

WHAT YOU NEED TO DO

Have a clear idea of the goals you want to achieve with this project and also the requirements that need to be satisfied.
Bring in as much info as you can about how you want the project to look and function, the information received from the client will have a profound effect on how the architect interprets the client's needs.

Examine the concept plans to see if all your requirements have been met and give feedback to your architect.
Be honest and speak your mind, raise any concerns you might have and ask as many questions as you like even if they seem trivial at the time.

Above all have an open mind to new and different ideas, the architect's role is to advise and add value to the project.

Provide final feedback on the formalized plans and approve the proposed finishes, fitment and details.
This stage is a milestone in the development process as a change in layout, materials or finishes could have practical, time and budgetary implications of the project.

Arrange payment for the submission of the council drawings to the local authorities. Ensure that all services connections are applied and paid for.

Very little input is required at the construction stage from the client, your architect is appointed to inspect the work and to conform to the documentation and for quality control.

Keep your file in a safe place, it will contain all the necessary information for the maintenance and upkeep of your building.