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Taking the Brief - A checklist for your design project.

Name	
Date	
_	
Phone	
Fax	
Mobile	
Email	
Job Number	
Property Legal	
Description	
(dp, ct or rates)	
	ble
Type of Project	I, Office, Industrial, Hospitality, Education, Medical (refer to correct form)
ie. Domestic, Commercial	, Office, industrial, Hospitality, Education, Medical (refer to correct form)
Scope of the project Write down an overview w possible.	vith as much "Holistic Detail", i.e. what is to be achieved, flows etc, as

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Room	No.	Length	Width	Height	Photo No.	Overall Description
Entrance						
Hallway						
Living 1						
Living 2						
Living 3						
Laundry						
Kitchen						
Mudroom						
Dining						
Family						
Games						
Bed 1						
Bed 2						
Bed3						
Bed4						
Bed5						
Bed6						
Bath 1						
Bath2						
Bath3						
Shower						
WC 1						
WC 2						
Loft						
Basement						
Garage						
<u> </u>						

The spaces above should be filled out with as much detail as practical and each room photographed and measured and recorded separately. From this you will create a database of what the existing space is and the parameters in which to work from. Use the How to create a Color Scheme on the website and down load the Color Scheme System Form to work through your new scheme.

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