

**Please note:** Information provided on this form is not considered as full project brief. This information is for us to get an idea of the type of project that the client want us to engage in and thereafter we will proceed to get a proper detailed brief from the Client through an appointment meeting in person, telephonically or via any other form of audio/video communication.

# COMMERCIAL PROJECT DESIGN INTRODUCTORY BRIEF

## 1.1 CLIENT DETAILS

Name	<input type="text"/>
Contact number	<input type="text"/>
Email	<input type="text"/>
Date	<input type="text"/>

## 2.1 PROJECT DETAILS

ERF/Plot/Stand No.	<input type="text"/>
ERF/Plot/Stand area(m <sup>2</sup> )	<input type="text"/>
Site Location	<input type="text"/>
Project Budget	<input type="text"/>
Project start date	<input type="text"/>

## 1.2 DO YOU HAVE THE FOLLOWING DOCUMENTS (tick yes or no)

	Yes ✓	No ✓
Site plan	<input type="checkbox"/>	<input type="checkbox"/>
S.G Diagram	<input type="checkbox"/>	<input type="checkbox"/>
Toposurvey drawing (if site is on a terrain)	<input type="checkbox"/>	<input type="checkbox"/>
Geotech report	<input type="checkbox"/>	<input type="checkbox"/>
Zoning certificate (or filed an application for land use rezoning)	<input type="checkbox"/>	<input type="checkbox"/>
Approved plans (if there are any existing structures on site)	<input type="checkbox"/>	<input type="checkbox"/>

## 2.2 PROJECT TYPE (tick the relevant boxes ✓)

Office Building	<input type="checkbox"/>	Retail	<input type="checkbox"/>	Education	<input type="checkbox"/>
Hospitality	<input type="checkbox"/>	Warehouse	<input type="checkbox"/>	Mixed use	<input type="checkbox"/>
Healthcare	<input type="checkbox"/>	Civic buildings	<input type="checkbox"/>	Sport & Recreational	<input type="checkbox"/>
Transport	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Religious	<input type="checkbox"/>
Heritage & Culture	<input type="checkbox"/>	Research facilities	<input type="checkbox"/>	Masterplanning	<input type="checkbox"/>

## 3.1 FACILITIES (fill in the boxes below)

Required facilities	Quantity(No. of rooms)	Area size(m <sup>2</sup> )
Entertainment areas	<input type="text"/>	<input type="text"/>
Conferencing	<input type="text"/>	<input type="text"/>
Retail shops	<input type="text"/>	<input type="text"/>
Restaurants & Fast food outlets	<input type="text"/>	<input type="text"/>
Office space	<input type="text"/>	<input type="text"/>
Residential units	<input type="text"/>	<input type="text"/>
Sports & recreational	<input type="text"/>	<input type="text"/>
Medical facilities	<input type="text"/>	<input type="text"/>
Warehouse & distribution	<input type="text"/>	<input type="text"/>
Showroom	<input type="text"/>	<input type="text"/>
Manufacturing plant	<input type="text"/>	<input type="text"/>
Museum	<input type="text"/>	<input type="text"/>
Art Gallery	<input type="text"/>	<input type="text"/>
Laboratories	<input type="text"/>	<input type="text"/>
Lecture rooms	<input type="text"/>	<input type="text"/>
Auditorium	<input type="text"/>	<input type="text"/>
Exhibition halls	<input type="text"/>	<input type="text"/>
Transport Terminals	<input type="text"/>	<input type="text"/>
Server room	<input type="text"/>	<input type="text"/>
Administration block	<input type="text"/>	<input type="text"/>
Banking hall	<input type="text"/>	<input type="text"/>
Fitness & wellness centre	<input type="text"/>	<input type="text"/>
Accommodation	<input type="text"/>	<input type="text"/>
Broadcasting facilities	<input type="text"/>	<input type="text"/>
Boardrooms & meeting rooms	<input type="text"/>	<input type="text"/>
Green spaces	<input type="text"/>	<input type="text"/>
Vault	<input type="text"/>	<input type="text"/>
Master plan	<input type="text"/>	<input type="text"/>

## 3.2 DESIGN ELEMENTS & PRINCIPLES (fill in the boxes below)

Design Elements & Principles (tick yes if applicable)	Yes ✓
Curtain walls	<input type="checkbox"/>
Sky Terrace	<input type="checkbox"/>
Solar shading	<input type="checkbox"/>
Wall cladding	<input type="checkbox"/>
HVAC	<input type="checkbox"/>
Green roof & Vertical gardens	<input type="checkbox"/>
Renewables energy sources	<input type="checkbox"/>
Thoroughfare	<input type="checkbox"/>
Atrium	<input type="checkbox"/>
Mezzanine floor	<input type="checkbox"/>
Water efficiency	<input type="checkbox"/>
Energy efficiency	<input type="checkbox"/>
Smart features & Digital Technology	<input type="checkbox"/>
light wells	<input type="checkbox"/>
Exoskeleton	<input type="checkbox"/>
Indoor biodiversity	<input type="checkbox"/>
Cantilever floors	<input type="checkbox"/>
Colonnade	<input type="checkbox"/>
Sky bridge	<input type="checkbox"/>

## 3.3 OTHER SPACES or DESIGN ELEMENTS (Please specify)

## 4. SUBMISSION INSTRUCTIONS

Fill in the form and email to [admin@smadg-arch.com](mailto:admin@smadg-arch.com) You will receive a notification on email to acknowledge receipt of your form then one of our team members will contact you to discuss your brief in detail and schedule a meeting appointment or a site visit.

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