

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.

SPACE PLANNING PROJECT INTRODUCTORY BRIEF

1.1 CLIENT DETAILS

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

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

Accommodation schedule	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans of Existing building	<input type="checkbox"/>	<input type="checkbox"/>
Corporate identity and finishes guidelines	<input type="checkbox"/>	<input type="checkbox"/>

3.1 SPACES TO BE RECONFIGURED (fill in the boxes below)

Spaces	Quantity	Area size(m ²)
Entrance foyer	<input type="text"/>	<input type="text"/>
Pause areas	<input type="text"/>	<input type="text"/>
Reception	<input type="text"/>	<input type="text"/>
Boardrooms	<input type="text"/>	<input type="text"/>
Open plan office space	<input type="text"/>	<input type="text"/>
Offices	<input type="text"/>	<input type="text"/>
Executive offices	<input type="text"/>	<input type="text"/>
Server room	<input type="text"/>	<input type="text"/>
Print area	<input type="text"/>	<input type="text"/>
Storage	<input type="text"/>	<input type="text"/>
Kitchen	<input type="text"/>	<input type="text"/>
Cafeteria	<input type="text"/>	<input type="text"/>
Drivers room	<input type="text"/>	<input type="text"/>
PA and waiting area	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>
Theatre	<input type="text"/>	<input type="text"/>
Classroom	<input type="text"/>	<input type="text"/>
Staff room	<input type="text"/>	<input type="text"/>
Counters	<input type="text"/>	<input type="text"/>
Strong room/Safe	<input type="text"/>	<input type="text"/>
Record keeping	<input type="text"/>	<input type="text"/>
Laboratory	<input type="text"/>	<input type="text"/>
Bar	<input type="text"/>	<input type="text"/>
Gym	<input type="text"/>	<input type="text"/>
Workshops	<input type="text"/>	<input type="text"/>
Service bay	<input type="text"/>	<input type="text"/>
Back of house	<input type="text"/>	<input type="text"/>
Conference	<input type="text"/>	<input type="text"/>
Medical Ward	<input type="text"/>	<input type="text"/>
Banquet hall	<input type="text"/>	<input type="text"/>

2.1 PROJECT DETAILS

Name of building.	<input type="text"/>
Floor area(m ²)	<input type="text"/>
Project Location	<input type="text"/>
Project Budget	<input type="text"/>
Project start date	<input type="text"/>

2.2 PROJECT TYPE (tick the relevant boxes ✓)

Office Building	<input type="checkbox"/>	Retail/Restaurant	<input type="checkbox"/>	Education facility	<input type="checkbox"/>
Hotel/Motel	<input type="checkbox"/>	Warehouse	<input type="checkbox"/>	Mixed use	<input type="checkbox"/>

3.2 DESIGN APPROACH (tick the relevant boxes ✓)

Approach	Yes ✓	No ✓
Drywall partition	<input type="checkbox"/>	<input type="checkbox"/>
Glass partiton	<input type="checkbox"/>	<input type="checkbox"/>
Frosted glass panels	<input type="checkbox"/>	<input type="checkbox"/>
Office Blinds	<input type="checkbox"/>	<input type="checkbox"/>
Carpet floor finish	<input type="checkbox"/>	<input type="checkbox"/>
Floor tiles	<input type="checkbox"/>	<input type="checkbox"/>
Vinyl flooring	<input type="checkbox"/>	<input type="checkbox"/>
Flash plaster ceiling	<input type="checkbox"/>	<input type="checkbox"/>
Perforated ceiling tiles	<input type="checkbox"/>	<input type="checkbox"/>
Bulkheads	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling downlights	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling vent grille	<input type="checkbox"/>	<input type="checkbox"/>
Aluminum skirting	<input type="checkbox"/>	<input type="checkbox"/>
Wall paper	<input type="checkbox"/>	<input type="checkbox"/>
Vinyl branding	<input type="checkbox"/>	<input type="checkbox"/>
Demountable partition walls	<input type="checkbox"/>	<input type="checkbox"/>
Sound absorbing panels	<input type="checkbox"/>	<input type="checkbox"/>
Built in audio system	<input type="checkbox"/>	<input type="checkbox"/>
Decorative partition screen walls	<input type="checkbox"/>	<input type="checkbox"/>

3.3 OTHER (Please specify)

4. SUBMISSION INSTRUCTIONS

Fill in the form and email to 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 if necessary.

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