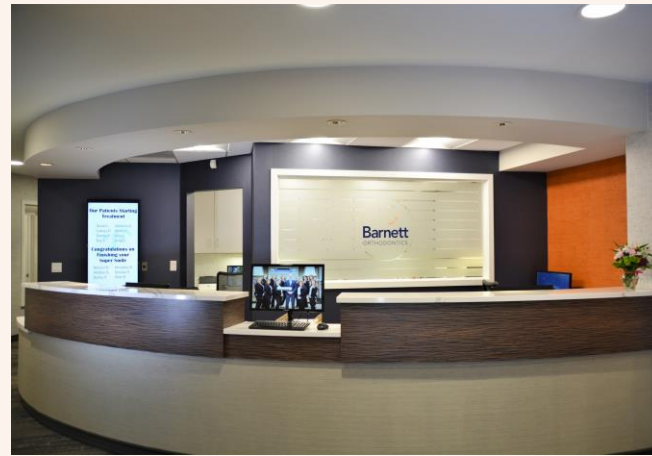


OUR OFFICE DESIGN PROCESS EXPLAINED IN 5 EASY STEPS



Contact: Carmen Costinescu
P: 614.561.1968
E: carmen@c2gdesign.com
www.c2gdesign.com

INTERIOR DESIGN & SPACE PLANNING



1. Information Assimilation

In this phase we want to understand your goals and vision for the new office to establish a solid foundation for the design process.

The information download is done through a Strategic Assessment Questionnaire that we provide and an interview with you and your staff. Just like it's important to get to know your patients, it is important to us to understand your practice, your community culture and how you work.

We discuss in detail your company background, vision for the new office, mission for your business, brand identity, existing and desired patient profiles, industry trends, competitors, services offered, etc.

We define the scope of work and how the design team will be involved during the design, documentation and construction.

We get to meet the other team members that will be working with you to complete the project: staff members, builder, architect, equipment provider, IT specialist, etc. It does take a village!

It is also important to discuss budgets, timelines, and communication procedures. Creating realistic expectations from the start helps develop a sense of trust.

We want to hear all your ideas, the more details the better. We want to see pictures of things you like and dislike, so we can build a great imagery profile for the project. But don't worry if you don't have any of these. We know you are busy running a business. We'll ask the right questions and help you navigate the process using our extensive experience in the industry.

You'll get a full report of what we understood from the conversations to make sure we are starting with a good, solid foundation.

2. Concept Development

In this phase, we translate all the information gathered in Phase 1 into design concepts and floor plan options that reflect the requirements discussed.

Space planning exercises will show options for the floor plan, circulation flow, sightlines, adjacencies of key operational areas, placement of equipment with critical dimensions, placement of furniture, and other elements through out the office.

If you have a floor plan started, but you are not completely happy with it, we'll work with you to refine it and address any problem areas.

If you have an existing office and are looking to remodel, we'll work with you to address any functionality issues.

Interior design concepts will show options for materials, finishes, colors, furnishings, light fixtures, etc. We can provide both real concept boards and digital versions. Typically, we present 2 design directions centered on information gathered in Phase 1.

We recommend a presentation in person for this phase for ease of communication. However, we have done many successful presentations online or by phone if distance and/or timing is a concern.

From floor plans and functionality, to colors, materials, lighting, etc. this is an intense meeting, and it takes some time to present and absorb. We come prepared and we want to make sure we answer all your questions. The more we have your undivided attention, the faster and better the result.

It takes more than 4000 decisions to complete the design process for an office. We know it is a lot and we will guide you along the way by presenting refined options along with product information that will help you make an educated decision. We find that most people respond well to our presentations and make decisions quickly, but we also understand when you need extra time or extra options.

At the end of this phase, we'll have a well-defined version of the floor plan and a clear direction for the design concept.

3. Concept Refinement

In this phase we refine the design concept based on feedback from Phase 2. It's all about the details.

Floor plan will be finalized based on feedback and used as a base drawing for all the other plans

Color and materials are edited and refined; the floor and wall Finish plans will detail the material designations

Lighting plan is prepared along with cut sheets and pricing for the proposed light fixtures

Reflected plan is prepared along with any necessary section details

Elevations for relevant areas are completed to communicate intended design

Cabinetry elevations are developed for review. We'll work with your staff to make sure all the functional requirements are covered for areas such as: reception, sterilization room, lab, etc.

Proposed options for furniture, fabrics, art and décor are prepared for review

At the end of this phase, you will be able to review a set of drawings with all the information described above. Your feedback will be incorporated in the final drawings.

4. Design Development

This is the “making it real” phase. We take your feedback from Phase 3 and finalize the design development drawings (DD Set). This set contains all the detailed drawings, along with specification and designations for all finishes, materials, and products used.

At the end of this phase, you will receive a set of drawings (DD set) with final and complete information, detailing the design concept. The DD set typically consists of:

1. Overall floor plan with dimensions
2. Floorcovering plan with material designation and specifications
3. FFE plan showing furniture and equipment layout
4. Wall finish plan with material designation and specifications
5. Lighting plan and lighting specifications
6. Reflected ceiling plan
7. Elevations
8. Finish schedule, room schedule, plumbing specifications, door types.

This set can be delivered as PDF set, paper set printed to scale, and as an AutoCAD file. The AutoCAD file can be used by architect, builder and/or other fabricators working on the project to communicate precise information, save time and reduce the duplication of any work.

Part of this phase, we respond to questions from architect, builder and/or other contractors to clarify design intent, any details or specifications as needed.

Furniture cost and specifications are also completed and presented at the end of this phase.

5. Implementation

The design team will continue to assist the owner with coordination and implementation during and after construction as needed

Every project is unique and it's hard to anticipate exactly what this phase will bring. Here are examples of the services that we provided for past projects:

On site checks during construction

Reselections for materials or products that have been discontinued since design or have a longer lead time than the project would allow.

Communication with builder, contractors, vendors and installers

Value engineering solutions if desired by owner

Review of shop drawings for millwork

Review of plumbing submittals

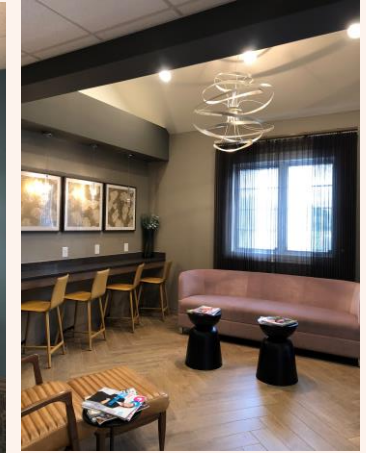
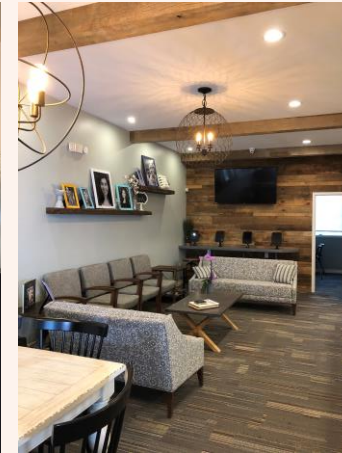
Review of material submittals

Coordination for signage design, production and installation.

Art and décor sourcing, procurement and installation

We would love to work with you on your next project!

Please contact us for a free consultation.



Contact: Carmen Costinescu
P: 614.561.1968
E: carmen@c2gdesign.com
www.c2gdesign.com

INTERIOR DESIGN & SPACE PLANNING

