

How I work: The Process & The Phases



WHAT DO YOU EXPECT FROM A DESIGNER?

Working with a professional designer can seem daunting if it's something you haven't done before. How do you select a designer? What do they expect from you? How much should you be involved? The questions can be endless.

While each designer has their own style and process, there are a few basics we've outlined for you, including things you can prepare to ensure the first and subsequent meetings are productive ones.

WHAT KIND OF INTERIOR CONSULTANT DO YOU NEED?

Depending on a number of factors, including the size and scope of your project and / or your design needs, you could choose to work with one of the following:

- Hire an **INTERIOR DESIGNER** if you need to move walls and/or design a new space. They work with computer programs like Chief Architect; Auto Cad; Sketch-up; Punch; 20/20 etc. to efficiently design a whole space (residential, retail, office, commercial) or a single space like a kitchen, bathroom or office.
- Hire an **INTERIOR DECORATOR** if you need furniture space planning, room refreshing with paint, drapery, fabric, furniture and accessories. (Some Interior Designers offer this service as well)
- Hire a **HOME STAGER** if you are preparing to put your home on the market and 'de-personalize' your space to achieve a quicker more profitable sale.

***Note:** each professional consultant has very different skill sets including – (**education, expertise and experience**). Whomever you choose, make sure that they are involved in the process from the get go.

WHAT IS THE DESIGNER'S ROLE IN MY PROJECT?



Depending on what type of **Interior Consultant** (see above) you select and their areas of expertise, their responsibilities can vary. Let's assume you need an **interior designer**...

Interior Designers will typically provide you with concept floor plans, elevations and 3D room views based on a detailed understanding of your communicated personal needs.

They also recommend **space specific products** and/or can **design products**, built-in millwork and/or furniture pieces to work within the floor plans they created. Some designers will coordinate the entire project, while others will simply offer trouble-shooting strategies when and if problems arise. They can and **should work hand in hand** with your **Architect** and/or **Builder** to ensure all created design elements are understood & implemented.

HOW SHOULD YOU PREPARE FOR THE DESIGN MEETING?

Even if you are just beginning to think about building or renovating your office, there are things you can do to ensure the first design meeting is productive. From clipping images you like and making lists, to measuring your space and outlining a budget, it's important to gather materials that will help communicate your vision to the designer.



At **Jan Addams Design** I offer a **FREE 20-minute Phone Consultation** to answer some of your renovation or building questions. We even give you **8 Key Deciding Factors** to help you decide what to do. [Book Your Complimentary Session Here](#)

Want more help? Fill-in our simple **Style & Space Options Survey** – this is mainly for residential clients but the 'style component' you may find useful in determining what you would like your space to look like. Send it to us via email to help us drill down to exactly what you really want, need and must have.

VISUALLY COMMUNICATE YOUR IDEAS

Even as you begin to dream about your new space, you can put together a file folder of images that reflect your lifestyle and your vision for the new space. Photos, magazine clippings, ads, articles and samples will help the designer to visually understand your tastes and preferences.



At **Jan Addams Design**, we use online tools such as [Pinterest](#) to get a quick overview of your style and then transfer the decided upon style to a Password Protected Page where your Interior Consultant keeps all your project information Focused, Accurate, Current and Tangible for you to review 24/7 and print out at your leisure.



DO SOME HOMEWORK ABOUT YOURSELF & YOUR TEAM

Assessing your current Office Space over a period of time, both its positives and negatives, provides your designer with invaluable information.



Things like...

- Does your current space **inspire** or **depress** you? Why?
- Are you considering **downsizing** or **upsizing** with new company needs?
- Do you like '**Open Concept**' space design, **private offices** or, a blend of both?
- Do you have enough light, sound control & storage?
- What kind of furniture and equipment do you have and need?
- Do you work from home?
- These are critical to help them understand how you work in your space so they can design around your wants and needs.



IMAGINE YOURSELF IN THE NEW SPACE



How will you use your new office space? Is it a social gathering place for, or an efficient utility? Honest answers to these types of questions will suggest the functional capacities you require.

Now it's time to bring your dream into a '**realistic view**'.

SELECT YOUR EQUIPMENT FIRST



Office Space planning is critical to offer the highest **ROI** for the space (rent isn't cheap!) so it stands to reason that you should spend time researching the type of space that will be able to expand and grow with your company's needs.

Your first step in the process is to **equipment and office furniture** you want to use on a daily basis. A large U-shaped desk or boardroom table can dramatically impact the space allocation in the room.

Next select your **lighting fixtures, flooring and counter materials** ie granite, composite or laminate as these influence the project budget allowance and colour direction. It is best practice to provide these preferences to your designer early.

OUTLINE YOUR BUDGET



Building and Renovations come in many shapes & sizes, ranging from simple to luxurious.

Sharing an initial budget outline with your designer tells them a lot about your project and the parameters they will be working within. When you outline your budget, be sure to factor in design and construction fees as well as other product installation costs. Plus, always have at least a 25% 'contingency fund' available. If you don't use it for your project it still offers you peace of mind and/or a much deserved vacation after the project is completed!

At **Jan Addams Design** we provide you with a simple budget guide.

UNDERSTANDING TIMELINES IS A TWO-WAY STREET



Once your designer receives your blueprints or measurements of your space, the design development process (PHASE 1) typically takes from one to three months (depending on the scope of the project). Some designers request a retainer to initiate work as a fee serves to confirm your place as a current client.

At **Jan Addams Design** we offer several Design Packages to suit every project need.

***Note:** Any scheduling deadlines you may have – a wedding, graduation or holiday – should be communicated early for the project timeline to be developed.

Time to Begin the FUN Part!

Your homework is done and it time to begin!



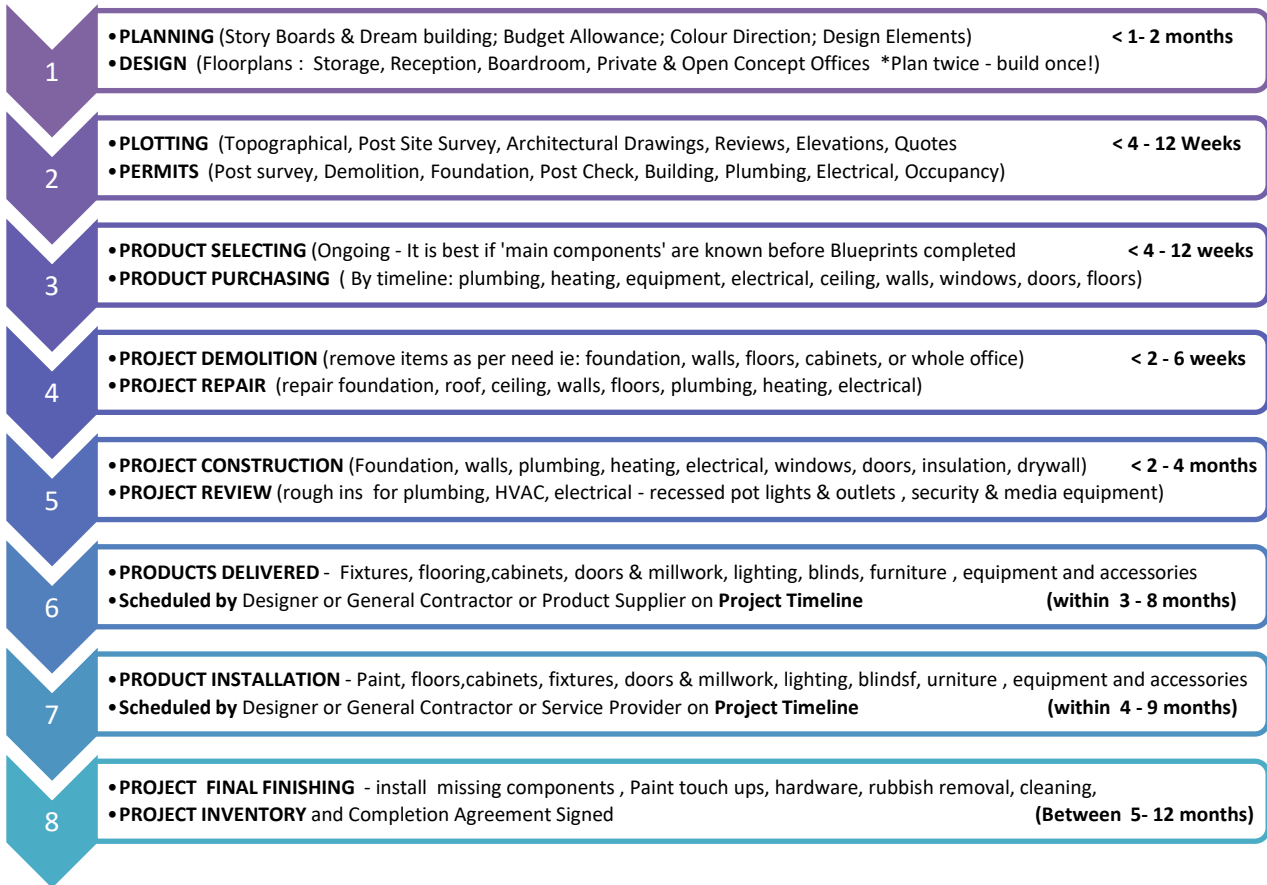
The Founder & Principal Interior Designer of **Jan Addams Design** - will meet you **online via Zoom** at the beginning of your relationship in order to thoroughly understand your space, vision, preferences and needs. Afterwards a regularly scheduled meeting on the phone or Zoom will keep everyone focused on the current tasks to ensure the project's budget and time are always on track.

Be prepared for each meeting and know it is always appropriate to ask questions and request samples of products and finish details before you place any orders.
(*Onsite Design services are available in the Metro Vancouver, BC. Outlining areas are by Travel Request.)



The 8 PHASES of Build New or Renovating

(*Average Estimated Timeline for 1500 – 5000sqft Office – 3 to 12 months from Concept to Completion)



Book a 20 Minute FREE Phone Consultation with Jan Addams & see if You are ready to

>>> [Design your DREAM SPACE?](#) <<< [CLICK THIS LINK](#)