

Interior Designer's Service Checklist

INTERIOR DESIGNER'S BUSINESS SCHOOL

Project Name

Whether you're a client thinking about hiring a designer or a designer thinking about what services you will provide, use the checklist to see how using an interior designer can benefit each project.

CLARIFYING WHAT THE PROJECT IS AND WHAT NEEDS TO BE DONE

- Define and outline the deliverables and scope of the project
- Interpret client needs to define stages, timelines and budgets
- Help clarify the specific requirements or functions of the project
- Clarify the process, stages and approvals in order to complete the project in full
- Undertake feasibility studies to see if a project is a worthwhile investment
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CREATING THE VISION & TRANSLATING IT INTO SOMETHING TANGIBLE

- Provide 3D visualizations
- Lifelike 3D renders
- Moodboards
- Material boards
- Sample boards
- Idea boards
- Room layouts
- Draw up plans
- Make scale models
- Create maquettes
- Draw scaled room layouts
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CHOOSING THE BITS & PIECES TO MAKE THE VISION COME TOGETHER

- Recommend specific furniture
- Help with choosing décor items
- Recommend the right size, colour and style of window treatments
- Recommend wall, floor and ceiling finishes
- Recommend sanitary items finishes
- Recommend equipment (such as ovens, washing machines and dryers)
- Design and create bespoke joinery (including TV walls, desks and walk-in wardrobes)
- Recommend soft furnishings, art and fabrics to tie the room together
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PROVIDING THE DOCUMENTATION REQUIRED TO COMMUNICATE THE PROJECT

- Provide detail design drawings, schedules and specifications for builders
- Create 3D views or room elevations to set out detailed information (such as tile layouts for bathrooms)
- Provide the documentation required for regulatory purposes
- Provide specialists such as joiners, furniture designers and upholsterers with drawings for manufacturers
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OVERSEEING THE PROJECT TO MAKE SURE EVERYTHING ENDS UP AS IT SHOULD

- Project Management (scope to be individually agreed)
- Take deliveries of small items or stay on site to take and sign for deliveries
- Check deliveries to see if items have been delivered without damage and are as per the order / specification
- Shopping and delivery service
- Oversee tradesmen's work to ensure it is inline with the design and brief
- Coordinate all consultants information (such as audiovisual engineers, kitchen designers etc.)
- Provide a contract administrator role for the construction phase
- Ensure the furniture fittings and equipment are installed in line with the design.
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ADDING THE FINISHING TOUCHES TO COMPLETE THE PROJECT TO PERFECTION

- Shop for or source final items to pull the scheme together or create a specific feel or mood
- Position décor and furniture items to help create a specific result
- Create vignettes to present décor items in the desired way
- Arrange furniture to compliment the space
- Add the finishing touches to create different moods
- Turnkey service (scope to be agreed individually)
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