

# Interior Designer's Service Checklist

INTERIOR DESIGNER'S BUSINESS SCHOOL

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.

Project Name

## 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
- ☐
- ☐
- ☐

## 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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