



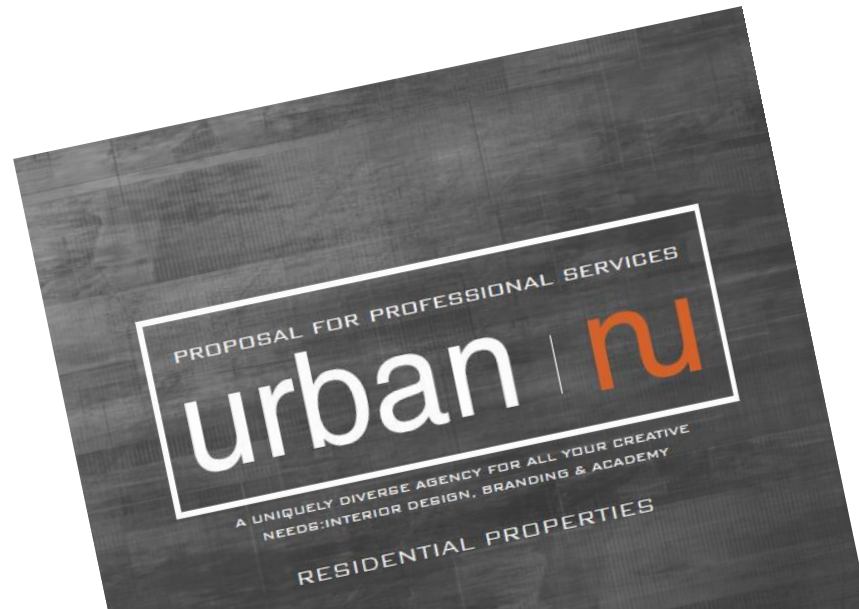
Commercial Design Process

Step by Step

Stage 1 - Initial Client Contact & Survey

- An Urban Nu interior designer will conduct a site survey and client meeting.
- A meeting report will be issued to the client (within 48hrs of site visit), which will act as the client brief.

Stage 1 - Initial Client Contact & Survey



urban | nu Meeting Report

Report Nos	01	Client	*****
Project Name	*****	Meeting location	*****
Project Number		Date	11 TH MARCH 2019
Present	NAME ALL PEOPLE AT MEETING	Distribution	ENTER ALL PEOPLE WHO WILL BE WORKING ON PROJECT DESIGN

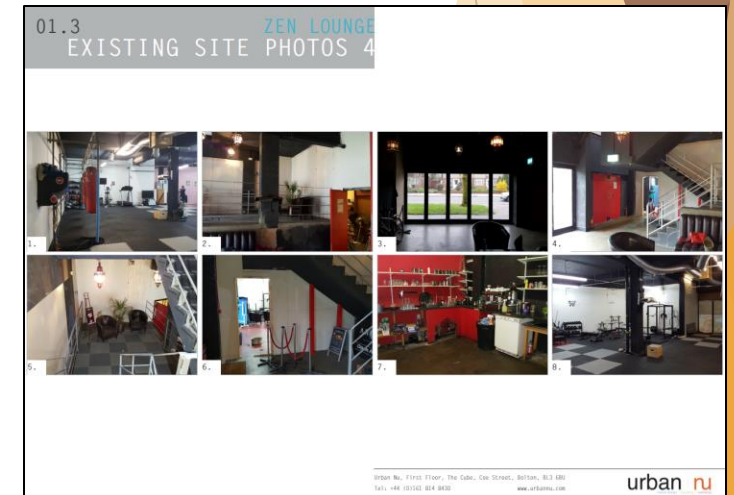
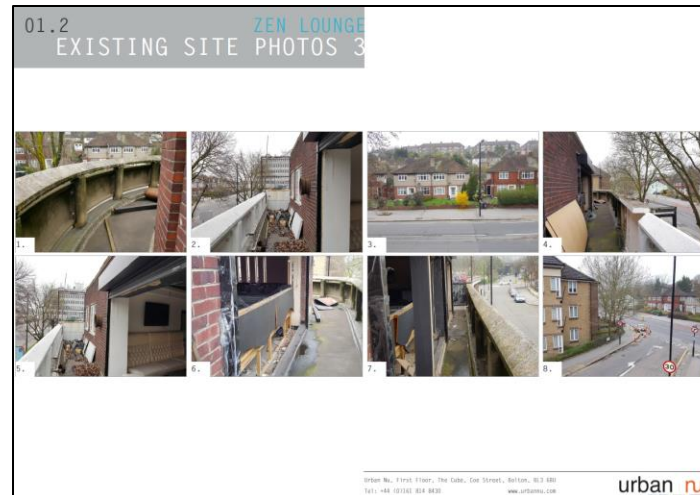
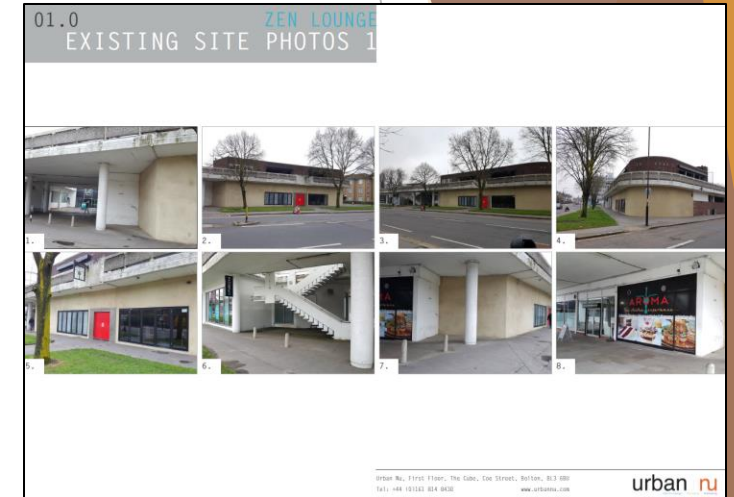
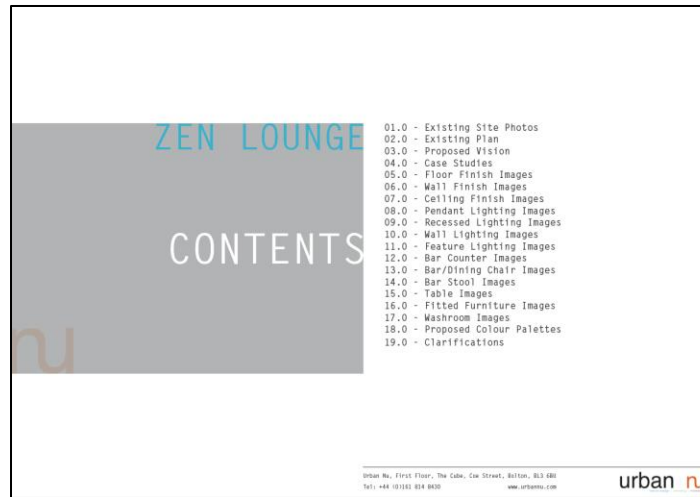
Meeting Summary: General Site Works		
Item	Discussion Point	Owner
1.0	Interior Design	
1.1	Proposal – A showroom/meeting space for designers and clients to browse and examine different range of products including kitchen & bar facilities, furniture, floor & wall finishes etc. There will be chefs coming to perform live cooking in the kitchen display and bartender coming to make cocktails using client's contracted alcohol.	All note.
1.2	Target audience will be designers and clients who's looking for a space for meeting and be able to see a variety range of products, client and the staffs.	All note.
1.3	No works to storage room.	All note.
1.4	Clients would like to use products from the companies that they have worked with, for example: Altro wall/ floor/ ceiling, Vtec, Pura Flor, Havdwood, Sunbury etc.	All note.
1.5	Scope of work: Seating area Presentation or mock up room Meeting room X 2 Kitchen display Bar display Office space Library Staff's kitchen Sales area Toilet Two private offices	
1.6	The door near the entrance needs to be removed.	All note.
1.7	Client would like to have a glazed double door, Client is happy to keep the ramp for disable access.	All note.
1.8	On the left-hand side wall near the entrance client would like to have a display for commercial kitchen products.	All note.
1.9	There will be live cooking carry out in the kitchen display, client would like to have a shabby chic kitchen display.	All note.
1.10	Client would like to have a high-end bar area, where would be bartender coming make cocktails, clients mentioned to have an alcohol display behind the bar.	All note.
1.11	Concept	All note.

OUR FEES			
FIXED FEE:	£*****		
FEE PAYMENT INSTALMENT TERMS			
DEPOSIT:	DUE ON ACCEPTANCE OF QUOTATION AND TERMS	£*****	FEES STATED ARE INCLUSIVE OF VAT
WEEKLY:	WEEKLY PAYMENTS OF £500 FOR 3 WEEKS, DUE FRIDAYS COMMENCING 1ST FRIDAY, WEEK AFTER SITE SURVEY	£*****	FEES STATED ARE INCLUSIVE OF VAT
INCLUSIONS:	INCLUDES TRAVEL COSTS & EXPENSES FOR SITE SURVEY.		
EXCLUSIONS:	EXCLUDES PRINTS (PHYSICAL COLLATERAL) , PROVISION OF SPECIALIST DRAWINGS SUCH AS MECHANICAL & ELECTRICAL, FIRE, ALARM, KITCHEN , CCTV, MUSIC SYSTEMS, VENTILATION, BESPOKE JOINERY FURNITURE AND/OR ITEMS FOR CONSTRUCTION / MANUFACTURING. FEES FOR LANDSCAPE DESIGN. FEES FOR LOCAL AUTHORITY. FEES FOR OTHER PROFESSIONALS SUCH AS BUILDING CONTROL OFFICER, CDM COORDINATOR, ARCHITECTS, PLANNING CONSULTANTS & STRUCTURAL ENGINEER. THESE SERVICES ARE PAID DIRECTLY TO THE RELEVANT PROFESSIONALS BY YOURSELVES. ALTERNATIVELY, YOU CAN REQUEST THAT WE CAN PROVIDE AN ADDITIONAL SEPARATE QUOTATION TO CARRY OUT THE AFOREMENTIONED SERVICES WHERE APPLICABLE. THIS QUOTATION WILL COVER ALL REQUIRED FEES AND OUR TIME FOR FACILITATING THE SERVICES.		
FIXED COST RATE FOR ADDITIONAL WORK:	£350 DAY RATE.		
TOTAL:	£*****		

Stage 2 - Concept Design Presentation

- Concept Presentation will be emailed to client and discussed via a video conference meeting.
- The purpose of the stage is to help Urban Nu have a better understanding of the clients vision for their project.

Concept Design Presentation - example



Concept Design Presentation - example

Continued....

03.0 ZEN LOUNGE
PROPOSED VISION



Proposed Vision
A Thai restaurant to the ground floor with a Shisha lounge to the first floor, both coming under the name of Zen Lounge.


The Thai restaurant will be presented in a colour palette of red and gold, with a strong feature ceiling design to emphasise the high ceilings.

The shisha lounge will be chilled with a monochromatic colour scheme.

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04.0 ZEN LOUNGE
CASE STUDY 1



1. Mahoula Lounge Mayfair, London 2. 3. 4. 5. 6. 7. 8.

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04.2 ZEN LOUNGE
CASE STUDY 3

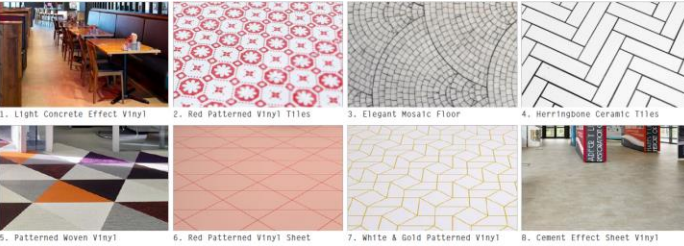


1. Slub Lounge Club, Barcelona 2. 3. 4. 5. 6. 7. 8.

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05.0 ZEN LOUNGE
FLOOR FINISH IMAGES 1

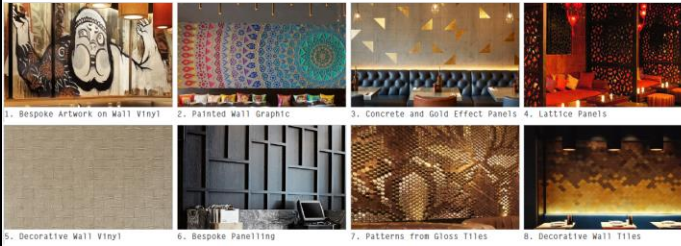


1. Light Concrete Effect Vinyl 2. Red Patterned Vinyl Tiles 3. Elegant Mosaic Floor 4. Herringbone Ceramic Tiles 5. Patterned Woven Vinyl 6. Red Patterned Vinyl Sheet 7. White & Gold Patterned Vinyl 8. Cement Effect Sheet Vinyl

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06.0 ZEN LOUNGE
WALL FINISH IMAGES 1




1. Bespoke Artwork on Wall Vinyl 2. Painted Wall Graphic 3. Concrete and Gold Effect Panels 4. Lattice Panels 5. Decorative Wall Vinyl 6. Bespoke Panelling 7. Patterns from Gloss Tiles 8. Decorative Wall Tiles

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07.0 ZEN LOUNGE
CEILING FINISH IMAGES 1



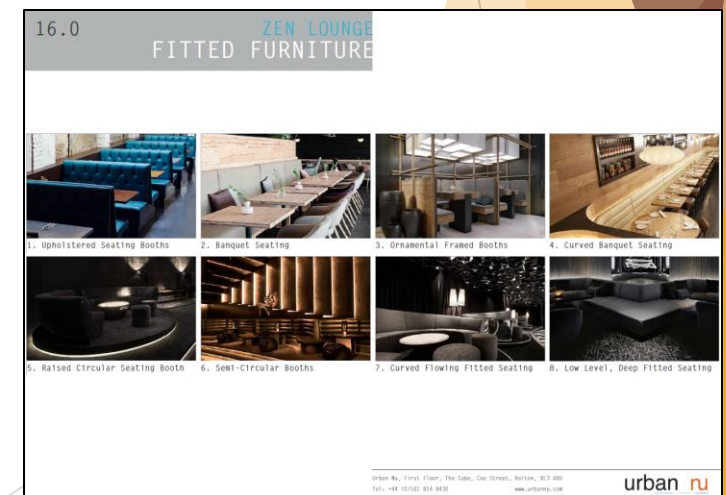
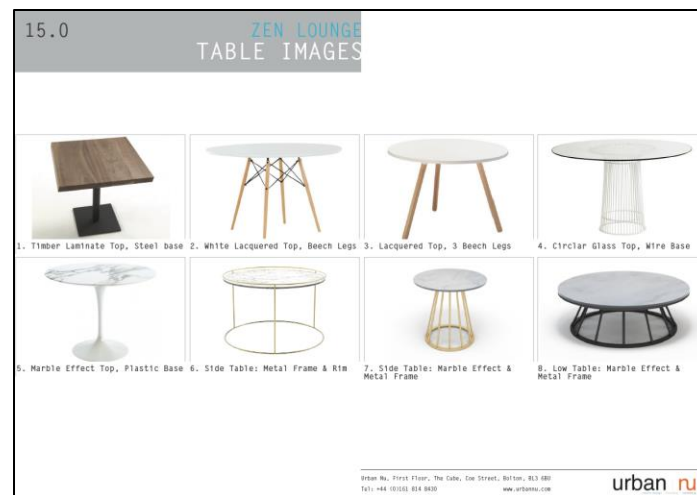
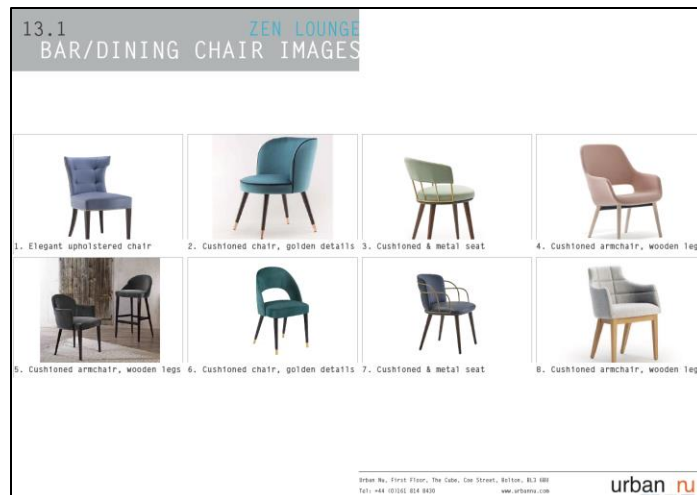
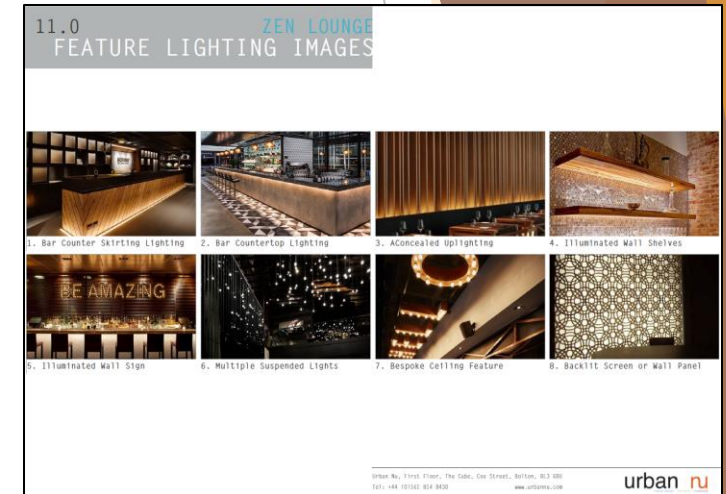
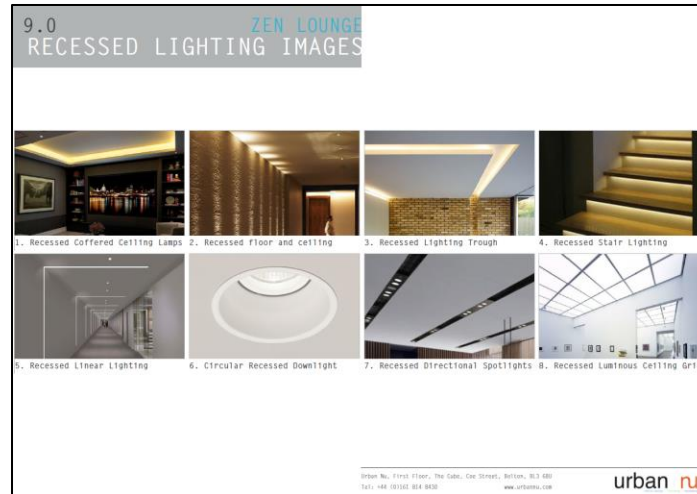
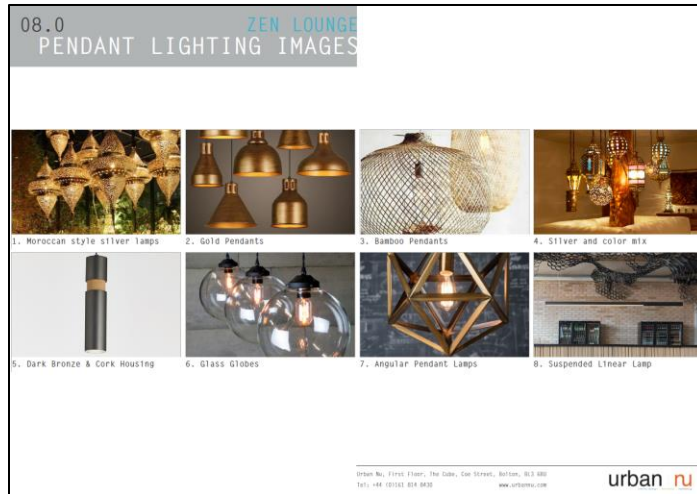
1. Paper flowers feature ceiling 2. Cherry blossom feature ceiling 3. Lights feature ceiling 4. Pots feature ceiling 5. Lattice framework 6. Bespoke Ceiling from Drumsticks 7. Lamps as Ceiling Finish 8. Suspended framework

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Concept Design Presentation - example

Continued....



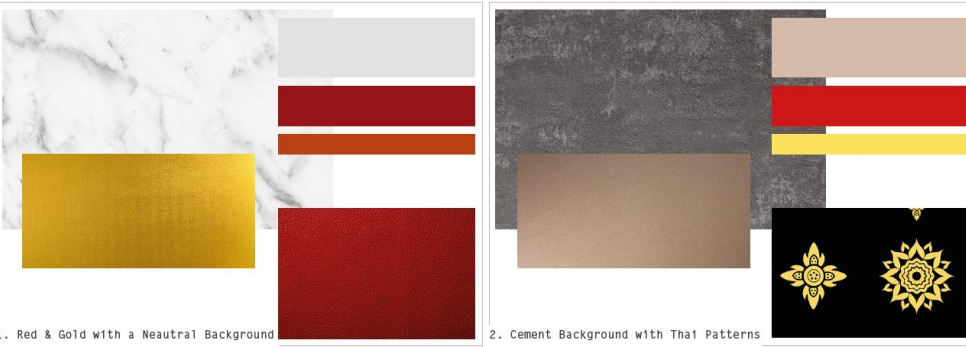
Concept Design Presentation - example

Continued....

18.0

ZEN LOUNGE

COLOUR PALETTES 1



1. Red & Gold with a Neutral Background

2. Cement Background with Thai Patterns

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19.0

ZEN LOUNGE

CLARIFICATIONS



Clarifications:

The items listed below are to be designed and installed by specialist consultants/contractors as appointed by the Main Contractor;

1. Heating.
2. Cooling.
3. Emergency lighting.
4. Escape signage.
5. Smoke & heat detectors.
6. CCTV cameras.

We assume there is sufficient power supply to the building for all proposed works.

Client to gain all required local authority applications such as Building Regulations, Planning and Advertisement Consent.

The client will be required to pay fees for all local authority applications, if required.

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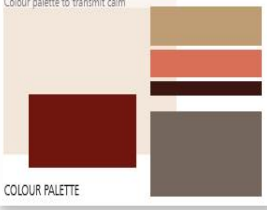
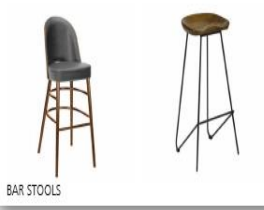
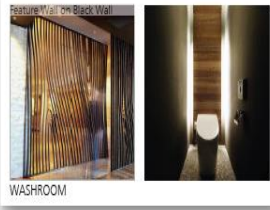
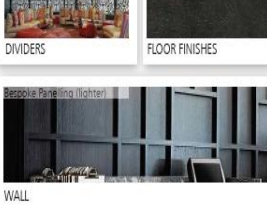
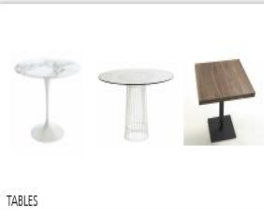
Stage 3 - Moodboard

- Urban Nu will issue a mood board to summarise the clients preferred concept ideas.
- The mood board will be emailed to the client, and a sign-off will be requested via email before progressing to stage 4.

Mood Board - example

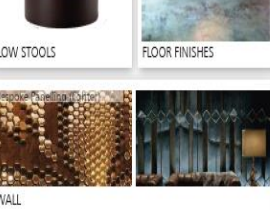
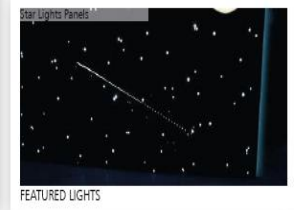
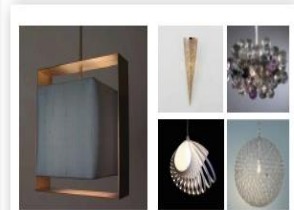
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interior design | branding | marketing

ZEN LOUNGE - THAI RESTAURANT (GF)



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interior design | branding | marketing

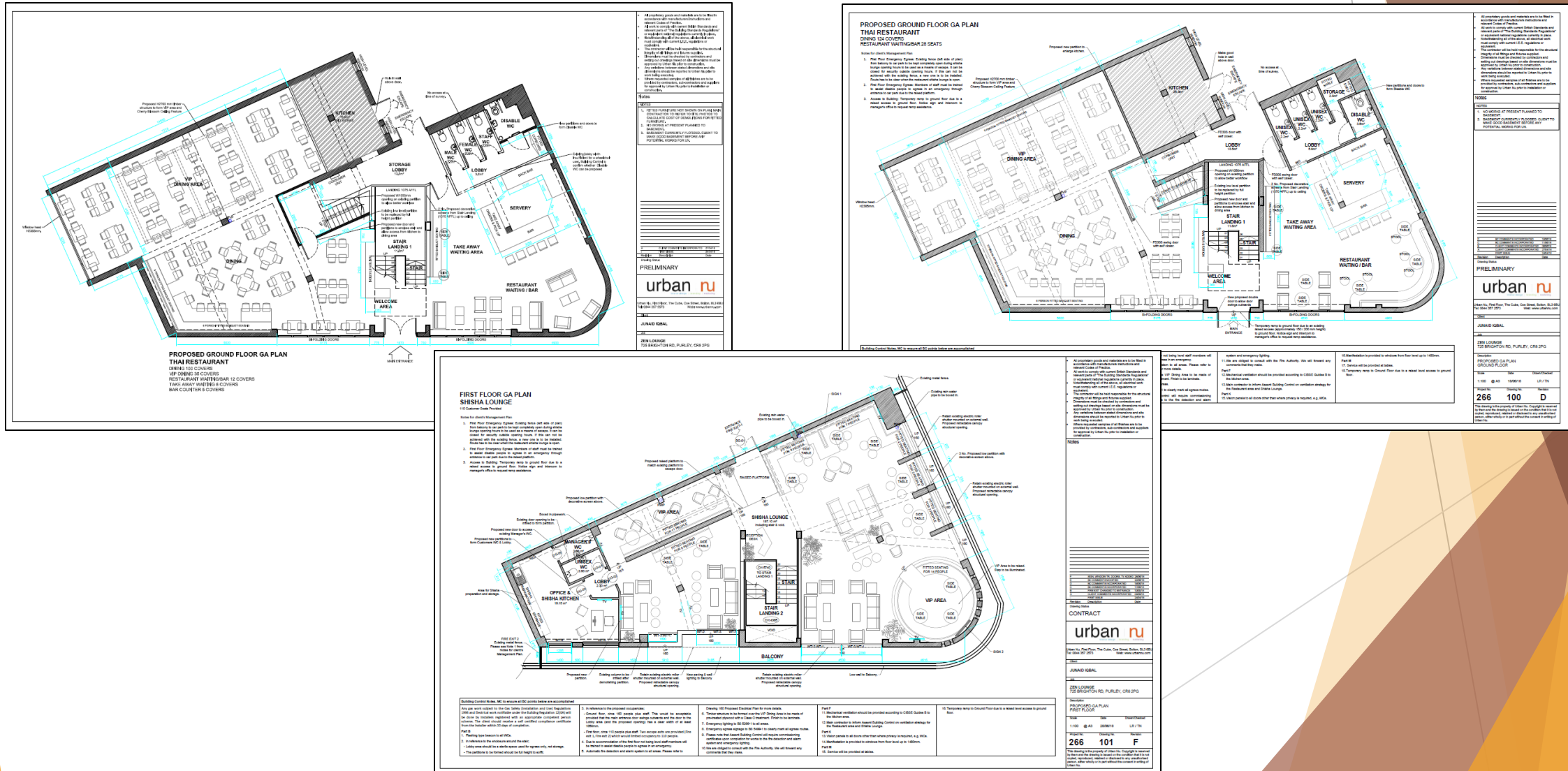
ZEN LOUNGE - SHISHA LOUNGE (FF)



Stage 4 - Space Planning

- Urban Nu will issue up to 3 proposed GA Plans to the client for review and, if any, amendments.
- Urban Nu will amend until one plan can be signed-off via email before progressing to stage 5.

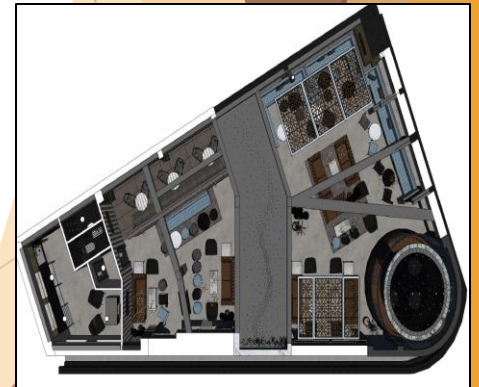
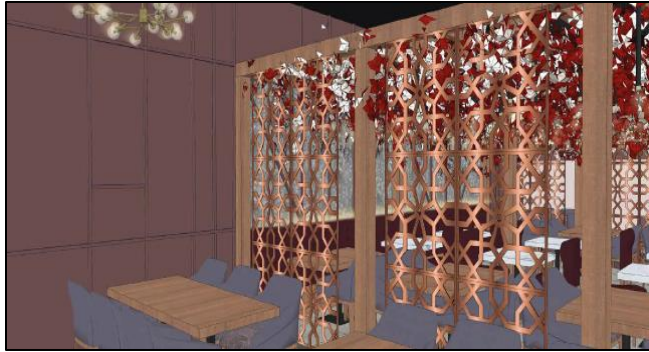
Issue minimum of 3 layout options to show client, Client WILL sign off this stage before moving on to 3D visuals



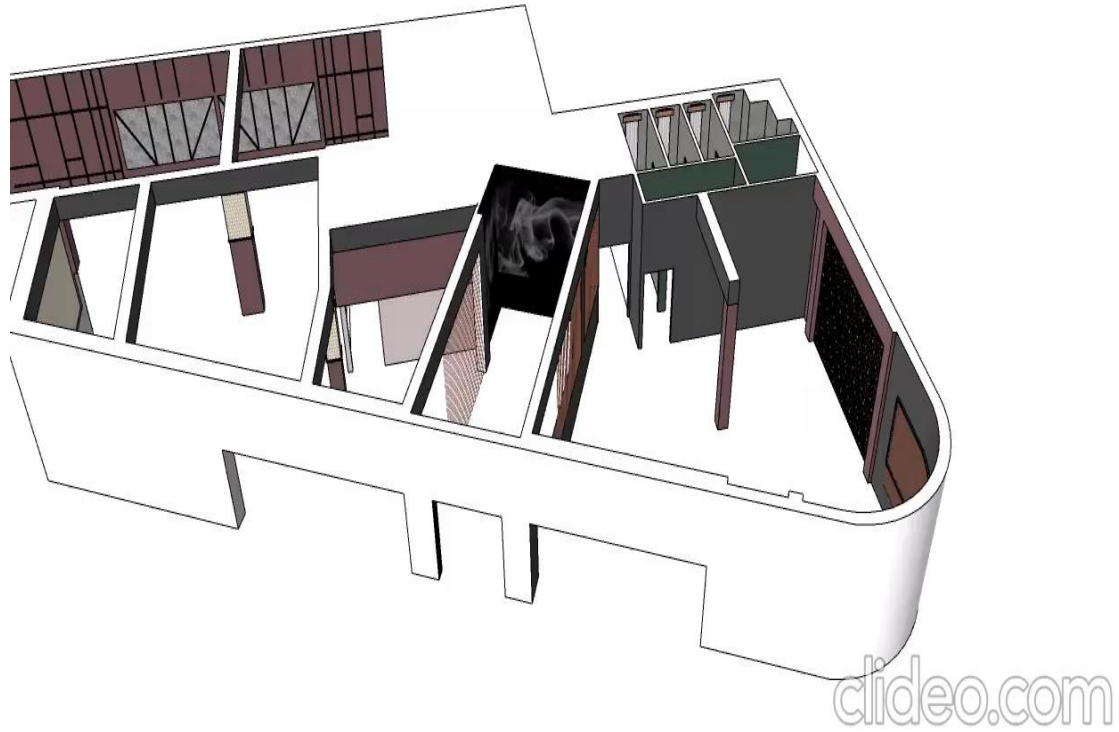
Stage 5 - 3D Visualisation

- Urban Nu will issue 3D visuals of some of the proposed designs, which will be reviewed with the client via video conferencing including a virtual walk through.
- The client will be required to provide written approval of the visuals before progressing to stage 6.

3D Visualisation



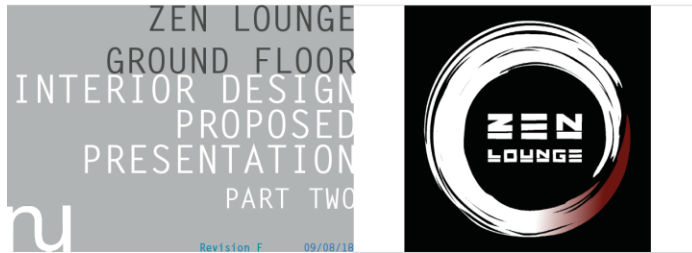
3D Visualisation - Walkthrough



Stage 6 - Final Presentation

- Urban Nu will issue finish boards which will contain all proposed fixtures, fittings & equipment (FF&E).
- The client will be required to provide written approval of the finish boards before progressing to stage 7.

Proposed Presentation - example



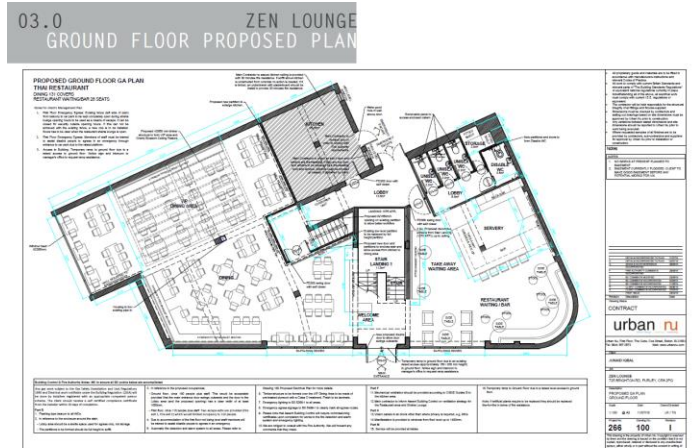
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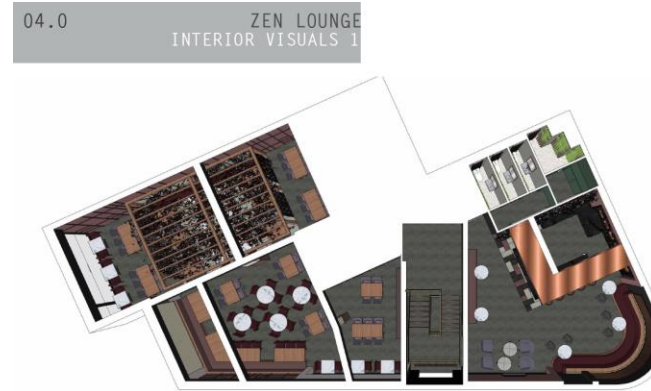
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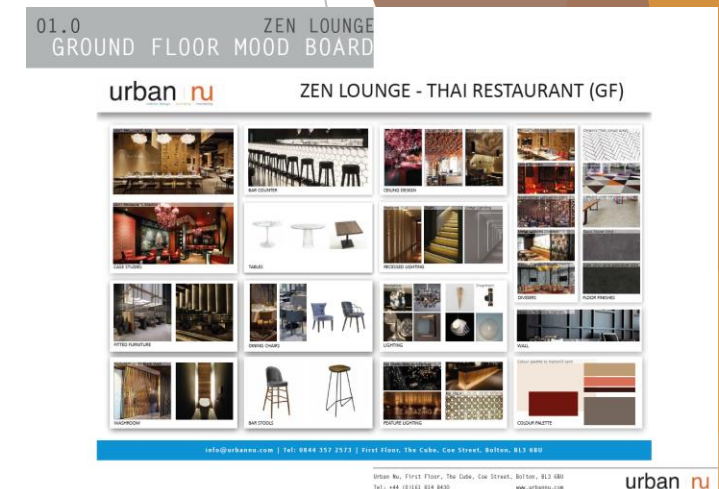


Overview

All colours and finishes are digital representations of actual finishes. Actual colour and finish of applied materials may vary.

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Take away waiting area

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Proposed Presentation - example

04.9 ZEN LOUNGE
INTERIOR VISUALS 10



Staircase

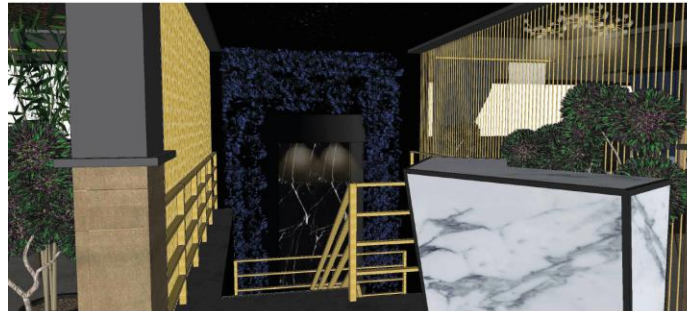
Staircase

All colours and finishes are digital representations of actual finishes. Actual colour and finish of applied materials may vary.

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02.14 ZEN LOUNGE
FIRST FLOOR INTERIOR VISUALS 15



Staircase - Water feature

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17.0 ZEN LOUNGE
PROPOSED SHOPFRONT



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As you can see its one document with all the stages in one, so the client can see everything in one place for ease. This gets emailed to client.

Stage 7 - Specifications

- Specifications will be issued to the client with details of the materials and products proposed for their signed off design.
- Specifications will be presented in person to the client at our Bolton office or via video conference.

Specifications

If specifications are presented in person to the client at the Bolton office. Urban Nu will leave any samples sourced, which have arrived.

SCHEDULE OF FURNITURE, FINISHES & SERVICES				
ITEM & LOCATION	DESCRIPTION & DIMENSIONS	(PHASES) (FOR ILLUSTRATION PURPOSES ONLY)	NOTES	QUANTITY
FLOORING				
MAIN FLOORING	CLICK LAMINATE CONCRETE STYLE		SUPPLY ONLY	350
MIDDLE OF LOUNGE AREA FLOORING	DARK WOOD LAMINATE		SUPPLY ONLY	50
SECTION IN BAR AREA UNDER COUNTER	CLICK LAMINATE CONCRETE STYLE AS ABOVE		SUPPLY ONLY	5
SEATING				
BOOTH SEATING FOR MAIN RESTAURANT	ALL PER PLAN WITH WALNUT KICK BOARDS WITH VELVET ROYAL BLUE (TSC)		SUPPLY ONLY & INSTALL	1
CHAIRS FOR MAIN RESTAURANT	DINING CHAIR WITH BUTTONS		SUPPLY ONLY	28
STOOLS FOR MAIN RESTAURANT	ROYAL BLUE VELVET SAME AS BOOTH SEATING (TSC) ON WHITE LEGS		SUPPLY ONLY	19
STOOLS FOR BAR AREA	WHITE CREAM CUBE STOOLS DIMENSIONS		SUPPLY ONLY	9
TABLES				
TABLES TO MAIN RESTAURANT	RECTANGULAR WHITE MARBLE LAMINATE TABLE TOP 40 MM THICKNESS (600x1000MM)		SUPPLY ONLY	12
TABLES TO MAIN RESTAURANT	SQUARE WHITE TABLE MARBLE TOP 40 MM THICKNESS (600x600MM)		SUPPLY ONLY	12
TABLES TO MAIN RESTAURANT	ROUND WHITE MARBLE THICKNESS (1014 600MM)		SUPPLY ONLY	5

INTERNAL SIGNAGE NEAR BAR AREA	CUT OUT BACK LIGHT LOGO FOR TOILETS		SUPPLY ONLY & INSTALL	1
EXTERNAL SIGNAGE	EXTERNAL FRONT SIGNAGE WITH LED BACK LIT CUT OUT LETTERING		SUPPLY ONLY & INSTALL	1
BAR COUNTER	BAR COUNTER CUSTOMER TO SUPPLY MARBLE TOP		SUPPLY ONLY & INSTALL	1
INDOOR HEATER	HEATERS		SUPPLY ONLY	5
SUB-TOTAL (EXCLUDING DELIVERY)				

WALL COVERING				
MAIN WALL COVERING 1	WALL VINYL COVERING (MAIN AREA TSC)		SUPPLY ONLY	102
MAIN WALL COVERING 2	METRO TILES LIGHT GREY		SUPPLY ONLY	14
MAIN WALL COVERING 3	WOOD EFFECT FINISH COVERING TO VIB CARDIFY AREA (TOTAL 69.4M)		SUPPLY ONLY & INSTALL	25
FRET WORK PANELS	STAINED FRET WORK PANELS (DESIGN TSC) DIMENSIONS 6.62M HEIGHT X 1.1M WIDE		SUPPLY ONLY	12
WALL TILES IN BAR	GOLD EFFECT WALL (TSC)		SUPPLY ONLY	50
CHAIRS IN MAIN AREA	GOLD FLOOR TO CEILING SHEET WITH LED LIGHTS AT TOP ROUND BOOTH SEATING		SUPPLY ONLY & INSTALL	1
FEATURE AREAS				
FIRE WALL	ELECTRIC FIREPLACE 1.8METRE LONG		SUPPLY ONLY & INSTALL	1
CEILING 1	RECESS CEILING		SUPPLY ONLY	2
GOLD RING	GOLD RING & FLOWERS AROUND SIGNAGE @ 600MM		SUPPLY ONLY & INSTALL	1
FLOWER CEILING	FLOWERS ON THE CEILING IN WHITE AND DARK PINK HUES		SUPPLY ONLY	1
FLOWER WALL IN THE BAR AREA	HALF WALL FLOWER WALL		SUPPLY ONLY & INSTALL	50
WIND	1LT GLASS PENDANT LIGHT		SUPPLY ONLY	1

Stage 8 - Project Guide Cost

- Urban Nu will issue the client the Project Guide Costs, these will include all FF&E specified items in previous stage, along with an estimate/guide for tradesmen cost to fit out the project.

Project Guide Cost

SUB-TOTAL (EXCLUDING DELIVERY) £27,109.93

services

FIT OUT WORKS	INSTALLATION OF ALL ITEMS LISTED ABOVE APART FROM ALL LIGHT FITTINGS WHICH ARE TO BE INSTALLED BY OTHERS. WE HAVE ALSO ALLOWED FOR GENERAL DECORATING OF ALL AREAS FRONT OF HOUSE. PRICE INCLUDES ALL ASSOCIATED MATERIALS REQUIRED TO COMPLETE THE INSTALLATION SUCH MATERIALS INCLUDES BUT NOT LIMITED TO UNDERLAY, TRIMS & ADHESIVES. WE ASSUME ALL PREP WORK WILL BE COMPLETED BY OTHERS AND SO NO ALLOWANCE HAS BEEN MADE FOR ANY PREP WORK FOR WALLS, FLOORS AND CEILING. WORKS TO BE COMPLETED WITHIN 10 DAYS OF COMMENCEMENT ON SITE.	1	£7,500.00	£7,500.00
PROJECT MANAGEMENT & ADMINISTRATION	INTERIOR DESIGN AND PROJECT MANAGEMENT SUPPORT ON AND OFF SITE, THIS CAN INCLUDE SMALL REVISIONS AND CHANGES TO DESIGNS AND DRAWINGS, TELEPHONE SUPPORT TO CONTRACTORS AND CLIENT. ALL PROCUREMENT OF THE GOODS LISTED ABOVE. FEE CHARGEABLE AT 10% OF THE TOTAL PROJECT.	1	£3,460.99	£3,460.99

Cost Breakdown

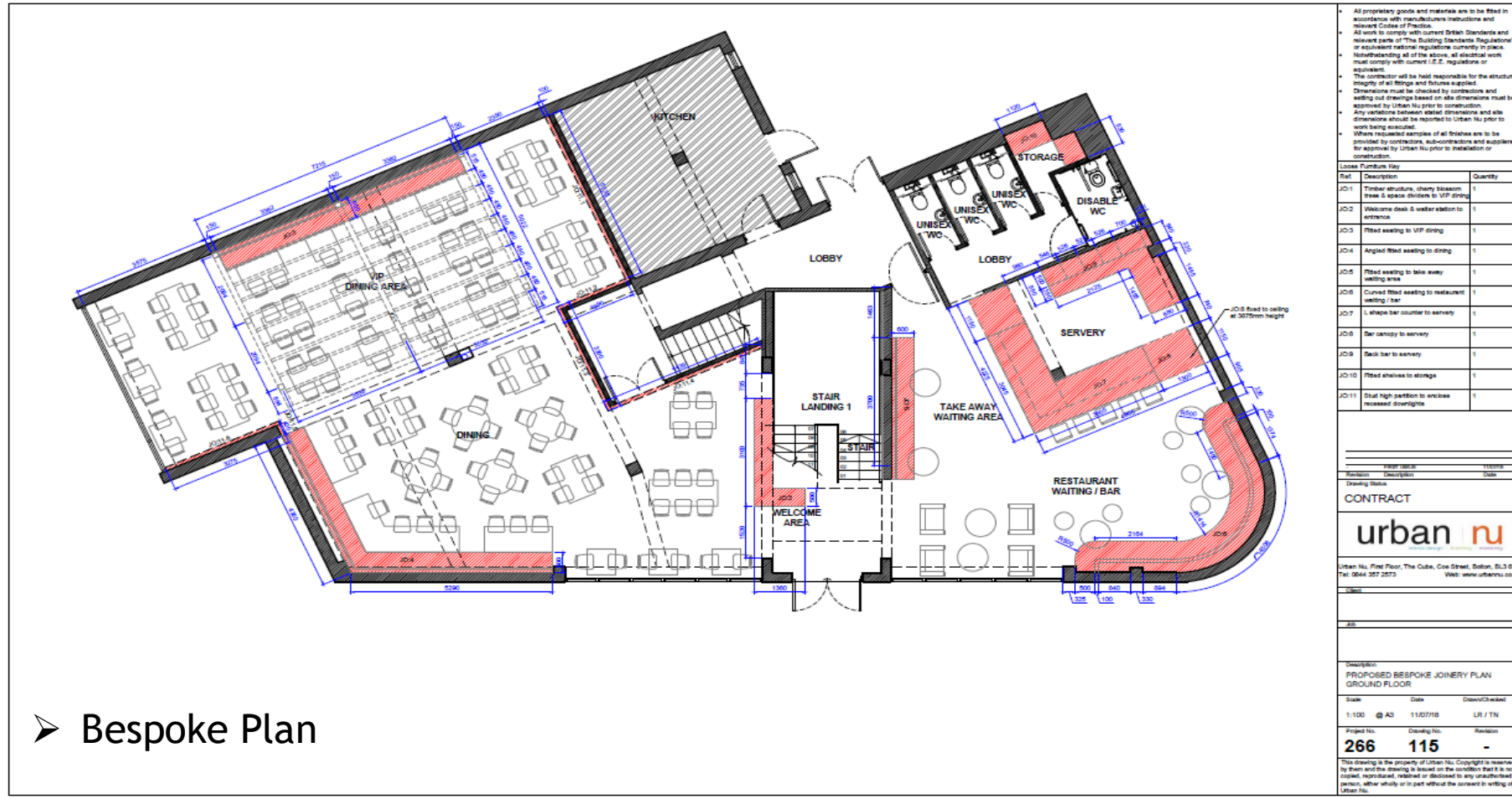
FURNITURE & FINISHES SUB-TOTAL	£27,109.93
SERVICES SUB-TOTAL	£10,960.99
TOTAL	£38,070.92

ANY CHANGES TO ANY OF THE ITEMS OR QUANTITIES LISTED ABOVE MAY ALTER THE

- If client wishes to move to fit out stage, formal contracts will be exchanged and work will commence in the time lime agreed with client.

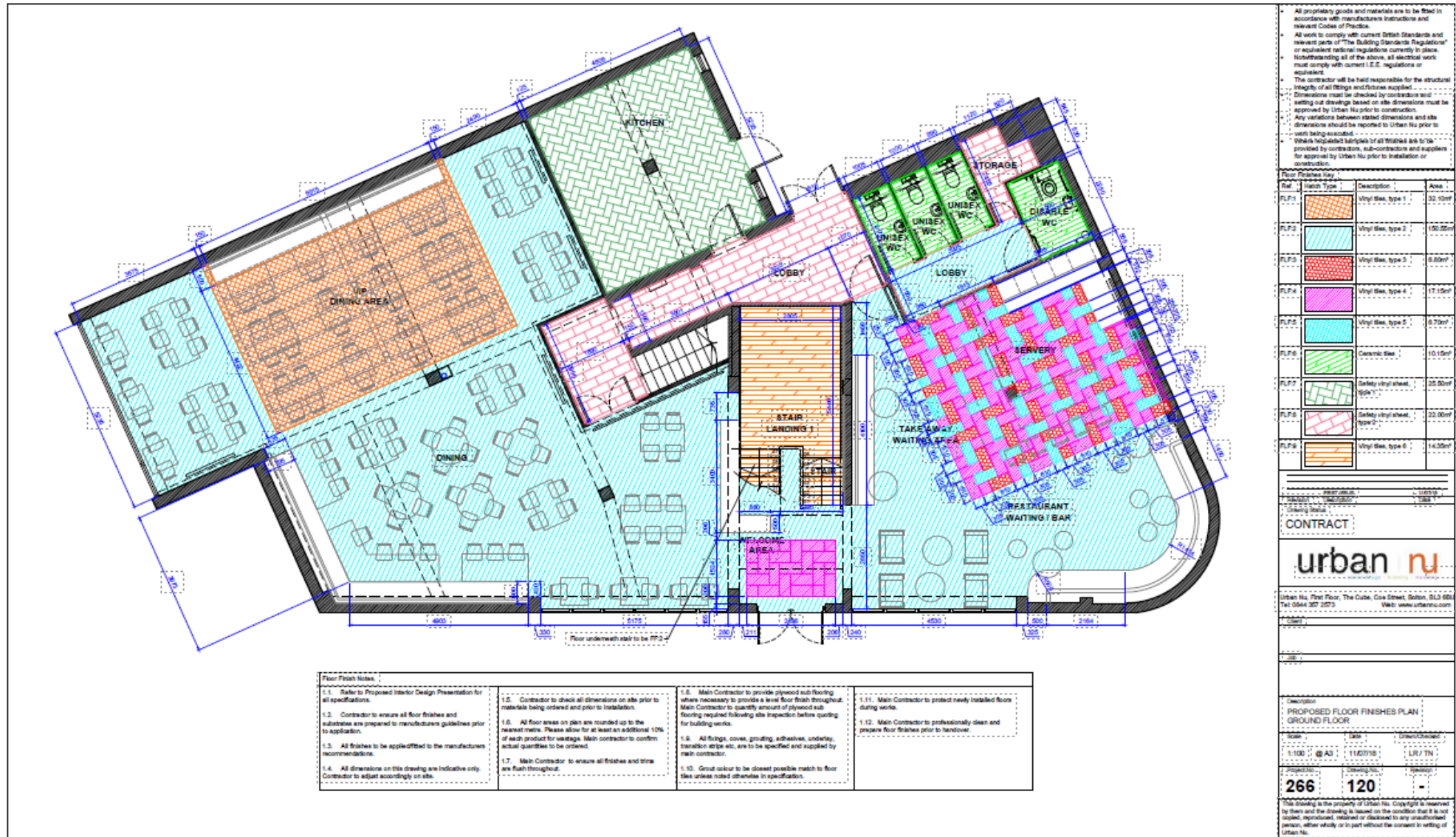
Fit-Out Drawings (if instructed)

- Urban Nu will now commence on completing the fit-out drawings normally within a 7 days

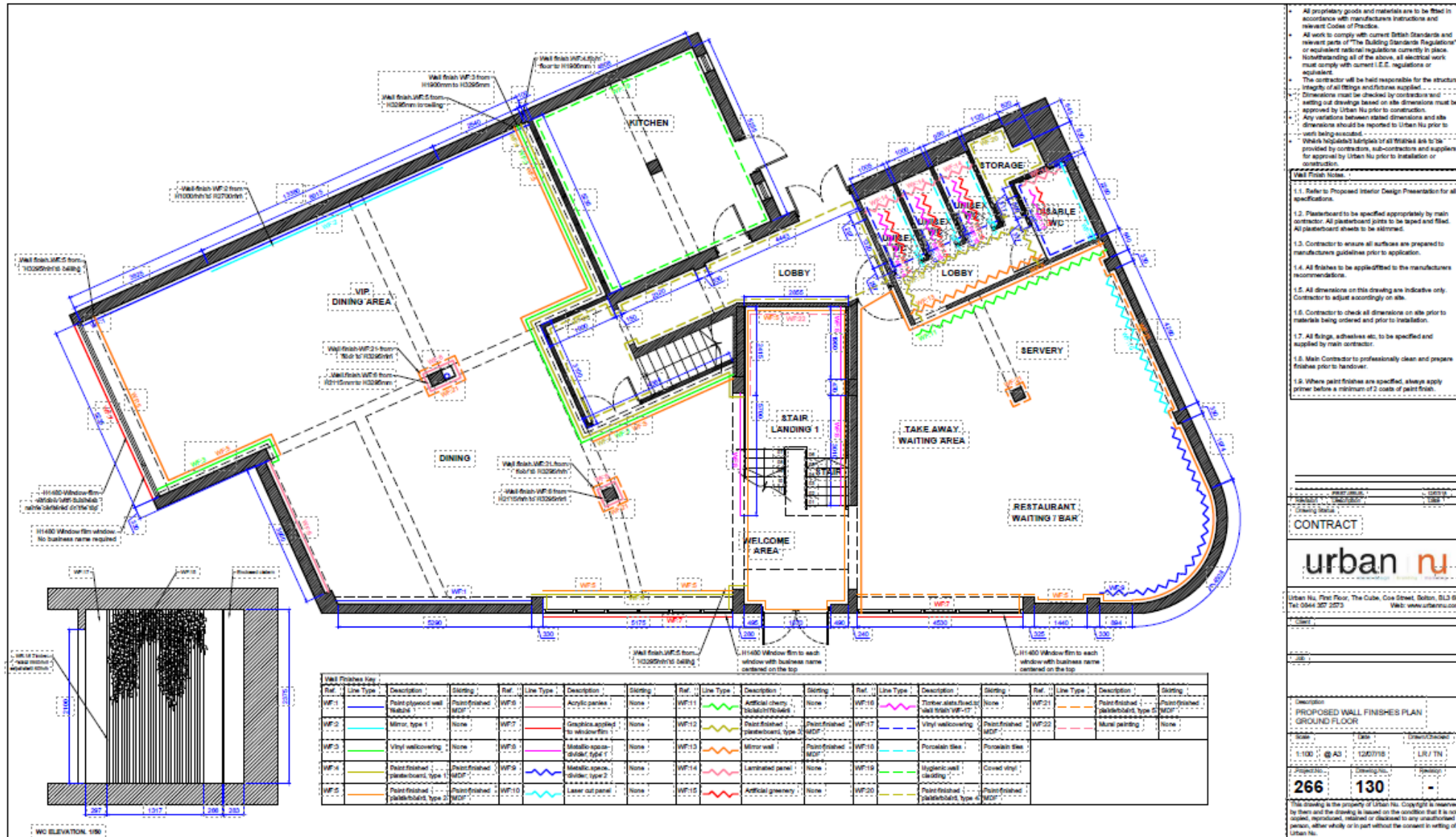


- Bespoke Plan

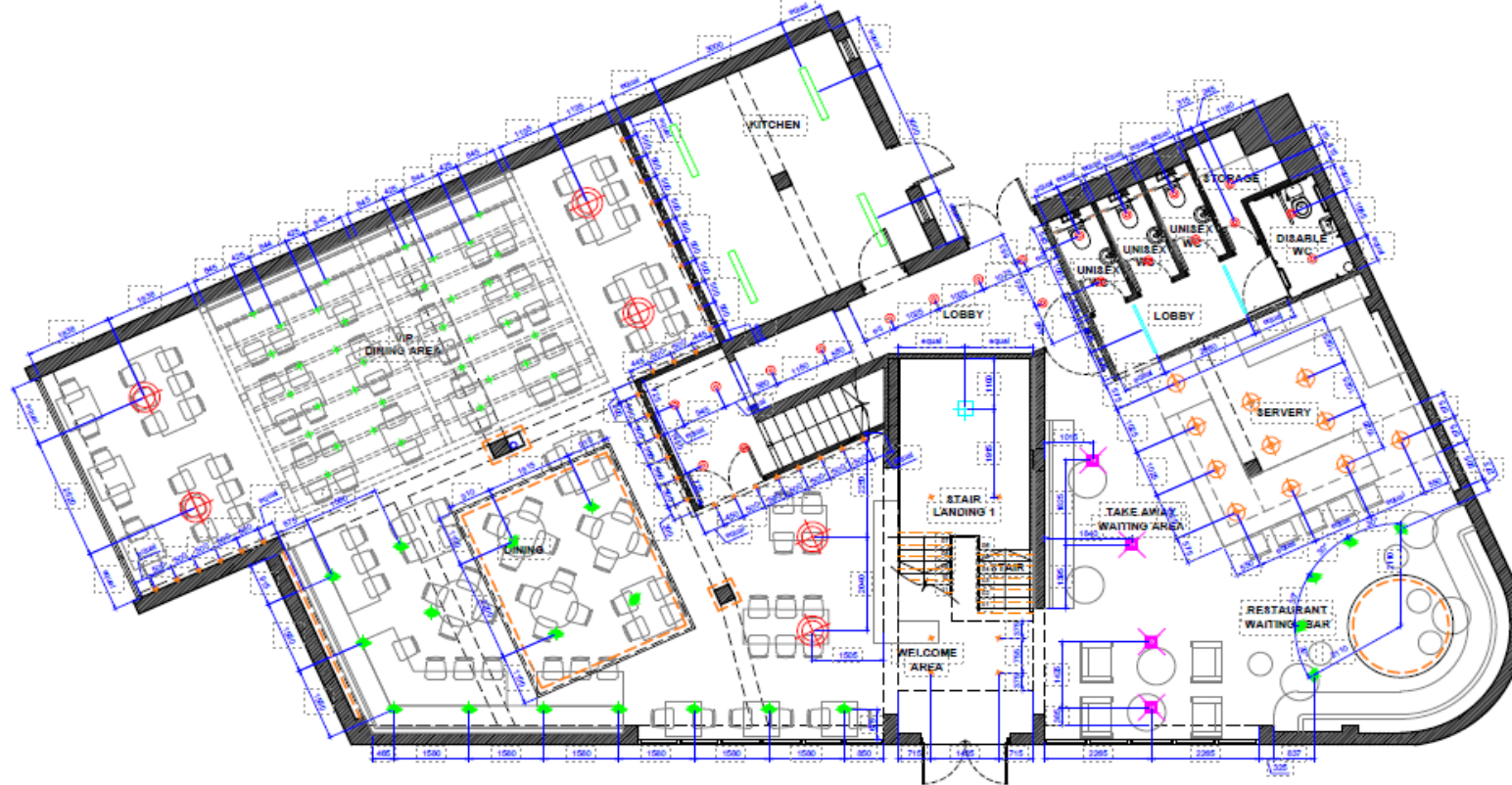
➤ Floor Finishes



➤ Wall Finishes



➤ Lighting Plan



Ref	Symbol	Description	Quantity	Ref	Symbol	Description	Quantity	Ref	Symbol	Description	Quantity
L11		Surface linear	4	L14		Pendant type 1	20	L17		Pendant type 4	1
L12		Recessed downlight, 504 1"	21	L15		Pendant type 2	4	L18		Pendant type 5	6
L13		Suspended lighting	2	L16		Pendant type 3	11	L19		Surface downlight, 504 1"	36

- All proprietary goods and materials are to be fitted in accordance with manufacturers instructions and relevant Codes of Practice.
- All work to comply with current British Standards and relevant parts of "The Building Standards Regulations" or equivalent national regulations currently in place. Notwithstanding all of the above, all electrical work must comply with current I.E.E. regulations or equivalent.
- The contractor will be held responsible for the structural integrity of all fittings and fixtures supplied.
- Dimensions must be checked by contractor and setting out drawings based on site dimensions must be approved by Urban Nu prior to construction.
- Any variations between stated dimensions and site dimensions should be reported to Urban Nu prior to work being executed.
- Where requested samples of all finishes are to be provided by contractor, sub-contractors and suppliers for approval by Urban Nu prior to installation or construction.

Lighting Notes

- 1.1. Refer to Proposed Interior Design Presentation for all specifications.
- 1.2. Positions and locations of access hatches to be agreed between clients and main contractor.
- 1.3. Main Contractor to ensure proposed lighting layout achieves appropriate LUX levels to all areas. Main contractor to inform UN prior to construction if lighting layout requires amendments.
- 1.4. Main Contractor to confirm proposed lighting layout will provide appropriate levels prior to orders being placed for all light fittings.
- 1.5. Emergency fittings to be provided to all areas. Main contractor to confirm positions.
- 1.6. Client to approve lighting heights with main contractor.
- 1.7. Main contractor to specify, supply and fit all cabling and transformers where necessary.
- 1.8. Main contractor to provide all relevant certificates and commissioning as required by Building Control.
- 1.9. All fittings to be applied/fitted to the manufacturers recommendations.
- 1.10. All dimensions on this drawing are indicative only. Contractor to adjust accordingly on site.
- 1.11. Contractor to check all dimensions on site prior to materials being ordered and prior to installation.

CONTRACT

urban nu

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PROPOSED LIGHTING & SERVICES PLAN GROUND FLOOR

Scale: 1:100 Date: 11/07/18
@ A3 11/07/18 LR / TN

266 150

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➤ Elevation Sections

