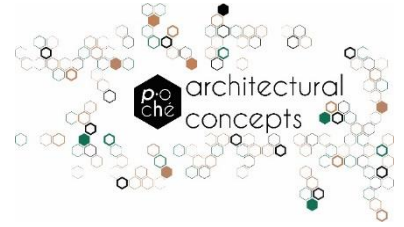


PROJECT BRIEF SHEET

This document serves as a basic guide to understanding the project brief and requirements from you as the client to give an accurate quotation for architectural services and then develop the project design based on the information provided if Poche Architectural Concepts is appointed to your project. Please answer as many questions and provide as much information as you can, points that you are unsure of can be further refined and discussed.



CLIENT INFORMATION

Client Name

Property Address

Telephone Number

Email Address

Date

1. PROJECT BRIEF

A) New Design brief OR Existing Brief for Additions and Alterations– Scope of work, design brief and concept images to give me an idea of the style and design.

INFORMATION	QUANTITY AND DESCRIPTION
Development Type (Home, Commercial, Holiday Unit) and Use of Building (Occupancy)	
Size of Development (M2)	
Will there be any Additions and/or Alterations to Existing building	
Single or Double storey	
Number of Bedrooms	
Number of Bathrooms	
Number of Kitchens Would you like a separate scullery/Laundry	
Study	
Other	
Site Works – Garage, pool, fencing, driveway etc	
FOR CONTAINER HOMES	
Number of 6M HC Containers	
Number of 12M HC Containers	
Hybrid Structures – Steel or Timber Framing	
Occupancy Date	

PROJECT SHEET

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Project Description/Background	
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B) Site information, - Address, ERF number, site diagrams or surveys and a copy of your title deed.

INFORMATION	QUANTITY AND DESCRIPTION
Site Address	
ERF Number	
Site Diagrams and Surveys to be provided	
Title deed to be Provided. Have you been made aware of any restrictions?	

C) Working Drawings, Schedules, and Components – Joinery / Built In cupboards, Electrical Layouts etc

INFORMATION	DESCRIPTION
Working Drawings that you may require: Ceiling Layouts, Cupboard Designs, Electrical Layouts	
Schedules that you may Require: Finishing, Sanitaryware etc	
Component Drawings you may require: Shading Devices, Staircase Designs	
NOT APPLICABLE	

E) Project Budget – This will assist in seeing the feasibility of your design VS Budgetary restrictions.

BUDGET TYPE	AMOUNT
CASH BUILD OR BOND FINANCED?	
CONTRACTOR/BUILD	
ARCHITECTURAL FEES	
ENGINEERING FEES	
CLIENT BUDGET FOR FIRE ENGINEER IF APPLICABLE FOR CONTAINERS	
OTHER	

F) Existing plans of any existing structures (if applicable) - If no CAD drawings are provided then additional fees will be charged to redraw from PDF format as council requires basic outline of existing buildings to be shown.

2. ARCHITECTURAL APPOINTMENT: As an architectural professional, I can offer 3 options to assist you with your project which is listed below. Some consulting can be included or full duties to the requirements of the client and project.

- Architectural Professional means registered person in terms of the Architectural Profession Act, 44 of 2000 to design and obtain approval of project only.*
- Principal Consultant means the person authorised by the client to lead the consultants (Engineers, contractors etc)*
- Principal Agent means the person appointed to fulfill the obligations of the agreed form of contract (Full duties of architectural professional)*

OPTION	OPTION 1	OPTION 2	OPTION 3
COMMENTS			

PROJECT SHEET

3. UTILITIES

Municipal Sewer Connections?	NONE – REQUIRE ALTERNATIVE SEWER POINT	LEFT OF PROPERTY	RIGHT OF PROPERTY
Municipal Water Connections?		LEFT OF PROPERTY	RIGHT OF PROPERTY
Alternative Type of sewer point	CONSERVANCY	SEPTIC	COMPOST
Geyser (50% of Hot water to be supplied)	HEAT PUMP	GAS	SOLAR
GREEN TECHNOLOGY			
Solar to be installed?		YES	NO
Rainwater Harvesting System?		YES	NO
Greywater System?		YES	NO
Energy Efficient Glass? Double Glazing, Tinted	Wait for Energy Calculations / Be advised on required Spec	YES	NO

NOTES:

PROFESSIONAL TEAM:

Architect: Poche Architectural Concepts

Engineer: We have engineers we can recommend

Contractor: We have contractors that we can recommend

Fire Engineer: Some districts request the appointment of a fire engineer for container homes

PROJECT SHEET

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4. GENERAL INTERNAL AND EXTERNAL FINISHES

This section is helpful to hand over to the contractor or if you appoint Poche Architectural Concepts to prepare working drawings and finishing schedules. Otherwise this can be discussed with the contractor when works commences.

Interior Walling Spec		Interior Wall Colour	
Bathroom 1 Walling Spec		Bathroom 1 Wall Colour	
Bathroom 2 Walling Spec		Bathroom 2 Wall Colour	
Main Bedroom 1 Walling Spec		Main Bedroom 1 Wall colour	
Bedroom 2 Walling Spec		Bedroom 2 Wall Colour	
Bedroom 3 Walling Spec		Bedroom 3 Wall Colour	
Kitchen Walling Spec		Kitchen Wall Colour	
Study Walling Spec		Study Walling Colour	
Living Walling Spec		Living Walling Colour	
Exterior Cladding Spec		Exterior Colour	
Exterior Paint Spec		Exterior Colour	
Ceiling Spec		Ceiling Colour	
Flooring Spec		Flooring Colour	
Roofing Spec		Roofing Colour	
Comments			

PROJECT SHEET

BATHROOMS

Number of Bathrooms	BATH 1	BATH 2	BATH 3
Number of Toilets			
Number of Basins			
Number of Showers			
Number of Baths			
Comments			

KITCHEN

EQUIPMENT	TYPE		AREA	
Stove Type	GAS	ELECTRIC		
Oven Type	GAS	ELECTRIC		
Extractor?	YES	NO		
Sink – Double or Single	YES	NO	KITCHEN	SCULLERY
Prep Bowl	YES	NO	KITCHEN	SCULLERY
Washing Machine	YES	NO	KITCHEN	SCULLERY
Tumble Dryer	YES	NO	KITCHEN	SCULLERY
Dishwasher	YES	NO	KITCHEN	SCULLERY
Fridge Size	600mm	600m +	KITCHEN	SCULLERY
Additional Freezer	YES	NO	KITCHEN	SCULLERY
Comments				

PROJECT SHEET