

Single point contact – multiple roles

Architectural

Site assessment,
Site measurements,
Advising client on building and/or landlord issues
Preparing layout options as per client brief
Discussing, revising and finalizing layouts with client
Preparing design elements in consultation with client
Discussing, revising, and finalizing design, aesthetics and material elements with client
Preparation of BOQ, cost estimates, timelines - and finalization thereof - with clients
Provide working drawings, as required, to execute the interior works - including HVAC, electricals, plumbing etc

Project management

Provide supervision and coordination at site, as required, to ensure speedy completion of the interior works
Monitor compliance with material standards and design elements, as agreed with client
Monitor costs and timelines, as agreed with client
Submit periodic reports to clients by way of milestones achieved, or work-in-progress invoices
Test and commission all newly installed electro-mechanical devices
Take final measurements - jointly with client
Prepare final invoices for submission to client

Implementation

Specialist teams for electricals, networking, ducting and civil works
Own workshop and in-house expertise in carpentry and joinery works