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## Contact Details

Name:		
Postal Address:		
Home Phone:	Work Phone:	Mobile 1:
		Mobile 2:
Fax:	Email:	

## Project Details:

Description:
Site Address:

## Items to have ready for your first meeting...

We don't expect you to have all of these items ready, but it would be beneficial to you if you could hand over copies of the following items at the meeting:

1. A typed project brief including your project budget
2. Original house plans (local council records)
3. Registered survey plan (Dept. Mines & Natural Resources)
4. Title information
5. As constructed sewer, stormwater & water retic. (local council records – Engineering Dept.)



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## Room Schedule

Room/Space Name	Description/Notes	Length	Width	Area(m <sup>2</sup> )
Garage				
Entry				
Lounge				
Kitchen				
Dining				
Covered Outdoor				
Balcony				
Laundry				
Bed 1				
Ensuite				
Walk-In				
Bed 2				
Bed 3				
Bed 4				
Bed 5				
Bed 6				
Guest Bed				
Study				
Office				
Workroom				
Store				
Linen Cupboard				
Broom Cupboard				
Stair				
Passage				
Bathroom				
Toilet				
<other>				
<other>				
<b>Total Area</b>				



## When preparing your Project Brief you may consider...

These questions are designed as a point of reflection to encourage you to think about your life style and how you use and would like to use the different spaces within your home. Remember it does not require specific answers but is issued as a guide. You can use the questions to jot down ideas etc.

### BUDGET

What is your budget for this project

### CAR & STREET ACCESS

Cars type and number

Type of car shelter preferred. Lock-up garages / under cover carports / general car space and turn around space

Storage for rubbish / recycling and refuse

Do you require any garden storage

### ENTRY

Side / front / rear entry

Entry Type / Subtle / Grand

Passages / Galleries / Breezeways

### LIVING AND ENTERTAINING AREAS

Do you prefer your living space to be a room or open space

Do you like living areas to be separate from bedrooms; ie wings / pavilions.

How do you use your living space

Are there any activities you would not want to occur in your living space

How many people would you like your living space to accommodate

What arrangements would you prefer between your living space and other spaces

What type of natural and artificial lighting would you prefer in your living space

Do you require Air-conditioning / split systems / ducted

Is there any extra equipment you would like in your living space

How many phones, TV's would you like and where would they be placed / Austar?

Do you require smart wiring (intercom / data points / IR receiver points)

### STUDY, HOME OFFICE, MISC.

Would you require such rooms as a study, playroom, office, darkroom, studio, home theatre / media room etc?

Describe their use

Do you require accommodation for guests / separate guest room

Consider private spaces, which need to be separate from the rest of the house.

Consider internal storage requirements, particularly if there are specific items.

### EATING

Consider how the family shares meals and what sort of place it should be indoor / outdoor / both

Does it have a specific role or several roles

Would you require a formal and informal eating space/s

How many people would be expected to use this space

Consider the types of natural and artificial lighting required

Would you prefer to get food between the eating area and the kitchen

During parties, who serves and how often

### KITCHEN

Who does the most cooking

How often do you use your kitchen and for what purposes

How many people would need to use the kitchen at the same time

What purposes will you use the kitchen; ie. Food preparation, eating, bar/entertaining

Are there any appliances or fixtures you prefer

Are there any appliances you want to maintain

Would you prefer a view from the kitchen either internally or externally

Do you prefer a bright a bright sunny kitchen with either morning or afternoon sun

What type of ventilation would you prefer in the kitchen

Do you require an area to store recycling bins / What do you recycle

What type of food storage requirements do you prefer, pantry, drawers, cupboards, open shelves

Other than food what other items do you store in the kitchen

Are there other activities you would use in the kitchen

### LAUNDRY

What type of storage would you prefer in the laundry

What type of equipment would you keep in your laundry; ie.

Washing machine, dryer, (type), ironing board, mop, vacuum cleaner, vacuum maid, etc

### BEDROOMS

How many bedroom do you require

Other than beds what other activities should the bedrooms cater for; ie. Study, TV / Media Room, Computers

What type of storage do you prefer for your clothes

What type of privacy would you prefer from the outside and the rest of the house

Do you require a separate dressing area

Do you prefer fixed or moveable mirrors

Do you like facing outside when lying in bed

Do you prefer lots of natural light in your bedroom

### BATHROOM AND WC'S

How many bathrooms do you require

Where would you like the bathrooms to be positioned in relation to the bedrooms

What type of privacy would the bathrooms require

What type of ventilation would you prefer, mechanical or natural

Do you like to have a view whilst in the bathroom

How do you use the bathroom / Do you take a leisurely bath or hurried showers / Do you require lots of storage area in the bathroom

Do you prefer well-lit and large mirrors

How many basins would you require in the bathrooms and which ones

### GARDEN

How much interaction do you prefer between indoors and outdoors

Do you like transitional spaces: pergolas, decks, cupolas, salas etc

Do you see the exterior landscape as formal, informal or natural

What requirements do you have for outdoor activities and accessory buildings: pools / gardens / BBQ, etc

Do you enjoy maintaining your garden on a regular basis

### GENERAL

How do you like to entertain

Describe a normal workday and weekend use of the house

What type of security would you require; screens / security system / video intercom

What size family do you anticipate

How do the seasons affect you; would you like air-conditioning to bedrooms / living areas / or natural ventilation.

What sort of building materials do you like; light weight construction / masonry / timber / steel