

Interior Options

“We partner with our clients to achieve a workable balance between function esthetics, and budget.”

Interior Options specializes in achieving a workable balance for our clients between three critical factors:

- ?? The functional design for the productive and efficient operation of the clients business operations;
- ?? The esthetic design and overall presentation consistent with the client’s desired image for its marketplace, employees, and customers;
- ?? The client’s budget and timeframe requirements.

We address the following vital concerns:

“How much space is required to accommodate personnel and equipment – now and in the future?”

In planning space requirements, we complete the following steps:

- ?? Develop space concepts, evaluating the relative merits of conventional (private office) plan, modified conventional; and open plans.
- ?? Develop space design standards in compliance with ADA for private

offices, individual work stations, conference rooms, open spaces, etc. Establish the general level of the visual aspects of the project, and the relative costs of alternative design concepts.

- ?? Develop growth projections by working with the functional groups and departments. Adapt the design concept to accommodate future requirements for personnel, equipment and technologies.
- ?? Develop a preliminary budget for the design project to plan the allocation of budget based upon realistic requirements and actual needs.

“How do I know which of the spaces under consideration would be best suited and most efficient for our current needs and future growth?”

Based upon space requirements and design standards, we complete the following steps in liaison with the client’s leasing department or outside leasing agent:

- ?? Prepare a stacking and adjacency study to optimize work flow, and to form the basis of planning block space allocations, and requirements for communications, systems, etc.
- ?? Develop comparison of buildings and spaces available, prepare feasibility, space efficiency and cost analyses of alternatives.

- ?? Assist in negotiating the final “work letter” for accomplishing the design work within the lease terms, as appropriate.

“How can I be sure that the project for the new space will proceed smoothly, on time and within the allocated budget?”

Interior Options is experienced in working with our clients to establish budget and timeframes for each project that balance functional, esthetic and cost considerations. Based on the space alternative chosen, we complete the following steps:

- ?? Work closely with suppliers, contractors and vendors to develop detailed budgets for design execution.
- ?? Prepare schematic designs, develop control drawings, and draft detail design specifications.
- ?? Serve as design advisor to client in preparation of lease work letter and construction contracts.
- ?? Provide on-site supervision of construction to assure work is accomplished in accordance with design plan.
- ?? Review reports from ‘clerk of the works’ to verify progress payments.
- ?? Prepare plan for moving work groups to new facility to minimize disruption of business operations.