

ARCHXENUS

SERVICE PROCESS CHART | CLIENT INFORMATION PACK

AX CIP 01
JUNE | 2018

Welcome

Thank you for your interest in our services.
This document runs you through our standard operational procedure,
to help you in planning and preparing for your project.

We look forward to providing you a *seamless*,
efficient and *professional experience*.



ZONE 1 INITIATION & ENGAGEMENT STAGE

lets get you started with our FREE 1-hour consultation & briefing session

PROJECT TYPOLOGY	INTERIORS & LANDSCAPES			PRIVATE RESIDENTIAL			COMMERCIAL		
PROJECT SCALE/SCOPE	SMALL (51-250m ²)	MEDIUM (251-500m ²)	LARGE (501-800m ²)	SMALL (51-250m ²)	MEDIUM (251-500m ²)	LARGE (501-800m ²)	SMALL (51-250m ²)	MEDIUM (251-500m ²)	LARGE (501-800m ²)
		\$ 500	\$ 1000	\$ 1500	\$ 1000	\$ 2000	\$ 3000	\$ 1500	\$ 2500
LCC (Low Commitment Contract)	<p>Initial payment for commencement of service engagement based on</p> <ul style="list-style-type: none"> • project typology • estimated scale /scope. <p>*Please note this amount is on account full service charge to be ascertained in subsequent stages *Quoted amount may be paid in Ghana cedi equivalent at prevailing Bank of Ghana Rate at time of payment</p>								
SITE RECONNAISSANCE	<p>BY ARCH XENUS</p> <p>a. Surveying the site for opportunities and weakness and measurement b. Site inventory & analysis c. Measured drawings for existing buildings</p>								
	<p>INFORMATION FROM CLIENT</p> <p>d. Site plan A (from Lands Registry applicable for Building Permit drawings) e. Site Plan B (geographical survey to ascertain exact extent of site on ground as this often varies from site plan A. This is used to design towards actual construction) f. Topographical survey drawings (to ascertain exact terrain conditions with regards to gradients of slopes) g. Geotechnical survey & report. (boreholes are dug into specific locations on the site and samples taken for laboratory tests to assess the nature of the land including its vertical formation/constitution and Load bearing capacities upon which structural designs of the foundation will be based. *Please note this information is also required for building permit application. h. An existing building intended for refurbishment and or expansion will require a Structural Integrity Survey & Report to inform the design process for appropriate interventions. <i>*In the event client has neither of the above listed items, AX will advice and facilitate the process of acquiring them at direct cost to client.</i></p>								
INCEPTION	<p>Our initial response to design is presented in this document to capture the mood, look & feel of the project. Deliverables will include;</p> <ul style="list-style-type: none"> • Refined brief • Concept volumetric information (massing assessment) • Estimated program scheduling • Estimated Accommodation schedule • Accessibility & circulation • OUR SERVICE FEE PROPOSAL 								
Estimated time allocated (days)	3 - 6	4 - 8	5 - 10	4 - 8	5 - 10	6 - 12	5 - 10	6 - 12	7 - 14

CLIENT FEDBACK | SIGNING OF SERVICE CONTRACT | 1ST PAYMENT

ZONE 2 SCHEME DESIGN STAGE

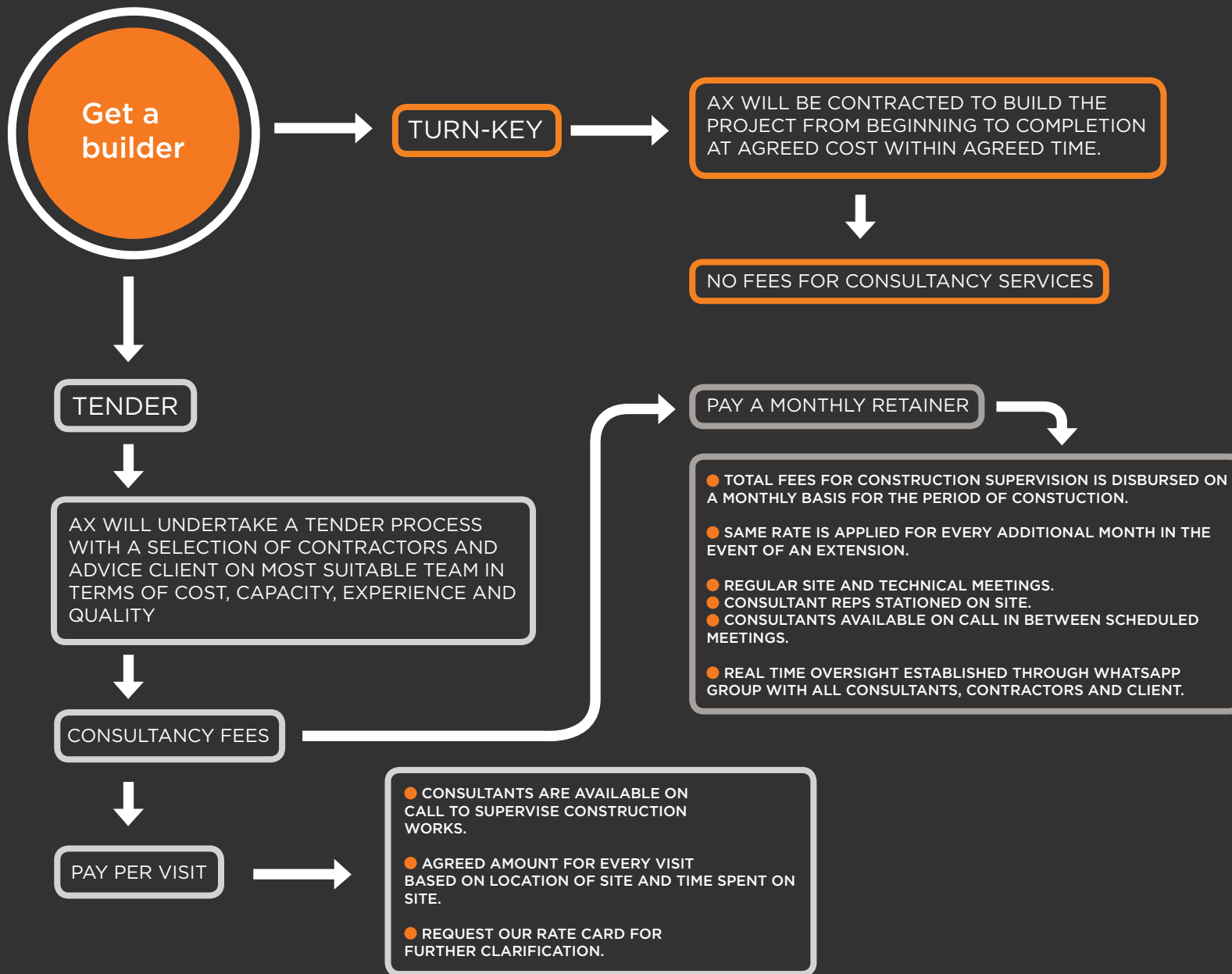
PROJECT TYPOLOGY	INTERIORS & LANDSCAPES			PRIVATE RESIDENTIAL			COMMERCIAL		
PROJECT SCALE/SCOPE	SMALL (51-250m ²)	MEDIUM (251-500m ²)	LARGE (501-800m ²)	SMALL (51-250m ²)	MEDIUM (251-500m ²)	LARGE (501-800m ²)	SMALL (51-250m ²)	MEDIUM (251-500m ²)	LARGE (501-800m ²)
ICD Initial Concept Design	<ul style="list-style-type: none"> • Establishment of design narrative • concept drawings including floor plans and conceptual 3ds impressions 								
	4 - 8	5 - 10	6 - 12	5 - 10	6 - 12	7 - 14	6 - 12	7 - 14	8 - 16
CLIENT FEEDBACK * Allow 3 number minor design revisions after which fees shall be applied for additional work per contract terms									
IDD Initial Detail Design	Refined drawings <ul style="list-style-type: none"> • Block plan • Floor plans • Roof plan • Roof framing plan 			Refined 3D images <ul style="list-style-type: none"> • Ariel View • Front Perspective view • Selected interior views of typical spaces 					
	5 - 10	6 - 12	7 - 14	6 - 12	7 - 14	8 - 16	7 - 14	8 - 16	9 - 18
CLIENT FEEDBACK * Allow 3 number minor design revisions after which fees shall be applied for additional work per contract terms									
DESIGN FREEZE – 2nd PAYMENT									
FDD Final Detail Design	1. Detail drawings for; <ul style="list-style-type: none"> • Bedrooms • Bathrooms 			<ul style="list-style-type: none"> • Kitchens • External works & features 2. Material & Equipment selection / Specifications 3. Final 3D IMAGES					
	6 - 12	7 - 14	8 - 16	7 - 14	8 - 16	9 - 18	8 - 16	9 - 18	10 - 20
Total Estimated time allocated (working days)	15 - 30	18 - 36	21 - 42	18 - 36	21 - 42	24 - 48	21 - 42	24 - 48	27 - 54
	SUBMISSION OF SCHEME DESIGN DOCUMENT (soft & hard copies) – 3RD PAYMENT								
additional options available @ a fee Graphic design for marketing materials Video / Animation of design Virtual Reality walk through									

ZONE 3 TECHNICAL DESIGN STAGE

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<p>Complete Detail design drawings prepared, reviewed, synchronized, printed & endorsed ready for BUILDING PERMIT APPLICATION with all relevant statutory authorities including but not limited to some or all of the following, depending on project specifics;</p> <ul style="list-style-type: none"> ▶ Metropolitan Municipal and District Assemblies (MMDAs) ▶ Environmental Protection Agency ▶ Change of land use ▶ Fire Department ▶ Waste management plan 									
<ul style="list-style-type: none"> ▶ ARCHITECTURAL DRAWINGS ▶ MECHANICAL DRAWINGS ▶ PLUMBING DRAWINGS ▶ STRUCTURAL DRAWINGS ▶ ELECTRICAL DRAWINGS ▶ BILLS OF QUANTITIES & CONTRACT DOCUMENTATION 									
Total Estimated time allocated (working days)	15 - 35	18 - 41	21 - 47	18 - 51	21 - 47	24 - 52	21 - 47	24 - 52	27 - 59

SUBMISSION OF 6 COPIES OF DRAWINGS (soft & hard copies) - FINAL PAYMENT





AX SERVICE PROCESS CHART 2018

CLIENT NAME:

COMPANY / PERSONAL ADDRESS:

TEL:

EMAIL:

SECONDARY CONTACT PERSON

NAME:

TEL:

EMAIL:

Kindly indicate your preferred mode of contact:

TEL. EMAIL HARD COPY DELIVERY

Is there any aspect of our services provided you wish to provide?
If yes kindly provide details:

ANNIVERSARY/MEMORY

Any anniversary you would want us to celebrate with you:

WEDDING DATE BIRTHDAY DD/MM



Sign Up



Take advantage of our **FREE 1-HOUR** interactive session with a member of technical team for direction and advice on any design & building related issues, available any working day on appointment.

Ask an Expert



Contact our Client Services Manager Mavis Adu Menyah
for any information or clarification

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