# Project Assessment

# Trainer & Assessor Marking Guide

## Criteria

### Unit code, name and release number

MSFFT4009 - Match furnishing style and materials to customer requirements (2)

### Qualification/Course code, name and release number

MSF40318 - Certificate IV in Kitchen and Bathroom Design (1)

Version: *1.0*

Date created: *2 August 2018*

Date modified: *16/12/2019*

For queries, please contact:

*Innovative Manufacturing, Robotics and Science SkillsPoint*

*TAFE NSW*

*98 Parry Street*

*Newcastle West*

*NSW 2302*

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RTO Provider Number 90003 | CRICOS Provider Code: 00591E

This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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**Assessment instructions**

Table Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Instructions for the trainer and assessor** | This is a project based assessment and will be assessing the student on their knowledge and performance of the unit.  This assessment is in Four parts and includes an Assessment Feedback form:   1. Project 2. Assessment Checklist 3. Appendices   *When printing this document, consider which project the student is being assessed on and only print the client survey for those two projects not all four at the back of this document from page 49.*  You will need to ensure there is a suitable site for each student to prepare samples and digital media for presentations.  Students at a TAFE Campus will be assessed by the assessor while presenting your assessment of the client survey and material evaluation.  Off-site students can digitally record themselves and submit the digital file as evidence. Students will need to include in the digital record:   * Architectural drawings of the building or room * Video evidence to confirm client understanding   Model answers, sample responses or a criteria for each question are provided below.  Use these to support your judgement when determining a satisfactory result.  The student’s project/product must contain the information indicated in this marking guide in order to deem it satisfactory. However, if a student provides information other than indicated below, and in the professional opinion of the assessor it is appropriate and meets the intent of the criteria, it may be considered correct.  The assessment feedback page must be signed by both the student and the assessor so the student displays that they have received, understood and accepted the feedback.  Complete the assessment feedback to the student and ensure you have taken a copy of the assessment prior to it being returned to the student. |
| **About this marking guide** | All tasks and activities must responded to correctly in order to satisfactorily complete this assessment event.  Assessors will need to make a judgement call as to whether each answer/response meets the criteria based upon the:   * Rules of Evidence:   + Validity – does the answer address the assessment question and does the evidence reflect the four dimensions of competency?   + Sufficiency – is the answer sufficient in terms of length and depth?   + Currency – has the work been done so recently as to be current?   + Authenticity – is this work the student’s own authentic work? * Principles of Assessment:   + Fairness – individual student’s needs are considered in the assessment process   + Flexibility – assessment is flexible to the individual student   + Validity – any assessment decision is justified, based on the evidence of performance of the student   + Reliability – evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment * Dimensions of Competency   + Task skills   + Task Management Skills   + Contingency Planning Skills   + Job Role Environment Skills |
| **Student must provide** | Calculator, pens, pencils, eraser, measuring equipment, A4 or A3 paper.  If the student chooses to supply their own detail drawings they need to be of an industry standard and submitted with the Project.  Samples of the clients selections. |
| **Assessor must provide** | Computers, CAD Programs, student workbook. These may be hard copy or made available online.  Access to samples of materials or contacts to obtain samples. |
| **Due date and time allowed** | This assessment will be completed over a period of time and not on one occasion.  The final overall due date is by the end of week eight (8), however you are required to submit each Task as it is completed. Your teacher will provide feedback on each Task prior to your submitting the next Task.  9 Hours is the estimated time for this assessment.  Please communicate with your teacher to clarify any uncertainties. |

## Specific task instructions

Using the information provided and the criteria listed on the assessment checklist, students will need to create a Project *(or use the templates provided)* to Match Furnishing Styles and Materials to Customer Requirements for a residential or commercial area, for furnishings to be installed: either a Kitchen, Laundry, bathroom, Built-in Furnishings, office area or shop furnishing. If the student chooses to use their own detail drawings or templates the content needs to contain the same content that is in this document. (See Appendices for Detail Drawings)

The student has to match furnishing styles/materials to meet customer requirements on two (2) occasions involving different products. These can be from the plans provided in the appendices.

If the student chooses to use their own Projects they will need to supply detail drawings and images of the project and the site. These will need to be submitted with the Project folder.

Simulated Environment Conditions

***Note: The assessor may direct you to use different equipment in different spaces to ensure competency is applied in new and different situations.***

For the two projects. All steps need to be completed.

Project 01. One to be a kitchen, bathroom or Laundry.

Project 02. The other to be a built in furnishing product.

For the second these can include:

* Wall Unit
* Entertainment unit (to include, data, visual, audio, and storage for media to operate these devices)
* Ancillary Cabinetry
* Wardrobes
* Under stair storage

***Templates are at the end of this document under the heading of the Appendices.***

## Part 1: Project

To complete this part of the assessment, the student will be required to create a Portfolio using the templates provided below. The steps required to be followed to complete the Portfolio are provided below.

Some of these steps will require the assessor to directly observe the student performing the step and this will be recorded in the Assessment Checklist (Part 2).

Prior to any undertaking any assessment for this unit, students will need to have been inducted on each tool and sign off on a Standard Operating Procedure (SOP) for each. (If not already signed off on a SOP)

Students can either use their own plans or access TAFE information to use plans that have been set out for more than one project. Other styles of projects are available through the Tafe site, click the link to access. [RBholdings/construction/projects](https://sites.google.com/classroom.nctafe.edu.au/rbholdings/construction/projects)

Attached to this document are a set of plans that can be used for these task.

If the student uses their own project, they will need to supply quality plans, drawings and images for those projects.

### Steps in the Project (including Due Dates)

Using the templates provided in this assessment follow the following steps.

1. Client survey for Project 1 PC1.1, 3.1, 3.2, 3.3, PE1, PE2, PE4, PE4.1, PE4.2, PE6 *(Due Week 6)*

Complete with a client or with a colleague (acting as the client). This will give you the details and requirements for the projects (this can be a simulated survey).

You are to indicate how the customer was consulted:

* Face-to-face discussion
* Telephone conversation
* Email interaction

1. Site evaluation for the Project 1. PC3.1, PE1, PE3.1,2, PE7, *(Due Week 6)*

Either simulated or at a site the student will fill out and complete the site evaluation.

1. Client survey for Project 2 PC3.1, 3.2, 3.3, PE1, PE4, PE4.1, PE4.2, PE6 *(Due Week 6)*

Complete with a client or with a colleague (acting as the client). This will give you the details and requirements for the projects (this can be a simulated survey).

You are to indicate how the customer was consulted:

* Face-to-face discussion
* Telephone conversation
* Email interaction

1. Site evaluation for the Project 2. PC3.1, PE1, PE3.1,2, PE7 *(Due Week 6)*

Either simulated or at a site the student will fill out and complete the site evaluation.

1. Material Evaluation Project 1 PC1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 2.3, 3.1PE2, PE4.1, PE4.2, *(Due Week 6)*

The student will evaluate the client survey to check that the style and the materials match the client’s needs and requirements to the selected style for Project 1. Use the template provided to evaluate the design. The student should also provide alternatives for the client to consider. Include in this template, images of material.

Give a presentation to the class, either face-to-face or via digital media. During the presentation, the student would be expected to cover the following (but not limited to):

* Present their information clearly and concisely
* Explain the reasons for the choices made in relation to materials and style
* Have physical examples to support their presentation

1. Material Evaluation Project 2 PC1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 2.3, 3.1PE2, PE4.1, PE4.2, *(Due Week 6)*

The student will evaluate the client survey, evaluate that the style and the materials match the client’s needs and requirements to the selected style for Project 2. Use the template provided to evaluate the design. The student should also provide alternatives for the client to consider. Include in this template, images of materials.

Give a presentation to the class, either face-to-face or via digital media. During the presentation, the student would be expected to cover the following (but not limited to):

* Present their information clearly and concisely
* Explain the reasons for the choices made in relation to materials and style
* Have physical examples to support their presentation

1. Identify Impact of Commercial, Environmental and Safety Risk Project 1 PC3.1, PE4.3, *(Due Week 7)*

The student will need to identify the impact of commercial, environmental, and safety risk for Project 1.

1. Identify Impact of Commercial, Environmental and Safety Risk Project 2 PC3.1, PE4.3, *(Due Week 7)*

The student will need to identify the impact of commercial, environmental, and safety risk for Project 2.

1. Trades Schedule Project 1 PC3.1, 3.4, PE3.3,*(Due Week 7)*

Create a trades Schedule for Project 1, using the template provided, to identify which trade performs each task and co-ordinated with other trades to ensure a smooth work flow and minimise time wastage.

1. Trades Schedule Project 2 PC3.1, 3.4, PE3.3, *(Due Week 7)*

Create a trades Schedule for Project 2, using the template provided, to identify which trade performs each task and co-ordinated with other trades to ensure a smooth work flow and minimise time wastage.

1. Material estimation Project 1 PC1.6, 3.1, 3.5, PE5 *(Due Week 8)*

For this part of the assessment, the student will use the materials guide to create an estimate of ***materials*** and cost for the project, using the template provided. Submit all completed documentation to your assessor.

1. Material estimation Project 2 PC1.6, 3.1, 3.5, PE5 *(Due Week 8)*

For this part of the assessment, the student will use the materials guide to create an estimate of ***materials*** and cost for the project, using the template provided. Submit all completed documentation to your assessor.

#### Client Survey Project 1

|  |  |
| --- | --- |
|  | **Kitchens by TAFE** |

| **Client Name** | Mr. & Mrs. Skillspoint | **Mobile** | 12345678910 | |
| --- | --- | --- | --- | --- |
| **Home Address** | 91 Parry Street Newcastle West | **Date** | | 12/1/2034 |
| **Site Address** | As Above | **Designer** | Fred Flintstone | |
| **Email** | mjskillspoint@coldmail.yel | **Style** | | Contemporary |
| **Start Date** | 1/2/2034 | **Finish Date** | | 1/3/2034 |

**Type of project**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project** Kitchen Plan Off | | New Dwelling | Extension | | Renovation | Commercial | Other |
| Plans | |  |  | |  |  |  |
| **Purpose of New Kitchen** | | | | | | | |
| Freshen Up | | Update | Expanding Needs | | Reducing Needs | Resale | Other |
| **Work Quality** | |  |  | |  |  |  |
| *Comments* | Need high quality smooth lines modern technologies | | | | | | |
| **Desired Feel & Special Features** | | | | | | | |
| More open to living and eating area | | | | | | | |
|  | | | | | | | |
| **Performance for Materials** | | | | | | | |
| *Bench tops* | Non staining or chipping and not a thick bench top | | | | | | |
|  | | | | | | | |
| *Doors* | Flat High gloss | | | | | | |
|  | | | | | | | |
| *Splash back* | Glass painted metallic silver | | | | | | |
|  | | | | | | | |
| *Handles* | Brushed stainless bow shaped handle | | | | | | |
|  | | | | | | | |
| *Kick Board* | Flat High gloss | | | | | | |
|  |  | | | | | | |
| *Feature* | Large serving area, ducted range hood with good storage spaces. | | | | | | |
| **Colour Scheme**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Warm | Cool | Neutral | Bright | Other | | **Colours** |  |  |  |  |  |   Gloss White doors Dark grey bench top | | | | | | | |
| **Hardware Preferences** | | | | | | | |
| **Drawers** White | | Timber | Metal | | Double Profile | Push to open | Electronic |
|  | |  |  | |  |  |  |
| Comments: Soft close, Wide drawer units where possible | | | | | | | |
| **Doors Floor** | | Eco | | Standard | 165 Opening | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: Soft close, Widest opening where possible | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Doors Wall** | | | | | Touch to open | |  |  |  |  |  |  | | Comments: | | | | | | | | Eco | Standard | | 165Opening | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: Soft close, 110° Openings | | | | | | | |
| **Pantry** | | Eco | Standard | | Pull Out | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: Soft close, Widest opening where possible | | | | | | | |

**Likes & Dislikes**

|  |  |
| --- | --- |
| Idears for new Kitchen  (client should provide images where possible) | |
|  |  |
| Desired overall look |  |
| Create a more open space. Clean smooth area. |  |
|  |  |
| Has anything been selected and/or purchased | |
| Selected Appliances= Fridge, Oven, Microwave, Cook top, Range hood, Sink, Tap |  |
|  |  |
|  |  |
| Like about current kitchen | |
| Bench Height |  |
|  |  |
|  |  |

**Lifestyle Factors**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Is the main cook | Left Handed | Right Handed | Short | Medium | Tall | |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How many in the household | | | | | | | | | Three (3) | | | | | | | | | | | | | | | | | | |
| How many using the kitchen at one time and is there often more than one cook | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Two people use the area however one cooks 90% of the time. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical limitations of kitchen users | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Height to top of wall and tall cabinets. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you like the current height of your bench top | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Lifestyle Factors**  Style of cooking and any cultural conciderations | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | under bench | | | | | | | | | | wall mounted | |
| |  |  |  | | --- | --- | --- | | Do you preferr an under bench or wall mounted Microwave Oven |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| do you like to sit while you cook | | | | | | | | | | | | | | | | Yes | | | | | | | | | | no | |
|  | | | | | | | | | | | | | | | |  | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| do you want a breakfast bar or do you prefer to sit at a table | | | | | | | | | | | | | | | | Yes | | | | | | | | | | no | |
|  | | | | | | | | | | | | | | | |  | | | | | | | | | |  | |
| how many will you require seating for at the breakfast bar | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| Four (4) to six (6) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| other activities to allow in kitchen *– (examples: home office/ personal computer/ homework and or phone area)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Storage Needs** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have isues with your current storage | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Not enough storage space | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| pantry preferences | | | | | | | | | | | | scullery | | | | | | | | pull out | | | | | | cupboard | |
|  | | | | | | | | | | | |  | | | | | | | |  | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| special items | | | wine/spirits | | | | | glasses | | | | rubbish | | | | | | | | recycling | | | | | | spices | |
|  | | |  | | | | |  | | | |  | | | | | | | |  | | | | | |  | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | special items | oils | trays | chopping boards | tea towels | cookbooks | |  |  |  |  |  |  |   Tea Towel Cabinet | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| are there items to be displayed | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes require open shelf above fridge and on end near window | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Storage needs** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| additional storage required for non – kitchen items | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| do you want your appliances intergrated | | | | | | | | | | | | | | | | | | | yes | | | | | | | no | |
|  | | | | | | | | | | | | | | | | | | |  | | | | | | |  | |
| what appliances would you like to store in an appliance cabinet | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do not want an appliance cabinet | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Site Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| House Construction | | | | | | | | | Brick Veneer | | | | | Double Brick | | | | | | | | Other | | | | | |
|  | | | | | | | | |  | | | | |  | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Style Of House | | | | | | | | | Single Storey | | | | | Double Storey | | | | | | | | Other | | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |   Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Access to site/House | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Through front garage and up the stairs | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| walls to kitchen | | | | | | | | | stud wall | | | | | | | | | | | | brick/masonary | | | | | | |
|  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flooring | | | | | | | | | | Concrete | | | | | timber | | | | | | | | | other | | | |
|  | | | | | | | | | |  | | | | |  | | | | | | | | |  | | | |
| Need to refinish area where old cabinets came out and new cabinets don’t cover | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| floor coverings | | | | | timber | | | | | | tiles | | | | | | vinyl | | | | | | | | other | | |
|  | | | | |  | | | | | |  | | | | | |  | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| are existing floor coverings to stay? | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| None. Using the existing timber floor | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Measurements** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ceiling height | | | | 2710mm | | | | | | | | | | | | | | | | | | | | | | | |
| window height | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| window sill height | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| entrance minimum width | | | | 975mm | | | | | | | | | | | | | | | | | | | | | | | |
| existing bench height | | | | 900mm | | | | | | | | | | | | | | | | | | | | | | | |
| other | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Wall angle in kitchen comes out on an angle of 135° | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Installation Requirements** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Remove existing kitchen | | | | yes  no | | | | | | | | | | | | | | | | | | | | | | | |
| remove existing flooring | | | | yes  no | | | | | | | | | | | | | | | | | | | | | | | |
| trades | | plumber | | | | | electrician | | | | | | tiler | | | | | | | | | | other | | | | |
|  | |  | | | | |  | | | | | |  | | | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Glas splahback specialist (Glazier) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| will there be any structual changes: No | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Part of a wall return that is non-structural to be cut down below bench height. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| walls | ceilings | | | | | windows | | | | | | | | | | | | skylights | | | | | | | | | |
|  |  | | | | |  | | | | | | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| doors | door swing | | | | | caverty slider | | | | | | | | | | | | other | | | | | | | | | |
|  |  | | | | |  | | | | | | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Clients Preferred Building Professionals** | | | | | | | | | |
| name: Patto | | | | | | | | | |
| mobile: 123456789 | | email: sparkiesareus@coldmail.yel | | | | | | | |
| role: Electrician | | | | | | | | | |
|  | | | | | | | | | |
| name: Ant | | | | | | | | | |
| mobile: 1011121314 | | email: plumbersleak@wetmail.drip | | | | | | | |
| role: Plumber | | | | | | | | | |
|  | | | | | | | | | |
| name: Hilly | | | | | | | | | |
| mobile: 1567283948 | | email: plasterersset@hardmail.co | | | | | | | |
| role: Plasterer | | | | | | | | | |
|  | | | | | | | | | |
| name: Tony | | | | | | | | | |
| mobile: 03487925466 | | email: splashbacksrus@clearmail.to | | | | | | |
| role: Glazier (splashback) | | | | | | | | | |
|  | | | | | | | | | |
| **Other Rooms to be Designed & Measured** | | | | | | | | | |
| Laundry | | | Wardrobe | Bathroom | | | Study | Entertainment Unit | |
|  | | |  |  | | |  |  | |
| other: N/A | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| client coments | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| Client Signature |  | | | | Date |  | | | |
| Designer Signature | Fred Flintstone | | | | Date | 12/1/2034 | | | |

**Question:** How was the interaction with the client (or colleague acting as the client) conducted?

Face-to-face discussion, Telephone conversation, Email interaction

#### Work site evaluation checklist Project 1

Table 2 Work site evaluation checklist Project 1

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site Evaluation Form: | | | | | | | | | |
| Site address | 91 Parry Street Newcastle West | | | | Site date | | | TBA | |
| New work description | New Kitchen. | | | | | | | | |
| Site manager | Class trainer/assessor | | | | Contact Number | | | XYZ 94623147 | |
| Inspection Item | | | | Yes | | No | N/A | Comments | |
| Site manager has confirmed access | | | |  | |  |  | Arranged access and confirmed by email/text | |
| Site manager has confirmed area to be measured | | | |  | |  |  | Latest version was confirmed and area was confirmed. | |
| Appropriate PPE is selected and worn | | | |  | |  |  | Hard hat, eye protection, hearing protection, foot protection, appropriate clothing, | |
| Safe access to site is identified | | | |  | |  |  | Entrance is clear of hazards direct access through doorway. | |
| Evacuation area and plan is identified | | | |  | |  |  | Site induction has identified evacuation procedure and area and is displayed on the entrance of the building. | |
| Inspection Item | | | | Yes | | No | N/A | Comments | |
| New work area is identified and confirmed | | | |  | |  |  | Walls for new furnishings are identified of detail drawings. | |
| Floor surfaces are flat, even and dry | | | |  | |  |  | Uneven floor surface is identified and barricaded. | |
| Floor coverings are in good condition | | | |  | |  |  | Floor covering will need to be repaired before kitchen installation. | |
| Walkways are clear of obstructions and trip hazards, e.g. debris, electrical, building materials | | | |  | |  |  | Chairs and display cabinet will need to be moved for installation, check measure is accessible. | |
| Stairs, steps and handrails are in good condition | | | |  | |  |  | No steps or hand rails are in the downstairs work area | |
| All areas are adequately lit | | | |  | |  |  | All lights are working | |
| Ventilation feels adequate, e.g. not stuffy | | | |  | |  |  | Windows can be opened, pedestal fan is available | |
| Area for new work is identified | | | |  | |  |  | Existing Kitchen area is identified and confirmed on plan | |
| Services are located | | | |  | |  |  | Services are marked on plan and waste is in the floor. | |
| Services are isolated | | | |  | |  |  | All services are isolated. | |
| Wall style and materials are identified | | | |  | |  |  | Timber Stud Wall with Plasterboard Lined | |
| Inspection Item | | | | Yes | | No | N/A | Comments | |
| Load bearing walls are identified | | | |  | |  |  | All perimeter walls are load bearing and internal floor to ceiling walls are load bearing as it has a level above. | |
| Non-structural walls are identified | | | |  | |  |  | Internal floor to ceiling walls are load bearing as it has a level above. | |
| Doors, windows and openings are confirmed | | | |  | |  |  | No doors or windows affect the new furnishings. | |
| Measuring devices required are identified.  Measurements are made. | | | |  | |  |  | Measurements were made with Tape measure/laser. Angle finders were used on the corners, levels were used to check wall plumpness and floor level. | |
| Entrance openings are measured and documented | | | |  | |  |  | The entrance door through the garage is a standard 820mm clearance | |
| Assess Prevention to goods and equipment | | | |  | |  |  | Plastic needs to be place on entrance carpet, corner packing on plasterboard needed | |
| Comments: Area has been confirmed and identified.  Access for furnishings from truck is straight up a driveway with a roller door entrance and internal entrance through the garage. Trolleys will be required to move furnishings from the garage. | | | | | | | | | |
| Designer Signature: Des Igner | | Date:1/01/0001 | Name: Assessor Signature: *Assessor* | | | | | | Date: 01/01/0001 |

#### Client Survey Project 2

#### Furnishings

**Furnishings by TAFE**

| Client Name | Mr. & Mrs. Skillspoint | Mobile | 12345678910 | |
| --- | --- | --- | --- | --- |
| Home Address | 91 Parry Street Newcastle West | Date | | 12/1/2034 |
| Site Address | As Above | Designer | Fred Flintstone | |
| Email | mjskillspoint@coldmail.yel | Style | | Contemporary |
| Start Date | 1/2/2034 | Finish Date | | 1/3/2034 |

**Type of project**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project:** Under stairs | | New Dwelling | Extension | Renovation | Commercial | Other |
| Storage | |  |  |  |  |  |
| **Purpose of Furnishings** | | | | | | |
|  | | Update | Expanding Needs | Reducing Needs | Resale | Other |
| **Work Quality** | |  |  |  |  |  |
| *Comments* | Daily use, Hardware needs to be of a high quality | | | | | |
| **Desired Feel & Special Features** | | | | | | |
| Need to match existing furnishings (Natural Timber) | | | | | | |
|  | | | | | | |
| **Performance for Materials** | | | | | | |
| *Doors* | Flat natural Timber Veneer. Queensland Maple | | | | | |
|  | | | | | | |
| *Internals* | White HMR Particle Board | | | | | |
|  | | | | | | |
| *Handles* | No Handles- Touch to open | | | | | |
|  | | | | | | |
| *Feature* | Unit is under stairs. Match veneer on doors | | | | | |
|  | | | | | | |
| **Colour Scheme**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Warm | Cool | Neutral | Bright | Other | | **Colours** |  |  |  |  |  |   Whole unit to match existing | | | | | | |
| **Hardware Preferences** | | | | | | |
| **Drawers** | | Timber | Metal | Double Profile | Push to open | Electronic |
| NA | |  |  |  |  |  |
| Comments: | | | | | | |
| **Doors Floor** | | Eco | Standard | 165Opening | Soft Close | Touch to open |
|  | |  |  |  |  |  |
| Comments: | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Doors Wall** | | | | | Touch to open | |  |  |  |  |  |  | | Comments: | | | | | | | | Eco | Standard | 165Opening | Soft Close | Touch to open |
|  | |  |  |  |  |  |
| Comments: | | | | | | |
| **Drawer Storage** | | Eco | Standard | Pull Out | Soft Close | Touch to open |
| NA | |  |  |  |  |  |
| Comments: | | | | | | |
| Daily use. Need high quality Hardware | | | | | | |
|  | | | | | | |

**Likes & Dislikes**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lacquer on existing is easily scratched so would like two pac lacquer | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Desired overall look | | | | | | | | | | | | | | | | | | | | | | | | |
| Match existing furnishings | | | | | | | | | | | | | | | | | | | | | | | | |
| **Site Information** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building Construction | | | | | | | | | | Brick Veneer | | | | | | Double Brick | | | | | Other | | | | | |
|  | | | | | | | | | |  | | | | | |  | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Style Of Building | | | | | | | | | | Single Storey | | | | | | Double Storey | | | | | Other | | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |   Other: | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Access to site/House | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From ground floor. Unit is to be installed on ground floor | | | | | | | | | | | | | | | | | | | | | | | | | | |
| under stairs | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| walls For Furnishings | | | | | | | | | | stud wall | | | | | | | | | | brick/masonary | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flooring | | | | | | | | | | | Concrete | | | | | | timber | | | | | | other | | | |
|  | | | | | | | | | | |  | | | | | |  | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| floor coverings | | | | | | | timber | | | | | tiles | | | | | | vinyl | | | | | | other | | |
| Carpet | | | | | | |  | | | | |  | | | | | |  | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| are existing floor coverings to stay? Yes | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Instructions to Fabricators | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bulk head to match existing | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Measurements** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ceiling height | | | | | 3.6mt | | | | | | | | | | | | | | | | | | | | | |
| Opening Width | | | | | 4.6mt | | | | | | | | | | | | | | | | | | | | | |
| Opening Depth | | | | | 800mm | | | | | | | | | | | | | | | | | | | | | |
| entrance minimum width | | | | | 950mm | | | | | | | | | | | | | | | | | | | | | |
| existing bench height | | | | | na | | | | | | | | | | | | | | | | | | | | | |
| other | | | | |  | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Installation Requirements** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Remove existing Furnishings | | | | | yes  no | | | | | | | | | | | | | | | | | | | | | |
| remove existing flooring | | | | | yes  no | | | | | | | | | | | | | | | | | | | | | |
| trades cABINETMAKER | | | | plumber | | | | | electrician | | | | | tiler | | | | | | | | other | | | | |
|  | | | |  | | | | |  | | | | |  | | | | | | | |  | | | | |
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| measure plumbing location and power point/electrical switches locations and mark on plan | | | | | | | | | | | | | | | | | | | | | | | | | | |
| additional power points? NA | | | | | | | | | | | | | | | | | | | | | | | | | | |
| additional gas/plumbing? NA | | | | | | | | | | | | | | | | | | | | | | | | | | |
| is lighting to be altered or added NO | | | | | | | | | | | | | | | | | | | | | | | | | | |
| any data/phone/television connections be required? NO | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| will there be any structual changes: NO | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| walls | | | ceilings | | | | | windows | | | | | | | | | | | skylights | | | | | | | |
|  | | |  | | | | |  | | | | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| doors | | | door swing | | | | | caverty slider | | | | | | | | | | | other | | | | | | | |
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| **Clients Preferred Building Professionals** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| name: jOHN dOVETAIL | | | | | | | | | | | | | | | | | | | | | | | | | | |
| mobile: 123456789 | | | | | | email: dovetailsrus@timber.com | | | | | | | | | | | | | | | | | | | | |
| role: cABINETMAKER | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| name: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| mobile: | | | | | | email: | | | | | | | | | | | | | | | | | | |
| role: | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| mobile: | | | | | | email: | | | | | | | | | | | | | | | | | | |
| role: | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| other: Timber veneer to match existing | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| client Queries | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Designer Response Cabinets to be installed over carpet and bulkhead to be flush with wall. | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Client Signature | |  | | | | | | | | | | | Date | |  | | | | | | | | | | | |
| Designer Signature | |  | | | | | | | | | | | Date | |  | | | | | | | | | | | |

**Question:** How was the interaction with the client (or colleague acting as the client) conducted?

Face-to-face discussion, Telephone conversation, Email interaction

#### Work site evaluation checklist Project 2

Table 3 Work site evaluation checklist Project 2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Site Evaluation Form: | | | | | | |
| Site address | 10 Hemmings Street,  Eastloch NSW 2031 | | Site date | | | TBA |
| New work description | New Under Stair Storage | | | | | |
| Site manager | Class trainer/assessor | | Contact Number | | | XYZ 94623147 |
| Inspection Item | | Yes | | No | N/A | Comments |
| Site manager has confirmed access | |  | |  |  | Arranged access and confirmed by email/text |
| Site manager has confirmed area to be measured | |  | |  |  | Drawing version was confirmed by architect and area was confirmed by site manager. |
| Appropriate PPE is selected and worn | |  | |  |  | Hard hat, eye protection, hearing protection, foot protection, appropriate clothing, |
| Safe access to site is identified | |  | |  |  | Entrance is clear of hazards direct access through garage doorway. |
| Evacuation area and plan is identified | |  | |  |  | Site induction has identified evacuation procedure and area and is displayed on the entrance of the building. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Inspection Item | Yes | No | N/A | Comments |
| New work area is identified and confirmed |  |  |  | Walls for new furnishings are identified of detail drawings. |
| Floor surfaces are flat, even and dry |  |  |  | Uneven floor surface is identified and barricaded. |
| Floor coverings are in good condition |  |  |  | Floor covering will not need to be removed prior to installation. |
| Walkways are clear of obstructions and trip hazards, e.g. debris, electrical, building materials |  |  |  | Display cabinet will need to be moved for access, check measure is accessible. |
| Stairs, steps and handrails are in good condition |  |  |  | No steps or hand rails are in needed to go up to the area |
| All areas are adequately lit |  |  |  | All lights are working, with new lights in cabinet |
| Ventilation feels adequate, e.g. not stuffy |  |  |  | Windows can be opened, pedestal fan is available |
| Area for new work is identified |  |  |  | Work area is storage under stairs |
| Services are located |  |  |  | New electrical will need to be run |
| Services are isolated |  |  |  | All services are isolated. |
| Wall style and materials are identified |  |  |  | Timber Stud Wall with Plasterboard Lined |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Inspection Item | | Yes | No | N/A | Comments | |
| Load bearing walls are identified | |  |  |  | All perimeter walls are load bearing and internal floor to ceiling walls are load bearing as it has a level above. | |
| Non-structural walls are identified | |  |  |  | Internal floor to ceiling walls are load bearing as it has a level above. | |
| Doors, windows and openings are confirmed | |  |  |  | No doors or windows affect the new furnishings. | |
| Measuring devices required are identified.  Measurements are made. | |  |  |  | Measurements were made with Tape measure/laser. Angle finders were used on the corners, levels were used to check wall plumpness and floor level. | |
| Entrance openings are measured and documented | |  |  |  | The entrance door through the garage is a standard 820mm clearance | |
| Assess Prevention to goods and equipment | |  |  |  | Plastic needs to be place on entrance carpet, corner packing on plasterboard needed | |
| Comments: Area has been confirmed and identified.  Access for furnishings from truck is straight up a driveway with a roller door entrance and internal entrance through the garage. Trolleys will be required to move furnishings from the garage. | | | | | | |
| Designer Signature: Des Igner | Date: 1/01/0001 | Name: Assessor Signature: *Assessor* | | | | Date: 01/01/0001 |

#### Material Evaluation Project 1

Client: Mr & Mrs Carter Project: Kitchen Style: 60s Ranch Suggested Style: Modern

Table 4 Material Evaluation Project 1

| Component | Material | Sample | Benefits | Limitations | Suitable  product | Material  Option 2 | Sample | Benefits Option 2 | Limitations  Option 2 | Price Variance | Clients Choice |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Kitchen work top | Laminate | 1. | Cheap & Fit for purpose.  lots  of colors | Can Scratch/chip | Yes | Synthetic Stone | 9. | Can be resurfaced. Large color range | Expensive, sheet size and thickness. However can be glued together | +30% | ? |
| Doors | Painted | 2. | 2 Pac is hard wearing and not limited by color or style | Can chip. Color mating when damaged is an issue. | Yes | Melamine | 10. | Large modern color range and finishes. Cheaper option | Flat style. Edging can lift, and chip. | -10% | ? |
| Carcasses | White HMR/PB | 3. | Cheap & Fit for purpose.  Matches Budget requirements | Has low Formaldehyde emissions. Refer to MSDS | Yes | Low emission Green Tag Certified Board | 11. | Very Low Emissions | Very expensive | +15% | ? |
| Kick boards | Painted | 4. | Cheap & Fit for purpose.  Matches Budget requirements | Has low Formaldehyde emissions. Refer to MSDS | Yes | Low emission Green Tag Certified Board | 12. | No Emissions | Very expensive | +75% |  |
| Hinges | 110° Soft Close Hinges | 5. | Clip on and no hard thud on closing. Fit for purpose | Wider opening options are available. . | Yes | Standard Hinge | 13. | 120° Standard Hinge  Cheap & Fit for purpose. | Need bumpers to stop bumping | -20% |  |
| Drawers | Wide soft close drawers | 6. | The wider drawers can store and provide larger options | Heavier duty runners are required at a higher cost | Yes | Standard Drawer sides | 14. | Cheap & Fit for purpose. | Won't carry as much weight | +10% |  |
| Handles | Brushed Bow Handle | 7. | Basic and meets the clients choice | Looks plain and can mark easy | Yes | Bow Handle with feature | 15. | Has a better look and suites the area better | Not a blend in type of design | ±0% |  |
| Splash back | Painted Glass splash back | 8. | Flat surface and easy to clean | Time lines to fit can blow out | Yes | Railway Tiles | 16. | Makes the area look bigger | Labor for fitting can blow out | +5% |  |
| Client Name | Customer | | Signature | 01/01/01 | | Date |  |  |  |  |  |
| Comments  Client has made their choices after the consideration of the options and has acknowledged the change in the materials. | | | | | | | | | | | |

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#### Material Evaluation Project 2

Client: Mr & Mrs Carter Project: Under stairs Storage Style: Country Suggested Style: Modern

Table 5 Material Evaluation Project 2

| Component | | Material | | Sample | Benefits | | Limitations | | Product Suitability | | Material  Option 2 | | Sample | | Benefits Option 2 | Limitations Option 2 | | | Price Variance | | Clients Choice |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Doors | | Vinyl to match timber look & bulk heads | | 1. | Natural look, Unique patterns | | Expands, twist and shrinks | | No | | Painted MDF | | 7. | | Can be resurfaced. Large color range. Could match walls. | Large doors can bow. Suggest split long doors | | | +10% | | ? |
| Bulk heads | | Melamine to match doors | | 2. | Natural look, Unique patterns | | Sheet size will affect the tall section grain matching | | Yes | | Painted Raw MDF | | 8. | | Can be Painted a Light colour to match walls | Can mark like walls | | | +25% | |  |
| Kick boards | | Melamine to match doors | | 3. | Matches bulk head and doors. Can use off cuts. | | Can mark easy | | Yes | | Melamine board Covered with Rubber | | 9. | | Hard wearing cleans easy | More expensive as extra labor to fabricate | | | +15% | |  |
| Carcasses | | White HMR/PB | | 4. | Cheap & Fit for purpose.  Matches Budget requirements | | Has low Formaldehyde emissions. Refer to MSDS | | Yes | | Low emission Green Tag Certified Board | | 10. | | Very Low Emissions | Very expensive | | | +5% | | ? |
| Hinges | | 110° Soft Close Hinges | | 5. | Clip on and no hard thud on closing. Fit for purpose | | Wider opening options are available. . | | Yes | | Standard Hinge | | 11. | | 120° Standard Hinge  Cheap & Fit for purpose. | Need bumpers to stop bumping | | | -20% | |  |
| Handles | | Brushed Bow Handle | | 6. | Basic and meets the clients choice | | Looks plain and can mark easy | | Yes | | Bow Handle with feature | | 12. | | Has a better look and suites the area better | Not a blend in type of design | | | ±0% | |  |
|  | |  | |  |  | |  | |  | |  | |  | |  |  | | |  | |  |
| Client Name | |  | Signature | | |  | | Date | | 01/01/01 | |  | |  | | |  |  | |
|  |

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#### Identify Impact of Commercial, Environmental and Safety Risk Project 1

When identifying risk it is important to specify the risk correctly.  As a guideline for identifying risk, use the following risk statement structure to help fill in the appropriate risk columns on the risk register:

Table 6 Risks Project 1

| Project : Kitchen | | | |
| --- | --- | --- | --- |
| **Construction Risks** | **Impact** | **External Risks** | **Impact** |
| * Unidentified utility | Increased install time and then the project might go over the completion date. | * Project not fully funded | Loss of income from project |
| * Changes during construction not in contract | Materials may now not be available. Completion time can blow out | * Politically driven accelerated schedule | Areas and accidents can be increased |
| * Unidentified hazardous waste | Potential to stop project | * Permit agency actions cause unexpected delays | Delays in manufacture to meet standards and on site installation |
| * Site is unsafe for workers | Changes to site evaluation will increase site time and then the project might go over the completion date. | * Public objections | Project could get put on hold and contract completion date not reached |
| * Delays due to traffic management and parking | Potential damage to material and injuries to workers | * Inflation and other market forces | Cost of materials can increase. Availability of product could increase delivery fees. Reducing the profit. |
| **Design Risks** | **Impact** | **Organisational Risks** | **Impact** |
| * Incomplete quantity estimates | If material is not available. Project time can blow out | * Resource conflicts with other projects | Delay in obtaining more resources which could delay the project |
| * Insufficient design analysis | Components may need to be modified on site increasing installation time | * Inexperienced staff assigned to project | Material can be wasted. Errors in fabrication and installation. Damage to other work. |
| * Surveys incomplete | Wrong product supplied | * Lack of specialised staff | Work could come to a halt or project could be delayed. |
| * Inaccurate assumptions during the planning phase | Materials and time to replace or change possible refund | * Approval and decision processes cause delays | If the project doesn’t start on time it might not meet the contracted handover date. Incurring penalties. |
| * Change of Ideas by client | Can slow the project and delay other projects. | * Priorities will change on existing programs | If the project doesn’t start on time it might not meet the contracted handover date. Incurring penalties. |
| **Environmental Risks** | **Impact** | **Project Management Risks** | **Impact** |
| * Unanticipated noise impacts | Potential to reduce and or change work times outside normal hours | * Inadequate project scoping and scope creep | Components or processes are missed if the job changes adjustments need to be considered on the contractual time lines. |
| * Unforeseen air quality issues | Health issues for workers, extra cost to hire equipment to clear air | * Consultant and contractor delays | With any delay the project can breach the contractual time lines. |
| * Material waste disposal | Correct environmental procedure will impact on cost of job | * Estimating and/or scheduling errors | Estimation errors can take profit out of the project. Scheduling errors can affect other project time lines. |
| * Material Impact | MSDS’s will Identify hazardous material and client needs to accept material | * Lack of coordination and communication | Errors and time wasted for staff and contractors results in loss of profit and time lines extended. |
| * Contamination of site by unforeseen toxic materials | Extra cost and time delays | * Unforeseen agreements required | All aspects of the project need to documented and managed. If not all sorts of errors and delays resulting in not meeting the contracted completion date. |

|  |  |  |  |
| --- | --- | --- | --- |
| Working on Computer Risks | Impact |  |  |
| * Physical injury to the wrists, arms, neck, shoulder or back | Loss of working hours with injuries to staff |  |  |
| * Eye strain | Loss of working hours with injuries to staff |  |  |
| * Electrical shock | Potential death. Loss of experienced staff |  |  |
| * Physical injury from tripping over cords | Loss of working hours with injuries to staff |  |  |

#### Identify Impact of Commercial, Environmental and Safety Risk Project 2

When identifying risk it is important to specify the risk correctly.  As a guideline for identifying risk, use the following risk statement structure to help fill in the appropriate risk columns on the risk register:

Table 7 Risks Project 2

| Project: Under Stairs Storage | | | |
| --- | --- | --- | --- |
| **Construction Risks** | **Impact** | **External Risks** | **Impact** |
| * Unidentified floor level | Increased install time and then the project might go over the completion date. | * Client not financial | Loss of income from project |
| * Changes during construction not in contract | Materials may now not be available. Completion time can blow out | * Project accelerated schedule | Areas and accidents can be increased |
| * Unidentified hazardous waste | Potential to stop project | * Permit agency actions cause unexpected delays | Delays in manufacture to meet standards and on site installation |
| * Site is unsafe for workers | Changes to site evaluation will increase site time and then the project might go over the completion date. | * Public objections | Project could get put on hold and contract completion date not reached |
| * Delays due to other trades timeline | Project time line needs to be adjusted and compensation if required for defaulting contractor | * Inflation and other market forces | Cost of materials can increase. Availability of product could increase delivery fees. Reducing the profit. |

|  |  |  |  |
| --- | --- | --- | --- |
| Design Risks | Impact | Organisational Risks | Impact |
| * Inaccuracy in site measurement | If material is not available and project need to be revised. The project time can blow out | * Resources not available | Delay in obtaining more resources which could delay the project |
| * Inaccuracy in templates | Components may need to be modified on site increasing installation time | * Inexperienced staff assigned to project | Material can be wasted. Errors in fabrication and installation. Damage to other work. |
| * Client Survey has outdated information | Wrong product supplied | * Lack of specialised staff | Work could come to a halt or project could be delayed. |
| * Project was made from wrong version of plans. | Materials and time to replace or change possible refund | * Approval and decision processes cause delays | If the project doesn’t start on time it might not meet the contracted handover date. Incurring penalties. |
| * Change of Ideas by client | Can slow the project and delay other projects. | * Priorities change on existing programs | If the project doesn’t start on time it might not meet the contracted handover date. Incurring penalties. |
| **Environmental Risks** | **Impact** | **Project Management Risks** | **Impact** |
| * Unanticipated noise impacts | Loss of hearing to other trades. Cost to purchase approved adequate PPE | * Inadequate project scoping and scope creep | Components or processes are missed if the job changes adjustments need to be considered on the contractual time lines. |
| * Unforeseen air quality issues | Health issues for workers, extra cost to hire equipment to clear air | * Consultant and contractor delays | With any delay the project can breach the contractual time lines. |
| * Material waste disposal | Correct environmental procedure will impact on cost of job and time to remove and dispose. | * Estimating and/or scheduling errors | Estimation errors can take profit out of the project. Scheduling errors can affect other project time lines. |
| * Material Impact | MSDS’s will Identify hazardous material and client needs to accept material | * Lack of coordination and communication | Errors and time wasted for staff and contractors results in loss of profit and time lines extended. |
| * Contamination of site by unforeseen toxic materials | Extra cost and time delays | * Unforeseen agreements required | All aspects of the project need to documented and managed. If not all sorts of errors and delays resulting in not meeting the contracted completion date. |
| **Working on Computer Risks** | **Impact** |  |  |
| * Physical injury to the wrists, arms, neck, shoulder or back | Loss of working hours with injuries to staff |  |  |
| * Eye strain | Loss of working hours with injuries to staff |  |  |
| * Electrical shock | Potential death. Loss of experienced staff |  |  |
| * Physical injury from tripping over cords | Loss of working hours with injuries to staff |  |  |

#### Trades Schedule Project 1

Project: Kitchen

Table 8 Trades Schedule Project 1

|  | Task | Trade | Date | S | U/S | Comments |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Disconnect Water Services | Plumber | Day 1 |  |  | Plumber to disconnect in the morning prior to 8am |
| 2 | Disconnect electrical Services | Electrician | Day 1 |  |  | Electrician to disconnect in the morning prior to 10am |
| 3 | Remove existing cabinetry | Cabinetmaker | Day 2 |  |  | Cabinetmaker to remove existing cabinets by 12pm |
| 4 | Remove existing floor coverings | Flooring Technician | Day 2 |  |  | Flooring Technician to remove floor coverings after 12pm and by end of that day |
| 5 | Extend wall return | Carpenter | Day 3 |  |  | Carpenter to extend wall by end of that day |
| 6 | Run new water pipes and relocate waste pipe | Plumber | Day 4 |  |  | Plumber to run new pipes and move waste pipe |
| 7 | Run new electrical cables | Electrician | Day 5 |  |  | Electrician to run new cabling |
| 8 | Sheet new wall with plaster board | Plasterer | Day 6 |  |  | Plasterer to sheet and first coat of joint plaster on new wall |
| 9 | Sand joints and finish for painting | Plasterer | Day 7 |  |  | Plasterer to finish plaster board on new wall |
| 10 | Take template for angled wall | Cabinetmaker | Day 8 |  |  | Templates to be taken prior to 10am |
| 11 | Paint Ceiling and wall | Painter | Day 9 |  |  | Paint ceiling and walls in kitchen area only |
| 12 | Resurface timber floor | Flooring Technician | Day 11 |  |  | Sand and coat floor 2 coats one each day |
| 13 | Install new kitchen cabinets | Cabinetmaker | Day 15 |  |  | Install kitchen cabinets over two days |
| 14 | Install Stone bench top | Stone Mason | Day 17 |  |  | Stone top to be installed by 12pm |
| 15 | Connect plumbing to DW and sink | Plumber | Day 17 |  |  | Plumber to connect after 12pm |
| 15 | Install Glass splash back | Glazier | Day 18 |  |  | Glazier to install glass splashback by end of day |
| 16 | Connect appliances, electrical switches and power outlets | Electrician | Day 19 |  |  | Electrician to connect appliances, electrical switches and power outlets |
| 17 | Clean area | Cleaner | Day 19 |  |  | Area to be cleaned by end of day |
| 18 | Adjust all doors and drawers | Cabinetmaker | Day 20 |  |  | All components to be adjusted to run freely and ready for inspection at 10am |
| 19 | Complete inspection | Designer | Day 20 |  |  | Designer to inspect and prepare faults list by 10am |

#### Trades Schedule Project 2

Project: Under Stairs Storage

Table 9 Trades Schedule Project 2

|  | Task | Trade | Date | S | U/S | Comments |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Pull up carpet in under stair area | Flooring Technician | Day 1 |  |  | Carpet to be pulled back and reused after new unit is installed |
| 2 | Remove existing Storage unit | Cabinetmaker | Day 2 |  |  | Remove cabinets for new work |
| 3 | Modify Bulk head to design detail and repair and level floor | Carpenter | Day 3 |  |  | Lift up bulk head for increased room as per plan |
| 4 | Insert cabling for lighting | Electrician | Day 5 |  |  | New cabinets to have LED lighting in display cabinet |
| 5 | Repair and reline with plasterboard | Plasterer | Day 6 |  |  | Reline and repair with 10mm plasterboard to existing stud wall and new work |
| 6 | Take template and measurements of angles | Cabinetmaker | Day 8 |  |  | Check new angles and internal sizes after the lining is completed |
| 7 | Paint walls | Painter | Day 9 |  |  | Match colour to existing wall paints |
| 8 | Install new cabinets | Cabinetmaker | Day 11 |  |  | Ensure cables come through cabinets for electrician |
| 9 | Connect electrical | Electrician | Day 12 |  |  | Ensure lights are as per the specifications |
| 10 | Relay carpet | Flooring Technician | Day 13 |  |  | Carpet to be seamless joint to new cabinetry |
| 11 | Clean Area | Cleaner | Day 14 |  |  | Ensure cleaning fluids do not damage the finishes on the new cabinets and doors |
| 12 | Adjust all hardware | Cabinetmaker | Day 15 |  |  | Ensure all doors and drawers operate smoothly as per specifications |
| 13 | Inspect for Quality Assurance | Designer | Day 15 |  |  | Inspect and create faults list and ensure work is corrected, if needed |

#### Materials Guide

The prices in this table are average estimates and are only to be used for this activity.

Table 10 Materials Guide

| Materials Guide |  | Square metre rate |
| --- | --- | --- |
| Plasterboard | 2400mm x 1200mm x 10mm standard Plasterboard | $5.00 per m² |
| Timber for Stud Walls | 90 x 45 x 3.0 metres Pine MGP10 | $5.00 per lineal metre |
| Bricks/blocks | Internal wall single side | $700.00 per m² |
| Rendering | Cement | $150.00 per m² |
| Concrete | 200mm thick | $300.00 per m³ |
| Tiles | Standard plain 150mm x 150mm | $150.00 m² |
| Carpet | Average Quality Carpet Tiles | $35.00 per m² |
| Vinyl Flooring | Middle grade commercial grade | $50.00 per m² |
| Timber flooring | Cyprus 115mm x 25mm | $5.00 per lineal metre |
| Synthetic bench top | Corian/ | $800.00 per m² |
| Stone bench top | Natural and reconstituted | $650.00 per m² |
| Laminate bench top | Any Brand Pattern or plain | $300.00 per m² |
| Timber bench top | Any special species will need to be quoted | $520.00 per m² |
| White HMR particle board Kitchen cabinets | Basic hardware & fittings | $500.00 per metre |
| Natural Timber Veneer Plywood Storage Cabinets | Basic hardware & fittings | $1000.00 per metre |
| Solid timber | Tasmanian oak for furnishings | $2000.00 per m³ |
| Wall Paint | Middle quality paint | $65.00 m² |
| Cabinet painted panels | Flat panels with polyurethane | $150.00 per m² |
| Glass Splash Back | Made to order | $500.00 per m² |
| Electrical Cabling | 1.5mm twin and earth | $1.10 per Lineal metre |
| LED Light | 10w 90mm | $15.00 |
| Timber clear coatings | Polyurethane | $50.00 per m² |
| Waterproofing | Silicon injected damp-proof course | $85.00 per m² |
| Labour | Average estimate for all trades | $50.00 per hour |

#### Material estimation Project 1

For this part of the assessment, use the materials guide to create an estimate of ***materials*** and cost.

Table 11 Materials estimation Project 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surface/area | Material | Square meters | Lineal meters | M² , M³ or lineal rate | Material Cost |
| Walls | Timber |  | 25 Lmt |  | $125.00 |
| Walls | Plaster board | 24 m² |  | $5 per m² | $1200.00 |
| Floors | Timber |  | 250Lmt | $5.00 per Lmt | $1250.00 |
| Furnishing Carcases | White HMR particle board Kitchen cabinets |  | 20 Lmt | $500.00 per mt | $10000.00 |
| Furnishing Tops | Stone bench top | 12 m² |  | $500.00 per m² | $6000.00 |
| Splash back | Glass | 4.5 m² |  | $450.00 per m² | $2025.00 |
| Kitchen | Appliances |  |  |  | $12000.00 |
| Doors | Painted Panels | 20 m² |  | $150.00 per m² | $3000.00 |
| Paint | Wall | 24 m² |  | $65.00 per m² | $1560.00 |
| Labour | Carpenter, Flooring & Electrical |  | 26hrs | $50.00 | $1300.00 |
| Total Cost = | | | | | $38460.00 |

#### Material estimation Project 2

For this part of the assessment, use the materials guide to create an estimate of ***materials*** and cost.

Table 12 Materials estimation Project 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surface/area | Material | Square meters | Lineal meters | M² , M³ or lineal rate | Material Cost |
| Walls | Timber |  | 12 Lmt |  | $60.00 |
| Walls | Plaster board | 6 m² |  | $5 per m² | $30.00 |
| Floors | Carpet Tiles | 8 m² |  | $35.00 per m² | $280.00 |
| Furnishing Carcases | Natural Timber Veneer board storage cabinets |  | 4 L mt | $1000.00 per mt | $4000.00 |
| Doors & Panels | Solid Timber | 0.75m³ |  | $2000.00 per m³ | $1500.00 |
| Walls | Paint | 8 m² |  | $65.00 per m² | $520.00 |
| Lighting | LED’s | 4 |  | $15.00 ea | $60.00 |
| Labour | Carpenter, Electrician & Flooring | 20 |  | $50.00 | $1000.00 |
| Total Cost = | | | | | $7450.00 |

## Part 2: Assessment Checklist

The student’s copy of the Assessment Checklist will be used by you to capture evidence of their performance in any type of project. This checklist outlines all the required criteria you will be marking the student on. All criteria must be met. The following checklist contains benchmark responses for you to use when assessing to ensure reliability of judgement. You may ask questions during the demonstration or if appropriate directly after the assessment has been completed noting that both the question and student response needs to be captured on the checklist.

Table 13 Assessment checklist

| TASK/STEP | Instructions | S | U/S | Date | Assessor Comments |
| --- | --- | --- | --- | --- | --- |
| **1**  **Project 1** | Create a Client Survey.  Template is attached to this document.  Establish the Clients requirements regarding the Project 01.  Use the detail drawing either attached to this document or supplied by the student. This can be created with another colleague acting as the customer, or with an actual client if you are using your own drawings. |  |  |  | The client survey should be established on a furnishing project either as per this document drawing or one supplied by the student. All areas of the Survey need to be addressed to give an understanding of what is required by the client. This can be created with another colleague acting as the customer, or with an actual client if you are using your own drawings. The client must have signed the document.  Student is to indicate how the customer was consulted under the Client Survey they complete. Will be either:   * Face-to-face discussion * Telephone conversation * Email interaction   A sample completed benchmark has been filled out for a Kitchen for the assessor to use as a guide. |
| **2**  **Project 1** | Create a Site evaluation. Template is attached to this document for Project 1.  Use the detail drawing either attached to this document or supplied by the student. |  |  |  | The Site evaluation should be established on a furnishing project either as per the drawing supplied or one the student has supplied. All areas of the Site evaluation need to be addressed to give an understanding of the safety risk, site requirements. This can be created as an onsite visit or in a simulated area.  A sample benchmark has been filled out for Project 1 for the assessor to use as a guide |
| **3**  **Project 2** | Create a Client Survey.  Template is attached to this document.  Establish the Clients requirements regarding the Project 2.  Use the detail drawing either attached to this document or supplied by the student. This can be created with another colleague acting as the customer, or with an actual client if you are using your own drawings. |  |  |  | The client survey should be established on a furnishing project either as per this document drawing or one supplied by the student. All areas of the Survey need to be addressed to give an understanding of what is required by the client.  This can be created with another colleague acting as the customer, or with an actual client if you are using your own drawings. The client must have signed the document.  Student is to indicate how the customer was consulted under the Client Survey they complete. Will be either:   * Face-to-face discussion * Telephone conversation * Email interaction   A sample benchmark has been filled out for the Under Stair Storage for the assessor to use as a guide |
| **4**  **Project 2** | Create a Site evaluation. Template is attached to this document for Project 2.  Use the detail drawing either attached to this document or supplied by the student. |  |  |  | The Site evaluation should be established on a furnishing project either as per the drawing supplied or one the student has supplied. All areas of the Site evaluation need to be addressed to give an understanding of the safety risk, site requirements. This can be created as an onsite visit or in a simulated area.  A sample has been filled out for Project 2 for the assessor to use as a guide |
| **5**  **Project 1** | From the Client Survey evaluate the style and the materials to match the client’s needs and requirements for Project 1.  Present options to class and/or assessor face to face or through digital media.  Your teacher will ask you questions during this presentation |  |  |  | The evaluation of the client’s choice of materials and style should be evaluated to ensure there is not better options. The design must meet the physical requirements, budgetary requirements and present options to consider for change.  Samples will need to be displayed in the template and submitted with the document.  Sample benchmark responses have been completed to give the assessor an indication of what is required.  A face to face presentation is required. During the presentation the student would be expected to cover the following (but not limited to):   * Present their information clearly and concisely * Explain the reasons for the choices made in relation to materials and style * Have physical examples to support their presentation   **Questions for assessor** to ask during the presentation:   1. If I wanted to change the colour of the doors on my cabinetry, would this increase the cost?   ***Student response would need to include an indication of whether or not the price would increase based on the supplier recommended***   1. If I would like to add a pull-out bin drawer to my kitchen, would that have a big impact on the kitchen design and cost.   ***Student response should include conversation with the client in relation to size of bin and type of bins, so the student can provide a valid response in relation to any potential increases in cost or changes to design.*** |
| **6**  **Project 2** | From the Client Survey evaluate the style and the materials to match the client’s needs and requirements for Project 2.  Present options to class and or teacher face to face or through digital media.  Your teacher will ask you questions during this presentation |  |  |  | Comment:  The evaluation of the client’s choice of materials and style should be evaluated to ensure there is not better options. The design must meet the physical requirements, budgetary requirements and present options to consider for change.  Samples will need to be displayed in the template and submitted with the document.  Sample benchmark responses have been completed to give the assessor an indication of what is required.  A face to face presentation is required. During the presentation the student would be expected to cover the following (but not limited to):   * Present their information clearly and concisely * Explain the reasons for the choices made in relation to materials and style * Have physical examples to support their presentation   **Questions for assessor** to ask during the presentation:   1. If I wanted to change the profile of the panels in the cabinetry, would you be able to supply me with the applicable prices?   ***Student response would need to include referring the customer to the appropriate brochure/price list/website.***   1. If I would like to change the type of handle/knob used on the cabinetry, when is the latest I could let you know of this change?   ***Student response should include an indication of timeframe for any changes.*** |
| **7 Project 1** | From the project identify:   * Commercial Impact & Risk (working with contractors and other risk in the fabrication and completing the project on time and within budget and other factors that affect the project) * The environmental Impact & Risk ( within the building, green foot print and the process of fabrication and installation) * Safety Impact & Risk (The design through the creation and the use , during the fabrication and installation phases) |  |  |  | Comment:  Two factors need to be identified= How processes Impact and what the risk are.  The commercial Impact and Risk, should include hurdles to keep the project within target timelines and on budget. It will also include risk of material availability, contractors, staff, and client payments.  The environmental Impact and Risk should include the design to help reduce the green foot print of the project. The disposal of waste. The contractors working to a timeline.  The Safety Impact and Risk should include the design on how it can impact on the user and also during the fabrication and installation period.  The template in the marking guide will give an indication of what needs to be considered. These are Construction, External, Design, Organisational, Environmental, Project Management and Working on A Computer |
| **8 Project 2** | From the project identify:   * Commercial Risk (working with contractors and other risk in the fabrication and completing the project on time and within budget and other factors that affect the project) * The environmental Risk ( within the building, green foot print and the process of fabrication and installation) * Safety Risk (The design through the creation and the use , during the fabrication and installation phases) |  |  |  | Comment:  Two factors need to be identified= How processes Impact and what the risk are.  The commercial Impact and Risk, should include hurdles to keep the project within target timelines and on budget. It will also include risk of material availability, contractors, staff, and client payments.  The environmental Impact and Risk should include the design to help reduce the green foot print of the project. The disposal of waste. The contractors working to a timeline.  The Safety Impact and Risk should include the design on how it can impact on the user and also during the fabrication and installation period.  The template in the marking guide will give an indication of what needs to be considered. These are Construction, External, Design, Organisational, Environmental, Project Management and Working on A Computer |
| **9 Project 1** | Create a trades schedule to co-ordinate, plan and tract the timeline of project 1. |  |  |  | Comment:  The project schedule will need to address all trades task and more importantly the stages and timeline for each trade or process of the project and how they fit with each task of the project.  The template in the marking guide will give an indication of what needs to be considered. |
| **10**  **Project 2** | Create a trades schedule to co-ordinate, plan and tract the timeline of project 2. |  |  |  | Comment:  The project schedule will need to address all trades task and more importantly the stages and timeline for each trade or process of the project and how they fit with each task of the project.  The template in the marking guide will give an indication of what needs to be considered. |
| **11**  **Project 1** | Calculate and estimate materials requirements to complete Project 1.  Then submits the documentation for cost and material selections to the assessor |  |  |  | Comment:  Students need to extract detail from scaled drawings to calculate the material requirements for the project. The table should include Square meters Cubic meters and lineal meters, as required. A table of average cost is included in the assessment document for the student to use as a guide or they can supply their own costing. (These prices will need to be submitted with the assessment)  The template in the marking guide will give an indication of what needs to be considered. |
| **12**  **Project 2** | Calculate and estimate materials requirements to complete Project 2.  Then submits the documentation for cost and material selections to the assessor |  |  |  | Comment:  Students need to extract detail from scaled drawings to calculate the material requirements for the project. The table should include Square meters Cubic meters and lineal meters, as required. A table of average cost is included in the assessment document for the student to use as a guide or they can supply their own costing. (These prices will need to be submitted with the assessment)  The template in the marking guide will give an indication of what needs to be considered. |

## Appendices

#### Street Facade of House Sample Drawing

#### Ground Floor Plan Sample Drawing

#### 1st Floor Plan Sample Drawing

#### Bathroom Client Survey

#### Furnishings Client Survey

#### Kitchen Client Survey

#### Laundry Client Survey

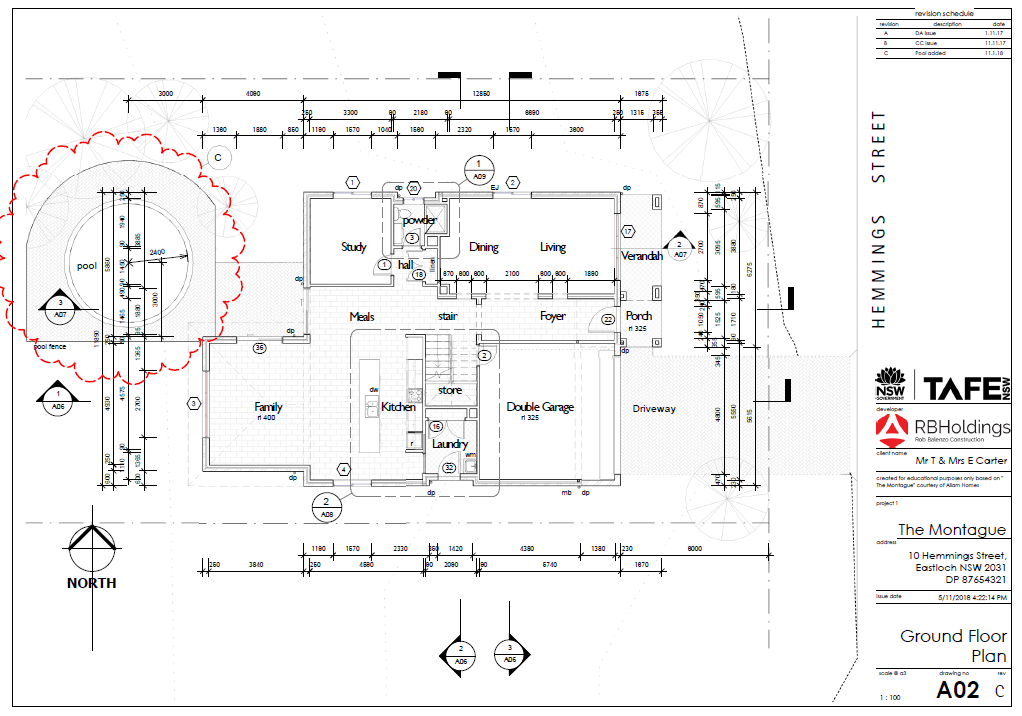
Appendix



Sample Plans

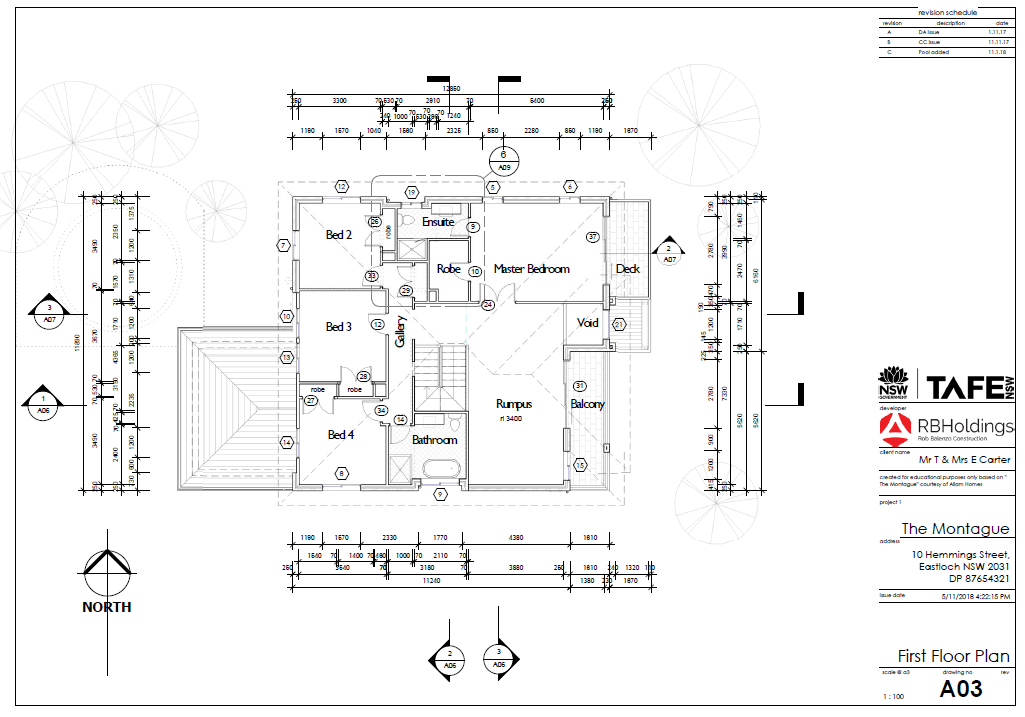
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Appendix



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Appendix 3



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Appendix 4

**Bathroom Client Survey**

|  |  |
| --- | --- |
| **Bathrooms by TAFE** |  |

| **Client Name** |  | **Mobile** |  | |
| --- | --- | --- | --- | --- |
| **Home Address** |  | **Survey Date** | |  |
| **Site Address** |  | **Designer** |  | |
| **Email** |  | **Style** | |  |
| **Start Date** |  | **Finish Date** | |  |

**Type of project**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | New Dwelling | Extension | | Renovation |  |  |
| **Project** | |  |  | |  |  |  |
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|  | | | | | | | |
|  | | | | | | | |
| **Purpose of Bathroom** | | | | | | | |
|  | | Update | Expanding Needs | | Reducing Needs | Resale | Other |
| **Work** | |  |  | |  |  |  |
| *Comments* |  | | | | | | |
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| **Desired Feel & Special Features** | | | | | | | |
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| **Performance for Materials** | | | | | | | |
| *Wall coverings* |  | | | | | | |
|  | | | | | | | |
| *Floor coverings* |  | | | | | | |
|  | | | | | | | |
| *Shower Walls/Doors* |  | | | | | | |
|  | | | | | | | |
| *Bath* |  | | | | | | |
|  | | | | | | | |
| *Cabinetry* |  | | | | | | |
|  | | | | | | | |
| *Tapware* |  | | | | | | |
|  | | | | | | | |
| *Feature* |  | | | | | | |
|  | | | | | | | |
| **Colour Scheme**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Warm | Cool | Neutral | Bright | Other | | **Colours** |  |  |  |  |  | |  | | | | | | | | | | | | | |
| **Cabinetry Hardware Preferences** | | | | | | | |
| **Drawers** | | Timber | Metal | | Double Profile | Push to open | Electronic |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
| **Doors** | | Eco | | Standard | 165Opening | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Lift up** | | | | | Touch to open | |  |  |  |  |  |  | | Comments: | | | | | | | | Eco | Single | | Double | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
| **Linen Cabinetry** | | Eco | Standard | | Pull Out | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
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**Likes & Dislikes**

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| Idears for new Bathroom  (client should provide images where possible) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Desired overall look | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| Has anything been selected and/or purchased | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Likes about current Bathroom | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Storage Needs** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have isues with your current storage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| pantry preferences | | | | | | | | | | | walk in | | | | | scullery | | | | | | | | pull out | | | | | | | cupboard | | |
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| special items | | | | | wine/spirits | | | | | | glasses | | | | | rubbish | | | | | | | | recycling | | | | | | | spices | | |
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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | special items | oils | trays | chopping boards | tea towels | cookbooks | |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| are there items to be displayed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Storage needs** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| additional storage required | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| do you want your appliances intergrated | | | | | | | | | | | | | | | | | | | | | | | yes | | | | | | | | no | | |
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| what appliances would you like to store in an appliance cabinet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Site Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| House Construction | | | | | | | | | | | | Brick Veneer | | | | | | | Double Brick | | | | | | | Other | | | | | | | |
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| Style Of House | | | | | | | | | | | | Single Storey | | | | | | | Double Storey | | | | | | | Other | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |   Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Access to site/House | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| walls to Bathroom | | | | | | | | | | | | stud wall | | | | | | | | | | | | | brick/masonary | | | | | | | | |
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| Flooring | | | | | | | | | | | | | Concrete | | | | | | | timber | | | | | | | | other | | | | | |
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| floor coverings | | | | | | | | timber | | | | | | tiles | | | | | | | vinyl | | | | | | | | other | | | | |
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| are existing floor coverings to stay? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Special Instructions to Fabricators | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Measurements** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ceiling height | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| window height | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| window sill height | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| entrance minimum width | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| existing bench height | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| other | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Installation Requirements** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Remove existing Bathroom | | | | | | yes  no | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| remove existing flooring | | | | | | yes  no | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| trades | | | | plumber | | | | | | electrician | | | | | | | tiler | | | | | | | | | | other | | | | | | |
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| will there be any structual changes: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| walls | | | ceilings | | | | | | windows | | | | | | | | | | | | | skylights | | | | | | | | | | | |
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| doors | | | door swing | | | | | | caverty slider | | | | | | | | | | | | | other | | | | | | | | | | | |
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| **Clients Preferred Building Professionals** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| name: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| mobile: | | | | | | | email: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| role: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| mobile: | | | | | | | email: | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| client Queries | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Designer Response | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Client Signature | |  | | | | | | | | | | | | | Date | | |  | | | | | | | | | | | | | | | |
| Designer Signature | |  | | | | | | | | | | | | | Date | | |  | | | | | | | | | | | | | | | |

Appendix 5

**Furnishings Client Survey**

**Furnishings by TAFE**

| **Client Name** |  | **Mobile** |  | |
| --- | --- | --- | --- | --- |
| **Home Address** |  | **Date** | |  |
| **Site Address** |  | **Designer** |  | |
| **Email** |  | **Style** | |  |
| **Start Date** |  | **Finish Date** | |  |

**Type of project**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | New Dwelling | Extension | | Renovation | Commercial | Other |
| **Project** | |  |  | |  |  |  |
| **Purpose of Furnishings** | | | | | | | |
|  | | Update | Expanding Needs | | Reducing Needs | Resale | Other |
| **Work Quality** | |  |  | |  |  |  |
| *Comments* |  | | | | | | |
|  | | | | | | | |
| **Desired Feel & Special Features** | | | | | | | |
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|  | | | | | | | |
| **Performance for Materials** | | | | | | | |
| *Bench tops* |  | | | | | | |
|  | | | | | | | |
| *Doors* |  | | | | | | |
|  | | | | | | | |
| *Internals* |  | | | | | | |
|  | | | | | | | |
| *Handles* |  | | | | | | |
|  | | | | | | | |
| *Feature* |  | | | | | | |
|  | | | | | | | |
| **Colour Scheme**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Warm | Cool | Neutral | Bright | Other | | **Colours** |  |  |  |  |  | | | | | | | | |
| **Hardware Preferences** | | | | | | | |
| **Drawers** | | Timber | Metal | | Double Profile | Push to open | Electronic |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
| **Doors Floor** | | Eco | | Standard | 165Opening | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Doors Wall** | | | | | Touch to open | |  |  |  |  |  |  | | Comments: | | | | | | | | Eco | Standard | | 165Opening | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
| **Storage** | | Eco | Standard | | Pull Out | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
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**Likes & Dislikes**

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| Desired overall look | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Site Information** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| House Construction | | | | | | | | | | Brick Veneer | | | | | | Double Brick | | | | | Other | | | | | |
|  | | | | | | | | | |  | | | | | |  | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Style Of House | | | | | | | | | | Single Storey | | | | | | Double Storey | | | | | Other | | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |   Other: | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Access to site/House | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| walls For Furnishings | | | | | | | | | | stud wall | | | | | | | | | | brick/masonary | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flooring | | | | | | | | | | | Concrete | | | | | | timber | | | | | | other | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| floor coverings | | | | | | | timber | | | | | tiles | | | | | | vinyl | | | | | | other | | |
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| are existing floor coverings to stay? | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Special Instructions to Fabricators | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Measurements** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ceiling height | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| window height | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| window sill height | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| entrance minimum width | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| existing bench height | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| other | | | | |  | | | | | | | | | | | | | | | | | | | | | |
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| **Installation Requirements** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Remove existing Furnishings | | | | | yes  no | | | | | | | | | | | | | | | | | | | | | |
| remove existing flooring | | | | | yes  no | | | | | | | | | | | | | | | | | | | | | |
| trades | | | | plumber | | | | | electrician | | | | | tiler | | | | | | | | other | | | | |
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| measure plumbing location and power point/electrical switches locations and mark on plan | | | | | | | | | | | | | | | | | | | | | | | | | | |
| additional power points? | | | | | | | | | | | | | | | | | | | | | | | | | | |
| additional gas/plumbing? | | | | | | | | | | | | | | | | | | | | | | | | | | |
| is lighting to be altered or added | | | | | | | | | | | | | | | | | | | | | | | | | | |
| any data/phone/television connections be required? | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| will there be any structual changes: | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| walls | | | ceilings | | | | | windows | | | | | | | | | | | skylights | | | | | | | |
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| doors | | | door swing | | | | | caverty slider | | | | | | | | | | | other | | | | | | | |
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| **Clients Preferred Building Professionals** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| name: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| mobile: | | | | | | email: | | | | | | | | | | | | | | | | | | | | |
| role: | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| name: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| mobile: | | | | | | email: | | | | | | | | | | | | | | | | | | |
| role: | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| name: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| mobile: | | | | | | email: | | | | | | | | | | | | | | | | | | |
| role: | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| mobile: | | | | | | email: | | | | | | | | | | | | | | | | | | |
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| mobile: | | | | | | email: | | | | | | | | | | | | | | | | | | |
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| role: | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| other: | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| client Queries | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Designer Response | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Client Signature | |  | | | | | | | | | | | Date | |  | | | | | | | | | | | |
| Designer Signature | |  | | | | | | | | | | | Date | |  | | | | | | | | | | | |

Appendix 6

**Kitchen Client Survey**

|  |  |
| --- | --- |
|  | **Kitchens by TAFE** |

| **Client Name** |  | **Mobile** |  | |
| --- | --- | --- | --- | --- |
| **Home Address** |  | **Date** | |  |
| **Site Address** |  | **Designer** |  | |
| **Email** |  | **Style** | |  |
| **Start Date** |  | **Finish Date** | |  |

**Type of project**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | New Dwelling | Extension | | Renovation | Commercial | Other |
| **Project** | |  |  | |  |  |  |
| **Purpose of New Kitchen** | | | | | | | |
|  | | Update | Expanding Needs | | Reducing Needs | Resale | Other |
| **Work Quality** | |  |  | |  |  |  |
| *Comments* |  | | | | | | |
|  | | | | | | | |
| **Desired Feel & Special Features** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Performance for Materials** | | | | | | | |
| *Bench tops* |  | | | | | | |
|  | | | | | | | |
| *Doors* |  | | | | | | |
|  | | | | | | | |
| *Splash back* |  | | | | | | |
|  | | | | | | | |
| *Handles* |  | | | | | | |
|  | | | | | | | |
| *Feature* |  | | | | | | |
|  | | | | | | | |
| **Colour Scheme**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Warm | Cool | Neutral | Bright | Other | | **Colours** |  |  |  |  |  | | | | | | | | |
| **Hardware Preferences** | | | | | | | |
| **Drawers** | | Timber | Metal | | Double Profile | Push to open | Electronic |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
| **Doors Floor** | | Eco | | Standard | 165Opening | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Doors Wall** | | | | | Touch to open | |  |  |  |  |  |  | | Comments: | | | | | | | | Eco | Standard | | 165Opening | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
| **Pantry** | | Eco | Standard | | Pull Out | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |

**Likes & Dislikes**

|  |  |
| --- | --- |
| Idears for new Kitchen  (client should provide images where possible) | |
|  |  |
|  |  |
| Desired overall look |  |
|  |  |
|  |  |
|  |  |
| Has anything been selected and/or purchased | |
|  |  |
|  |  |
|  |  |
| Like about current kitchen | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| |  |  | | --- | --- | | Dislikes about current kitchen | | |  |  | |  |  | |  |  | | Is the Kitchen in the right area |  | |  |  | |  |  | |  | | | IS THERE AN EASY FLOW FROM THE KITCHEN TO ENTERTAINING/DINING AREA/ AND BBQ AFRESCO |  | |  |  | |  |  | |  |  | | DO WE NEED TO GAIN MORE NATURAL LIKGHT |  | |  |  | |  |  | | *DOES THE SPACE BECOME CONGESTED – and if so when* |  | |  |  | |  |  | |  |  | |  |  | |  |

**Lifestyle Factors**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Is the main cook | Left Handed | Right Handed | Short | Medium | Tall | |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How many in the household | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| How many using the kitchen at one time and is there often more than one cook | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical limitations of kitchen users | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you like the current height of your bench top | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Lifestyle Factors**  Style of cooking and any cultural conciderations | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Do you preferr an under bench or wall mounted Oven | | | | | | | | | | | | | | | | | | | | under bench | | | | | | | | | | | wall mounted | |
| |  |  |  | | --- | --- | --- | | Do you preferr an under bench or wall mounted Microwave Oven |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| do you like to sit while you cook | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | no | |
|  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| do you want a breakfast bar or do you prefer to sit at a table | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | no | |
|  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | |
| how many will you require seating for at the breakfast bar | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| other activities to allow in kitchen *– (examples: home office/ personal computer/ homework and or phone area)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Storage Needs** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have isues with your current storage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| pantry preferences | | | | | | | | | | walk in | | | | | scullery | | | | | | | | | pull out | | | | | | | cupboard | |
|  | | | | | | | | | |  | | | | |  | | | | | | | | |  | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| special items | | | | wine/spirits | | | | | | glasses | | | | | rubbish | | | | | | | | | recycling | | | | | | | spices | |
|  | | | |  | | | | | |  | | | | |  | | | | | | | | |  | | | | | | |  | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | special items | oils | trays | chopping boards | tea towels | cookbooks | |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| are there items to be displayed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Storage needs** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| additional storage required for non – kitchen items | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| do you want your appliances intergrated | | | | | | | | | | | | | | | | | | | | | | | yes | | | | | | | | no | |
|  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| what appliances would you like to store in an appliance cabinet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Site Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| House Construction | | | | | | | | | | | Brick Veneer | | | | | | | Double Brick | | | | | | | | Other | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Style Of House | | | | | | | | | | | Single Storey | | | | | | | Double Storey | | | | | | | | Other | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |   Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Access to site/House | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| walls to kitchen | | | | | | | | | | | stud wall | | | | | | | | | | | | | | brick/masonary | | | | | | | |
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| Flooring | | | | | | | | | | | | Concrete | | | | | | | timber | | | | | | | | | other | | | | |
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| floor coverings | | | | | | | timber | | | | | | tiles | | | | | | | | vinyl | | | | | | | | other | | | |
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| are existing floor coverings to stay? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Special Instructions to Fabricators | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Measurements** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ceiling height | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| window height | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| window sill height | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| entrance minimum width | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| existing bench height | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| other | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Installation Requirements** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Remove existing kitchen | | | | | yes  no | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| remove existing flooring | | | | | yes  no | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| trades | | | plumber | | | | | | electrician | | | | | | | tiler | | | | | | | | | | | other | | | | | |
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| will there be any structual changes: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| walls | | ceilings | | | | | | windows | | | | | | | | | | | | | | skylights | | | | | | | | | | |
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| doors | | door swing | | | | | | caverty slider | | | | | | | | | | | | | | other | | | | | | | | | | |
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| **Clients Preferred Building Professionals** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| name: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| mobile: | | | | | | email: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| role: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| mobile: | | | | | | email: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| role: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| mobile: | | | | | | email: | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| role: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Other Rooms to be Designed & Measured** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Laundry | | | | | | | Wardrobe | | | | | | Bathroom | | | | | | | | Study | | | | | Entertainment Unit | | | | | | |
|  | | | | | | |  | | | | | |  | | | | | | | |  | | | | |  | | | | | | |
| other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| client Queries | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Designer Response | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Client Signature |  | | | | | | | | | | | | | Date | | |  | | | | | | | | | | | | | | | |
| Designer Signature |  | | | | | | | | | | | | | Date | | |  | | | | | | | | | | | | | | | |

Appendix 7

**Laundry Client Survey**

**Laundries by TAFE**

| **Client Name** |  | **Mobile** |  | |
| --- | --- | --- | --- | --- |
| **Home Address** |  | **Date** | |  |
| **Site Address** |  | **Designer** |  | |
| **Email** |  | **Style** | |  |
| **Start Date** |  | **Finish Date** | |  |

**Type of project**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | New Dwelling | Extension | | Renovation | Commercial | Other |
| **Project** | |  |  | |  |  |  |
| **Purpose of New Laundry** | | | | | | | |
|  | | Update | Expanding Needs | | Reducing Needs | Resale | Other |
| **Work Quality** | |  |  | |  |  |  |
| *Comments* |  | | | | | | |
|  | | | | | | | |
| **Desired Feel & Special Features** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Performance for Materials** | | | | | | | |
| *Bench tops* |  | | | | | | |
|  | | | | | | | |
| *Doors* |  | | | | | | |
|  | | | | | | | |
| *Splash back* |  | | | | | | |
|  | | | | | | | |
| *Handles* |  | | | | | | |
|  | | | | | | | |
| *Feature* |  | | | | | | |
|  | | | | | | | |
| **Colour Scheme**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Warm | Cool | Neutral | Bright | Other | | **Colours** |  |  |  |  |  | | | | | | | | |
| **Hardware Preferences** | | | | | | | |
| **Drawers** | | Timber | Metal | | Double Profile | Push to open | Electronic |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
| **Doors Floor** | | Eco | | Standard | 165Opening | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Doors Wall** | | | | | Touch to open | |  |  |  |  |  |  | | Comments: | | | | | | | | Eco | Standard | | 165Opening | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
| **Pantry** | | Eco | Standard | | Pull Out | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |

**Likes & Dislikes**

|  |  |
| --- | --- |
| Idears for new Laundry  (client should provide images where possible) | |
|  |  |
|  |  |
| Desired overall look |  |
|  |  |
|  |  |
| Has anything been selected and/or purchased | |
|  |  |
|  |  |
| Like about current Laundry | |
|  |  |
|  |  |

**Lifestyle Factors**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Is the main Operator | Left Handed | Right Handed | Short | Medium | Tall | |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How many in the household | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| How many using the Laundry at one time | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical limitations of Laundry users | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Do you like the current height of your bench top | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Lifestyle Factors** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you preferr an Front loader or top loader Washing machine | | | | | | | | | | | | | | | | | | | | Front loader | | | | | | | | | | | top loader | |
| |  |  |  | | --- | --- | --- | |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| do you require a one or two bowl tub | | | | | | | | | | | | | | | | | | | | one | | | | | | | | | | | two | |
|  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| do you want an ironing space in the laundry area | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | no | |
|  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| other activities to allow in laundry *– (examples: home office/ personal computer/ homework and or phone area)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Storage Needs** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have isues with your current storage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| linen storage preferences | | | | | | | | | | | | | | | walk in | | | | | | | | | pull out | | | | | | | cupboard | |
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| special items | | | | bulk storage | | | | | | cleaning | | | | | appliances | | | | | | | | | recycling | | | | | | | brooms | |
|  | | | |  | | | | | |  | | | | |  | | | | | | | | |  | | | | | | |  | |
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| **Storage needs** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| additional storage required for non – laundry items | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| do you want your appliances intergrated | | | | | | | | | | | | | | | | | | | | | | | yes | | | | | | | | no | |
|  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| what appliances would you like to store in an appliance cabinet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Site Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| House Construction | | | | | | | | | | | Brick Veneer | | | | | | | Double Brick | | | | | | | | Other | | | | | | |
|  | | | | | | | | | | |  | | | | | | |  | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Style Of House | | | | | | | | | | | Single Storey | | | | | | | Double Storey | | | | | | | | Other | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |   Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Access to site/House | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| walls to laundry | | | | | | | | | | | stud wall | | | | | | | | | | | | | | brick/masonary | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flooring | | | | | | | | | | | | Concrete | | | | | | | timber | | | | | | | | | other | | | | |
|  | | | | | | | | | | | |  | | | | | | |  | | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| floor coverings | | | | | | | timber | | | | | | tiles | | | | | | | | vinyl | | | | | | | | other | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| are existing floor coverings to stay? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Special Instructions to Fabricators | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Measurements** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ceiling height | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| window height | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| window sill height | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| entrance minimum width | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| existing bench height | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| other | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Installation Requirements** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Remove existing laundry | | | | | yes  no | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| remove existing flooring | | | | | yes  no | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| trades | | | plumber | | | | | | electrician | | | | | | | tiler | | | | | | | | | | | other | | | | | |
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| measure plumbing location and power point/electrical switches locations and mark on plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| additional power points? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| additional gas/plumbing? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| is lighting to be altered or added | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| any data/phone/television connections be required? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| will there be any structual changes: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| walls | | ceilings | | | | | | windows | | | | | | | | | | | | | | skylights | | | | | | | | | | |
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| doors | | door swing | | | | | | caverty slider | | | | | | | | | | | | | | other | | | | | | | | | | |
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| **Clients Preferred Building Professionals** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Other Rooms to be Designed & Measured** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kitchen | | | | | | | Wardrobe | | | | | | Bathroom | | | | | | | | Study | | | | | Entertainment Unit | | | | | | |
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| client Queries | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Designer Response | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Client Signature |  | | | | | | | | | | | | | Date | | |  | | | | | | | | | | | | | | | |
| Designer Signature |  | | | | | | | | | | | | | Date | | |  | | | | | | | | | | | | | | | |