# Project Assessment

## Criteria

### Unit code, name and release number

MSFID4022 - Prepare quotation and contract documentation for design projects (1)

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

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

## Student details

### Student number

### Student name

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: *1.0*

Date created: *12/08/2019*

Date modified: *16/01/2020*

For queries, please contact:

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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 |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your knowledge and performance as would be required to prepare quotations and documents for contracts in the designing industries. |
| **Assessment Event number** | 2 of 2 |
| **Instructions for this assessment** | This is a project based assessment and will be assessing you on your knowledge and performance of the unit.  This assessment is in three parts:   1. Project 2. Assessment Checklist 3. Assessment Feedback   You have 4 steps in this Event for 3 different projects. These are set out with information for you to determine and present information for each assessment.  The 3 different projects will be completed on different dates and each will include the following steps:  Step 1: Review the client brief documents  Step 2: Client Requirements Confirmation  Step 3: Prepare and Present Quotation and Modify  Step 4: Prepare Contract Documents  Within these steps there are observable simulated interactions that your Assessor **MUST** observe you performing. Your Assessor will need to record the details of these interactions in the Observation Checklist. |
| **Submission instructions** | On completion of this assessment, you are required to upload it or hand it to your assessor for marking  Ensure you have written your name at the bottom of each page of this assessment.  It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a satisfactory result for this assessment all task must be completed to a competent level. |
| **What do I need to provide?** | Calculator, pens, pencils, eraser, A4 or A3 paper. |
| **What the assessor will provide?** | Computers, CAD Programs, student workbook. These may be hard copy or made available online. |
| **Due date and time allowed** | This assessment is to be completed at TAFE NSW Campus  Due date for submission of all 3 projects (including Observations) by the end of week 11 semester 1.  The total number of hours allocated for assessment in this product assessment event is 20 hours. |
| **Assessment feedback, review or appeals** | In accordance with the TAFE NSW policy Manage Assessment Appeals, all students have the right to appeal an assessment decision in relation to how the assessment was conducted and the outcome of the assessment. Appeals must be lodged within **14 working days** of the formal notification of the result of the assessment.  If you would like to request a review of your results or if you have any concerns about your results, contact your Teacher or Head Teacher. If they are unavailable, contact the Student Administration Officer.  Contact your Head Teacher for the assessment appeals procedures at your college/campus. |

**Specific task instructions**

The instructions and the criteria in the task and activities below will be used by the assessor to determine if the student has satisfactorily completed this assessment event. Student’s responses will be used as part of the overall evidence requirements of the unit. Using the information provided, you will need to create a Project *(or use the templates provided)* to Prepare Quotation and Contract Documentation.

You will be required to complete documentation for three (3) separate projects. During the compilation of this documentation you will participate in two simulated client interactions that will be led by your Assessor.

You should read the project steps description and refer to the list of criteria provided in the Assessment Checklist to understand what skills you are required to demonstrate in this section of the assessment. This Checklist outlines the Performance Criteria, Performance Evidence and Assessment Conditions you will be assessed against. Once completed you are required to submit the project for marking at the intervals set by the teacher.

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.***

Steps in the Tasks

## Step 1: Review the client brief documents *(week 9)*

For each project you are required to determine the client's requirements from the brief provided, the clients images and plans, along with the client survey. Using the table provided - *Main Points to be Confirmed with Client*, identify the main materials and design details that you wish to confirm with the Client via a face-to-face meeting. List these items in the left hand column of the table.

The expected time for the face-to-face meeting is 5 to 10 minutes

## Step 2: Client Requirements Confirmation *(week 9)*

To complete this part of the assessment you will be required to hold a face-to-face meeting with the Client to discuss and confirm the requirements. For each of the three projects below, you will refer to the *Main Points to be Confirmed with Client* table.

During the face-to-face meeting, you will clarify the design brief, explore the client’s requirements and identify inclusions and complexities in order to prepare a quote.

The Assessor will act as the client and will respond to you by providing **one** change to the original documentation. You will need to document any changes the Client indicates in the right hand column of the table *Main Points to be Confirmed with Client*. This will inform the changes that the student will need to make to the quote.

The Assessor will document the change that was indicated and your response, in the Observation Checklist.

Off-site students will need to submit this assessment digitally to the assessor for marking.

The expected time for the face-to-face meeting is 15 to 20 minutes

## Step 3: Prepare and Present Quotation and Modify *(week 10)*

Based on the outcome of the face-to-face meeting, you are required to compile a quote for the client, which takes into consideration the modification that the client indicated (using the template provided).

You are to source material and services costing, to calculate the cost of the project and prepare the quote.

Present quote to client in a face-to-face meeting. The Assessor will act as the client and will respond to you by providing **one** change required to be made to the quote. You will need to document the change on a new quote that you will prepare after the face-to-face meeting. This modified quote is to be submitted to the Assessor.

The Assessor will document the change that was indicated and your response, in the Observation Checklist.

Off-site students will need to submit this assessment digitally to the assessor for marking.

The expected time for the face-to-face meeting is 15 to 20 minutes

To find information about quote contents you can refer to the “Student Work Book” or the Fair Trading website by clicking on the link [Getting quotes | Fair Trading NSW](https://www.fairtrading.nsw.gov.au/housing-and-property/building-and-renovating/preparing-to-build-and-renovate/getting-quotes)

Written quotations should:

* include all work to be done
* include promotional information
* include all materials to be used
* reflect the clients specifications
* checked that materials quoted are what the client is after, not substitutes.

Step 4: Prepare Contract Documents *(week 10)*

Prepare Project contract documentation (using the template provided). This will include all information about the client, where the project will be created/installed, what the scope of works are, contract conditions, pricing and sign off for client and the designer.

To find information about contract contents you can refer to the “Student Work Book” or the Fair Trading website by clicking on the link [Contracts | Fair Trading NSW](https://www.fairtrading.nsw.gov.au/housing-and-property/building-and-renovating/preparing-to-build-and-renovate/contracts)

Identify any legal expertise required to create the design and contractual documents, using the table provided.

Part 1:Project

## Kitchen

### Project Brief:

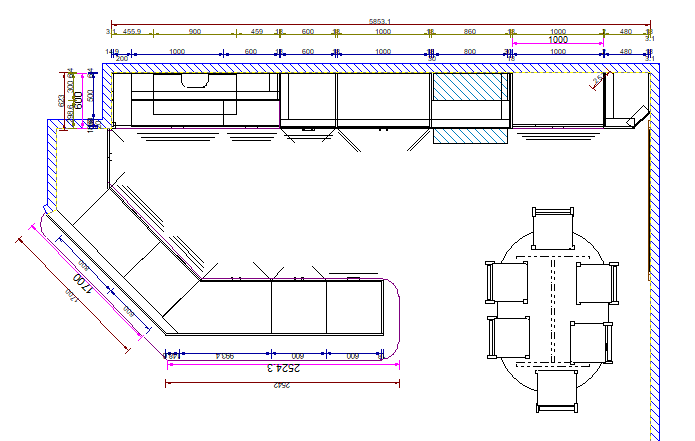
The client has an existing kitchen and requires an upgrade for a new kitchen. The upgrade requirements are set out in the client survey. Detail drawings and project photos will provide information on the project.

Image of existing Kitchen

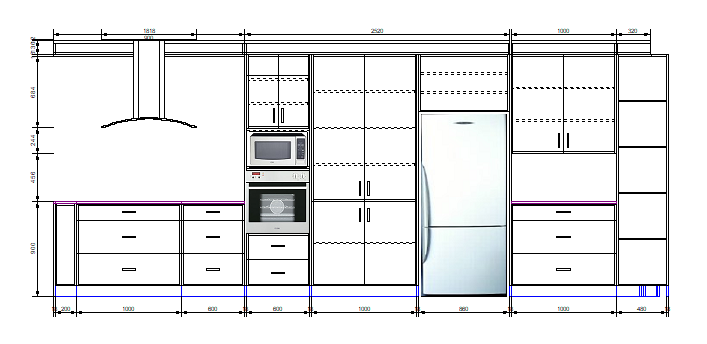


© TAFE NSW 2019

**New Kitchen Drawings © TAFE NSW 2019 Plan View**



**New Kitchen Drawings © TAFE NSW 2019 Elevation**



## Kitchen Survey

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

**Client Survey Form**

| **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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | New Dwelling | Extension | | Renovation | Commercial | Other |
| **Project** Kitchen Renovation | |  |  | |  |  |  |
| **Purpose of New Kitchen** | | | | | | | |
|  | | 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 | | | | | | |
|  | | | | | | | |
| *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** | | 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) |
| Remove top part of angled wall to open up to entertainment area |  |
|  |  |
| 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 |  |
|  |  |
|  |  |
| |  |  | | --- | --- | | Dislikes about current kitchen | | | To small, closed off from entertaining area. |  | | |  |  | | |  |  | | | Is the Kitchen in the right area |  | | | Yes |  | | |  |  | | |  | | | IS THERE AN EASY FLOW FROM THE KITCHEN TO ENTERTAINING/DINING AREA/ AND BBQ AFRESCO |  | | | Yes |  | | |  |  | | | DO WE NEED TO GAIN MORE NATURAL LIKGHT |  | | | No |  | | |  |  | | | *DOES THE SPACE BECOME CONGESTED – and if so when* |  | | | When 6 or more are at the dining table. Keep bench top 2.4mts from West wall |  | | |  |  | | |  |

**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 | | | | | |
|  | | |  | | | | | |  | | | | | | |  | | | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Glass splash back 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Designer Review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All materials selected for this design meet the outcome design required. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Client Signature |  | | | | | | | | | | | | | Date | | |  | | | | | | | | | | | | | | |
| Designer Signature | Fred Flintstone | | | | | | | | | | | | | Date | | | 12/1/2034 | | | | | | | | | | | | | | |

#### Identify

Using the table provided – Step 1: Main Points to be Confirmed with Client, identify the main materials and design details that you wish to confirm with the Client via a face-to-face meeting. List these items in the left hand column of the table.

|  |  |
| --- | --- |
| Step 1: Main points to be confirmed with Client | |
| **Point/Item to be confirmed** | **Changes to be made** |
|  |  |

#### Confirmation

During the face-to-face meeting, you will clarify the design brief, explore the client’s requirements and identify inclusions and complexities to confirm these details.

Your assessor will act as the client and will respond to you by providing **one** change to the original documentation.

You will need to document any changes the Client indicates in the right hand column of the table Step 2: Main Points to be confirmed with Client.

Table Confirmation with Client

|  |  |
| --- | --- |
| Step 2: Main points to be confirmed with Client | |
| **Point/Item to be confirmed** | **Changes to be made** |
|  |  |

**Quote Document Template Step 3 #1**

Use the template below.

**Kitchens by TAFE Quote**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Quote #: | | |
| **Quote for the scope of works for:** | | | Date : | | |
| Name: | |  | Quote Expiration Date : | | |
| Street Address: | |  | Job Title : | | |
| Suburb: | |  | Designer: | | |
| State: | |  |  | | |
| Phone: | |  |  | | |
| Email: | |  |  | | |
| QTY | Description | | | Unit Price | Line Total |
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|  |  | | |  |  |
|  |  | | | Subtotal |  |
|  |  | | | GST |  |
|  |  | | | Total |  |

Quotation prepared by: ………………………………………………………………………

**Assessor Changes:**

##### Students response:

**Quote Document Template Step 3 #2**

Use the template below.

**Kitchens by TAFE Quote**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Quote #: | | |
| **Quote for the scope of works for:** | | | Date : | | |
| Name: | |  | Quote Expiration Date : | | |
| Street Address: | |  | Job Title : | | |
| Suburb: | |  | Designer: | | |
| State: | |  |  | | |
| Phone: | |  |  | | |
| Email: | |  |  | | |
| QTY | Description | | | Unit Price | Line Total |
|  |  | | |  |  |
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|  |  | | |  |  |
|  |  | | |  |  |
|  |  | | | Subtotal |  |
|  |  | | | GST |  |
|  |  | | | Total |  |

Quotation prepared by: ………………………………………………………………………

*Page 2 of Quote*

**Client**

**Terms of Payments:**

\*Special Notes\*

Clients Name………………………………………………………

Signature………………………………………Date……/……./………

|  |
| --- |
| Identify any legal expertise required to create the design and contractual documents. |
|  |

**Contract Document Template**

|  |
| --- |
| ***Kitchens by TAFE Kitchen Contract***  ABN : 1112222333344  This contract is for the scope of works for ………………… ………At …………………… |
| **Contract Conditions** |

1. Description of Services

2. Construction Codes

3. Payment

4. Changes

5. Indemnity in favor of owner

6. Damage to property

7. Site Access

8. Site Completion

9. Amendments

10. Communication

Contract Explanation

Statutory warranties

***Kitchens by TAFE Kitchen Contract***

ABN: 1112222333344

**Client**

**Contractor**

**Image of Finished Kitchen**

© TAFE NSW 2019

## Task 2: Laundry

**Project Brief:**

The client has an existing laundry consisting of a laundry tub in a new house and requires an upgrade for a larger laundry including storage space. The changes will require more storage and bench space.

The upgrade requirements are in the client survey. Detail drawings and project photos will provide information on the project.

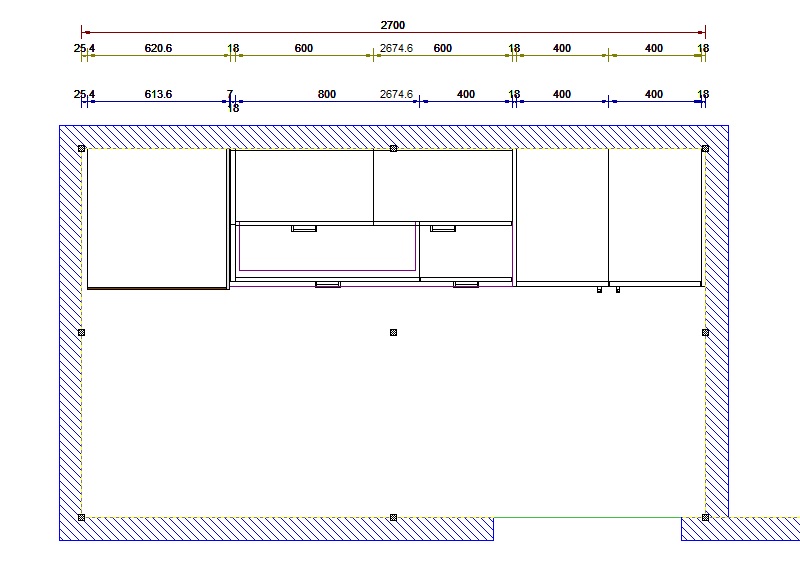
**Image of Existing Laundry**



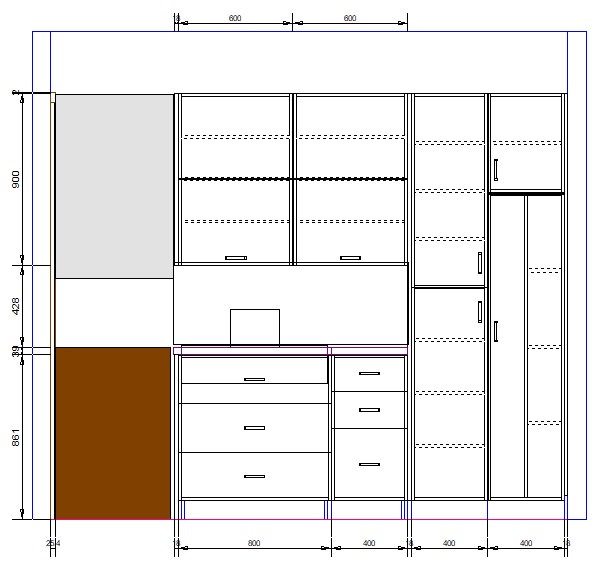


© TAFE NSW 2019

**Laundry Plan © TAFE NSW 2019**



**Laundry Elevation © TAFE NSW 2019**



## Laundry Survey

**Laundries by TAFE**

**Client Survey Form**

| **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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | New Dwelling | Extension | | Renovation | Commercial | Other |
| **Project** Laundry | |  |  | |  |  |  |
| **Purpose of New Laundry** | | | | | | | |
|  | | Update | Expanding Needs | | Reducing Needs | Resale | Other |
| **Work Quality** | |  |  | |  |  |  |
| *Comments* | The building company only provided a small laundry | | | | | | |
|  | | | | | | | |
| **Desired Feel & Special Features** | | | | | | | |
| As much storage as possible | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Performance for Materials** | | | | | | | |
| *Bench tops* | Ceaserstone | | | | | | |
|  | | | | | | | |
| *Doors* | Polytech Melamine, Dark colour | | | | | | |
|  | | | | | | | |
| *Splash back* | Tiles | | | | | | |
|  | | | | | | | |
| *Handles* | To be selected | | | | | | |
|  | | | | | | | |
| *Feature* | Hanging rail under wall cabinets | | | | | | |
|  | | | | | | | |
| **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/Broom/Storage** | | Eco | Standard | | Pull Out | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: Large cabinet doors to have 165° hinges for increased access | | | | | | | |

**Likes & Dislikes**

|  |  |
| --- | --- |
| Idears for new Laundry  (client should provide images where possible) | |
| Clean, minimal. |  |
|  |  |
| Desired overall look |  |
| Coastal, modern look. Good for function |  |
|  |  |
|  |  |
| Has anything been selected and/or purchased | |
| No |  |
|  |  |
|  |  |
| Like about current Laundry | |
| Window and natural light |  |
|  |  |
|  |  |
|  |  |
|  |  |
| |  |  | | --- | --- | | Dislikes about current Laundry | | | Not enough storage space |  | |  |  | |  |  | | Is the Laundry in the right area |  | | Yes |  | |  |  | |  | | |  |  | | DO WE NEED TO GAIN MORE NATURAL LIKGHT |  | | No |  | |  |  | | *DOES THE SPACE BECOME CONGESTED – and if so when* |  | | No |  | |  |  | |  |  | |  |  | |  |

**Lifestyle Factors**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Is the main Operator | Left Handed | Right Handed | Short | Medium | Tall | |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How many in the household | | | | | | | | | 2 | | | | | | | | | | | | | | | | | | | |
| How many using the Laundry at one time 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical limitations of Laundry users | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vertically Challenged (5ft2inches) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you like the current height of your bench top | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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 | |
| Not sure yet. Maybe. Need ideas | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| other activities to allow in laundry *– (examples: home office/ personal computer/ homework and or phone area)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hand washing, Need drying rail | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Storage Needs** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have isues with your current storage | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| There is not enough storage space | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| linen storage preferences | | | | | | | | | | | | | walk in | | | | | | | | pull out | | | | | | cupboard | |
|  | | | | | | | | | | | | |  | | | | | | | |  | | | | | |  | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| special items | | | bulk storage | | | | | cleaning | | | | | appliances | | | | | | | | recycling | | | | | | brooms | |
|  | | |  | | | | |  | | | | |  | | | | | | | |  | | | | | |  | |
| |  | | --- | | other Pull out laundry basket | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vacuum, Mop, Broom | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Site Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| House Construction | | | | | | | | | Brick Veneer | | | | | | | Double Brick | | | | | | | Other | | | | | |
| Hebel Block | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Style Of House | | | | | | | | | Single Storey | | | | | | | Double Storey | | | | | | | Other | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Coastal, Modern |  |  |  |   Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Access to site/House Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| walls to laundry | | | | | | | | | stud wall | | | | | | | | | | | | | brick/masonary | | | | | | |
| Steel frame | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flooring | | | | | | | | | | Concrete | | | | | | | timber | | | | | | | other | | | | |
| Tiles over concrete | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| floor coverings | | | | | | timber | | | | | tiles | | | | | | | | vinyl | | | | | | other | | | |
|  | | | | | |  | | | | |  | | | | | | | |  | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are existing floor coverings to stay? Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Measurements** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ceiling height | | | | 2.55mt | | | | | | | | | | | | | | | | | | | | | | | | |
| window height | | | | Floor to ceiling sliding glass door | | | | | | | | | | | | | | | | | | | | | | | | |
| window sill height | | | | No window just the sliding door | | | | | | | | | | | | | | | | | | | | | | | | |
| entrance minimum width | | | | 820mm | | | | | | | | | | | | | | | | | | | | | | | | |
| existing bench height | | | | 900mm | | | | | | | | | | | | | | | | | | | | | | | | |
| other | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Installation Requirements** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Remove existing laundry | | | | yes  no | | | | | | | | | | | | | | | | | | | | | | | | |
| remove existing flooring | | | | yes  no | | | | | | | | | | | | | | | | | | | | | | | | |
| trades | | plumber | | | | | electrician | | | | | | | tiler | | | | | | | | | other | | | | | |
|  | |  | | | | |  | | | | | | |  | | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| measure plumbing location and power point/electrical switches locations and mark on plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional power points? N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| additional gas/plumbing? N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| is lighting to be altered or added N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| any data/phone/television connections be required? N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| will there be any structual changes: N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Clients Preferred Building Professionals** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| name: Ted | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| mobile: 0587946123 | | | | | email: cabysrus@justintime.com | | | | | | | | | | | | | | | | | | | | | | | |
| role: Cabinetmaker | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| name: Harry | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| mobile: 0987654321 | | | | | email: harrysplumbing@cool.com | | | | | | | | | | | | | | | | | | | | |
| role: Plumber | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| name: Terry | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| mobile: 0258741963 | | | | | email: stonedrus@tops.com | | | | | | | | | | | | | | | | | | | | | | | |
| role: Stone Mason | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Other Rooms to be Designed & Measured** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kitchen | | | | | | Wardrobe | | | | | Bathroom | | | | | | | | Study | | | | Entertainment Unit | | | | | |
|  | | | | | |  | | | | |  | | | | | | | |  | | | |  | | | | | |
| other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| client coments | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Need 3 weeks’ notice to be at home for install team | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Designer Review | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All materials selected for this design meet the outcome design required. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Client Signature | Edna Skillspoint | | | | | | | | | | | Date | | | 1/02/2034 | | | | | | | | | | | | | |
| Designer Signature | Fred Flintstone | | | | | | | | | | | Date | | | 1/02/2034 | | | | | | | | | | | | | |

#### Identify

Using the table provided – Step 1: Main Points to be Confirmed with Client, identify the main materials and design details that you wish to confirm with the Client via a face-to-face meeting. List these items in the left hand column of the table.

Table Confirmation with Client

|  |  |
| --- | --- |
| Step 1: Main points to be confirmed with Client | |
| **Point/Item to be confirmed** | **Changes to be made** |
|  |  |

#### Confirmation

During the face-to-face meeting, you will clarify the design brief, explore the client’s requirements and identify inclusions and complexities to confirm these details.

Your assessor will act as the client and will respond to you by providing **one** change to the original documentation.

You will need to document any changes the Client indicates in the right hand column of the table Step 2: Main Points to be Confirmed with Client.

Table Confirmation with Client

|  |  |
| --- | --- |
| Step 2: Main points to be confirmed with Client | |
| **Point/Item to be confirmed** | **Changes to be made** |
|  |  |

**Quote Document Template Step 3 #1**

Use the template below or create your own.

**Laundry’s by TAFE Laundry Quote**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Quote #: | | |
| **Quote for the scope of works for:** | | | Date : | | |
| Name: | |  | Quote Expiration Date : 01/02/2034 | | |
| Street Address: | |  | Job Title : | | |
| Suburb: | |  | Designer: | | |
| State: | |  |  | | |
| Phone: | |  |  | | |
| Email: | |  |  | | |
| QTY | Description  U | | | | Line Total |
|  |  | | | |  |
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|  |  | | | |  |
|  |  | | | |  |
|  |  | | | Subtotal |  |
|  |  | | | GST |  |
|  |  | | | Total |  |

Quotation prepared by: ………………………………………………………………………

**Assessor Changes:**

##### Students response:

**Quote Document Template Step 3 #2**

Use the template below or create your own.

**Laundry’s by TAFE Laundry Quote**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Quote #: | | |
| **Quote for the scope of works for:** | | | Date : | | |
| Name: | |  | Quote Expiration Date : 01/02/2034 | | |
| Street Address: | |  | Job Title : | | |
| Suburb: | |  | Designer: | | |
| State: | |  |  | | |
| Phone: | |  |  | | |
| Email: | |  |  | | |
| QTY | Description  U | | | | Line Total |
|  |  | | | |  |
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|  |  | | | |  |
|  |  | | | |  |
|  |  | | | Subtotal |  |
|  |  | | | GST |  |
|  |  | | | Total |  |

Quotation prepared by: ………………………………………………………………………

Plans Attached, Dated and signed Client …………………………………………..

Company Representative of ………………………………………………..

*Page 2 of Quote*

**Client**

Clients Name………………………………………………………

Signature………………………………………Date……/……./………

|  |
| --- |
| Identify any legal expertise required to create the design and contractual documents. |
|  |

**Contract Document Template**

|  |
| --- |
| ***Laundry’s by TAFE Laundry Contract***  *ABN : 1112222333344*    This contract is for the scope of works for ……………………. ………At ……………………….. |
| **Contract Conditions** |

1. Description of Services

2. Construction Codes

3. Payment

4. Changes

5. Indemnity in favor of owner

6. Damage to property

7. Site Access

8. Site Completion

9. Amendments

10. Communication

Contract Explanation

Statutory warranties

**Laundry’s by TAFE** ***Laundry Contract***

*ABN: 1112222333344*

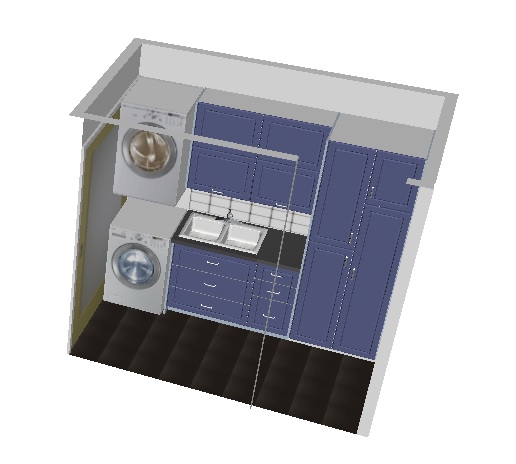
**Client**

Clients Name………………………………………………………

Signature………………………………………Date……/……./………

**Contractor**

**Image of Proposed Laundry**



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## Task 3: Bathroom

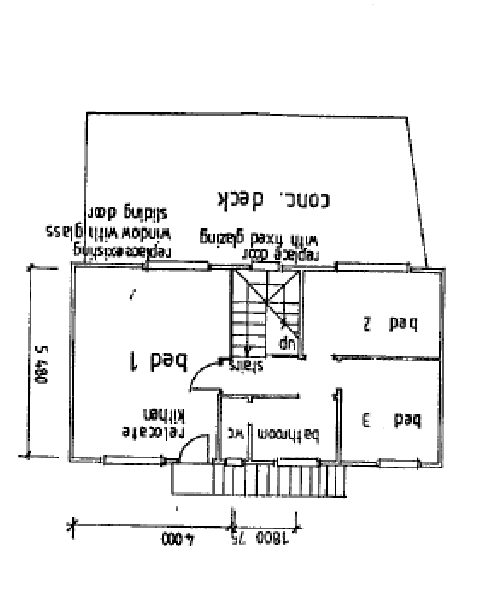
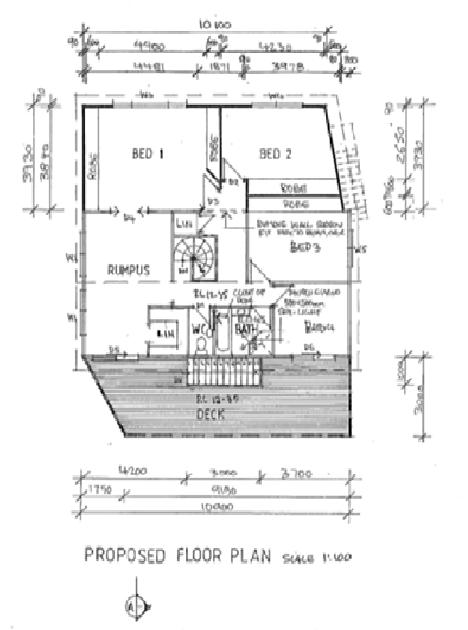
**Project Brief:**

The client had an old bathroom with a small shower bath (not full size). Access to the upstairs toilet was through the bathroom. A window in the old room was jammed and didn’t open very much. This created very little air flow. Mould was present in the ceiling gyprock.

The brief is to have a full-size bath with a separate shower. The theme for the tiles and furnishings was black and white.

Firstly, the window had to comply to Australian Standards AS1288 along with all plumbing and electrical meeting regulatory and industry standards. As this was a wet area the job also had to comply with Wet Area Standards AS3740

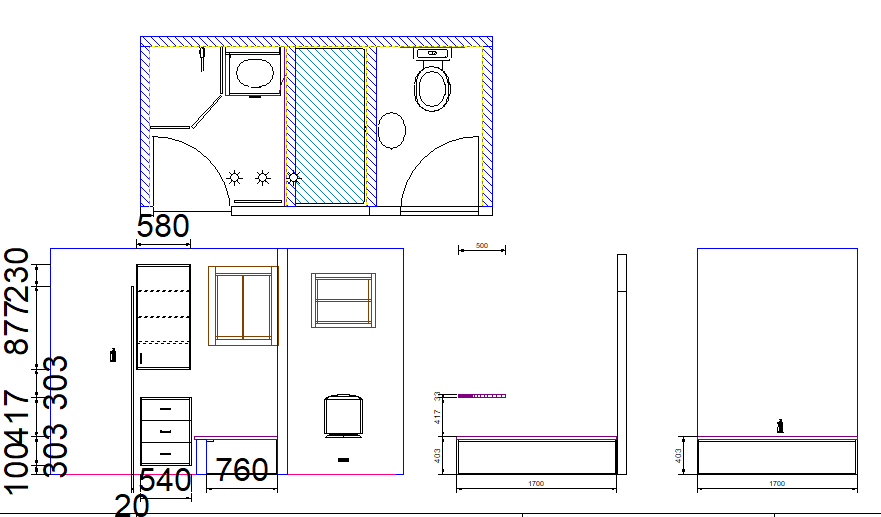
Original Layout Proposed Layout



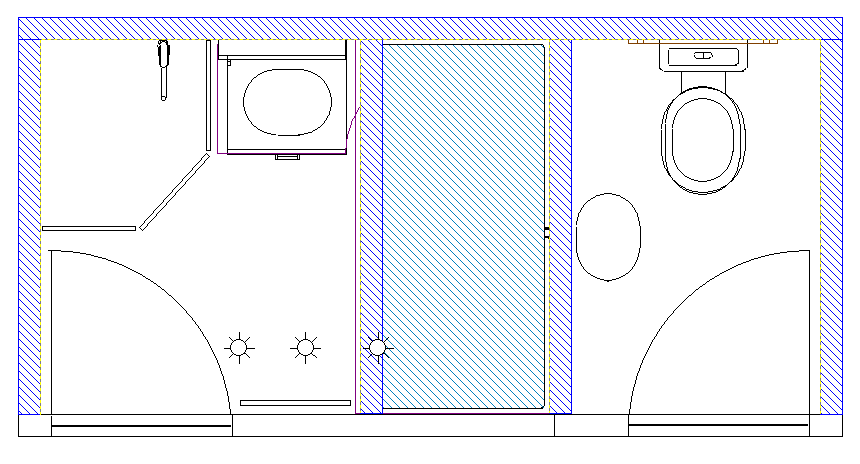
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**Proposed Plans**



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## Bathroom Survey

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

**Client Survey Form**

| **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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | New Dwelling | Extension | | Renovation |  |  |
| **Project** Bathroom Reno | |  |  | |  |  |  |
|  | | | | | | | |
| **Purpose of Bathroom** | | | | | | | |
|  | | Update | Expanding Needs | | Reducing Needs | Resale | Other |
| **Work** | |  |  | |  |  |  |
| *Comments* |  | | | | | | |
| With a household of 5 the toilet needs to be accessed at all times. | | | | | | | |
| The existing is old and falling apart. | | | | | | | |
|  | | | | | | | |
| **Desired Feel & Special Features** | | | | | | | |
| Fresh new Black and white with more airflow and natural light | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Performance for Materials** | | | | | | | |
| *Wall coverings* | White tiles over water check plasterboard | | | | | | |
|  | | | | | | | |
| *Floor coverings* | Black and white tiles over a concrete bed | | | | | | |
|  | | | | | | | |
| *Shower Walls/Doors* | Frameless Starfire glass | | | | | | |
|  | | | | | | | |
| *Bath* | Thermoformed acrylic | | | | | | |
|  | | | | | | | |
| *Cabinetry* | MR HMR/PB with Black aluminum frames with mirror in the top cabinet | | | | | | |
| and plastic sheeting in the frames for the base cabinets. Drawers in base cabinets. | | | | | | | |
| *Tapware* | Black fittings through the whole project | | | | | | |
|  | | | | | | | |
| *Feature* | The black fittings and a skydome natural lighting opening | | | | | | |
|  | | | | | | | |
| **Colour Scheme**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Warm | Cool | Neutral | Bright | Other | | **Colours** |  |  |  |  |  | |  | | | | | |   Black and White | | | | | | | |
| **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: | | | | | | | |
| **Shaving Cabinet** | | Eco | Standard | | Pull Out | Soft Close | Touch to open |
|  | |  |  | |  |  |  |
| Comments: | | | | | | | |
|  | | | | | | | |

**Likes & Dislikes**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Idears for new Bathroom  (client should provide images where possible) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Natural light in ceiling | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| Desired overall look | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| Bright, modern, functional | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| Has anything been selected and/or purchased | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All tap fitting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| Likes about current Bathroom | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nothing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Storage Needs** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have isues with your current storage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| There is none | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shaving CABINET PREFERENCES | | | | | | | | | | | | | | | | Door | | | | | | | Lift up | | | | | | | Mirrored | |
|  | | | | | | | | | | | | | | | |  | | | | | | |  | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Base Cabinets | | | | | Drawers | | | | | | Doors | | | | | Storeage | | | | | | | Compartmentised | | | | | | | | |
|  | | | | |  | | | | | |  | | | | |  | | | | | | |  | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | special items | Drawer Storage | Shaving Equipment | towel Rails | Skylight | |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| are there items to be displayed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Small pot plant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Storage needs** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| additional storage required | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| As much as possible | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Site Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| House Construction | | | | | | | | | | | | Brick Veneer | | | | | | | Double Brick | | | | | | Other | | | | | | |
| Downstairs is brick veneer, upstairs is timber frame | | | | | | | | | | | |  | | | | | | |  | | | | | |  | | | | | | |
| With cladding | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Style Of House | | | | | | | | | | | | Single Storey | | | | | | | Double Storey | | | | | | Other | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Upstairs is forever boards cladding |  |  |  |   Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Access to site/House | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Side entrance has stairs to upstairs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| walls to Bathroom | | | | | | | | | | | | stud wall | | | | | | | | | | | | brick/masonary | | | | | | | |
|  | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flooring | | | | | | | | | | | | | Concrete | | | | | | | timber | | | | | | | other | | | | |
|  | | | | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| floor coverings | | | | | | | | timber | | | | | | tiles | | | | | | | vinyl | | | | | | | other | | | |
|  | | | | | | | |  | | | | | |  | | | | | | |  | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| are existing floor coverings to stay? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No. Old tiles will need to be removed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Measurements** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ceiling height | | | | | | 2410mm | | | | | | | | | | | | | | | | | | | | | | | | | |
| window height | | | | | | 600mm | | | | | | | | | | | | | | | | | | | | | | | | | |
| window sill height | | | | | | 1200mm | | | | | | | | | | | | | | | | | | | | | | | | | |
| entrance minimum width | | | | | | 790mm | | | | | | | | | | | | | | | | | | | | | | | | | |
| existing bench height | | | | | | 850mm | | | | | | | | | | | | | | | | | | | | | | | | | |
| other | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Installation Requirements | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Remove existing Bathroom | | | | | | yes  no | | | | | | | | | | | | | | | | | | | | | | | | | |
| remove existing flooring | | | | | | yes  no | | | | | | | | | | | | | | | | | | | | | | | | | |
| trades | | | | plumber | | | | | | electrician | | | | | | | tiler | | | | | | | | | other | | | | | |
|  | | | |  | | | | | |  | | | | | | |  | | | | | | | | |  | | | | | |
| Cabinetmaker, Carpenter, Roofing plumber | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| will there be any structual changes: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Framing will be removed for the new skylight so some bracing and new framework will | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| need to be Installed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| walls | | | ceilings | | | | | | windows | | | | | | | | | | | | | skylights | | | | | | | | | |
|  | | |  | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| doors | | | door swing | | | | | | caverty slider | | | | | | | | | | | | | other | | | | | | | | | |
|  | | |  | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Door swing will need to clear shower recess | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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: showersrus@clearmail.to | | | | | | | | | | | | | | | | | | | | | | | | |
| role: Glazier (shower screen) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| name: Glen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| mobile: 0968457321 | | | | | | | email: chippesrus@woodstuff.com | | | | | | | | | | | | | | | | | | | | | |
| role: Carpenter | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| name: Cammo | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| mobile: 2518587895 | | | | | | | email: cabbiesrus@jointmail.to | | | | | | | | | | | | | | | | | | | | | | | | |
| role: Cabinetmaker | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| name: Grant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| mobile: 046579123 | | | | | | | email: roofsrus@skyview.com | | | | | | | | | | | | | | | | | | | | | |
| role: Roof Plumber | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| client coments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| It is the only bathroom, so access to shower each night is a requirement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Designer Review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| All materials selected for this design meet the outcome design required. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Client Signature | |  | | | | | | | | | | | | | Date | | |  | | | | | | | | | | | | | |
| Designer Signature | | Fred Flintstone | | | | | | | | | | | | | Date | | | 12/1/2034 | | | | | | | | | | | | | |

#### Identify

Using the table provided – Step 1: Main Points to be Confirmed with Client, identify the main materials and design details that you wish to confirm with the Client via a face-to-face meeting. List these items in the left hand column of the table.

Table Confirmation with Client

|  |  |
| --- | --- |
| Step 1: Main points to be confirmed with Client | |
| **Point/Item to be confirmed** | **Changes to be made** |
|  |  |

#### Confirmation

During the face-to-face meeting, you will clarify the design brief, explore the client’s requirements and identify inclusions and complexities to confirm these details.

Your assessor will act as the client and will respond to you by providing **one** change to the original documentation.

You will need to document any changes the Client indicates in the right hand column of the table Step 2: Main Points to be Confirmed with Client.

Table Confirmation with Client

|  |  |
| --- | --- |
| Step 2: Main points to be confirmed with Client | |
| **Point/Item to be confirmed** | **Changes to be made** |
|  |  |

### Quote Document Template Step 3 #1

Use the template below or create your own.

**Bathrooms by TAFE Quote**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Quote #: | | |
| **Quote for the scope of works for:** | | | Date : | | |
| Name: | |  | Quote Expiration Date : 01/02/2034 | | |
| Street Address: | |  | Job Title : | | |
| Suburb: | |  | Designer: | | |
| State: | |  |  | | |
| Phone: | |  |  | | |
| Email: | |  |  | | |
| QTY | Description | | | Unit Price | Line Total | |
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|  |  | | | Subtotal |  | |
|  |  | | | GST |  | |
|  |  | | | Total |  | |

Quotation prepared by: ………………………………………………………………………

**Assessor Changes:**

##### Students response:

### Quote Document Template Step 3 #2

**Bathrooms by TAFE Quote**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Quote #: | | |
| **Quote for the scope of works for:** | | | Date : | | |
| Name: | |  | Quote Expiration Date : 01/02/2034 | | |
| Street Address: | |  | Job Title : | | |
| Suburb: | |  | Designer: | | |
| State: | |  |  | | |
| Phone: | |  |  | | |
| Email: | |  |  | | |
| QTY | Description | | | Unit Price | Line Total | |
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|  |  | | | Subtotal |  | |
|  |  | | | GST |  | |
|  |  | | | Total |  | |

Quotation prepared by: ………………………………………………………………………

*Page 2 of Quote*

**Client**

**Terms of Payments:**

Clients Name………………………………………………………

Signature………………………………………Date……/……./………

|  |
| --- |
| Identify any legal expertise required to create the design and contractual documents. |
|  |

**Contract Document Template**

|  |
| --- |
| ***Bathroom’s by TAFE Bathroom Contract***  *ABN : 1112222333344*    This contract is for the scope of works for …………………........... ………At …………………. |
| **Contract Conditions** |

1. Description of Services

2. Construction Codes

3. Payments

4. Changes

5. Indemnity in favor of Owner

6. Damage to Property

7. Site Access

8. Site Completion

9. Amendments

10. Communication

Contract Explanation

Statutory Warranties

|  |
| --- |
| ***Bathroom’s by TAFE Bathroom Contract***  *ABN : 1112222333344* |

**Client**

**Contractor**

**Finished Bathroom images**

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**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 Assessment Checklist

| TASK | Instructions | Kitchen | | | | | | Laundry | | | | | | | | Bathroom | | | | | | | | | Assessor Comments | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | S | | U/S | | Date | | S | | U/S | Date | | | S | | | U/S | | | Date | | |  | | |
| **1** | *For each of the three projects. The student needs to confirm with the client face to face about the design brief and explore their requirements and Identify inclusions and complexities to prepare the quote. Using the table to identify the following:*   1. *Use digital media to present to client* 2. *Establish Design Outcomes* 3. *Identify complexities* 4. *Confirm material options* 5. *Provide material options* 6. *Discuss to confirm inclusions or modifications* | |  | |  | |  | |  | |  |  | | |  | | |  | | |  | | | *Comments:* | | |
| **2** | *For each of the three projects. The student needs to* *hold a face-to-face meeting with the Client to discuss and confirm the requirements. The student will refer to the Main Points to be Confirmed with Client table.*  *Your assessor will make a change to some part of the project. This will need to be documented and a response to the change will be required. The change will need to be documented in the right hand column of the table Main Points to be Confirmed with Client.* |  | |  | |  | |  | |  | | |  | | |  | | |  | | |  | | | *Comments:* | |
| **3** | *The Student will need to evaluate the Design Brief, detail drawings and the client survey, the face to face meetings and the modifications to create a quote for the scope of works for the three renovation projects, using the Quote Document Template Step 3 #1.*  *Your assessor will make a change to some part of the project. This will need to be documented and a response to the change will be required. The change will need to be documented by making the change to the quote in both Quote Documents Template Step 3 #1 & 2 provided.*  *This will need to include:*   1. *Client Details & contact information* 2. *Project description* 3. *Reference to plan numbers/details* 4. *Quote number* 5. *Date & quote expiration* 6. *A table with items & services* 7. *GST component* 8. *Estimator* 9. *Signatory to confirm quote* 10. *Terms of quote* 11. *Special notes* 12. *Changes to any part of the quote* |  | |  | |  | |  | |  | | |  | | |  | | |  | | |  | | | *Comments:* | |
| **4** | *The student will need to assess the Project Brief, Survey and Quote to prepare a Contract for the scope of works for each renovation project. The student will need to identify and legal expertise required to create the design and contractual documents*  *This will need to include details about:*   1. *Description of Services* 2. *Construction Codes* 3. *Payments* 4. *Changes* 5. *Indemnity* 6. *Damage* 7. *Access* 8. *Rubbish* 9. *Defects* 10. *Disputes* 11. *Statutory Warranties* 12. *Sign off for plans* 13. *Clients confirmation* 14. *Terms* 15. *Client and contractor sign off* |  | |  | |  | |  | |  | | | |  | | |  | | |  | | |  | | | *Comments:* | |

## Assessment Feedback

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor Feedback

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***