# Project Assessment

# Trainer & Assessor Marking Guide

## 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)

Version: *1.0*

Date created: *12/08/2019*

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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 1 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 to produce quotation and contract documents.  This assessment is in two parts:   1. Project 2. Assessment Checklist   Students have 4 steps in this Event for 3 different projects. These are set out with information for the student 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 the Assessor **MUST** observe using benchmarks provided in the Observation Checklist. Assessor will also need to record the details of these interactions in the Observation Checklist.  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, A4 or A3 paper. |
| **Assessor must 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. |

## 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, students will need to create a Project *(or use the templates provided)* to Prepare Quotation and Contract Documentation.

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

Students should read the project steps description and refer to the list of criteria provided in the Assessment Checklist to understand what skills the students are required to demonstrate in this section of the assessment. This Checklist outlines the Performance Criteria, Performance Evidence and Assessment Conditions students will be assessed against. Once completed students 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 PC1.1 *(week 9)*

For each project the student is 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.

## Step 2: Client Requirements Confirmation PC1.2, 1.3, 2.2, FS1, AC1, 1.1 1.2 *(week 9)*

To complete this part of the assessment the student 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, the student will refer to the *Main Points to be Confirmed with Client* table.

During the face-to-face meeting, the student 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 the students by providing **one** change to the original documentation. The student 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 the student 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 PC1.1, 1.4, 1.5, 2.1, 2.2, 2.3, 2.4, 3.3, 3.4, FS1, PE1, KE2, 2.1, 2.2, 2.3, 2.4, 3, 4, 5, 5.1, 5.2 8 *(week 10)*

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

The student is 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 the students by providing **one** change required to be made to the quote. The student will need to document the change on a new quote that they 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 the student 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 PC3.1, 3.2, 3.3, 3.4, PE1, KE1, 1.1, 1.2, 1.3, 1.4, 1.5, 6, 7 *(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

## Task 1 : Kitchen

### Project Brief:

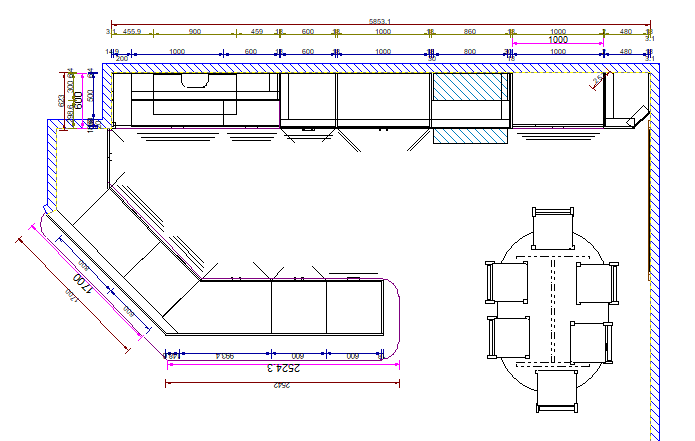
The client has an existing kitchen and requires an upgrade for a new kitchen. The upgrade requirements are set out in the client survey. Detail drawings and project photos will provide information on the project.

Image of existing Kitchen

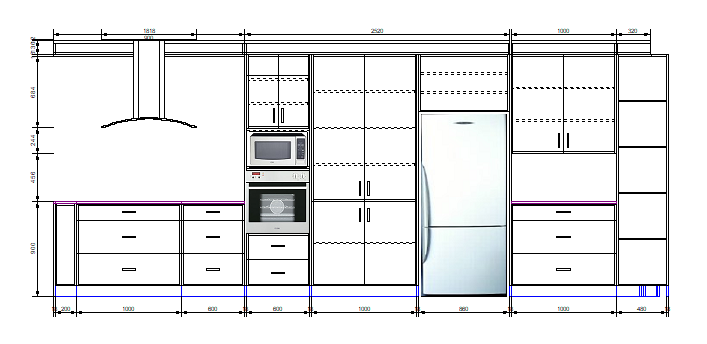


© TAFE NSW 2019

## 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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** |
| Material (colours, textures)  Sizes  Answer should contain information about layout, features and requirements. | Answer should contain information about any changes 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 2 Confirmation with Client

|  |  |
| --- | --- |
| Step 2: Main points to be confirmed with Client | |
| **Point/Item to be confirmed** | **Changes to be made** |
| Confirm all materials, sizes and design features. | Changes to design have increased Design Fees. Review and amend |

**Quote Document Template Step 3 #1**

Use the template below.

**Kitchens by TAFE Quote**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Quote #: 12345687 | | |
| **Quote for the scope of works for:** | | | Date : 01/01/2034 | | |
| Name: | | Mr & Mrs Skillspoint | Quote Expiration Date : 01/02/2034 | | |
| Street Address: | | 91 Parry St | Job Title : Kitchen Refurbishment | | |
| Suburb: | | Newcastle West | Designer: Fred | | |
| State: | | NSW |  | | |
| Phone: | | 12345678910 |  | | |
| Email: | | mjskillspoint@coldmail.yel |  | | |
| QTY | Description | | | Unit Price | Line Total |
| 1 | Remove and dispose of Existing Kitchen | | |  | $500.00 |
| 1 | Repolish Floors | | |  | $500.00 |
| 1 | Plumbing to disconnect and reconnect | | |  | $1200.00 |
| 1 | Electrical to disconnect and reconnect | | |  | $1200.00 |
| 1 | Supply and install cabinets as per plan & design (900mm at sink) | | |  | $9500.00 |
| 1 | Supply Stone bench top as per specifications (20mm stone) | | |  | $7000.00 |
| 1 | Painting to new and existing walls in kitchen area | | |  | $1500.00 |
| 1 | Glass Splashback painted metallic silver | | |  | $2500.00 |
| 1 | Supply and install new blinds on window | | |  | $250.00 |
| ~~1~~ | ~~Design Services~~ | | |  | ~~$2600.00~~ |
| 1 | Design Services | | |  | $3600.00 |
|  |  | | | Subtotal | $27,750.00 |
|  |  | | | GST | $2775.00 |
|  |  | | | Total | $30525.00 |

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

**Assessor Changes:**  Client has made changes to the design increasing the design fee.

##### Students response: Answer should reflect any change or complexitires towards the design.

### Quote Document Template Step 3 #2

**Kitchens by TAFE Quote**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Quote #: 12345687 | | |
| **Quote for the scope of works for:** | | | Date : 01/01/2034 | | |
| Name: | | Mr & Mrs Skillspoint | Quote Expiration Date : 01/02/2034 | | |
| Street Address: | | 91 Parry St | Job Title : Kitchen Refurbishment | | |
| Suburb: | | Newcastle West | Designer: Fred | | |
| State: | | NSW |  | | |
| Phone: | | 12345678910 |  | | |
| Email: | | mjskillspoint@coldmail.yel |  | | |
| QTY | Description | | | Unit Price | Line Total |
| 1 | Remove and dispose of Existing Kitchen | | |  | $500.00 |
| 1 | Repolish Floors | | |  | $500.00 |
| 1 | Plumbing to disconnect and reconnect | | |  | $1200.00 |
| 1 | Electrical to disconnect and reconnect | | |  | $1200.00 |
| 1 | Supply and install cabinets as per plan & design (900mm at sink) | | |  | $9500.00 |
| 1 | Supply Stone bench top as per specifications (20mm stone) | | |  | $7000.00 |
| 1 | Painting to new and existing walls in kitchen area | | |  | $1500.00 |
| 1 | Glass Splashback painted metallic silver | | |  | $2500.00 |
| 1 | Supply and install new blinds on window | | |  | $250.00 |
| 1 | Design Services | | |  | $3600.00 |
|  |  | | |  |  |
|  |  | | | Subtotal | $26,750.00 |
|  |  | | | GST | $2775.00 |
|  |  | | | Total | 30525.00 |

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

Thank you for giving us the opportunity to provide this quote. If you have any questions, or would like to make any changes or wish to proceed further, please call me. This quotation on the products listed above is subject to the conditions listed below.

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

Company Representative of Kitchens by TAFE ………………………………………………..

*Page 2 of Quote*

**Client**

I ………………………………………………….. agree to the description, details and or drawings of

this quote for the work and materials to be provided by Kitchens by TAFE to be carried out at

……………………………………………………………………………………………………………..

and agree to the quoted price $......................... to the payment schedule and the special notes in this quote.

**Terms of Payments:**

**10% Deposit on acceptance of quote.**

**20% Progress Payment prior to ordering Materials.**

**20% Progress Payment on commencement of work.**

**20% Progress Payment prior to 1st delivery.**

**20% Progress Payment prior to 2nd delivery and installation**

**10% Final Payment within 7 day of completion.**

\*Special Notes\*

Completion date is set at 6 weeks after deposit has been paid and confirmed.

Clients Name………………………………………………………

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

***All quotes are valid for 30 days***

|  |
| --- |
| Identify any legal expertise required to create the design and contractual documents. |
| Contract is clarified by solicitor, including payment structure. Contractor's licences are verified.  Contract is witnessed by solicitor.  Home owner's insurance, Professional indemnity insurance, public liability is in place and current.  Australian standards have been met. |

### Contract Document Template

|  |
| --- |
| *Kitchens by TAFE Kitchen Contract*  ABN : 1112222333344  This contract is for the scope of works for …A Kitchen Renovation………At …………91Parry St  Newcastle West, NSW |
| **Contract Conditions** |

1. Description of Services

All plans and specifications for work to be done under this contract,

1. Including any variations to those plans and specifications, are taken to form part of this contract.

2. Any agreement to vary this contract, or to vary the plans and specifications for work to be done under this contract, must be in writing signed by or on behalf of each party to this contract.

3. This contract is for the removal, fabrication and installation of the Kitchen in the plans attached to this document.

2. Construction Codes

All work done under this contract will comply with:

1. (a) the *National Construction Code 2019* of Australia to the extent required under the *Environmental Planning and Assessment Act 1979 No 203*

(b) all other relevant codes, standards and specifications that the work is required to comply with under any law

(c) the conditions of any relevant development consent or complying development certificate and any construction certificate.

2. This contract may limit the liability of Kitchens by TAFE for a failure to comply with (1) if the failure relates solely to:

(a) a design or specification prepared by or on behalf of the owner

(but not by or on behalf of Kitchens by TAFE), or

(b) a design or specification required by the owner, if Kitchens by TAFE has advised the owner in writing that the design or specification contravenes (1).

3. Payment

The owner must pay the Contract Price as set out in the Payment Schedule. The Contract Price includes all cost (including GST) that could be reasonably expected to be necessary for the completion of the project. The work will be complete when it is finished in accordance with this contract, free of apparent defects and all rubbish and surplus material removed from the site. The owner must pay the amount due on satisfactory completion of the work, or each stage of the work if applicable, within 7 business days of receipt of written notice from Kitchens by TAFE.

4. Changes

The work including materials may be varied by written agreement between the client and Kitchens by TAFE. A notice describing the variation, the cost of the additional or omitted work and any change to the Completion Period must be provided to the owner, and the notice must then be signed and dated by both parties to constitute acceptance. The price of extra work, which includes GST, will be added to the Contract Price. The cost of omitted work will be deducted from the Contract Price.

5. Indemnity in favor of owner

Kitchens by TAFE will indemnify the owner against any loss or liability for death, personal injury or property damage arising out of the work under this contract, except to the extent that the owner or, owner’s representative contributed to the loss or liability.

6. Damage to property

Kitchens by TAFE must make good any loss or damage to the work or property of the owner caused by Kitchens by TAFE or Kitchens by TAFE employees, agents or subcontractors. The owner must remove any furniture or personal goods from the vicinity of the work to minimise the risk of damage.

7. Site Access

The owner must provide access for Kitchens by TAFE and any employee or subcontractor of Kitchens by TAFE to carry out the work as required during the normal work hours allowed by relevant statutory authorities and or the hours agreed between Kitchens by TAFE and the owner of the project. The owner must remove any personal property likely to impede the work.

8. Site Completion

On completion of the work, Kitchens by TAFE must remove from the site all plant and equipment and dispose of all rubbish in an environmentally friendly way, excavated material, vegetation, demolished or dismantled structures and surplus material relating to the work. All demolished, dismantled and surplus material will be the property of Kitchens by TAFE unless otherwise specified in the contract for the work.

9. Amendments

Kitchens by TAFE must make good any omissions or defects in the work or materials which become apparent within the period of 13 weeks from the date the work is completed. The owner must notify the contractor in writing of any work or materials to be rectified or replaced no later than 10 working days after the expiry of the 13 week period. Kitchens by TAFE must promptly make good the work or materials at Kitchens by TAFE own expense.

10. Communication

If the owner or Kitchens by TAFE considers a dispute has arisen in relation to any matter covered by this contract, that party must promptly give the other party written notice of the items of dispute. The parties may confer with a mutually agreed third party to assist to resolve the dispute by mediation. If the dispute cannot be resolved the owner may notify Fair Trading that a building dispute exists and seek Fair Trading’s assistance to resolve the dispute. If Kitchens by TAFE has provided you with home warranty insurance, the home warranty insurer should be notified of any dispute which may be a prospective claim on the insurer.

Contract Explanation:

*Under the Home Building Act 1989, the contractor is required to give the warranties set out in this part. Each of the warranties forms part of the contract.*

*The statutory warranties in the contract are as printed in the Home Building Act. They require the contractor to provide a product as agreed, in a suitable state, fit for its intended purpose, complying with all relevant laws and within the time agreed, or if not agreed, a time that is reasonable.*

*Any legal action for a breach of statutory warranties must be taken before the end of the warranty period for the breach ie 6 years for a breach resulting in a structural defect (as defined in the regulations) or 2 years in any other case.*

*The warranty period starts on completion of the relevant work to which it relates (but this does not prevent proceedings from being commenced before completion of the work). However, if the work is not completed, the warranty period starts on:*

*(i) the date the contract is terminated, or*

*(ii) if the contract is not terminated – the date on which*

*work under the contract ceased, or*

*(iii) if the contract is not terminated and work under the*

*contract was not commenced – the date of the contract.*

*If the breach of warranty becomes apparent within the*

*last 6 months of the warranty period, proceedings may be commenced within a further 6 months after the end of the warranty period.*

Statutory warranties

Kitchens by TAFE warrants that:

The work will be performed in a proper (a) and workmanlike manner and in accordance with the plans and specifications set out in the contract

(b) all materials supplied by Kitchens by TAFE will be good and suitable for the purpose for which they are used and, unless otherwise stated in the contract, those materials will be new

(c) the work will be done in accordance with, and will comply with, the Home Building Act or any other law

(d) the work will be done with due diligence and within the time stipulated in the contract, or if no time is stipulated, within a reasonable time

(e) if the work consists of the making of alterations or additions to a dwelling or the repairing, renovation, decoration or protective treatment of a dwelling, the work will result, to the extent of the work conducted, in a dwelling that is reasonably fit for occupation as a welling

(f) the work and any materials used in doing the work will be reasonably fit for the specified purpose or result, if the owner expressly makes known to the contractor or another person with express or apparent authority to enter into or vary contractual arrangements on behalf of Kitchens by TAFE, the particular purpose for which the work is required or the result that the owner desires the work to achieve, so as to show that the owner relies on Kitchens by TAFE’s skill and judgment.

These warranties form part of the contract. No provision of this contract can restrict or remove these warranties.

*Kitchens by TAFE Kitchen Contract*

ABN: 1112222333344

Plans Attached, Dated confirmed and signed by Client ……………………………………

and by Kitchens by TAFE designer …………………………………..

**Client**

I ……………………………………….. agree to the description, details and or drawings of

this contract for the work and materials to be provided by Kitchens by TAFE to be carried out at ……………………………………………………………………………………………..

and agree to the quoted price $....................... and the payment schedule in this contract.

**Terms of Payments:**

**10% Deposit on acceptance of quote.**

**20% Progress Payment prior to ordering Materials.**

**20% Progress Payment on commencement of work.**

**20% Progress Payment prior to 1st delivery.**

**20% Progress Payment prior to 2nd delivery and installation**

**10% Final Payment within 7 day of completion.**

Clients Name………………………………………………………

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

**Contractor**

As the contractor Kitchens by TAFE Agree to complete the work as per the plans/drawings and contract conditions by …../……/………

Contractors Name Kitchens by TAFE Signature …………………Date……/……../………

## 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.

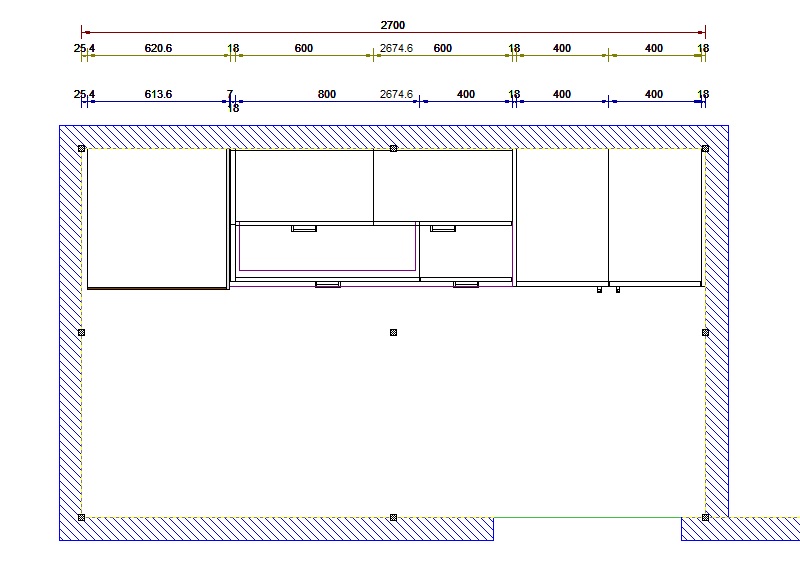
## Image of Existing Laundry



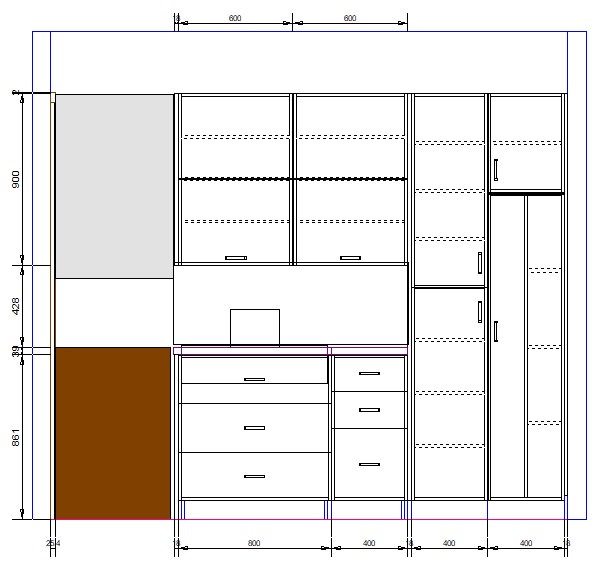


© TAFE NSW 2019

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 | |
|  | | | | | | | | | | | | |  | | | | | | | |  | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 3 Confirmation with Client

|  |  |
| --- | --- |
| Step 1: Main points to be confirmed with Client | |
| **Point/Item to be confirmed** | **Changes to be made** |
| Material (colours, textures)  Sizes  Answer should contain information about layout, features and requirements. | Answer should contain information about any changes to the design. |

#### 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 4 Confirmation with Client

|  |  |
| --- | --- |
| Step 2: Main points to be confirmed with Client | |
| **Point/Item to be confirmed** | **Changes to be made** |
| Confirm all materials, sizes and design features. | Client would like the designer to supply and fit sink. |

**Quote Document Template Step 3 #1**

Use the template below or create your own.

**Laundry’s by TAFE Laundry Quote**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Quote #: 12345687 | | |
| **Quote for the scope of works for:** | | | Date : 01/01/2034 | | |
| Name: | | Mr & MRS Skillspoint | Quote Expiration Date : 01/02/2034 | | |
| Street Address: | | 91 Parry St | Job Title : Laundry Refurbishment | | |
| Suburb: | | Newcastle West | Designer: Fred | | |
| State: | | NSW |  | | |
| Phone: | | 12345678910 |  | | |
| Email: | | mjskillspoint@coldmail.yel |  | | |
| QTY | Description | | | | Line Total |
| 1 | Remove and dispose of Existing Laundry | | | | $350.00 |
| 1 | Plumbing to disconnect and reconnect | | | | $250.00 |
| 1 | Supply and install cabinets as per plan & design | | | | $2500.00 |
| 1 | Supply Stone bench top as per specifications (20mm stone) | | | | $1850.00 |
| 1 | Tiled splash back as per clients choice | | | | $1350.00 |
| 1 | Supply and install new blinds on window | | | | $560.00 |
| 1 | Design Services | | | | $1000.00 |
| 1 | Sink and Tap installed | | | | $1200.00 |
|  |  | | | |  |
|  |  | | | Subtotal | $9060.00 |
|  |  | | | GST | $906.00 |
|  |  | | | Total | $9966.00 |

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

#### Assessor Changes: Client would like the designer to supply and fit sink.

##### Students response: Answer should reflect any change or complexitires towards the design.

**Quote Document Template Step 3 #2**

Use the template below or create your own.

**Laundry’s by TAFE Laundry Quote**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Quote #: 12345687 | | |
| **Quote for the scope of works for:** | | | Date : 01/01/2034 | | |
| Name: | | Mr & MRS Skillspoint | Quote Expiration Date : 01/02/2034 | | |
| Street Address: | | 91 Parry St | Job Title : Laundry Refurbishment | | |
| Suburb: | | Newcastle West | Designer: Fred | | |
| State: | | NSW |  | | |
| Phone: | | 12345678910 |  | | |
| Email: | | mjskillspoint@coldmail.yel |  | | |
| QTY | Description | | | | Line Total |
| 1 | Remove and dispose of Existing Laundry | | | | $350.00 |
| 1 | Plumbing to disconnect and reconnect | | | | $250.00 |
| 1 | Supply and install cabinets as per plan & design | | | | $2500.00 |
| 1 | Supply Stone bench top as per specifications (20mm stone) | | | | $1850.00 |
| 1 | Tiled splash back as per clients choice | | | | $1350.00 |
| 1 | Supply and install new blinds on window | | | | $560.00 |
| 1 | Design Services | | | | $1000.00 |
| 1 | Sink and Tap installed | | | | $1200.00 |
|  |  | | | |  |
|  |  | | | Subtotal | $9060.00 |
|  |  | | | GST | $906.00 |
|  |  | | | Total | $9966.00 |

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

Thank you for giving us the opportunity to provide this quote. If you have any questions, or would like to make any changes or wish to proceed further, please call me. This quotation on the products listed above is subject to the conditions listed below.

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

Company Representative of Laundry’s by TAFE ………………………………………………..

*Page 2 of Quote*

**Client**

I ………………………………………………….. agree to the description, details and or drawings of this quote for the work and materials to be provided by Laundry’s by TAFE to be carried out at ………………………………………………………………………………………………………….. and agree to the quoted price $......................... to the payment schedule and the special notes in this quote.

**Terms of Payments:**

**10% Deposit on acceptance of quote.**

**10% Progress Payment on commencement of work.**

**50% Progress Payment prior to delivery and installation**

**30% Final Payment within 7 day of completion.**

\*Special Notes\*

Completion date is set at 6 weeks after deposit has been paid and confirmed.

Client needs 3 weeks’ notice to be at home for install team

Clients Name………………………………………………………

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

***All quotes are valid for 30 days***

|  |
| --- |
| Identify any legal expertise required to create the design and contractual documents. |
| Contract is clarified by solicitor, including payment structure. Contractor's licences are verified.  Contract is witnessed by solicitor.  Home owner's insurance, Professional indemnity insurance, public liability is in place and current. Australian standards have been met. |

### Contract Document Template

|  |
| --- |
| ***Laundry’s by TAFE Laundry Contract***  *ABN : 1112222333344*    This contract is for the scope of works for …A Laundry Renovation………At …………91Parry St  Newcastle West, NSW |
| **Contract Conditions** |

1. Description of Services

All plans and specifications for work to be done under this contract,

1. Including any variations to those plans and specifications, are taken to form part of this contract.

2. Any agreement to vary this contract, or to vary the plans and specifications for work to be done under this contract, must be in writing signed by or on behalf of each party to this contract.

3. This contract is for the removal, fabrication and installation of the Laundry in the plans attached to this document.

2. Construction Codes

All work done under this contract will comply with:

1. (a) the National Construction Code 2019 of Australia to the extent required under the Environmental Planning and Assessment Act 1979 No 203

(b) all other relevant codes, standards and specifications that the work is required to comply with under any law

(c) the conditions of any relevant development consent or complying development certificate and any construction certificate.

2. This contract may limit the liability of Laundry’s by TAFE for a failure to comply with (1) if the failure relates solely to:

(a) a design or specification prepared by or on behalf of the owner

(but not by or on behalf of Laundry’s by TAFE), or

(b) a design or specification required by the owner, if Laundry’s by TAFE has advised the owner in writing that the design or specification contravenes (1).

3. Payment

The owner must pay the Contract Price as set out in the Payment Schedule. The Contract Price includes all cost (including GST) that could be reasonably expected to be necessary for the completion of the project. The work will be complete when it is finished in accordance with this contract, free of apparent defects and all rubbish and surplus material removed from the site. The owner must pay the amount due on satisfactory completion of the work, or each stage of the work if applicable, within 7 business days of receipt of written notice from Laundry’s by TAFE.

4. Changes

The work including materials may be varied by written agreement between the client and Laundry’s by TAFE. A notice describing the variation, the cost of the additional or omitted work and any change to the Completion Period must be provided to the owner, and the notice must then be signed and dated by both parties to constitute acceptance. The price of extra work, which includes GST, will be added to the Contract Price. The cost of omitted work will be deducted from the Contract Price.

5. Indemnity in favour of owner

Laundry’s by TAFE will indemnify the owner against any loss or liability for death, personal injury or property damage arising out of the work under this contract, except to the extent that the owner or, owner’s representative contributed to the loss or liability.

6. Damage to property

Laundry’s by TAFE must make good any loss or damage to the work or property of the owner caused by Laundry’s by TAFE or Laundry’s by TAFE employees, agents or subcontractors. The owner must remove any furniture or personal goods from the vicinity of the work to minimise the risk of damage.

7. Site Access

The owner must provide access for Laundry’s by TAFE and any employee or subcontractor of Laundry’s by TAFE to carry out the work as required during the normal work hours allowed by relevant statutory authorities and or the hours agreed between Laundry’s by TAFE and the owner of the project. The owner must remove any personal property likely to impede the work.

8. Site Completion

On completion of the work, Laundry’s by TAFE must remove from the site all plant and equipment and dispose of all rubbish in an environmentally friendly way, excavated material, vegetation, demolished or dismantled structures and surplus material relating to the work. All demolished, dismantled and surplus material will be the property of Laundry’s by TAFE unless otherwise specified in the contract for the work.

9. Amendments

Laundry’s by TAFE must make good any omissions or defects in the work or materials which become apparent within the period of 13 weeks from the date the work is completed. The owner must notify the contractor in writing of any work or materials to be rectified or replaced no later than 10 working days after the expiry of the 13 week period. Laundry’s by TAFE must promptly make good the work or materials at Laundry’s by TAFE own expense.

10. Communication

If the owner or Laundry’s by TAFE considers a dispute has arisen in relation to any matter covered by this contract, that party must promptly give the other party written notice of the items of dispute. The parties may confer with a mutually agreed third party to assist to resolve the dispute by mediation. If the dispute cannot be resolved the owner may notify Fair Trading that a building dispute exists and seek Fair Trading’s assistance to resolve the dispute. If Laundry’s by TAFE has provided you with home warranty insurance, the home warranty insurer should be notified of any dispute which may be a prospective claim on the insurer.

## Contract Explanation:

*Under the Home Building Act 1989, the contractor is required to give the warranties set out in this part. Each of the warranties forms part of the contract.*

*The statutory warranties in the contract are as printed in the Home Building Act. They require the contractor to provide a product as agreed, in a suitable state, fit for its intended purpose, complying with all relevant laws and within the time agreed, or if not agreed, a time that is reasonable.*

*Any legal action for a breach of statutory warranties must be taken before the end of the warranty period for the breach ie 6 years for a breach resulting in a structural defect (as defined in the regulations) or 2 years in any other case.*

*The warranty period starts on completion of the relevant work to which it relates (but this does not prevent proceedings from being commenced before completion of the work). However, if the work is not completed, the warranty period starts on:*

*(i) the date the contract is terminated, or*

*(ii) if the contract is not terminated – the date on which*

*work under the contract ceased, or*

*(iii) if the contract is not terminated and work under the*

*contract was not commenced – the date of the contract.*

*If the breach of warranty becomes apparent within the*

*last 6 months of the warranty period, proceedings may be commenced within a further 6 months after the end of the warranty period.*

Statutory warranties

Laundry’s by TAFE warrants that:

The work will be performed in a proper (a) and workmanlike manner and in accordance with the plans and specifications set out in the contract

(b) all materials supplied by Laundry’s by TAFE will be good and suitable for the purpose for which they are used and, unless otherwise stated in the contract, those materials will be new

(c) the work will be done in accordance with, and will comply with, the Home Building Act or any other law

(d) the work will be done with due diligence and within the time stipulated in the contract, or if no time is stipulated, within a reasonable time

(e) if the work consists of the making of alterations or additions to a dwelling or the repairing, renovation, decoration or protective treatment of a dwelling, the work will result, to the extent of the work conducted, in a dwelling that is reasonably fit for occupation as a welling

(f) the work and any materials used in doing the work will be reasonably fit for the specified purpose or result, if the owner expressly makes known to the contractor or another person with express or apparent authority to enter into or vary contractual arrangements on behalf of Laundry’s by TAFE, the particular purpose for which the work is required or the result that the owner desires the work to achieve, so as to show that the owner relies on Laundry’s by TAFE’s skill and judgment.

These warranties form part of the contract. No provision of this contract can restrict or remove these warranties.

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

*ABN: 1112222333344 91 Parry St*

*Newcastle West, NSW*

Plans Attached, Dated confirmed and signed by Client …………………………………

And by Laundry’s by TAFE designer…………………………………..

**Client**

I ………………………………………………….. agree to the description, details and or drawings of this contract for the work and materials to be provided by Laundry’s by TAFE to be carried out at ………………………………………………………………………………..

and agree to the quoted price $......................... and the payment schedule in this contract.

**Terms of Payments:**

**10% Deposit on acceptance of quote.**

**10% Progress Payment on commencement of work.**

**50% Progress Payment prior to delivery and installation**

**30% Final Payment within 7 day of completion.**

Clients Name………………………………………………………

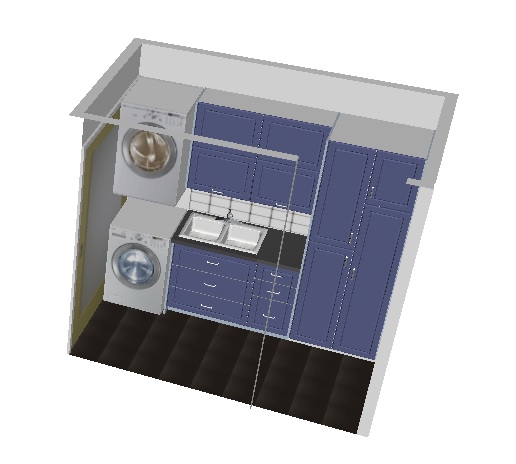
Signature………………………………………Date……/……./………

**Contractor**

*As the contractor Laundry’s by TAFE Agree to complete the work as per the plans/drawings and contract conditions by …../……/………*

Contractors Name Laundry’s by TAFE Signature …………………Date……/……../……

## Image of Proposed Laundry



© TAFE NSW 2019

## Task 3: Bathroom

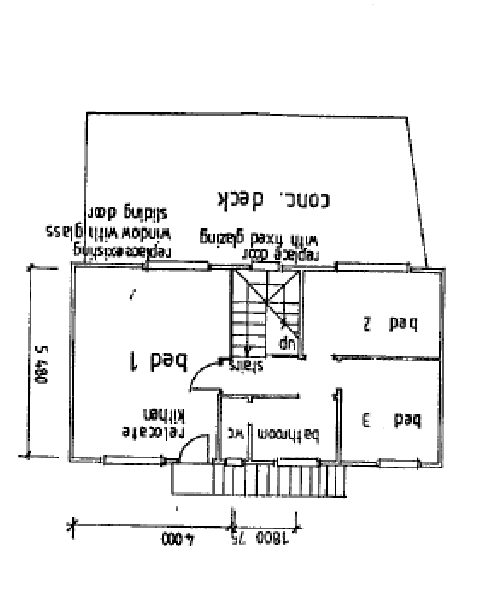
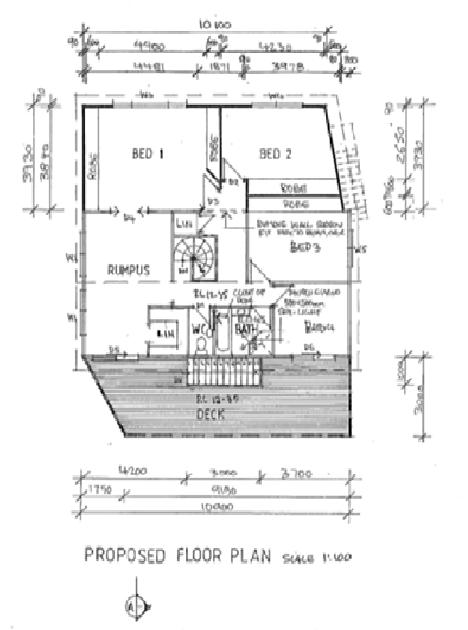
### Project Brief:

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

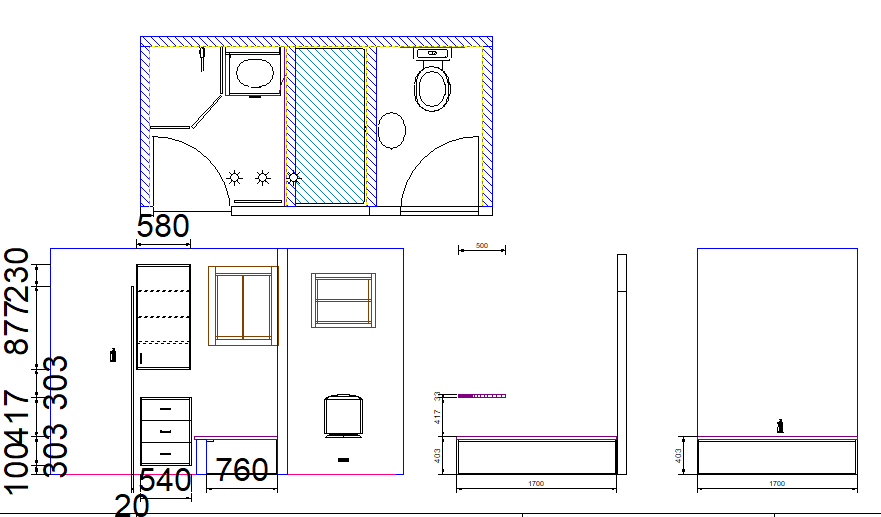
Original Layout Proposed Layout



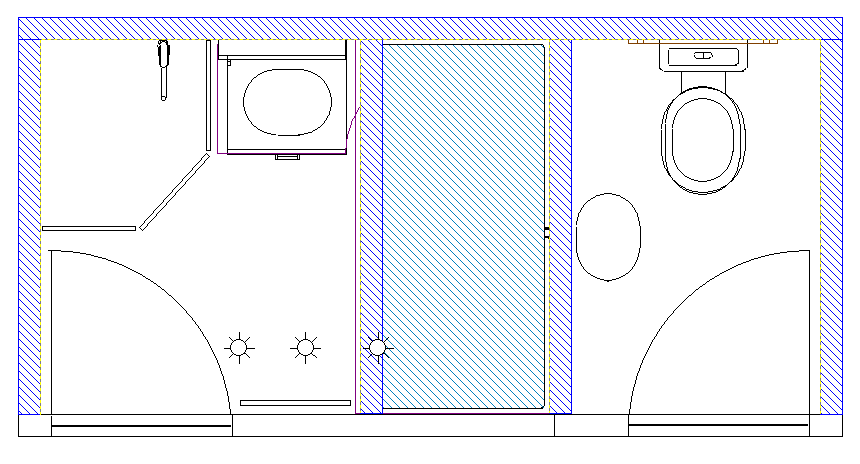
© TAFE NSW 2019

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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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| client coments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| It is the only bathroom, so access to shower each night is a requirement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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.

Table 5 Confirmation with Client

|  |  |
| --- | --- |
| Step 1: Main points to be confirmed with Client | |
| **Point/Item to be confirmed** | **Changes to be made** |
| Material (colours, textures)  Sizes  Answer should contain information about layout, features and requirements. | Answer should contain information about any changes to design. |

#### 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 6 Confirmation with Client

|  |  |
| --- | --- |
| Step 2: Main points to be confirmed with Client | |
| **Point/Item to be confirmed** | **Changes to be made** |
| Confirm all materials, sizes and design features. | Install fan/heater/light.  Review and amend |

### Quote Document Template Step 3 #1

**Bathrooms by TAFE Quote**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Quote #: 12345687 | | |
| **Quote for the scope of works for:** | | | Date : 01/01/2034 | | |
| Name: | | Mr & MRS Skillspoint | Quote Expiration Date : 01/02/2034 | | |
| Street Address: | | 91 Parry St | Job Title : Bathroom refurbishment | | |
| Suburb: | | Newcastle West | Designer: Fred | | |
| State: | | NSW |  | | |
| Phone: | | 12345678910 |  | | |
| Email: | | mjskillspoint@coldmail.yel |  | | |
| QTY | Description | | | Unit Price | Line Total | |
| 1 | Plumbing to disconnect and reconnect | | |  | $2500.00 | |
| 1 | Electrical to disconnect and reconnect | | |  | $1200.00 | |
| 1 | Remove and dispose of Existing wall & Ceiling coverings | | |  | $2500.00 | |
| 1 | Supply and install skylight in roof | | |  | $1800.00 | |
| 1 | Frame skylight and fit new window | | |  | $1250.00 | |
| 1 | Re Line walls & Ceiling | | |  | $950.00 | |
| 1 | Paint Ceiling | | |  | $250.00 | |
| 1 | Waterproof floor & walls | | |  | $1800.00 | |
| 1 | Tile floor and walls | | |  | $4500.00 | |
| 1 | Supply and install cabinets as per plan & design | | |  | $3600.00 | |
| 1 | Supply Stone bench top & sink as per specifications | | |  | $1200.00 | |
| 1 | Supply and fit new bath | | |  | $1000.00 | |
| 1 | Supply and install new shower glass | | |  | $1530.00 | |
| 1 | Supply and install new blinds on window | | |  | $75.00 | |
| 1 | Design Services | | |  | $3000.00 | |
| 1 | Supply and install fan/heater/light | | |  | $650.00 | |
|  |  | | | Subtotal | $27805.00 | |
|  |  | | | GST | $278.05 | |
|  |  | | | Total | $28083.05 | |

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

### **Assessor Changes:** Client would like to have a fan/heater/light installed.

##### Students response: Answer should reflect any change or complexitires towards the design.

### Quote Document Template Step 3 #2

**Bathrooms by TAFE Quote**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Quote #: 12345687 | | |
| **Quote for the scope of works for:** | | | Date : 01/01/2034 | | |
| Name: | | Mr & MRS Skillspoint | Quote Expiration Date : 01/02/2034 | | |
| Street Address: | | 91 Parry St | Job Title : Bathroom refurbishment | | |
| Suburb: | | Newcastle West | Designer: Fred | | |
| State: | | NSW |  | | |
| Phone: | | 12345678910 |  | | |
| Email: | | mjskillspoint@coldmail.yel |  | | |
| QTY | Description | | | Unit Price | Line Total | |
| 1 | Plumbing to disconnect and reconnect | | |  | $2500.00 | |
| 1 | Electrical to disconnect and reconnect | | |  | $1200.00 | |
| 1 | Remove and dispose of Existing wall & Ceiling coverings | | |  | $2500.00 | |
| 1 | Supply and install skylight in roof | | |  | $1800.00 | |
| 1 | Frame skylight and fit new window | | |  | $1250.00 | |
| 1 | Re Line walls & Ceiling | | |  | $950.00 | |
| 1 | Paint Ceiling | | |  | $250.00 | |
| 1 | Waterproof floor & walls | | |  | $1800.00 | |
| 1 | Tile floor and walls | | |  | $4500.00 | |
| 1 | Supply and install cabinets as per plan & design | | |  | $3600.00 | |
| 1 | Supply Stone bench top & sink as per specifications | | |  | $1200.00 | |
| 1 | Supply and fit new bath | | |  | $1000.00 | |
| 1 | Supply and install new shower glass | | |  | $1530.00 | |
| 1 | Supply and install new blinds on window | | |  | $75.00 | |
| 1 | Design Services | | |  | $3000.00 | |
| 1 | Supply and install fan/heater/light | | |  | $650.00 | |
|  |  | | | Subtotal | $27805.00 | |
|  |  | | | GST | $278.05 | |
|  |  | | | Total | $28083.05 | |

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

Thank you for giving us the opportunity to provide this quote. If you have any questions, or would like to make any changes or wish to proceed further, please call me. This quotation on the products listed above is subject to the conditions listed below.

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

Company Representative of Kitchens by TAFE ………………………………………………..

*Page 2 of Quote*

**0Client**

I ………………………………………………….. agree to the description, details and or drawings of

this quote for the work and materials to be provided by Kitchens by TAFE to be carried out at

……………………………………………………………………………………………………………..

and agree to the quoted price $......................... to the payment schedule and the special notes in this quote.

**Terms of Payments:**

**10% Deposit on acceptance of quote.**

**20% Progress Payment on commencement of work.**

**20% Progress Payment prior to 2nd delivery and installation**

**50% Final Payment within 7 day of completion.**

\*Special Notes\*

Completion date is set at 6 weeks after deposit has been paid and confirmed.

Clients Name………………………………………………………

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

***All quotes are valid for 30 days***

|  |
| --- |
| Identify any legal expertise required to create the design and contractual documents. |
| Contract is clarified by solicitor, including payment structure. Contractor's licences are verified.  Contract is witnessed by solicitor.  Home owner's insurance, Professional indemnity insurance, public liability is in place and current. Australian standards have been met. |

### Contract Document Template

|  |
| --- |
| ***Bathroom’s by TAFE Bathroom Contract***  *ABN : 1112222333344*    This contract is for the scope of works for …A Bathroom Renovation………At …………91Parry St  Newcastle West, NSW |
| **Contract Conditions** |

1. Description of Services

All plans and specifications for work to be done under this contract,

1. Including any variations to those plans and specifications, are taken to form part of this contract.

2. Any agreement to vary this contract, or to vary the plans and specifications for work to be done under this contract, must be in writing signed by or on behalf of each party to this contract.

3. This contract is for the removal, fabrication and installation of the Bathroom in the plans attached to this document.

2. Construction Codes

All work done under this contract will comply with:

1. (a) the *National Construction Code 2019* of Australia to the extent required under the *Environmental Planning and Assessment Act 1979 No 203*

(b) all other relevant codes, standards and specifications that the work is required to comply with under any law

(c) the conditions of any relevant development consent or complying development certificate and any construction certificate.

2. This contract may limit the liability of Bathroom’s by TAFE for a failure to comply with (1) if the failure relates solely to:

(a) a design or specification prepared by or on behalf of the owner

(but not by or on behalf of Bathroom’s by TAFE), or

(b) a design or specification required by the owner, if Bathroom’s by TAFE has advised the owner in writing that the design or specification contravenes (1).

3. Payments

The owner must pay the Contract Price as set out in the Payment Schedule. The Contract Price includes all cost (including GST) that could be reasonably expected to be necessary for the completion of the project. The work will be complete when it is finished in accordance with this contract, free of apparent defects and all rubbish and surplus material removed from the site. The owner must pay the amount due on satisfactory completion of the work, or each stage of the work if applicable, within 7 business days of receipt of written notice from Bathroom’s by TAFE.

4. Changes

The work including materials may be varied by written agreement between the client and Bathroom’s by TAFE. A notice describing the variation, the cost of the additional or omitted work and any change to the Completion Period must be provided to the owner, and the notice must then be signed and dated by both parties to constitute acceptance. The price of extra work, which includes GST, will be added to the Contract Price. The cost of omitted work will be deducted from the Contract Price.

5. Indemnity in Favour of Owner

Bathroom’s by TAFE will indemnify the owner against any loss or liability for death, personal injury or property damage arising out of the work under this contract, except to the extent that the owner or, owner’s representative contributed to the loss or liability.

6. Damage to Property

Bathroom’s by TAFE must make good any loss or damage to the work or property of the owner caused by Bathroom’s by TAFE or Bathroom’s by TAFE employees, agents or subcontractors. The owner must remove any furniture or personal goods from the vicinity of the work to minimise the risk of damage.

7. Site Access

The owner must provide access for Bathroom’s by TAFE and any employee or subcontractor of Bathroom’s by TAFE to carry out the work as required during the normal work hours allowed by relevant statutory authorities and or the hours agreed between Bathroom’s by TAFE and the owner of the project. The owner must remove any personal property likely to impede the work.

8. Site Completion

On completion of the work, Bathroom’s by TAFE must remove from the site all plant and equipment and dispose of all rubbish in an environmentally friendly way, excavated material, vegetation, demolished or dismantled structures and surplus material relating to the work. All demolished, dismantled and surplus material will be the property of Bathroom’s by TAFE unless otherwise specified in the contract for the work.

9.Amenments

Bathroom’s by TAFE must make good any omissions or defects in the work or materials which become apparent within the period of 13 weeks from the date the work is completed. The owner must notify the contractor in writing of any work or materials to be rectified or replaced no later than 10 working days after the expiry of the 13 week period. Bathroom’s by TAFE must promptly make good the work or materials at Bathroom’s by TAFE own expense.

10. Communication

If the owner or Bathroom’s by TAFE considers a dispute has arisen in relation to any matter covered by this contract, that party must promptly give the other party written notice of the items of dispute. The parties may confer with a mutually agreed third party to assist to resolve the dispute by mediation. If the dispute cannot be resolved the owner may notify Fair Trading that a building dispute exists and seek Fair Trading’s assistance to resolve the dispute. If Bathroom’s by TAFE has provided you with home warranty insurance, the home warranty insurer should be notified of any dispute which may be a prospective claim on the insurer.

**Contract Explanation:**

*Under the Home Building Act 1989, the contractor is required to give the warranties set out in this part. Each of the warranties forms part of the contract.*

*The statutory warranties in the contract are as printed in the Home Building Act. They require the contractor to provide a product as agreed, in a suitable state, fit for its intended purpose, complying with all relevant laws and within the time agreed, or if not agreed, a time that is reasonable.*

*Any legal action for a breach of statutory warranties must be taken before the end of the warranty period for the breach ie 6 years for a breach resulting in a structural defect (as defined in the regulations) or 2 years in any other case.*

*The warranty period starts on completion of the relevant work to which it relates (but this does not prevent proceedings from being commenced before completion of the work). However, if the work is not completed, the warranty period starts on:*

*(i) the date the contract is terminated, or*

*(ii) if the contract is not terminated – the date on which work under the contract ceased, or*

*(iii) if the contract is not terminated and work under the contract was not commenced – the date of the contract.*

*If the breach of warranty becomes apparent within the*

*last 6 months of the warranty period, proceedings may be commenced within a further 6 months after the end of the warranty period.*

Statutory Warranties

Bathroom’s by TAFE warrants that:

The work will be performed in a proper (a) and workmanlike manner and in accordance with the plans and specifications set out in the contract

(b) all materials supplied by Bathroom’s by TAFE will be good and suitable for the purpose for which they are used and, unless otherwise stated in the contract, those materials will be new

(c) the work will be done in accordance with, and will comply with, the Home Building Act or any other law

(d) the work will be done with due diligence and within the time stipulated in the contract, or if no time is stipulated, within a reasonable time

(e) if the work consists of the making of alterations or additions to a dwelling or the repairing, renovation, decoration or protective treatment of a dwelling, the work will result, to the extent of the work conducted, in a dwelling that is reasonably fit for occupation as a welling

(f) the work and any materials used in doing the work will be reasonably fit for the specified purpose or result, if the owner expressly makes known to the contractor or another person with express or apparent authority to enter into or vary contractual arrangements on behalf of Bathroom’s by TAFE, the particular purpose for which the work is required or the result that the owner desires the work to achieve, so as to show that the owner relies on Bathroom’s by TAFE’s skill and judgment.

These warranties form part of the contract. No provision of this contract can restrict or remove these warranties.

|  |
| --- |
| ***Bathroom’s by TAFE Bathroom Contract***  *ABN : 1112222333344*    91Parry St  Newcastle West, NSW  Mobile 12345678910 |

Plans Attached, Dated confirmed and signed by Client …………………………………

and by Bathroom’s by TAFE designer………………………………..

**Client**

I ………………………………………………….. agree to the description, details and or drawings of this contract for the work and materials to be provided by Bathroom’s by TAFE to be carried out at …………………………………………………………………..

and agree to the quoted price $......................... and the payment schedule in this contract.

**Terms of Payments:**

10% Deposit on acceptance of quote.

20% Progress Payment on commencement of work.

20% Progress Payment prior to 2nd delivery and installation

50% Final Payment within 7 day of completion.

Clients Name…………………………Signature……………………Date……/……./………

**Contractor**

As the contractor Bathroom’s by TAFE Agree to complete the work as per the plans/drawings and contract conditions by …../……/………

Contractors Name Bathroom’s by TAFE Signature …………………Date……/……../……

## 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 7 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:*  *Did the student presented the project to the client face to face on digital media (PowerPoint, cad or other presentation digital media)? Did the student use open questions to receive information from the client? All items to identify in the instructions were covered with clear understanding of what the client requires. Did the student confirm any inclusions for the project to the client successfully? Was any changes noted?*  *Did the student meet the time frame for the face to face presentation?* |
| **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:*  *Did the student confirm the project requirements to the client face to face?*  *Did the student use open questions to receive information from the client?*  *Record here the change the assessor (client) asked for:*  *Did the student note (record) the change?*  *Assessor is to record the student’s response:*  *Did the student meet the time frame for the face to face presentation?* |
| **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:*  *The student has Interpreted the information in the client survey and prepared the quote with all items from A to L in the instructions column have been addressed to create the quote. The information in the marking guide document should be used as a benchmark guide.*  *Has the student presented documents and quote to the assessor (client) via a face to face meeting, for each project, in a professional manner.*  *The assessor will make a change to the specifications.*  *Record here the change the assessor (client) asked for:*  *Did the student note (record) the change?*  *The assessor will document the student's response.*  *Students Response:* |
| **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:*  *Did the student interpret the information from the meetings, project brief, client survey and the quote to create a contract for the Kitchen Project by using the template provided?*  *Has the student addressed all items from A to O in the instructions column to create the contract? (refer to completed sample benchmark responses provided)*  *Has the student identified legal expertise required to create the design and contractual documents?*  *The information in the completed sample documents should be used as a benchmark guide.* |