

HOW TO CREATE A GREAT BRIEF FOR YOUR RESIDENTIAL PROJECT - QUESTIONNAIRE



Client Profile

Name:

Address:

Email:

Phone:

Project Profile

Name:

Building Type:

Location:

2.0 Basic Information

How did you hear about Graham Ford Architects?

Do you prefer traditional design or a more clean cut / modern atmosphere?

What is your favourite part of the house or where do you spend most of your time in the home?

What experience do you have when it comes to development?

What went well and what did not go well in those experiences?

What are your priorities, aims and objectives?

How long have you owned the project property?

What type of property do you own? Is it a terraced house, detached or an apartment?

3.0 Project Objectives and Background

What inspired you to develop this project?

How will this project improve the way you or your family uses your home?

What are your negotiable and non-negotiable requests?

Have you come across or do you anticipate any frustrations or confusion regarding the project?

Why was this particular site/land chosen? What do you like/dislike about it?

How do you use the existing building?

Have you undertaken any consultation with your neighbours, tenants or the freeholder?

What kind of research have you done for this project?

What type of building style do you have in mind?

Do you prefer a design that stands out more or elegantly fits into its surroundings?

What are your design goals? For example, sustainability targets

Have you looked into what kind of materials you would like to use?

Do you need to upgrade the water supply, drainage, electricity or gas?

Have you thought about access to the site such as parking or cycling needs?

Is your home an important part of how you socialize?

You should examine your goals and needs in depth to gain a detailed snapshot of the physical, emotional, financial, and investment factors that are fundamental to the project.

4.0 Things To Consider

Have you previously submitted any planning application for this property?

Is making your home more energy efficient important?

Do you need space for entertaining?

Do you have requirements for special technology such as lighting control systems etc?

Do you have any specific needs such as storage requirements?

Does anyone work or study from home?

In the past have you completed party wall notices with your neighbours or adjacent businesses?

Are there any structural or damp issues you are aware of that may need to be resolved?

Will you want us to complete the interior design such as layout changes, selecting light fittings, tiles, wallpaper colours etc?

Is there a requirement for built in joinery, for example wardrobes, cupboards and shelving in Living areas, bedrooms?
Would you like us to project manage the construction phase work?
Are you wanting to tender the project or are you happy to negotiate with a contractor?
What external elements are included in this project and will you require any landscaping?

5.0 Project Information

What is your budget and is it flexible or fixed?
Have you chosen any contractors?
Do you plan on having a team of other specialists such as engineers or quantity surveyors?
Have you found any information on your property? Such as Drawings or a Survey Report?
Can you think of any risks such as Listed Buildings, Conservation area or contaminated land?
Are you willing to complete any energy tests and what would you like to achieve?
Are you a freeholder, a leaseholder or both?
Are there any key features of the building that need to be retained?
When do you need the project completed by and when do you expect to begin?
Is the project divided into phases or will it be executed into one single phase?
Are there any important dates to consider?

Thank you for using our questionnaire, by doing so you are taking a valuable step towards a great brief and ideal facility!

If you have any further questions and you would like to get in touch email us on:

info@grahamfordarchitects.com