



**I** **IMPACT**  
**FITOUTS**

**FITOUT GUIDE**

# Step 1

## Contact Impact Fitouts for a Fitout Consultation

Contact Either John & Ilias to discuss your project...



**John Fronis**

E. [john@impactfitouts.com.au](mailto:john@impactfitouts.com.au)

P. 0413 530 560



**Ilias Tsangaris**

E. [ilias@impactfitouts.com.au](mailto:ilias@impactfitouts.com.au)

P. 0432 843 801





## Step 2

**Book in a site meeting with John or Ilias and submit relevant Documentation**

- A. Book in a time with either John or Ilias that suits you
- B. Once time is confirmed, please send all documentation through email so we can start working on your project before our site inspection...

### **Relevant Items to Send**

- Relevant Contacts
- Property Information
- Concept or construction plans
- Proposed construction date
- Proposed Start of Business date
- Estimated Budget

# Step 3

## Initial Site measure, Confirm Floor plan & Scope of works

Below are some Items to consider when developing a scope of works for your office or warehouse fitout

### Partition walls

- Framing – Steel Studs / Timber Studs - Stud Size – 64 / 76 / 90
- Walls generally to be lined with 13 – 16mm Plasterboard
- Sound insulation is a standard item to our new partition walls
- Aluminium skirting will be also installed to new partition walls

### Glazing Walls & Windows

- Glazing walls are generally added to keep some natural light in the offices.
- Fixed panel windows are one way to keep cost down and add some character and light
- All glazing is to meet AS1288-2006 standards

### Doors

- We can supply & install new Clear Anodised Aluminium door frames
- Standard - 920 x 2040mm timber hinge doors
- Full Height – 2700 x 920 Foam Filled Semi Sound walls
- Doors & Hardware to be in accordance with the Disability Discrimination Act. AS1428.1

### Painting

- Interior Walls
- New Partitions & Doors
- Exterior Walls
- Existing Partitions & Doors

### Plumbing

- Disconnects
- Cap offs
- New Fixtures & Fittings
- Bathrooms
- Kitchens

### Kitchenette / Joinery / Workstations / Office Furniture

- Kitchenette
- Kitchens
- Storage
- Workstations

### Commercial Flooring

- Commercial Carpet Tiles
- Commercial Vinyl Planks & Sheet Vinyl
- Concrete Floor Polishing

### Electrical

- Power
- Data
- Existing Lighting
- New Lighting
- Emergency Lighting

### Screening

- Add some Screening in to make an Impact
- Natural Timber or Painted

### Fire

- Extinguishers
- Blankets
- Detectors
- Sprinklers
- Fire Panels

## Step 4

### Ballpark Quotation

- A. To assist you in your decision making process, we will supply you with some preliminary pricing. Please put down your full wish list, we will then give you a ballpark quotation so you can get an idea of cost for your desired Fitout.
- B. Based on the ballpark quotation you can decide if you would like us to proceed with a formal quotation or we can scale it back to meet budgets





## Step 5

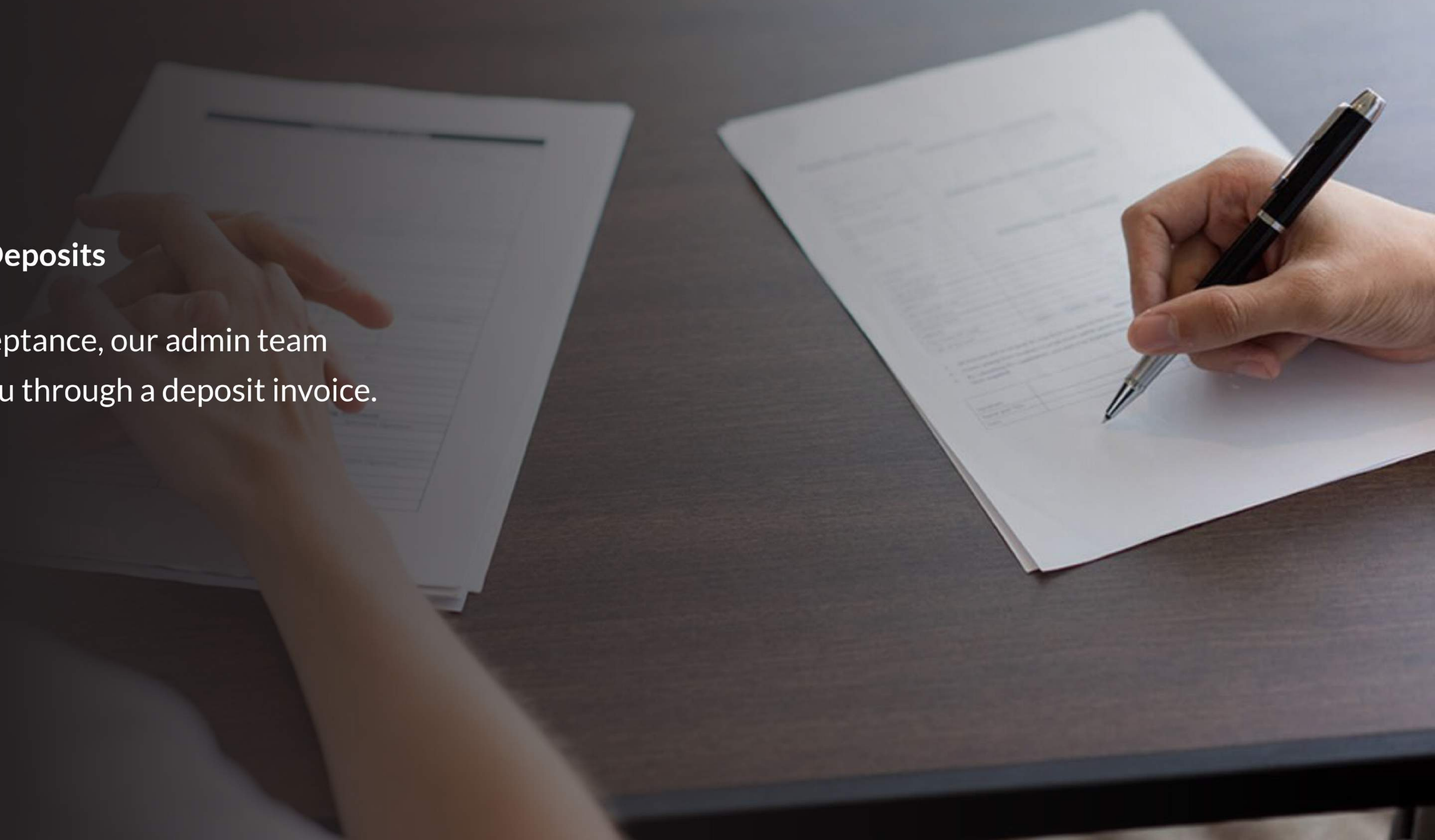
### **Quotation Amendments, Confirmation & Acceptance**

- A. Now that we are in your budget range we can drill down and confirm a formal quotation for your approval.
- B. Once you are happy with the scope of work and our Formal quotation you can sign the acceptance page and return to us via email.

## Step 6

### Agreements & Deposits

Thank your Acceptance, our admin team will now send you through a deposit invoice.





## Step 7

### Engagement of Relevant Professionals

Now that we have received your deposit ( Thank you )  
we can engage the relevant professionals



## Step 8

**Submission of Licenses & Insurance paperwork, SWMS to landlords/Building Managers**

- A. Our Admin team will promptly send through all necessary paperwork to you any landlords if needed.
- B. We will also arrange for appropriate swms and construction docs.





## Step 9

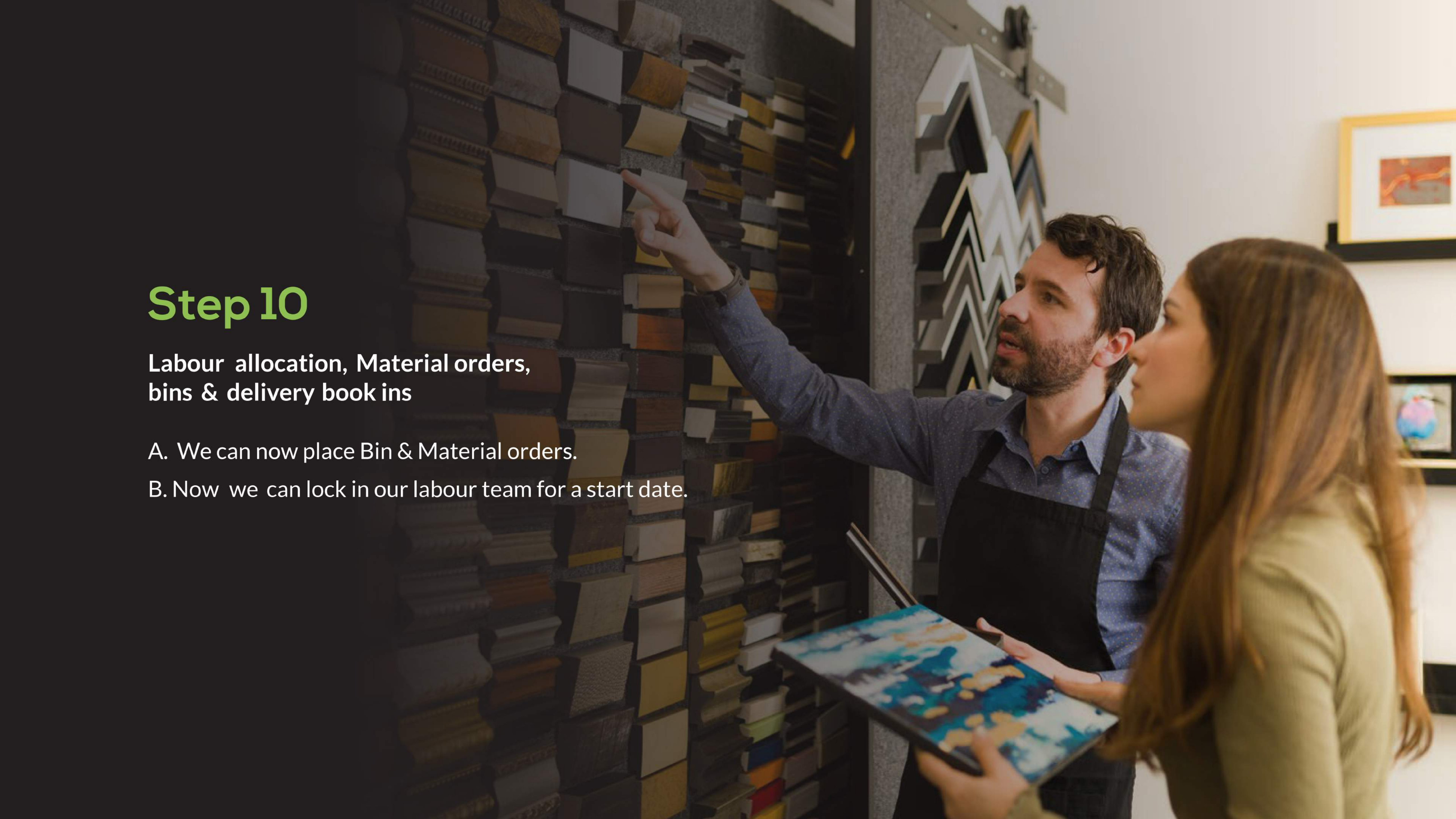
### Creation of Gantt chart, confirming Construction Timetables

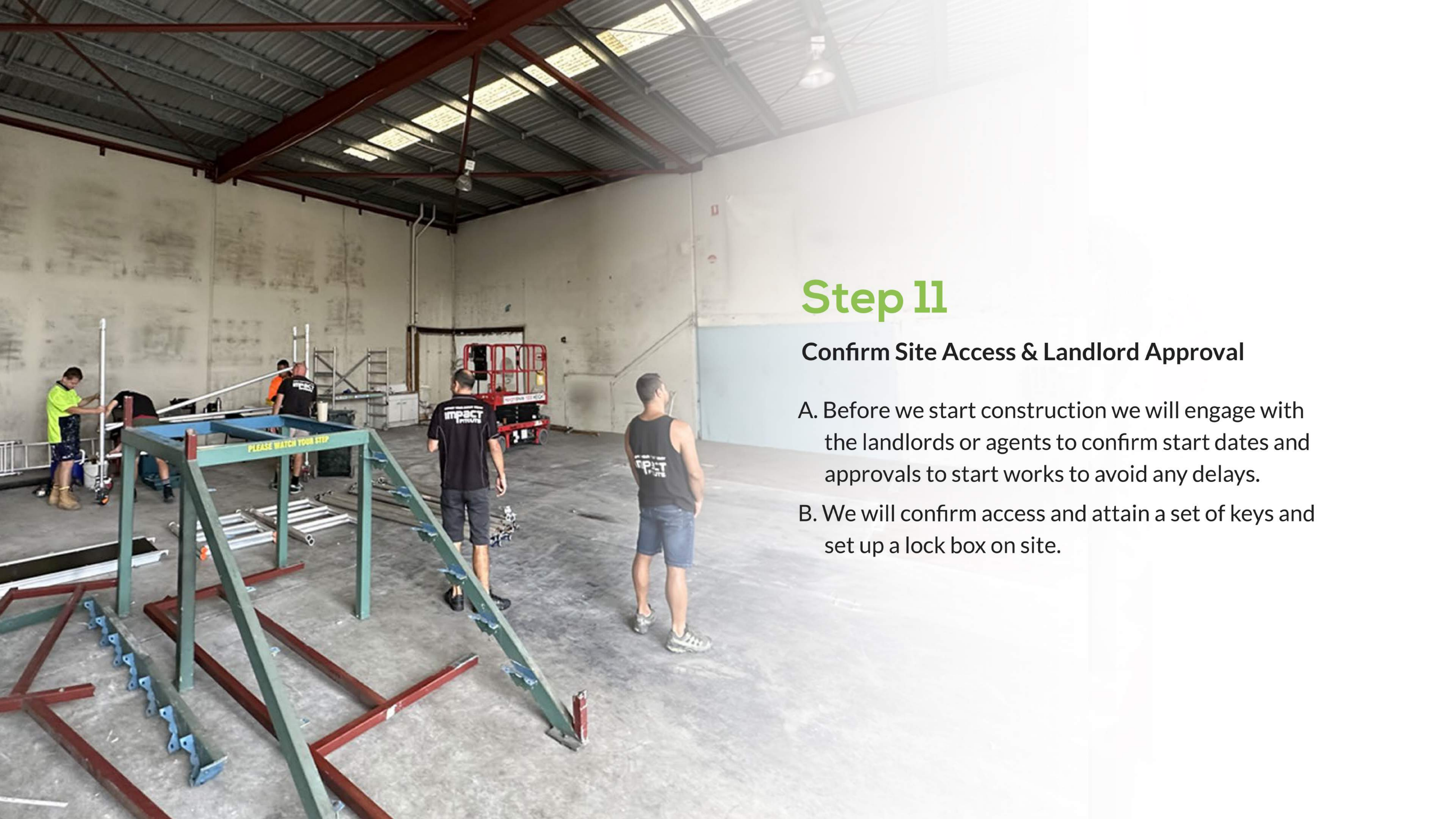
- A Now that we have a start date we can create a Gantt to give you a fairly accurate Handover date.
- B. We can track and monitor progress of you fitout now and aim to beat our proposed Handover date.

## Step 10

Labour allocation, Material orders,  
bins & delivery book ins

- A. We can now place Bin & Material orders.
- B. Now we can lock in our labour team for a start date.





## Step 11

### Confirm Site Access & Landlord Approval

- A. Before we start construction we will engage with the landlords or agents to confirm start dates and approvals to start works to avoid any delays.
- B. We will confirm access and attain a set of keys and set up a lock box on site.

## Step 12

### Construction

Now the exciting part starts.

Lets start Building.





## Step 13

### Handover & Final Payment

- A. A Pre-handover meeting will take place approximately 3-4 days before scheduled handover to Identify any issues or visible defects, this will ensure we have enough time to rectify any items before scheduled handover.
- B. Final Payment will be due on Handover

## Step 14

### Occupancy Certificate

Certification & Occupancy Certificate  
will be provided upon Final Payment

