

# The Fitout Process



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1 week	1	<b>Initial Project Discussion</b>	<ul style="list-style-type: none"> <li>• Discuss the project brief</li> <li>• Determine expected time frames</li> <li>• Gather tenancy details, lease documents, and construction guidelines</li> <li>• Recap project brief</li> </ul>	<ul style="list-style-type: none"> <li>• Request existing plans or designs</li> <li>• Collect mood boards and inspirations</li> <li>• Open Budget discussion</li> </ul>
	2	<b>Project Site Visit</b>	<ul style="list-style-type: none"> <li>• Complete site review (including measurements)</li> <li>• Confirm access and parking logistics</li> </ul>	<ul style="list-style-type: none"> <li>• Verify available work hours</li> <li>• Perform service testing (water, gas, electricity)</li> <li>• Define design requirements</li> </ul>
2 weeks	3	<b>Design Management Proposal</b>	<ul style="list-style-type: none"> <li>• Outline management plan for project design activities</li> </ul>	<ul style="list-style-type: none"> <li>• Introductory meeting with ICON design partner</li> </ul>
	4	<b>Concept Design Brief Development</b>	<ul style="list-style-type: none"> <li>• Conduct detailed site survey and measurements</li> <li>• Detailed project design brief with ICON design partner</li> </ul>	<ul style="list-style-type: none"> <li>• Initial concept design development</li> </ul>
	5	<b>Concept Design Review</b>	<ul style="list-style-type: none"> <li>• Presentation of concept design including mood boards, samples, and Images</li> <li>• Preliminary value engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Concept design changes submitted</li> <li>• Concept drawings finalised by ICON design partner</li> </ul>
	6	<b>Concept Design Sign Off</b>	<ul style="list-style-type: none"> <li>• Final approval for concept drawings</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary construction estimate</li> </ul>
2 weeks	7	<b>Design Documentation Development</b>	<ul style="list-style-type: none"> <li>• Complete technical drawing packaged produced by ICON design partner</li> </ul>	<ul style="list-style-type: none"> <li>• Materials, fixtures, and finishes specification completed</li> </ul>
	8	<b>Design Documentation Sign Off</b>	<ul style="list-style-type: none"> <li>• Final design review</li> </ul>	<ul style="list-style-type: none"> <li>• Request approval from tenancy/retail design manager</li> </ul>
3 weeks	9	<b>Approvals and Permits</b>	<ul style="list-style-type: none"> <li>• Drawings submitted for approvals and building permits</li> </ul>	<ul style="list-style-type: none"> <li>• Review building code compliance</li> <li>• Third party certification assessments</li> </ul>

1 week	10	<b>Quote</b>	<ul style="list-style-type: none"> <li>• Detailed quotation</li> <li>• Finalisation of scope, inclusions, exclusions, and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Project timeline, payment schedule, and contract</li> </ul>
	11	<b>Contract Acceptance</b>	<ul style="list-style-type: none"> <li>• Quotation acceptance</li> <li>• Contract signed</li> </ul>	<ul style="list-style-type: none"> <li>• Deposit paid per payment schedule</li> </ul>
2 weeks	12	<b>Project Procurement</b>	<ul style="list-style-type: none"> <li>• Project team allocated</li> <li>• Project schedule finalised</li> <li>• Work schedule booked</li> </ul>	<ul style="list-style-type: none"> <li>• Long lead time item procurement</li> <li>• Commence manufacture</li> <li>• Pre-book site inspections</li> </ul>
4 weeks	13	<b>Site Mobilisation</b>	<ul style="list-style-type: none"> <li>• Site inductions</li> <li>• Establish worksite safety measures and signage</li> </ul>	<ul style="list-style-type: none"> <li>• Plant and equipment and materials delivery</li> <li>• Site set out</li> </ul>
	14	<b>Construction</b>	<ul style="list-style-type: none"> <li>• Complete construction managed by ICON Interior Construction</li> </ul>	<ul style="list-style-type: none"> <li>• Co-ordination, management, and engagement of all project stakeholders</li> </ul>
	15	<b>Project Control and Monitoring</b>	<ul style="list-style-type: none"> <li>• Project progress reporting</li> <li>• Quality control</li> <li>• Schedule management</li> <li>• Cost control</li> </ul>	<ul style="list-style-type: none"> <li>• Change management</li> <li>• Safety and compliance</li> <li>• Site inspections</li> </ul>
	16	<b>Pre-Handover Inspection</b>	<ul style="list-style-type: none"> <li>• Pre-handover inspection with ICON Project Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Rectification of any minor items</li> <li>• Certification inspection</li> </ul>
	17	<b>Practical Completion</b>	<ul style="list-style-type: none"> <li>• Final quality and defect inspection</li> </ul>	<ul style="list-style-type: none"> <li>• Final payment due at practical completion prior to handover</li> </ul>
	18	<b>Project Handover</b>	<ul style="list-style-type: none"> <li>• Full handover of keys, manuals, certificates, warranties upon receipt final payment</li> </ul>	
2 weeks	19	<b>Project Finalisation</b>	<ul style="list-style-type: none"> <li>• Project review</li> <li>• Rectification of any outstanding items</li> </ul>	<ul style="list-style-type: none"> <li>• Project photo shoot</li> <li>• Client review</li> </ul>

\*Project timelines and process may vary. This document should only be viewed as indicative.

\*\*For expert advice on your project needs, contact ICON Interior Construction or visit our website

# The Fitout Timeline

Week	1	2	3	4	5	6	7
Project Initiation							
Concept Design							
Design Development							
Approvals and Permits							
Quote and Contract							
Project Procurement							
On-site Construction							
Project Finalisation							

At ICON, we have a tried and tested approach to project delivery. The fitout process is a structured framework that guides the progression of your project from concept to completion. Although the specific details may vary, all projects generally go through a series of essential steps to ensure a successful outcome.

While these steps provide a general framework, it's important to note that the project process is flexible and can be tailored to meet the specific requirements of each project. By following these fundamental steps, project stakeholders can navigate through the project journey with greater clarity, control, and confidence.

[illegible]

Our approach ensures success through key steps, starting with project initiation where we collaborate closely with clients to define goals and constraints. Through the project delivery, we advocate for our clients delivering industry leading quality on time and on budget.

We emphasize transparency, cost-effectiveness, and quality in all aspects of the project. By partnering with us, you gain access to a meticulous approach, unparalleled expertise, and a commitment to your satisfaction.

**Contact us today to embark on a transformative fitout project journey.**

# ICON.



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