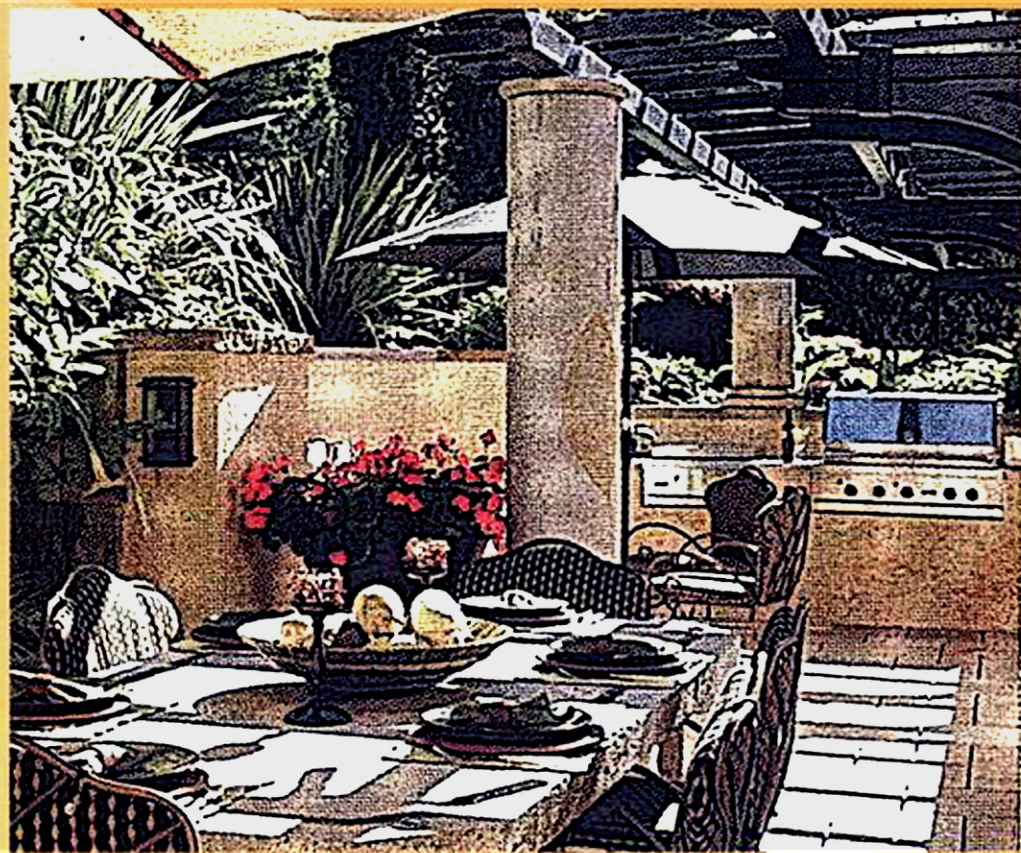
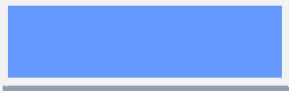


# HOME DESIGN GUIDE



GREIF ARCHITECTS /  
LIVING ARCHITECTURE

® 2 0 1 2



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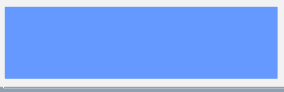
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*Greif Architects / Living Architecture Is a PLLC*

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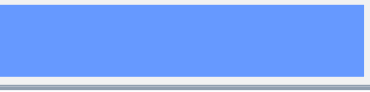
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# Introduction



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***A home is probably the biggest investment one makes, so take advantage of a custom design to show off its true spirit!***

---

## About This Guide

On the following pages are questions and observations that we have found to be useful over the past twenty years that we have been designing homes. These are the things that should not be overlooked in the design of a new house or the remodeling of an existing home. These items can help organize your thoughts in the planning phase of the project, and then be used as a checklist at the completion of the design phase.

In order to achieve the best design possible, a free flow of information is needed between you and your architect. ***'It is critical to know your goals and objectives, wants and needs, attitudes and concerns'*** as they will influence the design and livability of your home. Once identified and assembled, your comments will become the program which will serve as yours and the architect's reference guide throughout the project.

As you read through this book think about the priorities and the relative importance you attach to each item. What are the most important rooms, relationships or features? What are the least important?

The overall impression of your house, for you and everyone who sees it, is its style. With a custom design you have the opportunity to match your personality and uniqueness with the home and reflect these qualities in the spirit of its design.

One of the best ways to communicate one's likes and dislikes is by collecting images, whether actual photographs, images from magazines or downloads from web sites like HOUZZ. Collect as many images as possible; things you like and dislike. Don't be afraid if they seem disconnected. All these images will help in understanding your personality and desires so that the best custom design possible can be created for you.

Thank you for the opportunity to be a part of your design team, and contribute our skills and experience, found in this book, to you, to help create a nourishing and beautiful living environment for you.

\_\_\_\_\_

[illegible]

1. Owner's names and current address:
2. Children's names and ages:
3. Address of project:
4. Owner's phone numbers & email:
5. Are there any easements or covenants attached to this property?
6. When would you like to start construction?
7. When would you like to complete construction?

# Expectations, Project Team & Budget

Additional Notes

1. What is the goal of this project? Example: Is this the home you will live in a long time, or sell as an investment?
2. What time parameters are you working within? Example: Is it a problem if there is an overlap between the time you leave your current residence and the time you move into your new home?
3. Have you worked with an Architect before?
4. If you have worked with an Architect before what would make this experience better?
5. If you have not, what are your expectations of your Architect?
6. What is your experience with an Interior Designer?
7. Do you have special consultants you want to work with?
8. What is your estimated budget for the project?

# Life Style

Additional Notes

1. How many people and pets will be living in your home?

- How many bedrooms?
- How many baths?
- How do you want to accommodate pets?

2. How do you want to accommodate house guests?

- Spare bedrooms?
- Guest house?
- Utilization of existing rooms with couches murphy beds etc.?

3. Are there any special needs for family, public, or other individuals that you want to design for?

4. Describe your entertaining activities, size, and frequency, formal, informal?

*continued*

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

5. Do you want a formal dining area?
6. Where will the family eat on a daily basis?
7. Do any family members work full-time or part-time in the home? What are their needs?
8. What other rooms or uses would you like to design for? Which rooms can be combined?
  - Home office
  - Home office storage
  - TV / media room
  - Home theater
  - Exercise room
  - Lap pool, spa, sauna
  - Outdoor terrace rooms
  - Wine room
  - Game table room
  - Pantry
  - Sewing



Life  
Style  
*continu*

## Additional Notes

9. Describe any unusual or unique relationships you desire between various spaces. Example: Office/den open to living room.

10. What kind of art do you like and want included in this design?

11. What kind of car(s) do you drive?

12. What is your favorite car?

# Building Exterior

Additional Notes

1. What views can be taken advantage of by windows or outside rooms /decks?
2. Do you know the history of the site?
3. How do you envision using the outside spaces?
4. Describe any site features desired. Examples: garden tool shed, firewood storage, trash container enclosure, mail delivery box.
5. Security and privacy: What are your concerns and attitudes regarding security and privacy from the neighbors, the street, etc.?
6. What undesirable sights and sounds need to be screened out?
7. How busy are the roadways adjacent to the site?

*continued*

[illegible]

8. On a scale of 1 to 10 what is the noise level of the site?
9. Does the site have any environmental issues, steep slopes, poor drainage etc.?
10. If there are steep slopes on the site do any of the trees growing on the slope have curved trunks?
11. Are there any wet areas on the site?
12. What exterior building materials do you like?
13. Do you have photographs of house colors and materials you like or have seen?
14. Do you have a Landscape architect that you prefer to work with or will you need a recommendation?
15. What sun related orientations are you concerned with? Example: Is morning sunlight a concern to you in your bedrooms or is it welcomed?
16. Are there any utility or power poles on the property?

# Kitchen & Service

*Additional Notes*

1. What features or items are priorities for your kitchen?

2. Describe any preferences for the following:

- ☐ Cook top & wall ovens
- ☐ Stove & oven combined
- ☐ Refrigerator / freezer
- ☐ Wine cooler
- ☐ Warming drawer
- ☐ Microwave
- ☐ Sinks: type and quantity
- ☐ Instant hot
- ☐ Dishwasher
- ☐ Garbage disposal
- ☐ Trash compactor
- ☐ Recycling bins
- ☐ Appliance garage
- ☐ Bake center
- ☐ Walk-in pantry
- ☐ Shelf pantry
- ☐ Refrigerator/freezer in pantry

*continued*

[illegible]

- Pot and pan rack
- Divided tray storage
- Chopping block
- Pastry board (marble)
- Pizza stone
- Bulk storage bins
- Spice storage
- Knife storage
- Cookbook storage
- Work table in kitchen
- Eating nook
- Catering area
- Home office area in kitchen
- Plants in kitchen
- Cabinet style
- Pull out drawers verses cabinet doors
- Island cabinets with or without seating
- Display shelves in kitchen
- Broom closet
- Counter top preference

*continued*

This image shows a vertical rectangular sheet of white paper. It features horizontal ruling lines spaced evenly apart. The lines are thin and light gray or blue in color. There are approximately 20 lines visible across the page. The margins are consistent on all sides. The paper appears to be a standard notebook page or a sheet of stationery designed for writing.

- Backsplash surface preference
- Computer / TV in the kitchen
- Fire place in the kitchen
- Flooring preferences
- Orientation of the kitchen to the outside and to the rest of the house
- Outdoor kitchen area
- Pizza oven inside or outside
- Wet bar
- Craft area or storage
- Type of compost and trash storage
- Linens and their storage

# Living, Dining & Family Room

Additional Notes

1. What are the typical size and type of family, friend and children groups you expect in your home?
2. Will you have club or business meetings at your home?
3. Will there be a piano or other musical instruments played in the living room?
4. Will there be a TV, computer, or music center associated in these spaces?
5. Will the living room be used on a daily basis?
6. How much of the wall space is needed for art work?
7. What types of display and storage cabinets are preferred in the living and dining rooms?
8. Do you want fireplaces? If so where?  
And what types: modern, traditional?

\_\_\_\_\_

[illegible]

1. What features or items are priorities for your master bedroom & master bath?
2. What features or items are priorities for your children's or guest bedroom & baths?
3. Do you watch TV in your bedroom?
4. Describe any preferences for the following:
  - Free standing sinks
  - Built-in cabinet sinks
  - Make-up area with a chair and lowered counter
  - Full-length mirrors
  - Framed mirrors
  - Medicine cabinets
  - Accessory storage
  - Extra large shower
  - Multiple shower heads

*continued*

[illegible]

- Shower doors or showers designed with no doors
- Built-in seat in the shower
- Bidet
- Compartmented toilets
- Steam room
- Sauna
- Tub or whirlpool
- Counter and floor surfaces
- Towel warmers
- Heated floor in shower

\_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

1. What is your preference to the use of a side by side washer and dryer verses stacked?
2. How do you prefer to collect and store dirty laundry?
3. How do you prefer to distributing cleaned clothing; by individual baskets, hanging for pick up, folding, etc.?
4. How much closet and cabinet space is needed for hanging cleaned clothing, and storing laundry accessories and soaps?
5. Do you use a hanging 'drip dry' closet area with a floor drain?
6. What type of ironing board is preferred, free standing or wall mounted?
7. What other features or items are priorities for your laundry room; counter sinks, mop sink, drying racks, laundry shut, layout and folding space, etc.?

# Garage & Mechanical

Additional Notes

## Garage Questions

1. Describe the size, number and types of vehicles, and other items to be stored in the garage?
2. What additional uses will the garage have?
3. Do you want a work room or work area associated with the garage?

## Mechanical Room Questions

1. Do you have a preference for heating and cooling systems? Do you prefer a forced air furnace or a hot water boiler and 'in floor heating'?
2. Is it preferred that the heating system be located in a separate room or can it be visible in the garage or basement?
3. Do you want an emergency generator?
4. Do you want an elevator?

# Miscellaneous Features

Additional Notes

1. List any special features, items, systems, etc. you desire in the home. Examples: Security systems, Special Computer Systems, etc.

2. Which of the following Built-ins would you like to address in the design?

- ☐ Bookshelves
- ☐ Dresser/shoe and tie racks
- ☐ Bed frame/headboard design
- ☐ Furniture design
- ☐ Bar/liqueur cabinet
- ☐ Icemaker/refrigerator
- ☐ Telephone message center
- ☐ Mail cabinet
- ☐ Vacuum system
- ☐ Computer center
- ☐ Game storage
- ☐ Wall safes
- ☐ Display cabinets for collectibles/hobbies
- ☐ Wine storage

*continued*

[illegible]

- Dumbwaiter
- Art object displays and recesses
- Table linen flat storage
- Table linen hanging storage
- Flat file art storage
- Art storage racks

4. What new items do you plan to purchase?

5. Will you need help in selecting art work, interior furnishings, finishes and materials?

# Check Lists:

Items that make a home more livable

Additional Notes

**In designing a home there are several checklists that we use in the office as our quality control review of each project.**

**The following are the ones we find the most important to the owner for creating a healthy living environment.**

**Please review and add any comments or thoughts that spark your imagination as you read though them.**

**As the design progresses you can revisit this list to review the process and help us take advantage of your projects highest potential.**

## Exterior Checklist

1. Are all views taken advantage of?
2. Does the house take advantage of the morning sun to preheat the breakfast area and maybe an outdoor morning deck?
3. Does the house take advantage of the evening sky to watch the sunsets and night time stars?
4. Does the house shelter the interior from the southerly and westerly summer sun?
5. Do the house overhangs shelter the entries and walkways?
6. Are porches and balconies at least six feet deep? (Anything less is unlikely to be used.)
7. Can the entry be easily located by first-time visitors?
8. Is the house number prominent and well lit?

## Items that make a home more livable

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small gaps between them. There are no margins, text, or other markings on the paper.

9. Is the mail box integrated into the design?
10. Has room been allowed for visitor parking?
11. Are features such as plumbing vents, gutter downspouts and furnace vents carefully located to prevent unsightliness?
12. Is there easy access to the electric and gas meter? Have they been screened from view?
13. Is the exterior lighting adequate to provide safe night time access?
14. Is there water for firefighting available so that a hose can reach any part of the site should a fire breakout?
15. Are septic tanks and propane tanks easily accessible for service without damage to the landscaping? Have they been screened from view?
16. Has the septic system been coordinated into the design for landscaping and maintenance?
17. Are the garbage and recycling bins stored in such a way as to facilitate ease of transfer to the curb? Have they been screened from view?
18. Has the construction been coordinated with the landscape design? It is far easier to coordinate some aspects of the landscaping design during construction rather than after the fact.
19. Has the site irrigation system been considered? Overbuild your sprinkler system so you can add zones, heads, etc. down the road. (Avoid under-building the system)

## Check Lists:

Items that make a home more livable

*continued*

## Kitchen Checklist

## Additional Notes

1. Is there easy access from the garage to the kitchen? (For example; when entering with a load of groceries.)
2. Is the triangular distance from the sink to the stove to the refrigerator and back to the sink 'the work triangle', between 12 and 21 feet?
3. Is your kitchen arranged so that family traffic does not interfere with the 'work triangle'?
4. Can a cook with a boiling pot of pasta get from the cook top to a sink, very quickly, without an island or other obstacle impeding the footpath?
5. Are the lights for the sink, range, food preparation, and mixing areas designed so that you never work in your own shadow?
6. If under cabinet lights are used, are they installed on the forward edge of the upper cabinet bottoms? (This gives better task illumination and results in less glare on work surfaces.)
7. Have you allowed a minimum of two feet of counter on either side of the sink, and two feet of counter near the refrigerator?
8. Have you allowed sufficient counter space near the microwave oven for a hot dish to be quickly set down?
9. Is there a mixing counter at least three feet long?
10. Have you allowed a minimum of ten feet of cabinet frontage below counter height and seven feet above for storage need

## Check Lists:

Items that make a home more livable

*continued*

## Additional Notes

### ***Kitchen Checklist continued***

11. Are dish and flatware storage areas close to the dishwasher for easy unloading?
12. Are storage areas directly related to activity areas? For example; are pots and pans stored near the cook top? Are mixing bowls and baking equipment kept near the baking center? Are cookie sheets near the stove?
13. Have you considered the problems of a western exposure for the kitchen? (Western afternoon sun comes in at a near horizontal angle in the summer; it's difficult to control and can overheat the kitchen.)
14. Have you located an operable window next to the kitchen sink?
15. Have you located the pantry away from direct sunlight to help guard against possible food spoilage?
16. Where are the formal dishes and silverware stored? Don't forget to use silver cloth in any drawer storing silverware.
17. Consider wide pull out flat file type drawers for storage of linens.
18. Can the refrigerator be opened without disrupting someone else who may be preparing a meal?
19. Are the lights on a dimmer switch?
20. Have bulk food and household utility items been accommodated?
21. Have all the kitchen and storage drawers been reviewed for accessories and hardware?

## Check Lists:

Items that make a home more livable

*continued*

## Bedroom Checklist

## Additional Notes

1. Are bedrooms located on the quiet side of the house, as far as possible from the main entrance and the nearest road?
2. Are bedrooms situated so they will receive eastern 'wake-up' light? Or is this light undesired?
3. Are windows located to allow for cross-ventilation?
4. Have you allowed twelve to eighteen feet of closet space in the master bedroom and six to eight feet of closet space per person in each of the other bedrooms? Are there lights installed on door switches at these closets?
5. Have you allowed a minimum of 24 inches of open space along both sides of the bed; for ease in making the bed and locating side tables?
6. Are young children's bedrooms close enough to the master bedroom so the children can be heard at night? If not, is there an option for a room monitor?
7. Are bathroom plumbing and other noise generators (children, TV, stereo, musical equipment, ect.) acoustically separated from the master bedroom?
8. In many homes the ceiling area of children's rooms can be opened up to the attic space for the design of loft areas for play and extra sleeping spaces has this been considered?

## Check Lists:

Items that make a home more livable

*continued*

## Bathroom Checklist

## Additional Notes

1. Does the bathroom floor have a slip-resistant finish?
2. Is there under floor heat in the bathrooms?
3. Is there at least 36 inches of floor space in front of the toilet, lavatory, shower, and bathtub?
4. Has the toilet and / or bidet been placed so it is not visible through an open door?
5. Is there a place to hang a towel and bathrobe close to shower?
6. Is there a minimum of two feet of towel rack for each person using the bathroom?
7. Has a towel heater been considered?
8. Can a person adjust the shower valves without stepping into the shower?
9. Is there storage space for each person using the bathroom?
10. Has space been allowed for laundry hampers and weight scales?
11. Are there ample electrical outlets located near the sink and mirror?
12. Have electrical outlets been provided inside select drawers for hair dryer and accessories?
13. Are all outlets in the bathrooms GFI rated to prevent shock? (Required by code.)
14. How have Aging-in-Place amenities been addressed?

## Check Lists:

Items that make a home more livable

*continued*

## Storage Checklist

## Additional Notes

1. Make sure there are enough storage closets for 'stuff' while remembering that the healthiest living environment is one that is de-cluttered of all 'stuff' (Including stuff hidden behind closets.)
2. Is there a designated guest's only closet space at the entry, along with the family coat and shoe storage area?
3. Have 'plop and drop' items been accounted for at all entries? Example: places for keys, purses, school bags etc.
4. Is there a broom closet, vacuum storage and adequate cleaning supply storage?
5. Are there adequate and convenient storage areas for garbage and recycling?
6. Has seasonal item storage, and an area for woolen storage been addressed?
7. Has a framed-in a place safe, or some hidden panels in dead spaces, for valuables, been considered?
8. Are there medicine cabinets in the bathrooms?
9. Is there an attic storage area with at least a partial plywood floor, a few lights, and a few outlets? Has a pull down stair to the attic been considered?
10. Has an electronics recharging area been located?
11. Verify in which closets lights and outlets are needed.

## Check Lists:

Items that make a home more livable

*continued*

## Additional Notes

## Mechanical / Heating Checklist

1. Have the thermostat locations been reviewed? (Thermostats located near an outside door or window makes the heating and air conditioning systems go on-and-off more than necessary.)
2. Has at least one heating zone per floor been provided?
3. Has an electronic air cleaner and / or humidifier connected with the furnace been considered?
4. Have inline duct, dust and mold control filters been considered?
5. When possible, is there cross ventilation of operable windows in each room?
6. If 'in floor heating' is used that requires a boiler has it been considered to also continually circulate domestic hot water to the tubs and sinks?
7. Have motor operated sun blinds with light and heat sensors for heat and shading control been consider?
8. Has the planning for conduit runs and panel space for future solar / energy adaptation been addressed?

## Check Lists:

Items that make a home more livable

*continued*

# Electrical Checklist

## Additional Notes

1. Have electric outlets been installed under the eaves of the house for holiday and festival lights?
2. Have empty conduit runs from a central hub to key areas been provided for future connections?
3. If a generator is installed verify that a multi circuit switch is included and the circuits are designed to easily turn various parts of your house on and off.
4. Has a designated 20 amp circuit and outlets in the garage been provided to run large power tools, like a table saw, pottery kiln, etc.?
5. Are lights in the front, back and side yards wired separately with motion detectors?
6. Have walkway and site lighting been addressed?
7. If an outdoor hot tub is planned, is there power and water and sewer, available?
8. Has a wireless and hard wired network been provided for each room of the house for control and access of computers and internet?
9. Confirm which room lights are on dimmers.
10. Have outlets been provided in the garage and driveway for the potential of an electric car?
11. Confirm that GFI circuits are provided in all potential wet areas, including kitchen, bathrooms and laundry rooms. (Required by code)

## Check Lists:

Items that make a home more livable

*continued*

## Additional Notes

# Plumbing Checklist

1. Have hot and cold hose bibs been provided at select locations, for washing cars, filling buckets and children's wading pools, etc.?
2. Is there an exterior (or in the garage) hot/cold shower on a flex arm for washing pets etc.?
3. Are there hose bibs at upper decks for cleaning?
4. Is there a sink in the garage for washing equipment and dirty cleanup?
5. Confirm the number and size of sinks in the kitchen, bath, and laundry.
6. Is there a water leak monitor under the water heater and laundry washer?
7. Is the washer and hot water tank set in an 'overflow pan' with a plumbed drain?
8. Has it been considered to plumb the house for gray water reuse?
9. Is the house plumbed for a central vacuum? (The only important thing to remember in buying an in wall vacuum is to buy the one with the biggest motor possible, and plan for the storage of vacuum hoses and accessories.)

## Check Lists:

Items that make a home more livable

*continued*

## Additional Notes

## Miscellaneous Checklist

1. Provide video/photographic documentation of the house after it's been framed and the plumbing & wiring has been roughed-in for future reference.
2. Have the contractor prepare a binder of all warranties and maintenance manuals for equipment and appliances installed in the house.
3. Keep one set of architectural drawings updated by the contractor with any revisions made during construction noted.
4. Interior windows should be designed so a blind or plantation shutter can fit inside the frame. If curtains are to be used is there space for a soffit valance to hide the hardware or is hardware preferred to be seen? Is there a preference for recessed motorized window shades?
5. Stay away from residential grade pocket doors as they make a lot of noise when operated. If desired use a commercial grade track and door to prevent this rattle.
6. Have 'Aging-in-Place' features been planned for to accommodate a wheel chair and future grab bar installation throughout the home?
7. Interior doors must be 32" to 36" wide for a wheel chair depending on the door location and hallway width.

## Items that make a home more livable

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Energy and Environmental Codes are rapidly changing the way we design and build.**

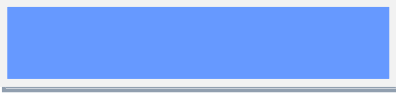
Consider the following options for current or future adaptation to this trend.

- Is this something you are interested in exploring?

-Is this something you are interested in exploring?

*\*LEED stands for Leadership in Energy and Environmental Design and was developed by the U.S. Green Building Council (USGBC) to set a benchmark for design, construction, and operation of high-performance green buildings.*

# Architectural Services



**As an architectural firm that has been designing residential projects for over 20 years, we have developed the following outline of services as a guide to help you live through the process of designing or remodeling a home. It is based on our direct experiences of approaching, explaining, and solving problems our clients typically find overwhelming on their own.**

To begin an overview of architectural services it is important to understand that Architects provide a service, not a product. It is a misunderstanding to think of architectural plans as the product for purchase.

You will receive copies of the drawings and plans from an architect, but the original drawings are the copyrighted property of the architect, who it must be remembered also, carries the liability for them.

In hiring an architect you are paying for the service and time needed to define your needs and wants, and create a design that balances those needs and wants within your budget.

We coordinate the design consultants and prepare the documents needed to submit for a permit. Then, beyond the required permit information the architect provides the details and drawings needed by the contractor for the construction of the design.

The architect also works on your behalf to make sure that the project is built by the contractor according to the plans and specifications it was designed to.

You are also benefiting from the experience and design knowledge of the architect, which in our practice, has developed into holistic design approaches and solutions that creates healthy living environments, that are not only nourishing to the life of the users, but are also enjoyable and fun to live and work in.

# Architectural Services

*continued*



## Contracts

**Every project should have a written agreement.**

When a project is begun we issue a letter of agreement as our contract to begin work. This letter identifies a scope of work, a fee, limits of liability, and costs for reimbursable expenses.

As the project unfolds and we better understand the project and its needs, we will either continue with the letter of agreement or develop and refine the project scope in an AIA (American Institute of Architects) contract document.

Liability insurers require architects to have a contract for each project they undertake; preferably using an AIA contract document over a letter of agreement.

## Fees

**Fees are usually structured in one of three ways: as an hourly rate, as a lump sum, or as a percentage of the construction cost.**

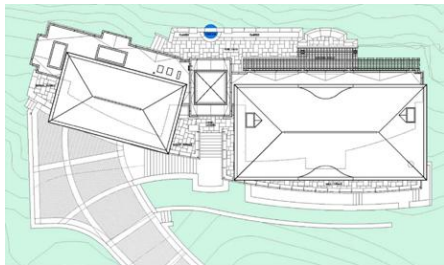
We typically use a combination of approaches such as an hourly rate at the pre-design, schematic design and design development /permitting phase of the project, a fixed fee for construction documents, and an hourly at the construction administration phase.

Architectural fees usually range from 10 to 15 percent or more of construction costs, (for a full service fee), Consultant fees are in addition to the architect's fee.

(The architectural fee for securing just a building permit is usually around 5 percent or more of the construction cost, with an additional 2 percent or more for consultants.)

# Architectural Services

*continued*



ROOF PLAN



## ***Fees*** ***continued***

Fixed fees are used for the phases of the work that we have the most control over; such as the preparation of construction documents; which are begun when the design work is accepted and approved by you, and the permit being applied for.

Hourly rates are generally used for phases that are less predictable, like pre-design, schematic design, and construction administration.

Depending upon the size, complexity, time constraints, and expectations of our clients, we will tailor our services and fees to meet our client's needs and budget.

## **Consultants**

**Every project requires services in addition to those provided by the architect.**

The following list identifies the consultants most typically used.

1. **Surveyor:** Every new house and most new additions require a survey.
2. **Geotechnical Engineer:** Environmental concerns require soil testing to establish the soil stability.
3. **Civil engineer:** Water related issues and soil stabilization issues require a Civil engineer.
4. **Structural engineer:** Provides the seismic and design engineering for the house.
5. **Waterproofing consultant:** Provides design guidance and installation review of the waterproofing systems.

# Architectural Services

*continued*



## **Consultants** *continued*

**6. Landscape architect:** Is, ideally, consulted after the schematic design is established and an initial budget is developed.

**7. Interior designer:** Is also, ideally, consulted after the schematic design is established and an initial budget developed. .

**8. Electrical / Lighting consultant:** A higher quality of lighting design is added to the project along with greater energy efficiency if reviewed by an electrical consultant.

**9. Mechanical engineer:** In a large house a review of the design by a mechanical engineer will confirm the heating and air conditioning actually works as envisioned.

**10. Environmental consultant:** Most energy and environmental rating programs require a certified consultant to verify compliance.

Consultant fees add 2-5% or more to the project budget. Consultants are contracted directly by the owner except for the structural engineer who is typically paid through the architect as a reimbursable expense.

# Architectural Services

*continued*



## Phases of Architectural Work

The following is based on the experiences of Greif Architects / Living Architecture. At the end of this section we provided additional references that can also be used to cross reference our process with.

A project begins from the basis of one or more initial meetings. From these conversations we develop a scope of services and address the unique project requirements. A typical scope includes the following basic phases.

*(The following estimated percentages correspond to the amount of time generally allocated to each phase, and to the proportional amount of fee related to that phase.)*

### Organizing Information 5-10%

This is known as the pre-design or programming phase. To start a project we take into account your budget and compare it to a rough estimate of current per-square foot building costs. We outline your wish list and program. For remodels we review any existing 'as-built' drawings, or measure, and draft new drawings of the house as needed. At this phase we also review the project with the associated permitting agencies to analyze the 'buildable envelope' of the project in terms of heights, setbacks, easements and environmental constraints before we begin.

### Concept Sketches 10-15%

This is known as the schematic design phase. We develop concept floor plans and elevations, and review this preliminary information with you and the appropriate planning and permitting departments.

Our fee is typically billed at an hourly rate during this phase to accommodate conceptual revisions to the design and any research that may be needed.

# Architectural Services

*continued*



SOUTH ELEVATION



## ***Phases of Architectural Work*** ***continued***

### **Developing the Design 20-30%**

This phase, is known as design development, it is where we prepare drawings to articulate and describe the size and character of the entire project, including, structural, mechanical, and electrical systems. Permits are typically submitted at the end of this phase with only the required information needed for securing the permit. In this way the time spent by the permitting agency overlaps the time used by us to provide construction detailing and complete the documents needed by the contractor. This overlapping of phases also streamlines the process so that there is more time for the contractor to provide a final cost review and any changes made to accommodate the budget before the permit is issued and construction begins.

### **Construction Detailing 35-40%**

This phase is known as the construction document phase, it is a continuation of the design development phase. At this phase we finalize the drawings and specifications that describe in detail the requirements of the project along with the materials, finishes, fixtures, and equipment to be incorporated into the project. Working with the owner and contractor we refine the details and drawings to accommodate the final cost estimate. A close working relationship between the owner, architect and contractor at this phase provides an intimate understanding by the team of how the project will be constructed which helps assure the best design and value engineering for the project.

### **Construction Administration 10-15%**

Acting as your agent, we observe the construction phase with regular site visits to ensure that the project is completed as designed and specified. We also help facilitate unexpected situations as they arise. We review the contractor's request for payment, and review and process 'change order' requests made by the contractor. At the end of construction we make a final review of the (punch-list) items to be corrected or completed by the contractor prior to your move in.

# Architectural Services

*continued*



## Working With Your Architect

The previous descriptions are for a complete 'Full Service' project. In reality there are never two projects with the same conditions and circumstances. How a project develops can take many forms, all of which are relevant, as long as there is a working conversation between the owner, architect and contractor as a team working together to best meet the needs, costs and expectations for the project.

An architect's primary goal in facilitating this conversation is to keep an open ongoing dialog between the team members so that everyone is always on the same page.

During the pre-design, schematic design and design development phases of a project we typically schedule a meeting with the owner every other week.

During construction documents the meetings can stretch out to three weeks.

During construction administration, weekly meetings with the owner, contractor and architect are typical at the beginning of this phase. After the project gets underway the scheduled meetings usually diminish as the framing work is being completed. Towards the end of the project when the finishes are going in, a weekly meeting with all parties may be needed again to coordinate the final selections and detailing.

From the very beginning of a project to its completion a clear communication of needs, wants, time, cost and quality, is required to provide the greatest qualitative return of the architects and contractors investment of time and effort with the owner's investment of money and desires.

***Remember; Every project is an continuous balancing of cost, quality & schedule.***

# Architectural Services

*continued*



The designs shown are the work of Greif Architects/Living Architecture

## Estimating Construction Costs

**Construction is expensive, but it does not have to be an over whelming obstacle.**

As the budget should always be a concern, an architect can show you ways to phase, prioritize or economize the design so that what is done achieves the greatest value for your dollar.

To get a ball park idea of current local building costs we review the design with contractors at the earliest opportunity; typically at the schematic design phase. From this initial review of project costs we can get a good idea of the parameters of the project's scope and the best way to develop it to meet your budget. We will also often review the design and costs with a realtor to confirm the project's market value potential.

When a contractor is selected early in the process the cost of the project is made their responsibility; as a condition of receiving the contract. With a contractor committed to the project their input becomes an integral part of the value engineering process.

A negotiated contract with a contractor is the norm for residential work. The contractors that we would recommend to you are the ones that have proven superior client service.

We know that every client wants their design and construction processes to be as efficient as possible. To this end we know the importance of the architect recommending a contractor that will make the extra effort, to do whatever it takes to help us achieve the home you imagine with the budget you have.

## Conclusion

A successful project is the result of good communication and trust between the team members. "You should feel comfortable enough to ask any question or make any comment that comes to mind at any time; remember your team is there to serve you".

Joseph Greif AIA & Cynthia Nolting AIA



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## ***Our Face Book site:***

GREIF ARCHITECTS / LIVING ARCHITECTURE  
<http://www.facebook.com>

## ***Resources used in developing this book included:***

### ***Working with an AIA Architect***

The American Institute of Architects  
1735 New York Ave., NW  
Washington, DC 20006-5292

### ***Working with an Architect***

Sunset Magazine  
1990 Sunset Publishing Corp.

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**GREIF**

# Additional Notes

# Additional Notes

# Additional Notes

THIS 'HOME DESIGN GUIDE' IS WRITTEN TO PROVIDE HOME OWNERS THE MEANS TO UNDERSTAND THE PROCESS OF WORKING WITH AN ARCHITECT, ALONG WITH A STRUCTURE TO ORGANIZE THE PROGRAMMING INFORMATION NEEDED TO FACILITATE A SUCCESSFUL PROJECT.

THE SUCCESS OF ANY PROJECT IS THE RESULT OF GOOD COMMUNICATION, TRUST AND UNDERSTANDING, BETWEEN THE TEAM OF OWNER, ARCHITECT AND BUILDER. IT CAN ALSO BE AN INTIMIDATING PROCESS FOR SOMEONE NOT ACCUSTOM TO THE PROCESS TO ORGANIZE THEIR THOUGHTS AROUND WHAT TO PLAN FOR AND HOW TO HIRE AND WORK WITH AN ARCHITECT AND BUILDER. TO THIS END WE HAVE DEVELOPED THIS BOOK.

WE KNOW FROM EXPERIENCE THAT THERE IS GREATER EFFICIENCY IN OUR PROCESS, IF OUR CLIENTS CAN GET THEIR THOUGHTS AROUND THEIR PROCESS. IF THE PROJECT STARTS FROM A FOUNDATION OF "UNDERSTANDING THE EXPECTATIONS" OF THE OTHER TEAM MEMBERS; TIME, MONEY, AND FRUSTRATION, IS AVOIDED ON WORK THAT MAY HAVE TO BE REDONE LATER, BECAUSE OF EXPECTATIONS OR ASSUMPTIONS THAT WERE MISSED OR NOT THOUGHT OF AT THE BEGINNING OF THE PROCESS.

ALSO: AS ARCHITECTS WITH OVER TWENTY YEARS OF EXPERIENCE WORKING WITH RESIDENTIAL CLIENTS, WE WANTED TO CREATE A BOOK THAT ELIMINATES THE FLUFF AND CLUTTER OF TYPICAL HOME PLANNING BOOKS. THE INFORMATION IN THIS BOOK IS THE INFORMATION WE GIVE AND ASK OUR CLIENTS TO RESPOND TO, AS A WORKING MANUAL. IT IS DESIGNED TO ADDRESS THE MOST IMPORTANT QUESTIONS THAT OUR CLIENTS CONSISTENTLY ASK US, ALONG WITH THE QUESTIONS WE AS ARCHITECTS NEED TO KNOW ABOUT THEM, TO CREATE A SUCCESSFUL AND BEAUTIFUL DESIGN FOR THEM.

AUTHORS: JOSEPH GREIF AND CYNTHIA NOLTING ARE CO-OWNERS OF THE FIRM OF 'GREIF ARCHITECTS / LIVING ARCHITECTURE' FORMED IN 1991.

JOSEPH COMES FROM A FAMILY OF BUILDERS AND ARCHITECTS. HIS GRANDFATHER, A BUILDER, HAD AN ARCHITECTURAL LICENSE ISSUED IN CHICAGO IN THE 1930'S. HIS FATHER BUILT HOUSES IN WASHINGTON AND IDAHO FOR FIFTY YEARS.

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TOGETHER THEY BRING A COMPLIMENTARY BALANCE OF ARCHITECTURAL INSIGHT THAT IS GREATER THAN THE SUM OF ANY TWO INDIVIDUALS.



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