

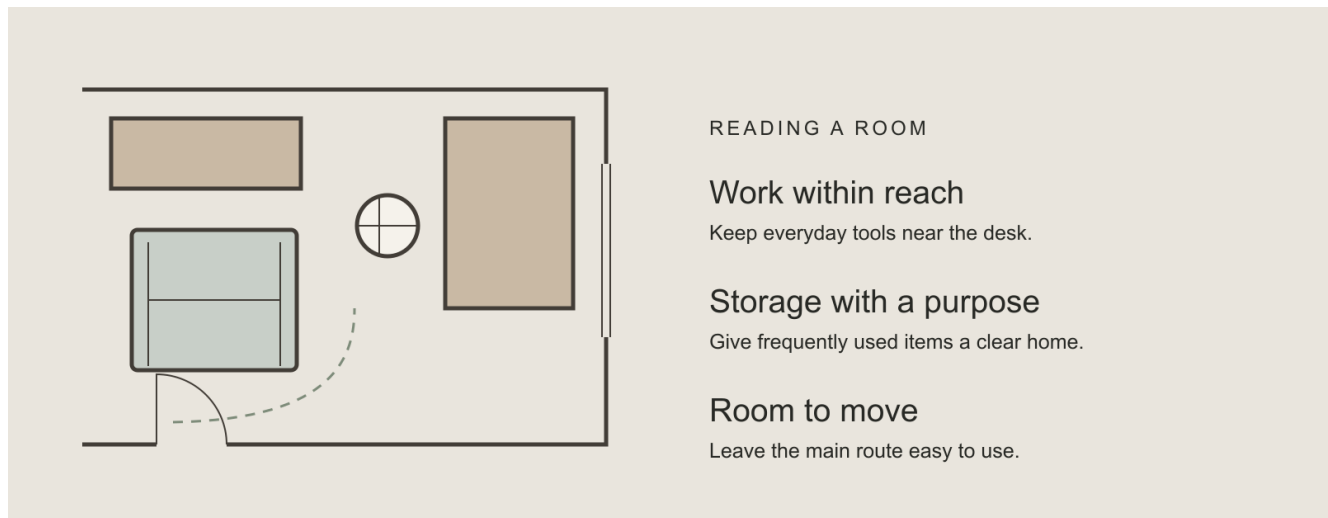
# Your room planning guide

## *What to prepare and what happens next*

A useful room begins with the way you live. This guide explains how to prepare for a room-planning project, review the proposed layout and keep the final decisions easy to use.

## Start with one room

Choose the space that causes the most friction in your daily routine. You might need a clearer desk, easier storage or a comfortable place to read. Bring the problem before choosing a new piece of furniture.



A simple room study / Work, storage and a clear route through the space

## Bring what matters

Gather a few current photographs, basic measurements and a short list of things that must stay. Include the doors, windows and furniture you already use. Choose one person to collect comments so feedback arrives together.

# From brief to room plan

Each stage ends with something specific to review. Confirm the brief first, then judge the proposal against the everyday problem you want to solve.

| Stage         | What you review                                       |
|---------------|-------------------------------------------------------|
| 01 Understand | The room, your priorities and what needs to stay.     |
| 02 Plan       | The main activity areas and the proposed arrangement. |
| 03 Refine     | One combined set of changes to the proposed plan.     |

## Read the plan in use

Imagine an ordinary morning in the room. Check the route from the door to the furniture you use most. Look at where paperwork, equipment and everyday items will live. Flag anything that would feel awkward before approving the arrangement.

## Make feedback specific

Name the part of the plan, explain the problem and describe the outcome you need. “Move the storage closer to the door because we use it throughout the day” gives us a useful decision to work with.

## Keep approved decisions visible

Mark the choices that already work. New measurements, another room or a changed goal may alter the work. We will explain the effect on scope and timing before proceeding. Your individual project agreement sets the delivery and revision terms.

# Your handover and next steps

The final files should let you act without reconstructing the conversation. Review the handover while the project is fresh, then keep the approved version in one shared folder.

## Check the final files

- Confirm that the room and version are correct.
- Check that the agreed changes appear in the plan.
- Read the action list and flag anything unclear.
- Keep the editable notes and PDF together.

## Keep a short project record

| Question                   | What to record                         |
|----------------------------|----------------------------------------|
| Which version is approved? | The final filename and approval date.  |
| What happens first?        | One action and the person responsible. |
| Is anything unresolved?    | The question and the agreed response.  |

## Put one area into use

Begin with a practical change, such as the desk or paperwork storage. Move frequently used items into easy reach, then test the arrangement during an ordinary day. Check what your existing furniture can do before buying more.

## Your next step

Send your room photographs, measurements and priorities. We will use them to confirm the brief before planning begins.