



ACACIA
PROJECTS

Pre-Start Checklist

www.acaciaprojects.com.au

Considerations Checklist

This checklist is designed to give you a broad overview of all the works that we consider and you need to be aware of when starting the process of building or refurbishing your venue. There are of course different levels of consideration necessary depending on the type and scale of venue, but no matter what you're building you need to consider these 4 factors. We suggest these components are the most important to consider as every venue will have some degree of work needing to be done in all four categories.

- **Building Approval**
- **Electrical, Plumbing & Mechanical Certification**
- **Emergency Services and Accessibility**
- **Budget**

Building Approval

Unless you're only doing a minor adjustment to your venue or your site manager is particularly lax, every single refurbishment or refit requires a BA. A BA is the assignment of a licensed builder to complete your work. This paperwork needs to be completed by a certified builder then signed off by the appropriate agent (Leasing Agent, Developer or Owner), sent back to the builder and then sent off for Government approval. A certifier reviews the plans and the site and ticks off on work to be started and reviews the completed works and the plans together to make sure they match.

While this seems to be quite a simple process, BAs are always in demand and can be quite lengthy to get moved along and approved without the appropriate network. We work closely with several certifiers, allowing our clients to rest assured approval is not the cause of any delays.

Service Certification

Similar to a BA, all plumbing, gas, mechanical and electrical work must be signed off by a certified service worker. This is paramount because any non-certified works that are audited may result in fines or prohibitions depending on the scale of works.

All work completed by Acacia Projects falls under our builders certification.

Emergency Services + Accessibility

Exit Signs, Emergency lighting, Disabled access, Lift Necessity, Fire alarms, Smoke detectors. All of these seem trivial but they need to be signed off by the appropriate agents and need to be considered in every venue.

Budget

We specialise in tailoring our work to your needs. We suggest considering a budget or an estimate of what you are willing to allocate to the interior you’re interested in. Depending on the scale of works to be done, we can advise on specific components of your interior to save you money or time or both. Working to a budget allows us to come as close to exactly what our client needs without going unnecessarily overboard. Through proper communication and examples, we can build an interior that both your eye and your wallet can appreciate.

Review Checklist

Print this out and go through it when considering a new tenancy or builder

- Does your landlord require a complete plan set including Hydraulic and electrical plans?
- Is your designer aware of health standards?
- Do you require a liquor license and if so are you aware of the process?
- Has floor bedding for fall to floor wastes been included
- Has water proofing been included?
- Has a plumber visited the site?
- Is there trade waste connection available? And if so does it have capacity for your requirements?
- Has a hot water service been included?
- Has a slab scan been included?
- Has an electrician been to site?
- Does the electrical distribution board have capacity for your requirements?
- Do you require any 3 phase connections? If so is there sufficient power supply to electrical distribution board?
- Has power supply to exhaust hood, cold room and signage been included?
- Have phone and comms connections been included?

- Does your layout take disabled access into consideration?
- Has flow of natural light been considered and adequate glass been included?
- Is it zoned appropriately?
- Have the correct number of power points been included?
- Have phone and comms connections been included?
- Does your landlord have any requirements around use of finishes?
- Do your proposed finishes meet Australian standards? E.g. Slip ratings for floors.
- Have you ordered your display shelving and display items?
- Has cavity and above ceiling sound insulation been included?
- Has relocation of air vents been included?
- Has ceiling repairs after construction been included?
- Does proposed furniture items meet Australian standards? E.g. ergonomic chairs
- Is furniture Australian manufactured?
- Is your project manager a licenced builder?

Going through this checklists will give a broad indication of the works that need to be undertaken on each interior. There are always variations to individual tenancies but we complete a timeline and a scope of works for every client so that we are transparent in our processes and our clients are aware of exactly what we are doing. Going through each of these points of the checklist allow for a simpler understanding of what services we are offering when we give you our proposal.

Ninety percent of the time when a construct or a refurbishment is undertaken, work is either hampered or halted entirely. We understand that this has an impact on a business' ability to generate income. Having been constructing interiors for over 30 years now, we have a firm grip on optimal time and cost management. This benefits our clients greatly since we offer extremely fast completion times.

We hope the information provided was of use to you and helped clarify some of the points that place us as your chosen builder. Feel free to get in touch if you have any questions regarding the checklist or if there's anything else we can assist you with. We're available on 1800 551 225 or email us: jj.sadkowsky@acaciagroup.com.au

