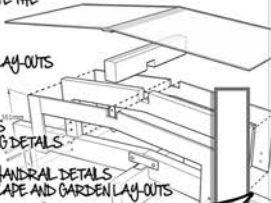


UNTIL NOW, WE HAVE BEEN WORKING ALMOST EXCLUSIVELY IN A LANGUAGE OF DESIGN. IN STAGE FOUR WE TRANSLATE THE DESIGN INTO CONSTRUCTION TERMS, COVERING THE FOLLOWING:

- AUDIO VISUAL, ALARM AND DATA LAY-OUTS
- ELECTRICAL LAY-OUTS
- FLOOR FINISHES
- CABINETWORK DETAILS
- BATHROOMS AND KITCHEN DETAILS
- CONSTRUCTION AND WATERPROOFING DETAILS
- WINDOW AND DOOR SCHEDULES
- STAIRCASE, BALUSTRADE AND HANDRAIL DETAILS
- EXTERNAL WORKS, HARD LANDSCAPE AND GARDEN LAY-OUTS

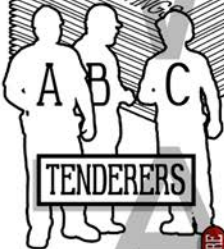


... THIS IS THE MOST IMPORTANT

WE PREPARE AN APPLICATION TO THE LOCAL AUTHORITY AS NECESSARY AND CAN ARRANGE THIS SUBMISSION ON YOUR BEHALF

ROOM DATA

THE WORKING DRAWINGS ARE ACCOMPANIED BY CONSTRUCTION SPECIFICATIONS, A UNIQUE WRITTEN DOCUMENT, SERVING AS A REFERENCE HANDBOOK FOR ALL PARTIES INVOLVED IN THE TENDER CONSTRUCTION. IN ADDITION, THE TECHNICAL PACKAGE IS SUPPLEMENTED BY THE WORK OF OTHER DISCIPLINES SUCH AS STRUCTURAL AND MECHANICAL ENGINEERING, LANDSCAPER ETC.



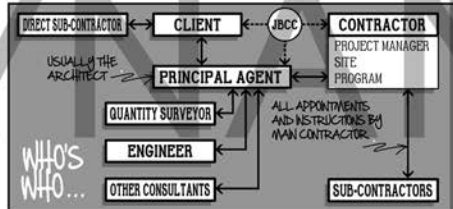
WE GO OUT TO TENDER WITH ONE OF THE FOLLOWING:

- FULL BILL OF QUANTITIES
- DRAWING & SPECIFICATIONS
- A COMBINATION OF BOTH

\* Concepts to be discussed with clients when appointing contractor: Building contract, EOC, Insurances, Guarantees, EPEC, JBCC Structure

### THE NITTY GRITTY

• SITE ADMINISTRATION > TAKES THE FORM OF BIWEEKLY SITE MEETINGS, MINUTED AND ISSUED TO ALL RELEVANT PARTIES BY THE ARCHITECTS. ANY VARIATIONS MUST BE ISSUED BY THE ARCHITECT IN WRITING. • PAYMENTS TO CONTRACTORS > ARCHITECT WILL ISSUE INTERIM MONTHLY CERTIFICATES FOR WORK COMPLETED. CLIENT HAS 7 DAYS TO MAKE PAYMENT FROM DATE OF ISSUE. • PROVISIONAL SUMS > SHOULD BE REALISED AS EARLY IN CONSTRUCTION PHASE AS POSSIBLE, PREFERABLY IN STAGE FOUR, SO THAT INFORMATION GETS TO CONTRACTOR ON TIME. • INTERIM ACCOUNTS > FOR PROFESSIONAL SERVICES (ARCHITECT AND OTHER CONSULTANTS) WILL BE SUBMITTED AS APPROVED BY ARCHITECTS. INVITES TO SEND MONTHLY ACCOUNTS TO CLIENTS TO ASSIST IN CASH FLOW FOR BOTH PARTIES. • EXTENSION OF TIME CLAIMS > RAWLY DAYS WILL EXTEND THE CONSTRUCTION PERIOD, AS WELL AS ANY LATE INFORMATION THAT THE CONTRACTOR RECEIVES, WHICH IS WHY AGAIN STAGE FOUR IS SO IMPORTANT. ACCORDING TO THE JBCC CONTRACT, ALL FAIR REQUESTS FOR EXTENSIONS (AS PER THE CONTRACT) MUST BE GRANTED AT THE ARCHITECTS DISCRETION. WARNING: MAIN CONTRACTOR SHOULD APPOINT ALL SUBCONTRACTORS TO MINIMIZE EXTENSION OF TIME CLAIMS.



### ... AND AN IDEA OF THE CONSTRUCTION PROGRAM AND CASH FLOW



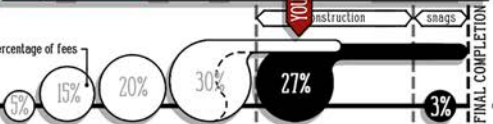
Wet Works																				
Roof																				
Finishes																				
Defects																				
Warranty																				

\* PRACTICAL COMPLETION (the client moves in, but the work hasn't stopped until WORKS COMPLETION) Architects make a list of defects (snagging) and issue it to the contractor, and keep checking until it is done. 90 days after the correction of the defects the architects and the client go through the house to check for defects; which the contractor must make good before the final payment of 2.5% of contract value is paid over.

### stage four DOCUMENTATION & PROCUREMENT



### stage five + six CONSTRUCTION AND CLOSE OUT



# WYNAND WILSENACH ARCHITECTS

## WHAT WE DO AND HOW IT ALL WORKS

... from inception to completion



"In selecting an architect, you hand over the imagined version of your home or building and we begin the process of turning it into something tangible. I hope that, you are chosen, or have considered, Wynand Wilsenach Architects to do that work for you because you recognise that, in addition to performing the 'basic' function of making a building, we are genuinely passionate about the built environment. We aim to make warm, well crafted, unpretentious and timeless places that enhance your relationship with your surroundings and most of all with your family and friends.

Very much overlooked, but equally important to that end goal, is the quality of the journey that gets you there. Our industry is a pretty complicated place and the real evolution of a building from this point (the imagined version) to completion can be difficult, to get one's head around. It's a long commitment, one that will undoubtedly affect many areas of your life and can be overwhelming at times but, it's also incredibly rewarding and I would love you to enjoy this process as much as we do.

The most successful (and happy!) collaborations between architects and clients in terms of both journey and end product are built on - No. 1 The management of expectations between all parties and No. 2 Faith in the team that you have selected.

So, what you are reading is my 'Hitchhiker's Guide to Building' - essentially a roadmap to the big picture. Of course it doesn't cover everything, that would take a slightly bigger piece of paper - but it's a good start. I hope that once we've been through it together, you will stick it on your fridge and use it whenever you need to orientate yourselves along the road."

Wynand Wilsenach Pr Arch MA

MAKING A DREAM COME TRUE FOR OUR CLIENTS IS ONE OF OUR GREATEST REWARDS. WE DO IT FOR THE JOY IT BRINGS



We are corporate members of the South African Institute of Architects

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 architects@w2.co.za - www.w2.co.za

**FIRST THINGS FIRST - SAIA CLIENT / ARCHITECT AGREEMENT.**  
 THIS ESTABLISHES THE BASIS FOR OUR RESPECTIVE OBLIGATIONS, THE BUSINESS AGREEMENT AND MANAGEMENT, OUR AGREED SERVICES AND FEES AND OTHER HOUSE KEEPING LEGALISE.

**brief (breef) NOUN:** a set of instructions given to a person about a job or task

\* It's something that we develop together, can change along the way and is based on the following:

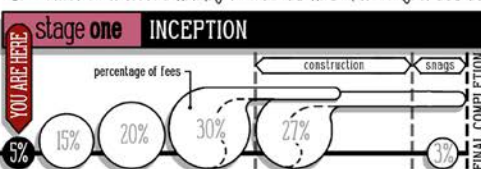
1. DETAILED TOPOGRAPHICAL SURVEY INFORMATION BY LAND SURVEYOR  
 - PREVALENT CLIMATIC CONDITIONS - WIND RAIN AND SOLAR ORIENTATION  
 - VEINS AND RELATIONSHIP TO NEIGHBOURING BUILDINGS  
 - EXISTING STRUCTURES ON THE CASE OF READAPTIONS
2. LOCAL AUTHORITY BUILDING REGULATIONS  
 - TITLE DEED RESTRICTIONS - PROVIDED BY CLIENT  
 - IN SOME CASES ESTATE DESIGN GUIDELINES
3. AN AREAS SCHEDULE (YOUR REQUIREMENTS DEFINED BY ROOM IN M<sup>2</sup>)  
 - YOUR VISUAL GUIDE BOOK > MAGAZINES, BOOKS ETC.
4. BUDGET CONSTRAINTS AND CASH FLOW THEN...

mz @ R	mz @ R	mz @ R	mz @ R
mz @ R	mz @ R	mz @ R	mz @ R
mz @ R	mz @ R	mz @ R	mz @ R
mz @ R	mz @ R	mz @ R	mz @ R
Other			
<b>SUB TOTAL inc. VAT</b>			
chitects @	%	%	%
ngineer	%	%	%
QS	%	%	%
approval	%	%	%
MHCRC	%	%	%
<b>TOTAL inc. VAT</b>			

6. WE SELECT THE OFFICE TEAM - PROJECT ARCHITECT AND TECHNICIANS - TO WORK ON YOUR PROJECT
7. AN IDEA OF THE OFFICE PROGRAM

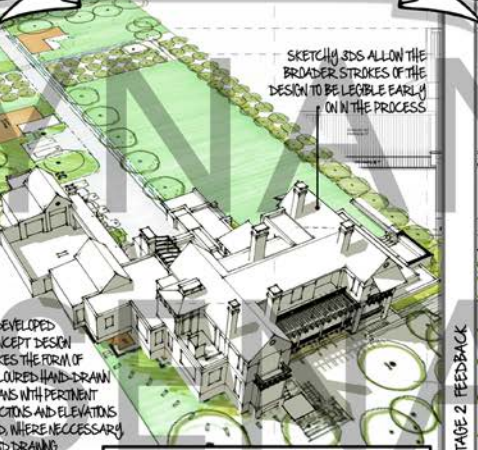
Brief	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Sketch Design																								
Design Development																								
Plan Approval																								
Tender Drawings																								
Out to Tender																								
Construction																								
Occupation																								
Snagging																								

8. CONTRACT CANCELLED IF MONTHLY ACCOUNTS ARE MORE THAN 60 DAYS IN ARREARS

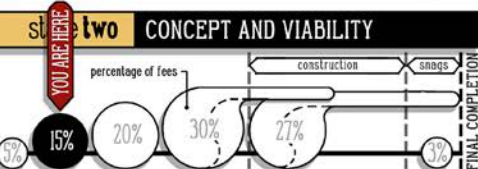


ALTHOUGH COMPUTERS HAVE AN ESSENTIAL PLACE IN OUR WORK, IN THE SKETCH DESIGN STAGE, PENCIL AND PAPER ARE THE BEST TOOLS TO KEEP THINGS LOOSE AND FLUID. WE'RE SEARCHING FOR THE LOOK AND FEEL OF YOUR HOME, SOMETHING THAT COMPUTERS STRUGGLE WITH, SO FOR NOW...  
**WE DRAW BY HAND!**

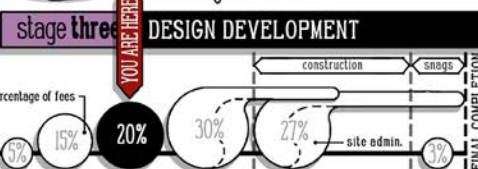
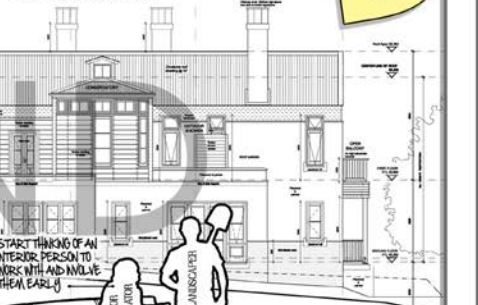
**THIS IS THE REALLY FUN BIT!**



- BY THE END OF STAGE TWO WE SHOULD HAVE THE FOLLOWING WRAPPED UP...
- A FIRM STYLISTIC APPROACH
  - A GOOD IDEA OF MATERIALS AND FINISHES IN THE FORM OF A MOOD BOARD
  - A FIRMED UP AND TONED OFFICE TEAM
  - UPDATED BUDGET
  - SELECTION OF PROFESSIONAL TEAM > ENGINEER, QS, HEALTH & SAFETY
  - WHERE NECESSARY, REVIEW SKETCH DESIGN WITH RELEVANT REGULATORY BODIES



AS THE TITLE SUGGESTS, THIS IS WHERE WE TAKE THE CONCEPT DESIGN OF STAGE TWO AND FLESH IT OUT INTO DEVELOPED CAD DRAWN PLANS, SECTIONS AND ELEVATIONS. WE ARE ALSO ABLE TO BREAK IT DOWN INTO SPECIALTIES. YOUR INVOLVEMENT HERE IS TIME-CONSUMING AND CRUCIAL (SPRING THROUGH REAMS OF COMPUTER DRAWINGS) NOW THE BUILDING WILL BECOME YOUR UNIQUE HOME!  
 DEVELOP FINISHES SUCH AS FLOOR, WALLS, HAND-RAILS, CABINETRY, WINDOW & DOORS, LIGHTING, SANITARYWARE AND BRASSWARE.  
 CO-ORDINATE SPATIAL DESIGN AND INPUT OF CONSULTANTS SUCH AS ENGINEERS, AIR-CONDITIONING, HEATING AND OTHER SPECIALISTS.



STAGE 3 TO DO - TEST DESIGN WITH LOCAL AUTHORITY

STAGE 2 FEEDBACK

STAGE 3 FEEDBACK

YOU ARE HERE

YOU ARE HERE

YOU ARE HERE