

## 1. Basic design work

- Field survey of the target property (land / building) ▶ Survey of laws and systems related to city planning and construction and building conformity conditions, submission of materials
- Examination of basic policy ▶ Listening to the client's requests and wishes, propose plans, and create basic design documents
- Creation of basic design documents ▶ Creation of design materials such as floor plans, elevations, cross-sections for sharing images
- Confirmation and correction of basic design ▶ Confirmation of basic design contents, preparation and submission of corrected plans
- Basic design confirmed ▶ Temporary setting, specifications / finishing design materials
- Confirmation and submission of approximate estimation ▶ Examining the contents of the approximate estimation
- Basic design contract ▶ Explaining the start of detail drawings design documents
- Explanation of important matters ▶ Based on Article 24-7 of the Architects Act, obligation to issue and explain about contents of the design contract or construction supervision contract to fulfill
- Delivery of documents ▶ Describing the contents of the design contract or construction supervision contract based on Article 24-8 of the Architects Act delivered in writing

## 2. Detailed design work

- Implementation of details, detailed inspection/examination and design ▶ Creation of detail design documents and explanation of the contents of the entire work procedures
- Creation and correction of detail drawings, detail confirmation ▶ Confirmation of contents of the detail design, creation and submission of corrected drawings, completion of detail drawing design documents
- Confirmation and submission of estimation ▶ Examining the contents of the estimation
- Building confirmation application and related laws and regulations procedures / notifications ▶ Applying after investigating laws and systems related to city planning and construction and building conformity conditions
- Construction contract ▶ Explanation of the contents of the detail/implementation design document

## 3. Construction supervision work

- Field survey of the target property (land / building)
- Meeting before construction starts ▶ Detailed meetings with each contractor, process, and final drawing adjustment before the start of construction
- Confirmation of construction plan and instruction guidance ▶ Have lunch for a smooth construction system and confirmation of instructions by the contractor
- Management process / quality / safety ▶ Process/work progress as planned, quality assurance, confirmation of safety management system
- Attendance at regular on-site meetings ▶ Attend regular on-site meetings and confirm decisions / problems for process/work to progress and quality improvement
- Attendance at regular meetings of owners ▶ Attend regular meetings with owners to improve process progress, improve quality, and confirm decisions
- Confirmation of meeting record ▶ Confirmation of decisions on site, meeting records of pending matters
- Implementation of on-site safety confirmation work ▶ On-site safety confirmation
- Implementation of on-site quality confirmation work ▶ Quality confirmation of building materials, etc.
- Relevant ministries and agencies intermediate inspection procedure ▶ Preparation for inspection, preparation of materials, witnessing of intermediate inspection
- Scrutiny of construction details ▶ Guidance and inspection of construction contents at regular times and regularly as appropriate
- Design document management during construction period ▶ Documents organized and stored during construction to protect customer information
- Assessment of change / addition / increase / decrease estimate ▶ Specification change / additional work / assessment and confirmation of increase / decrease estimate
- Each construction inspection ▶ Supervision of construction inspection for each process
- Relevant ministries and agencies completion inspection procedure agency ▶ Preparation for inspection, preparation of materials, witnessing completion inspection
- Implementation of design inspection ▶ Perform design inspection, confirm construction accuracy, grasp and guide correction points
- Implementation of completion inspection ▶ Witness the completion inspection and confirm the correction points
- Instructions and confirmation of correction points ▶ Confirmation of corrective repair work at the time of completion inspection
- On-site final confirmation ▶ Final confirmation at the site and completion of on-site supervision work
- Delivery ▶ Witness at the time of final delivery

## 4. After completion

- Creation of completion drawings ▶ Create and submit the completed drawing
- About additional work after delivery ▶ Proposals for additional / extension / renovation work after delivery
- After-sales service after delivery ▶ Proposals for after-sales service and maintenance work after delivery