

BEFORE YOU CONTACT CANDIDATES

Interior project questionnaire

Complete the useful fields and mark unknown items as pending. This form helps an owner give every designer or contractor the same starting information. It is not a design, survey, quotation or contract.

PROJECT	PROPERTY	PEOPLE	CONTROL
Project name and address	Type, area source and current state	Users and decision-makers	Questionnaire revision and date

Project starting point

QUESTION	OWNER RESPONSE	STATUS
Why is the project being considered now?		
Which rooms or areas are in scope?		
What must remain and be protected?		
Which existing problems need investigation?		
Which plans, photographs or records are available?		
Which building, society, access or working limits are known?		

Use verified, owner supplied, assumed or pending in the status column. A blank answer must not silently become a bidder assumption.

SHEET 1

People, rooms and daily use

Describe activities and problems before suggesting a look. Add one row for each user group and room. Attach photographs or an inventory when that is clearer than a sentence.

USER OR GROUP	DAILY ACTIVITIES	ESSENTIAL NEED	CURRENT PROBLEM	ACCESS / PRIVACY NEED

Room and scope record

ROOM / AREA	KEEP	CHANGE	REQUIRED OUTCOME	PRIORITY

SHEET 2

Budget, dates and decisions

Write the cost boundary, not only a total. Separate the required occupancy date from a preferred construction date. Name the people who approve scope, design, cost and changes.

QUESTION	OWNER RESPONSE	WHAT STILL NEEDS CHECKING
What money is currently available for the project?		
Which fees, work, purchases and taxes sit inside it?		
Which items are separately funded or excluded?		
Which scope may be deferred if the plan exceeds the budget?		
What date must the property be ready, and why?		
Which possession, approval, decision or delivery controls that date?		
Who approves the brief, design, budget, materials and changes?		
How should decisions and revised information be recorded?		

Reference and preference record

REFERENCE	WHAT IS USEFUL ABOUT IT	WHAT IS NOT WANTED	FILE OR LINK

ISSUE CHECK

Give every candidate the same brief

Ask each candidate to respond to one dated questionnaire and attachment set. Compare differences in service, assumptions and approach. Do not let different starting information distort the proposals.

SERVICE OR OUTPUT	REQUIRED	PROPOSAL REQUESTED	NOT REQUIRED	CANDIDATE NOTE
Measured survey and existing-condition record				
Brief development and space planning				
Concept and developed design				
Technical drawings and specifications				
Cost plan, BOQ or quotation comparison				
Specialist coordination				
Procurement or vendor coordination				
Site review or project management				
Snagging, testing and handover records				

ATTACHMENTS

Files issued with this revision

Name the exact file, revision, source and status. Send the same attachment set to every active candidate.

ATTACHMENT	FILE / REVISION	SOURCE	STATUS
Available plan or survey			
Property photographs			
Room and item inventory			
Building or society information			
Appliance or equipment list			
Reference images and notes			

Keep completed and superseded versions. The appointed professional must verify the site information, refine the brief and define the services and technical work required for the actual project. Full method: interiohq.com/guides/interior-project-brief-template/