

Description	N/A	✓	Notes
1. Space planning			
2. Adaption of mechanical and electrical systems and other systems to tenant needs			
3. Preparation of furnishing requirements			
4. Bidding or purchasing procedures for furniture			
5. Furniture and equipment selection and layout			
6. Special furnishings design			
7. Tenant-related services			
8. Interior partition location			
9. Furniture and finishing specifications			
10. Selection of interior materials, finishes, and colours			
11. Procurement of furniture			
12. Coordination of installation and delivery of furniture			
13. Design of interior and exterior signage and symbols			
14. Selection or acquisition of fine arts or crafts			
15. Graphic design			
16. Documentation of requirements and procurement of graphics work			