



Site visit meeting outline

- Introductions
- Review the site
- Discuss current problems with the space
 - Traffic flow
 - Counter space
 - Storage space
 - Etc...
- Discuss homeowner ideas or inspirational photos
- Discuss material options
- Review any samples
- Measure the space
- Discuss homeowners site expectations
 - Working hours
 - Parking
 - Dust & noise control
 - Use of owners facilities
- Discuss budget expectations
- Explain change order process
- Special requirements
 - Will the space be used by people with special needs?
 - If so, how can the design help their needs?