COMMERCIAL BUILDOUT BRIEF / 01

BUILD THE OPERATING-NEEDS BRIEF

Describe what the business needs to do in each neutral area, not the design solution.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Site A / broad property type / no address or lease terms

Area A / business activity / users or visitors at a high level

Equipment, furniture or service need / reference label only

Hours, deliveries or operating constraint / non-sensitive summary

Existing-condition or landlord document label / status unknown or available

Open operating-needs question / decision owner

Preparation only. Not architectural, engineering, accessibility, zoning, permit, code, construction, safety, schedule, cost, contract or legal advice. Keep lease terms, addresses and private business records out.

COMMERCIAL BUILDOUT BRIEF / 02

MAP DECISIONS AND RESPONSIBILITIES

Assign every question and handoff to a role without deciding the technical answer.

Business decision / authorized owner / date needed

Design or professional-review question / responsible role

Zoning, permit, code or authority question / office or role to confirm

Utility, landlord or building-team handoff / owner / reference

Owner-supplied item or outside vendor / delivery and coordination role

Assumption or dependency / proposal section / clarification due

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COMMERCIAL BUILDOUT BRIEF / 03

CHECK THE BUILDOUT PACKET

Tick what is organized. These checks do not approve design, access, code or construction work.

- [ ] Neutral site, area and document labels are used
- [ ] Sensitive lease and business records stay elsewhere
- [ ] Operating needs are separated from proposed solutions
- [ ] Known references are separate from assumptions
- [ ] Decision owners and outside handoffs are named
- [ ] Technical and regulatory questions route to qualified sources
- [ ] Change, turnover and closeout records are requested
- [ ] Both providers receive the same non-sensitive brief

Highest-priority operating question still open / owner

Professional or authority confirmation still open / source

Proposal assumption, exclusion or handoff still open / provider

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COMMERCIAL BUILDOUT BRIEF / 04

QUESTIONS FOR THE BUILDOUT TEAM

Ask each provider the same scope, responsibility and handoff questions.

Scope: how does each operating need connect to an area and proposal item?

References: what existing information must be verified and by whom?

Responsibilities: who handles design, authorities, utilities and trades?

Assumptions: what owner decisions or outside dependencies affect the proposal?

Changes: how are options, approvals and schedule effects documented?

Closeout: what turnover, testing, training and records are included?

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COMMERCIAL BUILDOUT BRIEF / 05

COMPARE BUILDOUT PROPOSALS

Use Providers A and B with the same brief. Clarify differences before choosing.

Providers A / B / walk-through and proposal versions

Operating areas, scope boundaries and verified references - A / B

Design, authority, utility, trade and owner responsibilities - A / B

Assumptions, exclusions, change process, closeout and open questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a General Contractor request. Share a non-sensitive operating-needs and responsibility brief so participating pros can compete with proposals. Compare written scope, assumptions, handoffs, timing and fit. Qualified design, site and authority review may be needed before a final proposal.

Start a request

One request. Every pro's best offer.

Participation varies. A planning conversation may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/commercial-buildouts

U.S. Small Business Administration - Launch Your Business (official reference)

U.S. Access Board - ADA Accessibility Standards (official reference)

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