PRO Checklist of deliverables to impress your client

The base that saves you hours and sorts your next delivery.

The Checklist (printable with boxes)

Usage note: Mark what you've already completed and highlight pending items. Includes a micro-reference diagram (layout).

1) 3D Model (SketchUp) — Essential Bonus

[ ] Clean .skp file with well nested components and groups.
[ ] Layer/label structure by discipline (architecture, carpentry, lighting, furniture, artifacts).
[ ] Correct axes and units (mm or cm) + defined tolerances.
[ ] Scenes for: 3D floor plan, ISO elevations, carpentry details.
[ ] Library: standardized materials and optimized textures.
[ ] Logical naming in Outliner (furniture, doors, baseboards, lighting).
Tech Tip: Prepare scenes with crisp styles to export directly to Layout without rescaling.

2) Layout — The language of the builder

[ ] Plan with complete dimensions (general + detail) and axes.
[ ] Elevations for each front with heights, levels and references.
[ ] Carpentry details (min. 2), joints and key hardware.
[ ] Table of finishes by room.
[ ] Scales and plotting ready (A3/A2 if applicable) + bleeds and label.
[ ] Cross-review of floor plan ↔ elevations (consistency of dimensions/thicknesses).
Tech Tip: Use scrapbooks/templates in Layout for consistent labels, tags, and dimensions.

3) Renders (D5 Render) — Clarity that sells

[ ] 2 key views per space (general + functional detail).
[ ] Lighting: balance between natural and inset (avoid burnt/reflections).
[ ] Materiality: actual scales and normal/roughness maps where applicable.
[ ] Camera: height ~1.40–1.50 m, straight vertical lines.
[ ] Export in high (3000–4000 px) and light web version.
Tech Tip: Save one Render Preset per project to maintain consistency between revisions.

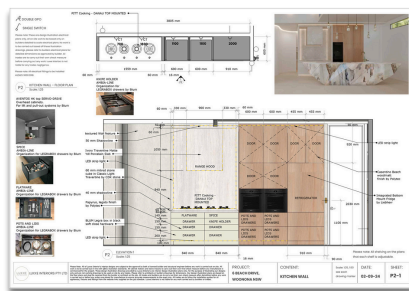### 4) Moodboard (Canva) — Change-proof concept

[ ] Strong idea (1 sentence) + palette with codes.
[ ] Textures and finishes with supplier reference when possible.
[ ] Key pieces (3–5) that define the language of space.
[ ] Atmosphere / use / maintenance notes.
[ ] Presentation version and thumbnail for folder cover.
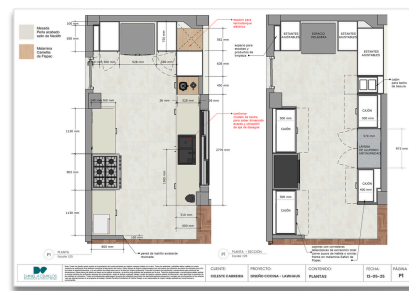**Technical tip:** Order from left to right: concept → materials → parts → application.

5) FF&E — Buy without surprises

[ ] Sheet with code per item (001, 002, etc.).
[ ] Technical description + dimensions + finishes.
[ ] Supplier / link / quote and estimated lead time.
[ ] Thumbnail image per product.
Tech Tip: Use basic validations (yes/no, in stock) to speed up customer decisions.

Luxxe Interiors (Woonona):
Woodwork elevation + clean kitchen render

Lawhaus Kitchen: Technical Plan

With this foundation, you can organize your next project. And if you want complete deliverables without wasting time, check out my Support Service for Architects and Designers → daniela-cevallos.com