

Creative  
**Studios**



# Vision..

*A dedicated interior design team  
passionately creative,  
imaginative, attentive to details,  
cutting edge & innovative  
leaders in the interior  
architectural design space.*

CREATIVE STUDIOS LIMITED, an interior architectural designing firm in Dar es Salaam is headed by Sandra A. Mushi, a talented, creative and enthusiastic individual with over 15 years of experience in interior design and architecture. With training and qualification in interior design from Cape Peninsular University of Technology in Cape Town, South Africa, Sandra brings a wealth of knowledge and subject matter expertise in this space with proven track record in the industry.

Influenced by her passion of the arts and design, Sandra sets out from the beginning with an intuitive approach that responds to the varying human needs of sanctuary and repose, display and simulation. Today, she shares her commitment to excellence and her pursuit for the extraordinary.

While aiming to provide first class interior and furniture design services, CREATIVE STUDIOS makes individuality our business drawing our inspiration from local and international cultures, nature and innovation.

CREATIVE STUDIOS takes prides in our ability to translate a design from drawing board to reality.

**Creative  
Studios**  
*Influenced  
by her  
passion  
of the  
arts and  
design*

## BELIEF

It is our determination to improve on existing methods and materials to produce financially viable solutions, which are durable and sustainable. Throughout our work, we strive to develop high standard, progressive and cutting edge design and specifications.

## DETERMINATION

Owing to our clients' increased sophistication and an understanding of professional interior design, CREATIVE STUDIOS continually strives to meet and exceed clients' needs and expectations. While we highly recommends use of locally available materials, we also have a network of international suppliers for products that may not be locally available.

## ACTION

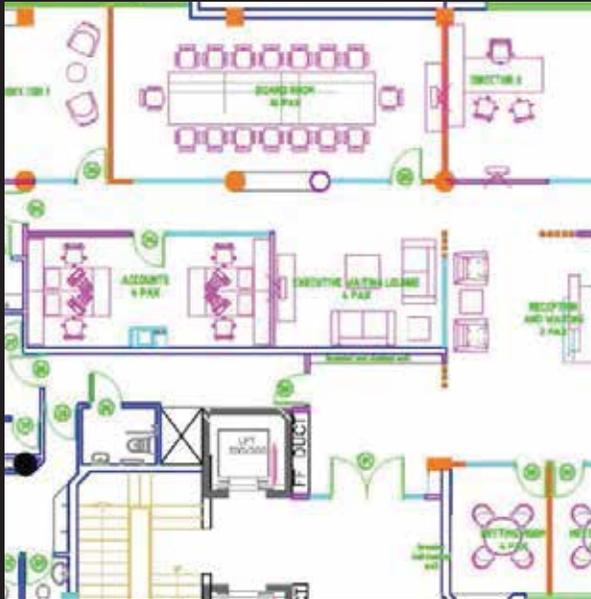
CREATIVE INTERIORS also has an extensive sample and reference library providing our clients with a reliable source of healthy selection of construction and finishing materials.

# Creative Studios

*This is  
where  
local  
inspiration  
meet  
world's  
standards*

# WHAT WE DO:

## Design Services:



- Design concept
- Design development
- 3dimensional visuals
- Documentation
- Bidding
- Design implementation

## Fit-out Services:



- Turnkey interior construction
- Design and build interior – wall paneling; built-in carpentry and joinery works
- Partitions, ceiling and flooring works
- MEP works and HVAC system
- Lighting
- Project management

## Furnishing Services:



- Furniture supply and installation of bespoke or ready-made
- Fittings supply and installation
- Equipment supply, testing and installation
  - > (pieces from across borders as well as locally made)

## WHY WE DO WHAT WE DO

We at Creative Studios believe in unique and creative design solutions for our clients. However, what sets us apart is that we strive to go beyond the design and ensure that our design solutions enhance the lives of our clients, not just the looks of their environment.

Our perspective of the design process is distinctive. We see the potential in each new project. We view people as partners in continual success. As designers, we believe we are all looking for the same "something extra;" the right solution; a better way. Our goal is to create a space comfortable enough to love your life in, not around. It takes shared passion, unique vision, and a partnership with our clients to deliver a tailored design solution.

We encourage client participation in every phase of the design process, from selection to implementation. It is important to understand that

each project is an expression of the owner's unique personality, values, and preferences. Collaborating with our clients is essential to creating a personalized interior that is comfortable for our client's lifestyle, home design, and/or business environment. Working together we achieve the extraordinary.

Our design philosophy is guided by these basic principles:

- Interior spaces should be a reflection of the clients' lifestyle and aesthetic goals.
- Solutions must be developed with deep respect for the project budget.
- Presentations will be thorough, providing the client with an in-depth understanding of proposed design solutions.
- Attention to each and every project from the conceptual onset to the final installation of furniture is essential to the project's success.

## DESIGN SERVICES

RESIDENTIAL, COMMERCIAL & EVERYTHING IN BETWEEN

Creative Studios Limited is well recognized for our detailed drawings as well as detailed material specifications and thorough designs. Our team of highly talented designers communicates directly with the architects and contractors. Using design software such as: AutoCAD, Revit, Adobe Photoshop, Abode InDesign, and Google Sketchup, our designers can create not only beautiful designs, but also technically accurate designs.

Our mission is to exceed your design expectations by making your project truly authentic. We realize the importance of your commercial space and investment. The Creative Studios Team is here to assist you in creating the most profitable space, with optimal organization to maintain the functionality of the design during occupancy.

A unique feature of Creative Studios house is our extensive resource library with reference books and catalogues, which includes the most recent fabrics, wall coverings, furniture, accessories, lighting, plumbing, carpeting, stone and tile samples, wood flooring, and art glass. This library provide our projects with the luxury of the latest trends and resources all at their fingertips.

Creative Studios does not just stop t designing but our in house quantity surveyor will be hands with a comprehensive project management plan for your project and managing the costs of the same.

The Creative Studios team is fully prepared to assist you with all of your design needs. We will handle all facets of your project-from conception to completion in any special type, from residential to commercial, renovation to new construction. You can count on us!

# DESIGN AND CONSULTANCY STAGES

## Pre - contract



- Initial client meeting to ascertain and confirm scope of works
- Signing of contract with the consultants or client
- Detailed client brief survey, design analysis and concept

◀ Project handing over

## Conceptual Design Phase



- Site Survey
- Design analysis
- Spatial planning and concept layout drawings

◀ Project handing over

## Design Communication and Development



- Revision of client's recommendations
- 3-dimensional drawings
- Preliminary estimates

◀ Project handing over

## Design Implementation



- Mechanical, electrical, ICT and plumbing drawings integration
- Detailed construction working drawings
- Bills of quantities

◀ Project handing over

## Contract and Supervision



- Administration of installation and procurement
- Project management and supervision
- Evaluation, financial appraisal and final accounts

◀ Project handing over

# Meet Sandra

Sandra has an extensive career in designing and implementing various architectural as well as interior architectural design projects. Her earlier design projects in Tanzania, while working for M D CONSULTANCY- architects, include IMMMA House, PPF Conference Centre, Kilimanjaro Kempinski Hotel and African Tulip Boutique Hotel Arusha.

While in university, Sandra had hands-on experience and interned for a couple of prominent Cape Town Firms including Ken Design, Carl Coetzee & Associates, and Fine Design Consultants. She also tutored AUTO CAD and Design Technology construction to second year interior design students.

Sandra is also experienced in space layout and designing office furniture. After her studies in South Africa, Sandra worked for Ergoform PTY in Cape Town – creating products conforming to the client's corporate image. Products include reception desks, boardroom tables, screening systems as well as bars. Other major projects she has carried out include BoE Bank, BKS, Potgieter Group, Medscheme, Novare, Ministry of Water Affairs and Swiss Re Abvest.

While in South Africa, Sandra also worked for The Design Company. Her work with TDC included executing projects for Woolworths and The Foschini Group's @home projects.

Sandra is registered with the African Institute of Interior Design Professions (IID), South Africa as a Professional Interior Designer. Sandra is also a member of the newly found Pan African Design Institute (PADI), South Africa, she is also registered with International Interior Design Association (IIDA), USA as Professional International Interior Designer.

Sandra is also an accomplished poet and a published author of RHYTHM OF MY RHYME, a collection of poems and STAINS ON MY KHANGA, a collection of short stories and poems.



*Sandra who is also a published writer is very passionate about the girl child. The girl child being very dear and personal to her, Sandra feels she should walk with and stand by her, in whatever adversity, through her art.*

*As norm would have it after the birth of the girl child, she will then go to school and right after graduation – primary education or university level, depending on the society – she will be asked, “Why are you not married yet?” The girl child will hardly ever be asked about her dreams or aspirations or what is next after schooling.*

*Sandra strongly believes that if the girl child is empowered and educated, our communities would be less challenged. If the girl child is equally educated, she would be inspired to have the desire for change and also have the understanding that change is possible; be able to make own decision and thereafter implement them. Educate a woman and you educate a village, as the saying goes.*

*In support of this, CREATIVE STUDIOS is such wholly managed and run by women.*





Good Vibes only!  
CAREER and ... come together!  
are Fickle are ever

The  
Team



**SYLVIA MTENDAMEMA**  
QUANTITY SURVEYOR/ PROJECT  
MANAGER

A graduate from Ardhi University with a degree in Building Economics, Sylvia is a goal achiever and a great time manager. This gives her a passionate drive in project management as her main focus in the field is to see goals achieved on time.

A bonus of construction economics, construction management and cost management knowledge makes out for her best growing skills in project management. The love she has for beautiful spaces and art makes her a better project manager in the interior design projects.

Sylvia aspires to combine her skills, passion, experience and strengths to make the best Project manager and a quantity surveyor out.



**ROSE NGONGOSEKE**  
INTERIOR DESIGNER

It was through working in marketing and sales that Rose realised that she was drawn towards well designed spaces. This was further confirmed during her travels when working as a flight attendant where she would ask about different architectural design styles and finishing materials.

With a growing passion of creating beautiful, functional spaces, Rose then decided to pursue an Interior Design Diploma at BHC School of Design in Cape Town, South Africa. The only registered interior design institution in Cape Town that specializing entirely and only in Interior Design Education. She then discovered her style to be industrial modern as she likes to pull rustic texture into a contemporary aesthetic.

Rose believes the best part of design is connecting with the client and understand what their needs are for space in the most comprehensive way. Rose also enjoys doing creative project that challenge her interior designing skills and creativity constantly, believing that creativity in design is something that has no limits.



**NEEMAELI MKONY**  
INTERIOR ARCHITECT AND DESIGNER

Tanzania born and raised, England schooled, aspiring, bilingual Interior Architect and Designer, Neemaeli has been lucky enough to soak up the rich arts and cultures from the countries she has traveled to.

Her personal love for art started at a young age. She later discovered interior design which she fell in love with. Neemaeli knew that she had to pursue a career in this field – of which she successfully did at the University of Hertfordshire, England.

She is armed with space planning, computer aided Designing and 3D visualisation skills which allows her to be able to push herself in different mediums in order to let her clients visions come to fruition in a timely fashion. Neemaeli is also fervently expanding her knowledge in project management, as well as supervision.

She aims to grow further within this field and aims to stretch herself thin in order to cover as many avenues necessary to achieve client satisfaction, through designing functional and beautiful world-class spaces.



**MIRIAM MREMI**  
INTERIOR DESIGNER

Miriam is a young vibrant interior designer who is drawn by her love of indoors. She is set to design spaces that are comfortable, functional and which motivates users to accomplish their goals.

Attaining her inspiration from nature on how every element is uniquely created yet interconnected. She aims in creating aesthetically pleasing spaces with individuality that blends with its surroundings.

She is armed with space planning, computer-aided designing, and 3d visualization skills, which allows her to achieve her design goals while serving clients in realizing their dreams of spaces they will love to live in.

Miriam is also eagerly expanding her knowledge in project management and supervision. Miriam is looking to bloom in the design field while focusing on creating world-class hospitality and living spaces.

# Our work..

*This is where local inspiration  
meet world's standards.*

# Aggrey & Clifford



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# Masha's Residence

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# BancABC



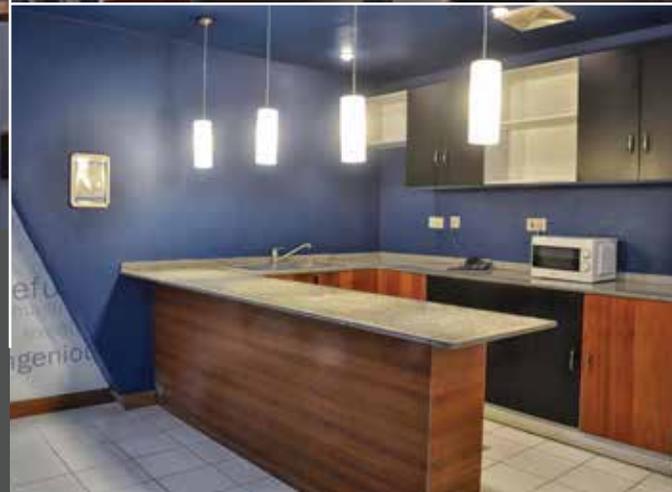
# Smile Communications



# EximBank Corporate Arusha



# EximBank Training Facility



# Emerson Education



# 3D interior visualization

Every designer needs to know how to explain and put forth their ideas for a property. Most clients never know what they want, but they know what they like when they see it. So, it is essential for designers to convey their vision effectively. Though the task can be difficult using conventional sketching tools and a verbal presentation – that is where interior ideas in 3D are a lot more useful.

*“3D interior visualization improve communication with our clients while eliminating surprises by communicating our designs clearly.”*

3D interior visualization allows people to visualize and expand upon an initial sketch or draft. It also makes understanding what the plans are about easier. Our high-quality renders delivered, ensures that either our clients can make the right decisions. With these, clients may also have the opportunity to request changes to the design which can also be done quickly and they can see the effect of their choices.

As an interior designer, the ability to provide our clients with a visual representation of the space can be a huge and more effective communicating tool.



# Crowe & Horwath



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# Via Lounge Offices

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# Nchimbi's Penthouse



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# Minet Offices

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# Hopaje's Residence



# Barare Residence



# The Design Process

## Conceptual design

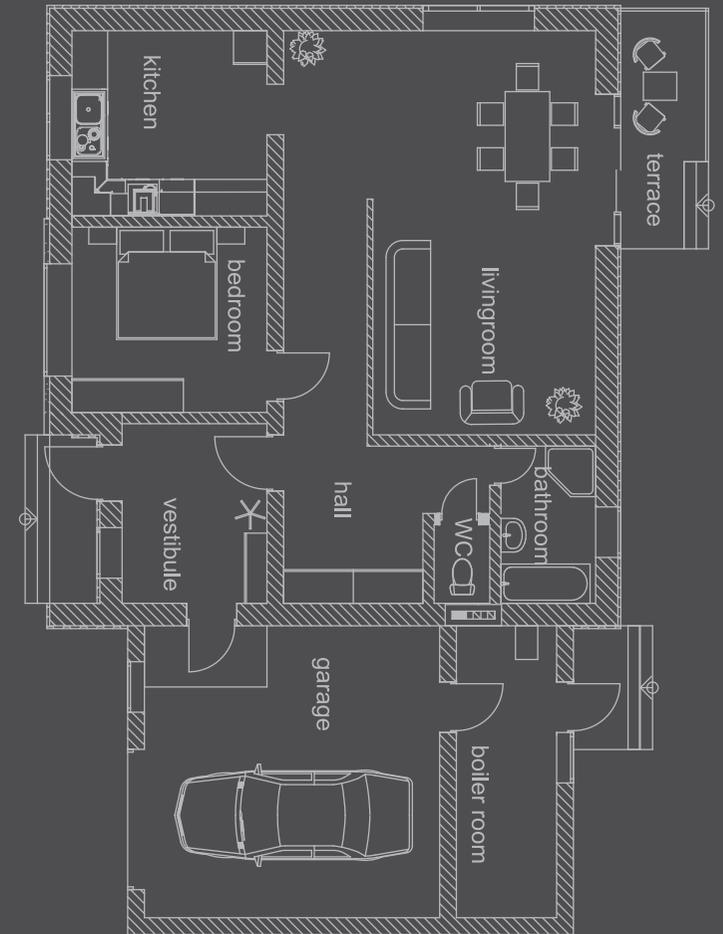
This is the first stage of the design process once a confirmation with the client regarding the services that will be provided to them has been shared. This is usually shared in a confirmation of the brief letter, which comes with the design and consultancy fee.

During the conceptual design phase our designers will explore different design directions that they believe will meet your brief. Should there be any potential problems in the existing space, these will be addressed. The designers work to establish a feel and a general approach rather than detailed solutions. Once this is done, they will then share with the client some of their early thinking so that the client can give their comments, pointers and feedbacks.



## Concept review

At the completion of conceptual design the design team will wish to present their solutions. At Creative Studios Limited, concepts are often presented as computer-generated images in 2D. Often the presentation will also include 'mood' boards, which use a pastiche of images and materials to conjure up the feel for which the designer is striving.



There may also be a presentation of 'colours and materials' boards showing the intended colour palette and textures envisaged, although this part of the presentation may be deferred until 'Concept Selection' (see below).

It is essential that the design team be allowed to present its concepts in person. Only by doing this can they get accurate feedback and explain the thinking behind each concept. Having presented the concept, the client might have some comments which might call for some revisions to suit their requirements.

## *Concept selection*

By the end of a concept presentation, the client should have a good grasp of the designers' thinking. If more than one concept was presented, it may be that there is one clear winner, perfectly meeting the brief in which case it is decided to take this forward to detailed design immediately.

If two concepts appeal in different ways and/or almost meet the brief the client may ask for further development and a subsequent presentation, after which a final decision can be made. In the rare event that the client does not like any of the concepts presented consider the following:

- Did the designers meet the brief functionally but in a way the client finds the proposal to be aesthetically unappealing? If so, the client can ask the designers to do further work but additional fees may be required since a workable solution was delivered; that the dislike was for purely subjective reasons.
- Has the brief changed and were the designers aware of this? Sometimes the



client's view of the brief might change as the thinking develops. All too often this changed thinking is not fully or clearly conveyed to the designers and they continue working to the original brief. The watchword here is clear communication but if for some reason this situation does arise, then again the designers may well be justified in asking for additional fees to work up concepts for the revised brief.

If the client is presented with concepts which do not meet the brief, he should spell out to the designers exactly where they have failed and such the client perfectly entitled to ask them to develop new and workable concepts within the original fee.

## *Agree concept direction*

This is the formalisation of the end of the concept design phase where it is agreed to take one more concept forward to the next stage of detailed design.

Once these changes have been communicated to and approved by the client, the project can then go live. Here, the client will be asked to sign and date the approved design, before the designer proceeds to the next design stage.

## *Detailed design*

Detailed design is the process of turning the concept into a workable design that can be executed on a specific site or sites. It involves the comprehensive specification of floor, ceiling and wall finishes, fixtures, lighting and services. It involves space-planning, layout and fire regulations compliance and, depending on whether or not the



designers are working with architects or a facilities department, may involve building design, emergency access, and HVAC and M&E work. In the brief given earlier, these responsibilities should be clearly spelled out.

## *Design freeze*

Once the detailed design has reached a point where colours, materials, fittings and layout have been agreed, the design needs to be formally frozen. If the design is changed after this point it will certainly cost money and quite possibly delay the project.

Once again, the client will be asked to sign and date the approved detailed design, before the designer proceeds to the next design stage.

# Implementation

Once the final design is approved, the execution or implementation phase marks the realisation of the design. Once a contractor has been appointed and negotiation have been reached, an updated detailed schedule of works is prepared that will reflect the negotiations.

The designer will make regular site visits to co-ordinate progress, inspect the quality of workmanship and resolve any on-site issues. Once construction and installation works are complete, the designer will draw up a 'Snag List' of defects to be resolved before movable furnishings, materials and accessories are installed.



## *Working drawings*

Designs can drift away from the concept and the brief during construction so implementing the design requires good management and designer involvement.

If the design team has been asked to take the project beyond concept or detailed design the next stage of the design process will be the production of working drawings and shop drawings.

Working drawings will normally be plans, elevations and sections at usually a scale of 1:50 together with associated details drawn at an appropriate scale. These will be sufficient for a contractor to tender from but sometimes not detailed enough for shop fitters and other specialists involved in the manufacturing side.

In the instance where shop fitters or other specialists are involved, then the design team will request for shop drawing, typically for prefabricated components, to be prepared by the respective specialists for approval.

## *Tendering*

If the designers are expected to produce the tender package, including recommendations on contractors, it should be stated either in the original brief or a supplementary brief together with details of associated fees.

The working drawings form the basis on which the contractors can tender or negotiate for the various elements of the construction and fit-out contract. There are a number of



ways to approach this process. One is to choose preferred contractor or contractors and negotiate a contract that fits the client's budget.

Alternatively, the drawing package can be circulated to a number of contractors who each submit competitive tenders. It is quite normal for Creative Studios Limited to produce the whole tender package, suggest tenderers and help select the winning contractors. This can be particularly useful if the client is not experienced in these areas.

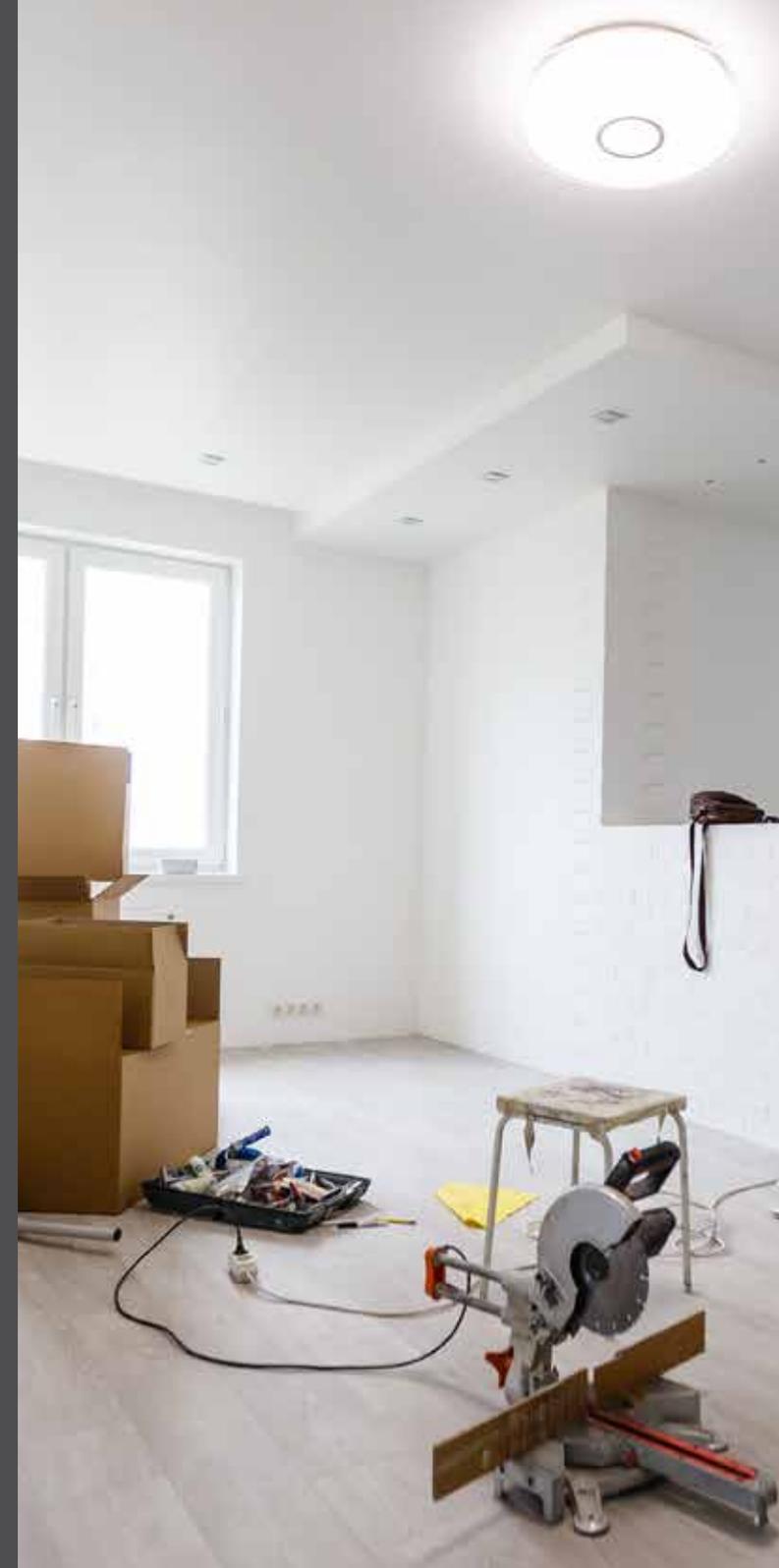
## *Appointing contractors*

Here there is a fundamental choice to be made; either appoint a managing contractor who will have overall project responsibility, will hire and be responsible for the various sub-contractors, or Creative Studios Limited takes on the project management and appoint contractors for each element of the fit-out.

While our project manager will be used in both instances, the latter route however demands specialist management skills and should not be undertaken lightly. Such this route will call for the reiterating of our quantity surveyor who will also be retained in a project management capacity.

## *Shop drawings/rods*

Contractors and shop fitters normally produce their own shop drawings which set out exactly how each part of a fit-out is to be made. Each contractor will have specialised plant, machinery and ways of working and can therefore produce shop drawings specifying production methods which make best use of their particular resources and keep production costs down.



It is, however, essential that the designers monitor and sign-off the rods to ensure that the integrity of the design is maintained.

## *Site supervision*

Site supervision is usually handled by Creative Studios Limited or otherwise the project might call for a specialist project manager employed by the managing contractor. The specialist project manager should be on the site daily.

However, should Creative Studios Limited take on this role, this is often the best solution since it will ensure that design integrity is maintained as drawings are translated into three dimensions. Where the designer is not actually supervising the site, she should still be visiting it regularly.

During this stage the design must be guarded against being compromised by unauthorised cost-cutting or on-site amendments. Accounts for these supervisions are dully reported in site meeting minutes, and thereafter circulated accordingly

## *Pilot site fit-out and review*

In the case of a one-off project or a roll-out without a pilot, the designer will be extra vigilant towards quality control. Thus it is important for the client to react speedily to any concerns expressed by the designer so that problems are prevented before they become too expensive or impossible to modify.

When a design is likely to be 'rolled out' across many branches or locations it is wise to fit-out a pilot site first. A site that provides a good test of build ability/usability and trading performance should be chosen.



The client should not expect everything in a pilot site to be perfect. The purpose of the pilot is for the client and the designer to learn and incorporate that learning in the construction operation and design of future locations. Thus the review should be structured and comprehensive. It should include quantitative and qualitative assessments of the design's performance and should embrace both staff and, if serving the public, customers. Finishes should be appropriate and durable, circulation and signage should work efficiently, lighting should be effective, and the whole thing should 'work.' If everyone has done their job well the learning should be in the details.

## Practical completion

Certifying practical completion is a very important milestone and has the effect of:

- Releasing half of the retention (an amount retained from payments due to the contractor to ensure that they complete the works).
- Ending the contractor's liability for liquidated damages (damages that become payable to the client in the event that there is a breach of contract by the contractor - generally by failing to complete the works by the completion date).
- Signifying the beginning of the defects liability period.

It is important to note that the defects liability period, which follows certification of practical completion, is not a chance to correct problems apparent at practical completion, it is the period during which the contractor may be recalled to rectify defects which appear. If there are defects apparent before practical completion, then these should be rectified before a certificate of practical completion is issued.



## Hand over

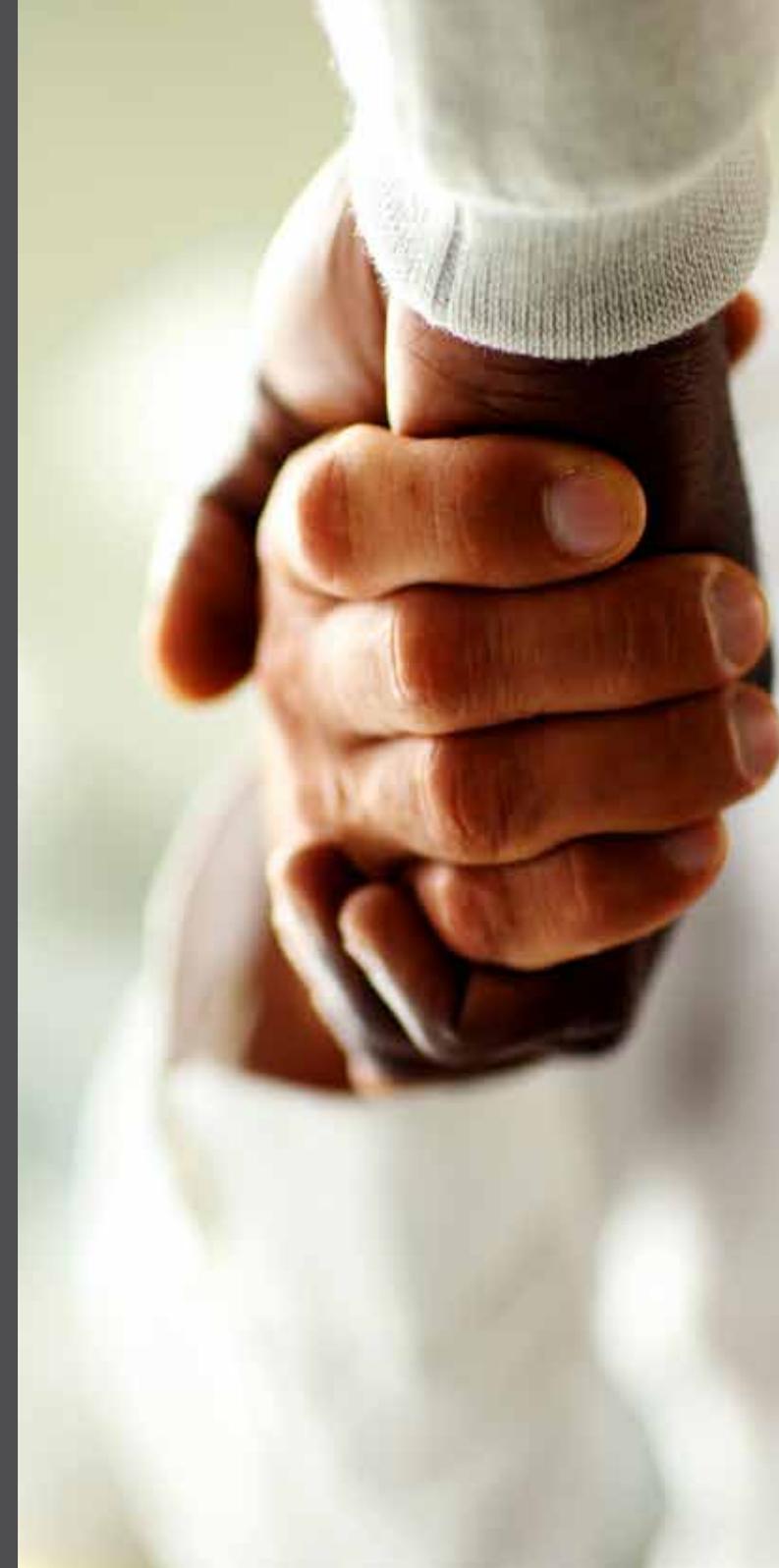
While the signing-off of completed work is a formalised process with built-in safeguards for the client, if the project is small it can sometimes be a little less tightly controlled. Nonetheless, procedures that require explicit approvals before contractors are paid and the project deemed complete are always followed, with the issuance interim and final payment certificates by the design team as the work progresses. These are signed by the designer and the quantity surveyor and certify that a certain quantum of work has been completed and should be paid for.

When the job is complete a completion certificate is issued. In most projects the client will retain a standard percentage of the contract value for three-six months pending completion of defects listed on the 'snagging' list. These should be relatively minor things, since major defects should be rectified before the completion certificate is issued.

This sort of documentation is part of the standard working practice at Creative Studios Limited.

## Snagging

A site inspection process necessary to compile a list of defects (usually minor) or omissions in building works for a contractor or subcontractor to rectify, make them good reaching the building in this way the desired level of craftsmanship. It may also highlight or link to other issues or non-conformances encountered during the process. This is the final stage of a project following the practical completion. The aim of this list is basically to "polish" the detailing of the building making everything look in place and correctly made.



## *Final account*

This is the agreed statement of the amount of money to be paid at the end of a fit out contract by the employer to the contractor. A final account brings about a sense of finality to the negotiations leading up to the agreement of the Final Account between the parties to the contract. Our final accounts services which we provide to both main contractors and sub-contractors ensures the following:-

- All work executed by the contractor including variations, provisional sums and quantities, day works etc are accurately assessed and included
- Claims for loss/expense and fluctuations included
- Accurate final payment is received at the appropriate time for all work executed on site including the above items
- Confirmation of the employers agreement to final account figure is obtained in writing
- Project manager issues final certificate for final payment to main contractor

The bulk of the final account will generally consist of measured work priced at the original billed rates. If the contractor's quantity surveyor has reason to doubt the accuracy of any of the original billed items, he can make a request to the quantity surveyor for work concerned to be measured on-site.

## *Certificate of making good defect*

This is a notice issued that all defects appearing during the defects liability period specified in the Contract have been made good. Once practical completion has been certified, the defects liability period begins. Typically, the defects liability period is six to twelve months.



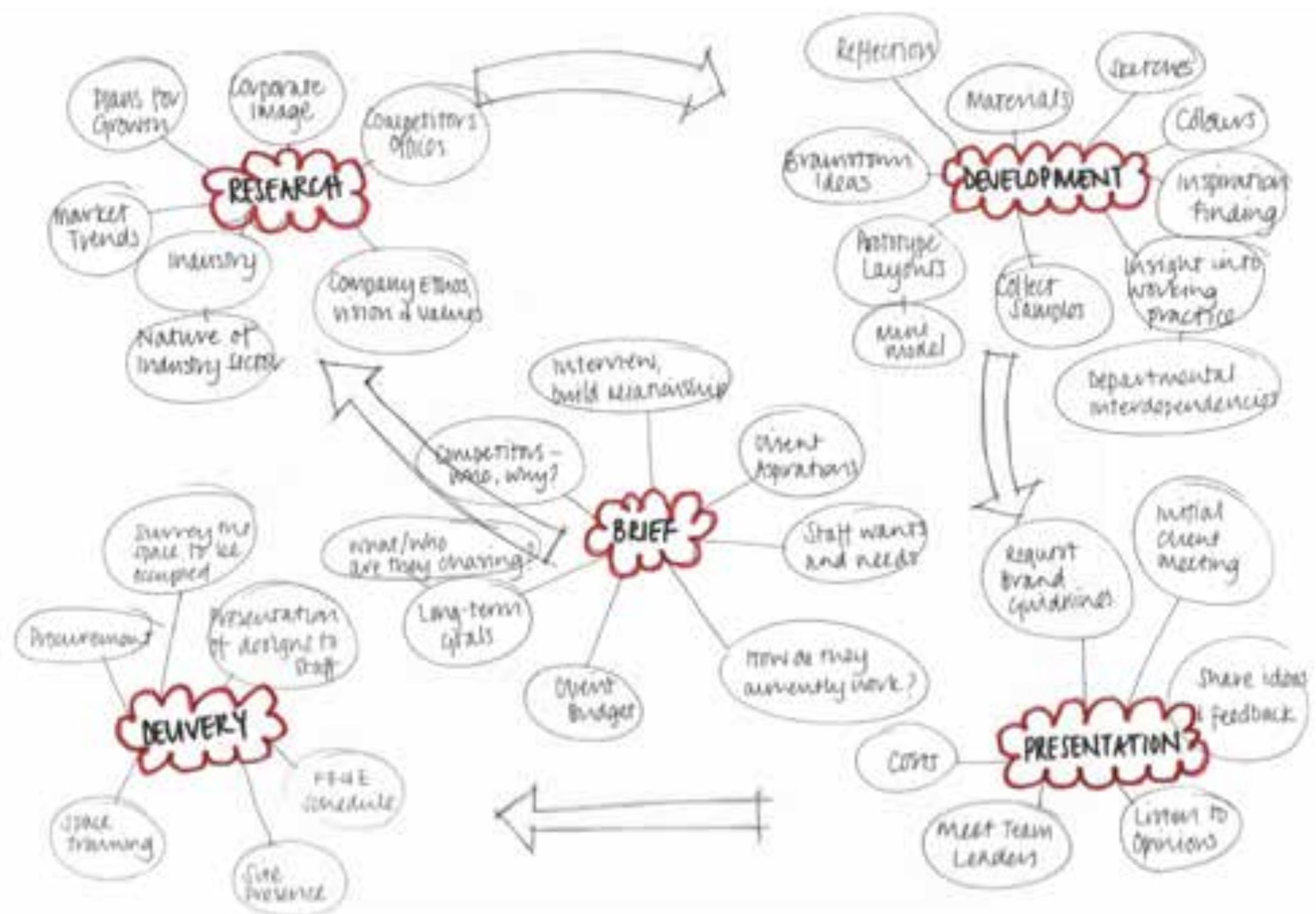
During this period, the client reports any defects that arise in the works to our project manager who decides whether they are in fact defects (that is, works that are not in accordance with the contract), or whether they are maintenance issues. If the project manager considers that they are defects, then they may issue instructions to the contractor to make good the defects within a reasonable time.

At the end of the defects liability period, our project manager prepares a schedule of defects, listing those defects that have not yet been rectified, and agrees with the contractor the date by which they will be rectified. Defects must be made good within a 'reasonable time', and at the contractor's cost.

When our project manager considers that all items on the schedule of defects have been made good, a certificate of making good defects is then issued. This has the effect of releasing the remainder of any retention and brings about issuing of the final certificate.

If the contractor, having been given the opportunity to rectify defects, fails to do so within a reasonable time, they may be in breach of contract. In this situation others may be employed to rectify the defects, and the cost of such works deducted from the contractor's retention.

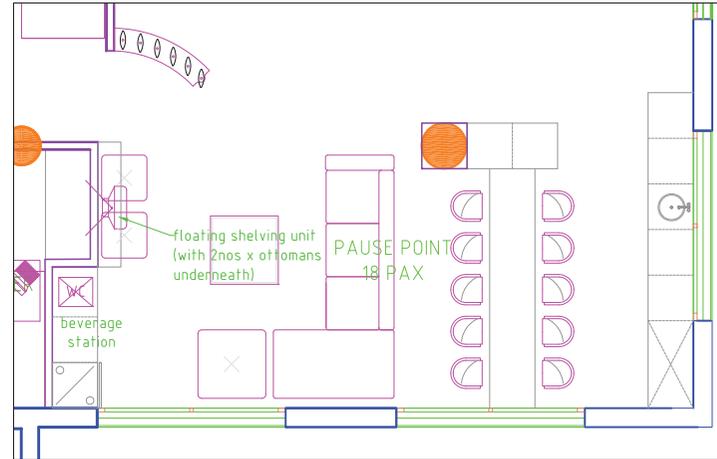
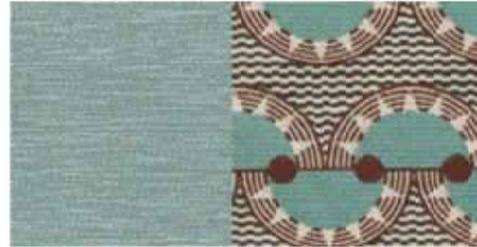




# INSPIRE SOFA



1 X 1800 L & 1 X 1400 L Sofa's Retro Crystal With Retro Mineral Backrests  
 1 X Loose Ottoman 800 x 800  
 Coffee Table 800 X 800 White Melamine , White Bullet Legs.



**NOTES:**  
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 2. All work to be carried out in strict accordance with the Interior design local authority requirements, Architects and Quantity Surveyors Registration Board.  
 3. This drawing may not be scaled. Only figured dimensions and levels may be used.  
 4. All relevant details, levels, dimensions must be checked on site before commencement of work. Any discrepancies to be reported to the Architects office immediately.

Rev.	Init.	Date.	Description of Revision

# CHAIRS



Metal Xavier Replicas Available In Black/White/Red



# SEATING



# TABLE



Versatility Table:  
 3200 x 1000 White Melamine On Metal Base With Leg Structure Epoxy Coated Black/Grey/White.

# SOUND ACOUSTIC FINS



Sound Acoustic & Privacy Fins  
 11 x Fins 1400H – Rotatable.  
 Uphoistered In Vulcan Tendril Combined With Vulcan Dust  
 6 x Fins 1400H – Rotatable.



E-mail: info@creativestudios.co.za  
 DRAWING DESCRIPTION  
 Working Drawing

## Fifth Floor Sample Board - Pause Point

SCALE	DATE	DRAWN
1:100	January 2017	Sanda
PROJECT No - DRAWING NUMBER	REVISION	
PLN-01	00	

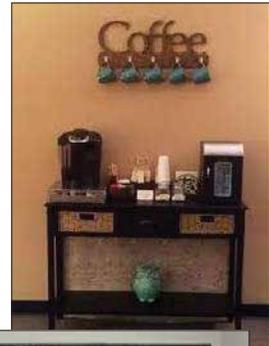


0221W-MOB  
NUMBER FOR ARCHITECTS FILING REFERENCE ONLY

00  
REVISION

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4. All relevant details, levels, dimensions must be checked on site before commencement of work. Any discrepancies to be reported to the Architects office immediately.

Rev. Infr. Date. Description of Revision



Working Description

Second Floor Mood Board

SCALE 1:100, 1:50	DATE October 2017	DRAWN Sandra
PROJECT No - DRAWING NUMBER 0221W	REVISION 00	



CS

*Creative Studios Limited*  
Interior Architecture Designers

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