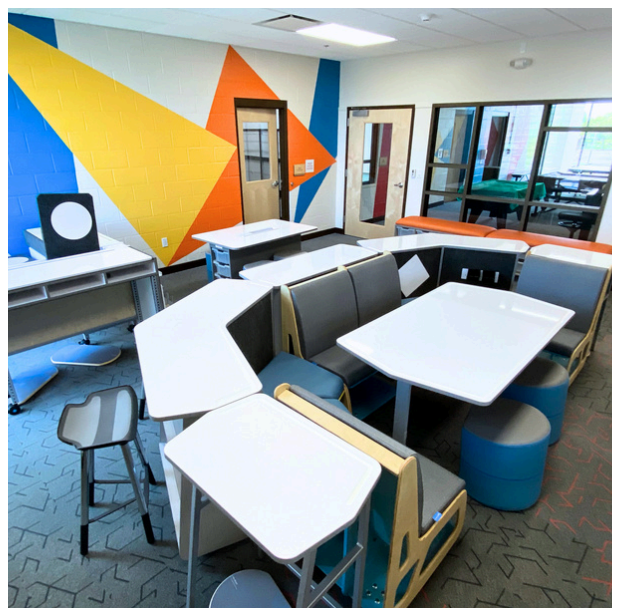




The Learning Space Experts

SCHOOL FURNITURE & EQUIPMENT

Project Solutions



FOR NEW & EXPANDING SCHOOLS



THANK YOU for your interest in learning more about turn-key furniture and equipment project management solutions by Signature School Products. We understand how complex and sometimes overwhelming a new school project, renovation, or expansion can be. That's why we've developed a systematic approach to planning and designing beautiful, functional, and affordable learning spaces.

This sample project packet is designed to help you begin dreaming about your new educational spaces as well as show you how we can make that dream a reality.

The following pages include samples of the resulting documentation from each phase of our furniture and equipment project management process. It's important to note that, while all projects share the same general structure in approach and timeline, every project presents its own unique needs and challenges. For this reason, our school furniture experts specialize in *listening* and tailoring the project management process to best suit your school's individualized requirements.

It is never too early to get started! The entire process takes more time than most people realize. Please see the Typical Project Timeline on the next page to get an idea of what that looks like.

We invite you to reach out by phone or email. We're ready to hear your school's story and help you furnish beautiful new spaces for your students, teachers, and staff.

LET'S CONNECT

800-432-6190 PH

**Email us at:
PROJECTS@SignatureSchoolProducts.com**

www.SignatureSchoolProducts.com

Education Furniture Project Timeline

Tasks	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	Notes
Facility Floor Plans and budget range Provided to Signature	←												Facility Floor-Plans are uploaded into a furniture design program so room layouts can be completed. Budget range is needed to keep the focus on the type of solutions that will fit the budget
Room-By-Room Needs assessment	█												Establish utilization for Each Room including grade level designations, specialty rooms, storage rooms and desired aesthetics and planned teaching styles
Product solutions are proposed for each room	█												Develop product recommendations for each room in project based on needs assessment and budget. 2-D and 3-D room layouts provided where needed to visualize proposed solutions. Revise as needed based on customer feedback
Final Product selections / revisions				█									We expect there to be some back and forth with proposal revision requests during this time. We welcome that as we want the final package to be EXACTLY what will make the best possible learning environment that fits your budget
Finalize Colors and Finishes				█									Once the product mix has been finalized for your project, if not already chosen along the way, we will work with you to select the fabrics and finishes that fulfil your aesthetic vision for your school
Final Proposal Submitted with finishes				█									Signature submits the final proposal for your to carefully review and approve. Order finalization
Order placed By School					█								PO or signed proposal including Requested Install start date. Install date is required to set delivery date expectations with manufacturers and to confirm an installation team. Order deadline for projects: APRIL 1st !
Furniture Ordered from Factories					█								Your products will likely come from multiple manufacturers. We coordinate with each to ensure your order is in their system correctly and that it will deliver when required
Space Planning / Layout Design	█											Furniture layouts are completed within your facility floor-plans for each and every room in the project so you can rest assured that everything will fit as desired and the installation team has a clear guide on how to set up each room	
Installation Documents Completed							█						These documents include door hangars with item lists and floor-plan, consolidated lists by manufacture, delivery schedule, room-by-room walk through guide and sign off and other helpful docs to make installation go smoothly
Installation Date Revisions possible							█						Changes to delivery date can be made up-to 3 weeks before scheduled date. However, new dates will be subject to installation team availability which is very limited in June and July
Installation									█				Depending on size of project, delivery and installation will take place over a 4 to 10 day period. This timeframe is contingent upon a building that is 100% ready for furniture
Punch-List Resolution											█		A punch list of any outstanding items is created during the walk-through and signed by the customer. These issues are resolved ASAP by Signature School Products

ORDER DEADLINE TO GUARANTEE DELIVERY/INSTALLATION BEFORE SCHOOL STARTS!



SAMPLE PROJECT

TABLE OF CONTENTS

Section 1. Planning Documents

- Drawings of the School
- 2D & 3D Renderings
- Room-by-Room Customer Proposal
- Color Board

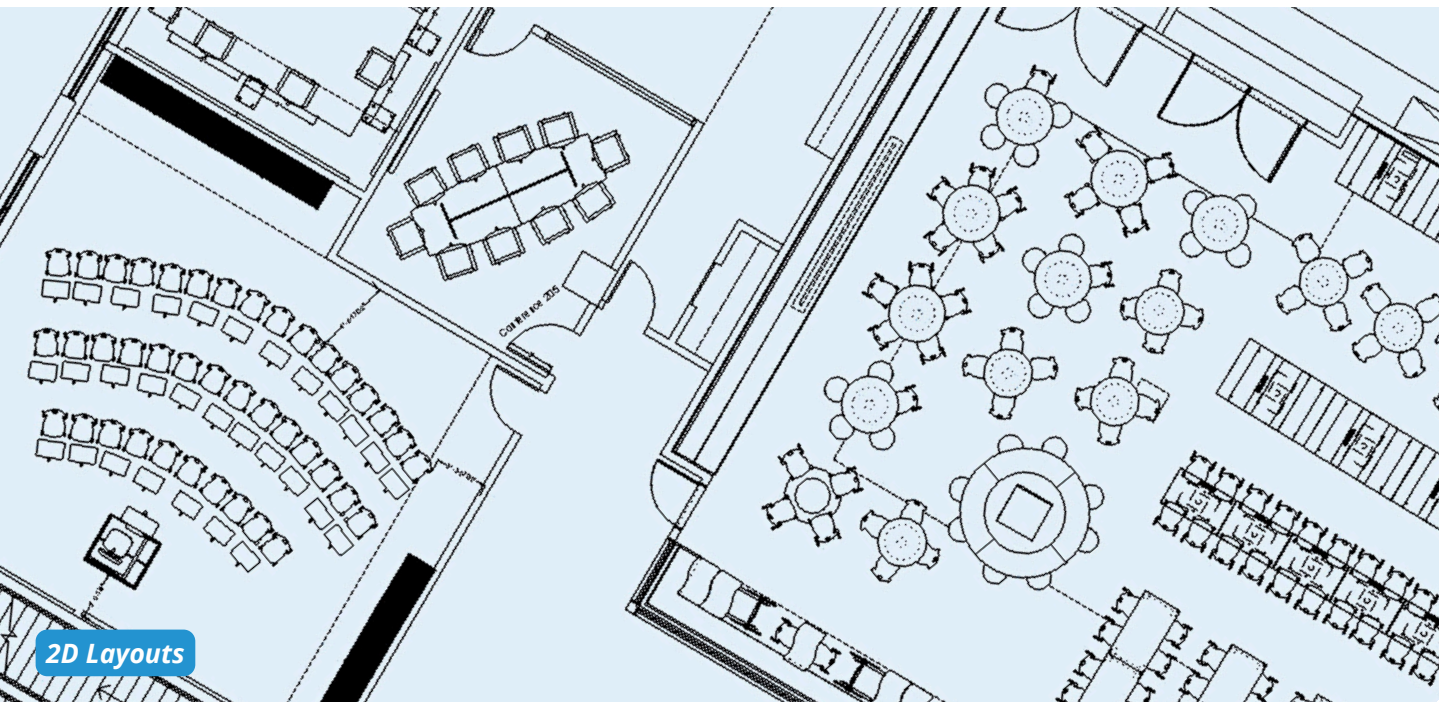
Section 2. Production Documents

- Finalized Room-by-Room Schedule
- Finalized Color Board & Design

Section 3. Performance Documents

- Installation Check-Off "Door Hangers"
- Final Walk-Through Check-List
- Punchlist

PROJECT PLANNING PHASE



2D Layouts

THE PLANNING PROCESS begins with a consultation, virtual or in-person, to assess the scope of your project, discuss design objectives, explore possible contemporary furniture solutions, and outline your project timeline.

Leveraging your architect's drawings and designer's color board or schedule, we'll create a fully furnished 2D plan of your entire school. We'll also help you visualize the new spaces with supplemental 3D renderings where needed; this is especially helpful when narrowing down colors, materials, and finishes.

Finally, we'll distill all the selections into a room-by-room customer proposal. This evolving proposal will be updated throughout the planning process to reflect your changes and updates along the way.

The planning process is most effective when allotted several weeks to complete. We recommend getting started no later than January to place your order by mid-April for a summer installation.

Short on time? No worries! Our furniture experts are well-versed in meeting very tight project timelines--we've got you!



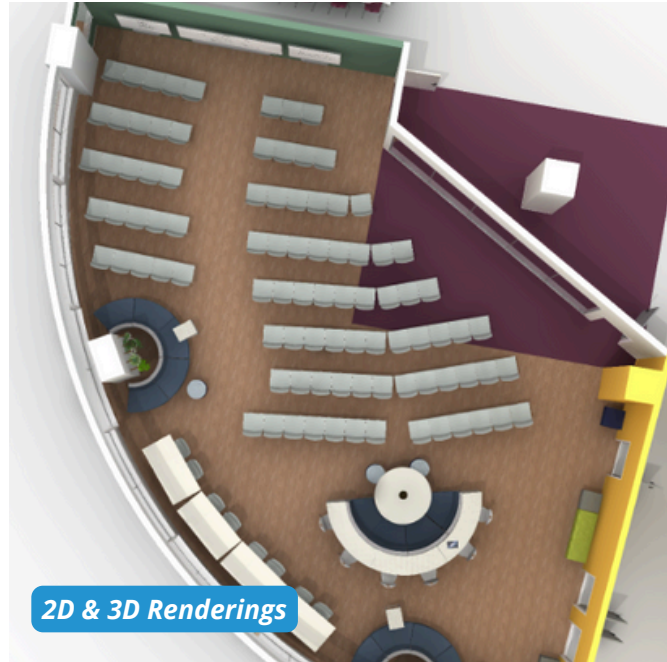
3D Renderings

S1. PLANNING

S2. PRODUCTION

S3. PERFORMANCE

PROJECT PLANNING PHASE



To get started, we'll need access to your school's drawings--although we're no stranger to working with given dimensions and hand sketches! Knowing your school's colors and materials for the walls and floors is also extremely helpful in providing your team design assistance with furniture colors, materials, and upholstery selections.

Keeping your desired aesthetic in mind from the start ultimately saves you time as it helps us cut through the myriad of options available to arrive at the best solutions to fit your needs and vision more quickly.

		Media Center / Research Lab		Research	
HON	H4041.PT.Y	Olson Stacker 4040 Series Polymer Straight Back, Carton of 4 Chairs, Platinum Seat Shell		Research	24
HON	H4048	Olson Stacker 4040 Series Ganging Chair Glides, Box of 48 (Apply 4 per Chair)		Research	8
MiEN Company	KIO-TBL-60-5618-42-C	KIO 60 Degree Curved Café Table (56"W x 18"D x 42"H), Casters, No Grommets, Crisp Linen Laminate with Gray Edge		Research	3
MiEN Company	F4A-RND-5454-18	F4A Coffee Height Table, 54" Round, 18"H, Crisp Linen Top, Silver Finish Base		Research	1
	CHM-RIC-1420	Chameleon Round Inside Chairs, 41"W x 29"D x 42"H, 45-Degree Two-Tone Upholstery, Casters, Grade 3 LARA EVENING Seat, Grade 3 LARA KITTEN Base, Sides and Back		Research	4
		Artcobell Discover Series Adjustable Height Four Leg Stool with			

Sample View of Room-by-Room Customer Proposal

PROJECT PRODUCTION PHASE



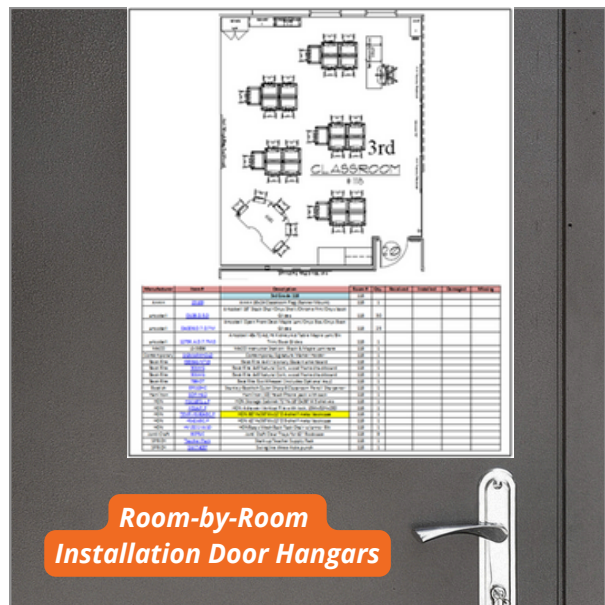
2D & 3D Renderings

AND SO IT BEGINS! Once you're 100% satisfied with every product in every room, we move forward to the Production Phase.

Ideally, your order is signed and placed at a time which permits 12-16 weeks of production time. Most of our factories need between 6-8 weeks to produce custom, build-to-order furniture in your selected colors and finishes, and an additional 1-2 weeks for shipment transit time. It is always wise to allow more time than expected to account for possible manufacturing delays, late shipments, and other unforeseen slow downs such as construction and inspection set-backs.

While your furniture is being produced, our team is hard at work tracking order production statuses and estimated ship dates with the factories. We also use the production window to secure and schedule our qualified installation teams to prepare them for the start of your installation project.

The production phase is completely handled by our team--yours can rest easy and focus on preparing for the new school year.



Room-by-Room
Installation Door Hangars

S1. PLANNING

S2. PRODUCTION

S3. PERFORMANCE

PROJECT PERFORMANCE PHASE



Staging & Inventory of School Furniture

YOUR INSTALLATION PROJECT kicks off with the preparation of the receiving site, shipment deliveries, and product staging and inventory.

Our installers will use a central location on site to stage and receive multiple shipments of furniture and equipment for your project. All along the way, your head installer will make notes of any shortages or damages to begin creating the project punchlist.

Daily reporting to our central office allows our internal team to begin resolving any issues as they become known.



School Furniture Deliveries

S1. PLANNING

S2. PRODUCTION

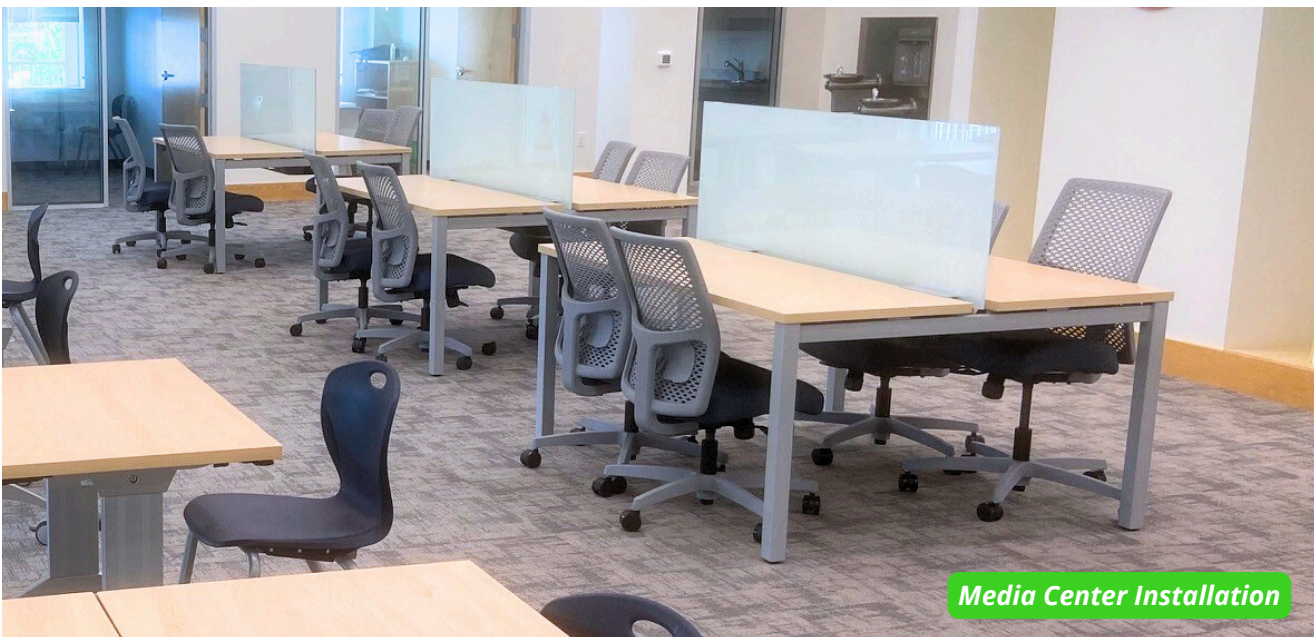
S3. PERFORMANCE

PROJECT PERFORMANCE PHASE



A final Walk-Through Check list is utilized to make a room-by-room physical inspection of the project during which time punch-list issues are identified and documented such as damages or shortages

A final "Punch-List" is created so that you can have a written reference of any items yet to be completed or fixed. We work with our manufacturer partners to get any parts or replacements needed in a timely fashion so we can resolve any/all issues on the list and bring your project to "Completed" status.



S1. PLANNING

S2. PRODUCTION

S3. PERFORMANCE

WHAT OTHERS SAY ABOUT US



Signature School Products

220 Springview Commerce Dr STE 180, DeBary, FL

5.0 ★★★★★ 12 reviews



Kathleen Walsh

3 reviews



I highly recommend Signature School Products. I have used them for many years, and the products are high quality. The service is amazing-- always helpful, available, and quick to provide service. Our school is filled with furnishings from Signature School Products, and we couldn't be happier! Our furniture is ready for the students and teachers, thanks to Signature School Products!



Melissa Aguilar

10 reviews · 3 photos



As a new school, we had a blank canvas and a vision and Signature School Products helped make it all a reality. They work with you hand-in-hand finding the best vendors and quality to meet all your needs. They are service oriented, always on time, and quick to resolve any issues between their customers and the vendors and ALWAYS have their client's best interest in mind. Without hesitation I recommend them!



Nicole Tropeano

5 reviews



The School used SSP to outfit two building; one renovated using a combo of new and used furniture, and a new build. The professional experience offered was outstanding. They provided a knowledge of resources unmatched. Due to their solid understanding of what is available in the market and what furniture has worked in different environments they always considering comfort, cost, style and color. The delivery was on-time and installed professionally. We had a mix up in a color selection which was immediately tended to and replaced. Excellent service!



Jeremy Calkins

4 reviews · 1 photo



Utmost Professionalism! In my 23 years of business I have never experienced a company that works harder to satisfy its customers! They are on time - even when we were not - and they were very flexible to meet the needs of both our schools when we needed them most. I highly recommend Signature Products!