



SERVICES

● FACILITIES MANAGEMENT SUPPORT AND SPACE PLANNING

FRI has extensive experience providing facilities management support and space planning services to its clients. **FRI** works closely with organizations' internal facilities departments along with contractors and consultants to ensure projects are completed within allocated time frames and budgets. **FRI's** services include:

- Strategic Planning
- Space Optimization and Management
- CAD/CAFM Support
- Space Allocation, Documentation and Reporting
- Long and Short Range Facility Planning
- Space Adjacency and Analysis
- Reconfiguration Planning
- Schedule Development
- Corporate Office Space Standards
- Code Analysis
- Signage and Graphics Program Coordination
- Arts and Accessories Program

FRI is committed to providing the most efficient and affordable services available.

● INTERIOR ARCHITECTURAL DESIGN SERVICES

FRI has been performing interior architectural design and construction documentation services since its inception. With several interior design professionals on staff, **FRI** provides all phases of interior design and construction documentation and administration, including:

- Programming
- As-Built Documentation
- Interior Finish Specifications
- Furnishings Specifications and Procurement
- Construction Documentation
- Construction Administration

All CAD drawings and construction documents meet ADA requirements and **FRI** ensures that building codes and permit requirements are met. The Principal reviews



all interior construction documentation and stamps and seals the documents as a licensed professional in the State of Texas.

- **FURNITURE ACQUISITION AND INSTALLATION**

Furniture planning, procurement and installation are services also offered by **FRI**. Extensive experience negotiating price points and installation of all types of furniture affords **FRI** the ability to offer turn-key solutions including:

- Modular Furniture Systems Design, Planning, Procurement and Installation
- Equipment Planning
- Existing Furnishings and Equipment Inventory
- Existing Inventory Re-Utilization Studies
- Furniture Procurement Coordination, Specifications, Dealer Interface, and Installation Planning

FRI's experienced staff members also provide delivery and installation services after normal business hours, if requested.

- **MOVE COORDINATION AND RELOCATION SERVICES**

FRI prides itself in providing move coordination and relocation services of all sizes. Services provide include:

- Move Planning, Coordination and Project Management
- Occupancy Phase Scheduling and Coordination with Facilities Personnel and Vendors
- Move Meeting and Packing Seminars
- Employee Communications
- Origin and Destination Tagging
- Telecommunications, Data and Network Cabling Coordination
- Building Management Coordination
- Post-Move Punch List and Service Assistance

FRI's staff works closely with our Clients to ensure relocation occurs without incident and on-time.



- **ASSET MANAGEMENT**

FRI provides management of furniture assets for its clients utilizing several methodologies.

- Existing Inventory and Maintenance
- Procurement and Installation of Inventory Shelving and Racking Systems
- Inventory Replenishment
- Inventory Database and Reports

The inventory is maintained on a project basis by our installation supervisors. An up-to-date inventory report is always readily available to our clients.