



THE FOS DESIGN INTENSIVE RESOURCE LIBRARY INCLUDES:

THE RENOVATOR'S PLAYBOOK

A STEP-BY-STEP GUIDE TO GETTING YOUR PROJECT
RIGHT

MATERIALS + FINISHES

WHAT ACTUALLY WORKS (AND WHAT DOESN'T)

DESIGN DO'S + DON'TS

THE MISTAKES THAT COST YOU THOUSANDS
(AND HOW TO AVOID THEM)

ROOMS + SPACES

THE DESIGNER'S GUIDE TO CREATING FUNCTIONAL,
BEAUTIFUL & TIMELESS HOMES

THE DESIGN SELECTIONS HANDBOOK

THE PROFESSIONAL SYSTEM FOR DOCUMENTING
EVERY DECISION IN YOUR RENOVATION OR BUILD



**YOU
ARE
HERE**

Good design is often misunderstood.

Most people assume beautiful spaces are the result of expensive materials, unlimited budgets, or naturally having “good taste.” In reality, the success of a project comes down to something much more practical: clarity, planning, sequencing, and informed decision-making.

After more than 15 years in the design and construction industry — across residential, commercial, hospitality, and large-scale projects — I’ve seen the same challenges arise repeatedly. Projects become overwhelming not because people lack vision, but because they lack a clear framework for how everything should come together.

This resource library has been created to change that. The FOS Design Intensive Library is designed to give you insight into the professional side of design and construction — the side most people are never exposed to until they are already in the middle of a project.

Inside these guides, you’ll learn:

- *How projects should be structured*
- *How to make better decisions earlier*
- *How to avoid costly mistakes*
- *How materials and finishes actually perform*
- *How to approach your project strategically rather than emotionally*

Most importantly, these resources are designed to help you move through your project with confidence and clarity — whether you are renovating, building, furnishing, or simply refining your space.

The goal is not perfection.

The goal is a space that feels considered, cohesive, practical, and reflective of the way you actually live.

Spencer





THE DESIGN SELECTIONS HANDBOOK

THE PROFESSIONAL SYSTEM FOR DOCUMENTING
EVERY DECISION IN YOUR RENOVATION OR BUILD

HOW TO USE THIS HANDBOOK.

This handbook has been designed to help you organise, document and communicate every finish, fixture, fitting, furnishing and product selected throughout your renovation or build.

A common cause of delays, budget blowouts and site confusion is incomplete or inconsistent documentation. Builders, cabinetmakers, suppliers and trades require clear information in order to accurately price, order, manufacture and install products.

This handbook acts as your project's central source of truth.

PRINT AS MANY COPIES OF EACH SCHEDULE AS REQUIRED TO SUIT YOUR PROJECT.

For example:

- One Flooring Schedule per flooring selection
- One Stone Schedule per stone selection
- One Tile Schedule per tile selection
- One Paint Schedule per paint colour
- One Appliance Schedule per appliance
- One Window Furnishings Schedule per room
- One Tapware + Sanitary Schedule per item

The more detailed your selections are documented, the easier your project becomes to manage.

Keep a copy, send it to your builder, send it to suppliers to provide a quote - use this handbook as your renovation gospel.



PROJECT INFORMATION

PROJECT DETAILS

INFORMATION

Project Name

.....

Project Address

.....

Client Name

.....

Builder

.....

Architect / Building Designer

.....

Interior Designer

.....

Cabinetmaker

.....

Construction Start Date

.....

Target Completion Date

.....

Budget Range

.....

Key Contacts

.....

.....

.....



GENERAL NOTES:

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FLOORING

SCHEDULE

Print additional copies as required for each selection.

ROOM / AREA

ITEM

DETAILS

Room / Area

Flooring Type

Product Name

Product Code

Supplier

Supplier Contact

Colour / Finish

Quantity Required

Lead Time

Supply Cost

Installation Cost

Installation Method

Transition Details

Skirting Interface Considered

☐ Yes ☐ No



STONE SURFACES

SCHEDULE

Print additional copies as required for each selection.

ROOM / AREA

ITEM

DETAILS

Room / Area

Stone Type

Supplier

Slab Name

Slab Number

Thickness

Finish

Edge Profile

Splashback Material

Quantity Required

Lead Time

Supply Cost

Installation Cost

Sink Type



JOINERY FINISH

SCHEDULE

Print additional copies as required for each selection.

ROOM/AREA

.....

ITEM

DETAILS

Room / Area

.....

Joinery Type

.....

Finish Type

.....

Product Name

.....

Product Code

.....

Supplier

.....

Colour

.....

Internal Finish

.....

Handle Type

.....

Kickboard Finish

.....

Overhead Finish

.....

Lead Time

.....

Cost Allowance

.....



Print additional copies as required for each selection.

ROOM/AREA

ITEM

DETAILS

Room / Area

Tile Application

Supplier

Product Name

Product Code

Tile Size

Tile Finish

Floor Rated

☐ Yes ☐ No

Slip Rating

Quantity Required

Grout Colour

Tile Trim

Lead Time



WALL FINISH

SCHEDULE

Print additional copies as required for each selection.

ROOM/AREA

ITEM

DETAILS

Room / Area

Wall Type

Supplier

Product Name

Product Code

Quantity

Lead Time

Budget Allowance

WALL FINISH TYPE

- ☐ Paint
- ☐ Wallpaper
- ☐ Timber Cladding
- ☐ Decorative Panelling
- ☐ Stone Cladding
- ☐ Tile Finish
- ☐ Venetian Plaster
- ☐ Microcement
- ☐ Brick Finish
- ☐ Other

FF PAINT SCHEDULE

Print additional copies as required for each selection.

ROOM/AREA

ITEM

DETAILS

Location

Paint Brand

Colour Name

Colour Code

Finish

Application

Number of Coats

Existing or New Surface

Supplier

Cost Allowance



TAPWARE + SANITARY

SCHEDULE

Print additional copies as required for each selection.

ROOM/AREA

ITEM

DETAILS

Room / Area

Product Type

Brand

Model Number

Finish

Coating Type

Supplier

Lead Time

Warranty

Cost

Installation Requirements



APPLIANCE

SCHEDULE

Print additional copies as required for each selection.

ROOM/AREA

ITEM

DETAILS

Appliance Type

Brand

Model Number

Supplier

Lead Time

Dimensions

Power Requirements

Plumbing Requirements

Ventilation Requirements

Cost

Warranty



LIGHTING

SCHEDULE

Print additional copies as required for each selection.

ROOM/AREA

.....

ITEM

DETAILS

Room / Area

.....

Light Type

.....

Brand

.....

Product Name

.....

Supplier

.....

Finish

.....

Colour Temperature

.....

Dimmable

☐ Yes ☐ No

.....

Quantity

.....

Lead Time

.....

Cost

.....



HARDWARE

SCHEDULE

Print additional copies as required for each selection.

ROOM/AREA

.....

ITEM

DETAILS

Room / Area

.....

Hardware Type

.....

Product Name

.....

Supplier

.....

Finish

.....

Product Code

.....

Quantity

.....

Lead Time

.....

Cost

.....



Print additional copies as required for each selection.

ROOM/AREA

ITEM

DETAILS

Door Type

Door Height

Door Width

Door Style

Paint Finish

Hardware Finish

Supplier

Cost Allowance

DOOR TYPE

- ☐ Swing (solid)
- ☐ Swing (Glass)
- ☐ Barn Sliding (on track)
- ☐ Pocket slider
- ☐ Bi-fold
- ☐ Glass sliding (external)
- ☐ French Doors
- ☐ Entry Door
- ☐ Consertina Door
- ☐ Double Doors



WINDOW FURNISHINGS

SCHEDULE

Print additional copies as required for each selection.

ROOM/AREA

.....

ITEM

DETAILS

Room / Area

.....

Window Location

.....

Fabric Selection

.....

Track or rod detail

.....

Operation

.....

Light Control

.....

Supplier

.....

Lead Time

.....

Budget Allowance

.....

WINDOW TREATMENT TYPE

- | | |
|---|--|
| ☐ Sheer Curtains | ☐ Venetian Blinds |
| ☐ Blockout Curtains | ☐ Plantation Shutters |
| ☐ Double Curtains (Sheer + Blockout) | ☐ External Screening |
| ☐ Roller Blinds | ☐ Motorised System |
| ☐ Roman Blinds | ☐ Other |



CEILING DETAIL

SCHEDULE

Print additional copies as required for each selection.

ROOM/AREA

ITEM

DETAILS

Room

Ceiling Height

Ceiling Detail

Cornice Type

Shadowline Detail

Bulkhead Requirements

Lighting Integration



ADDITIONAL NOTES.

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ROOM BY ROOM STYLE

CHECKLIST

ENTRY

Furniture Required

- ☐ Console
- ☐ Mirror
- ☐ Wall Sconce
- ☐ Artwork
- ☐ Bench
- ☐ Decorative Styling
- ☐ Rug

Notes

LIVING ROOM

Furniture Required

- ☐ Sofa
- ☐ Armchairs
- ☐ Coffee Table
- ☐ Side Tables
- ☐ Entertainment Unit
- ☐ Rug
- ☐ Floor Lamp
- ☐ Artwork
- ☐ Styling

Notes



ROOM BY ROOM STYLE

CHECKLIST

KITCHEN / DINING

Furniture Required

- ☐ Dining Table
- ☐ Dining Chairs
- ☐ Buffet
- ☐ Artwork
- ☐ Feature Light/s
- ☐ Stools
- ☐ Styling

Notes

MASTER BEDROOM

Furniture Required

- ☐ Bed
- ☐ Bedside Tables
- ☐ Lamps / Wall Sconce / Feature Pendant
- ☐ Bench Seat
- ☐ Rug
- ☐ Artwork
- ☐ Window Furnishings
- ☐ Shoe storage
- ☐ Tallboy

Notes



ROOM BY ROOM STYLE

CHECKLIST

BEDROOM 2

Furniture Required

- ☐ Bed
- ☐ Bedside
- ☐ Bedside Lamp / Wall Sconce
- ☐ Desk
- ☐ Chair
- ☐ Rug
- ☐ Artwork
- ☐ Shoe storage
- ☐ Tallboy

Notes

BEDROOM 3

Furniture Required

- ☐ Bed
- ☐ Bedside
- ☐ Bedside Lamp / Wall Sconce
- ☐ Desk
- ☐ Chair
- ☐ Rug
- ☐ Artwork
- ☐ Shoe storage
- ☐ Tallboy

Notes



ROOM BY ROOM STYLE

CHECKLIST

OUTDOOR AREA

Furniture Required

- ☐ Dining Table
- ☐ Dining Chairs
- ☐ Lounge Setting
- ☐ Coffee Table
- ☐ Outdoor Rug
- ☐ Lights / Fan
- ☐ BBQ
- ☐ Styling

Notes

FINAL STYLING WISH LIST

Items To Source Later



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PROFESSIONAL

NOTE

The more organised your selections are, the smoother your project will run.

Clear documentation reduces assumptions, minimises variations, improves communication between consultants and trades, and creates greater confidence throughout the construction process.

This handbook has been designed to help you think like a designer, communicate like a professional, and manage your project with greater clarity from concept through to completion.

Use this handbook as a guide but remember to always be driven by your designer and appointed builder throughout the renovation and build process to ensure everything is covered and accounted for.

Always remember - a successful project is the result of a collaborative, transparent and comprehensive process.