

## 5 Steps to Help Plan Your New School or Remodel an Existing Facility

Step 1: Schedule a Meeting with the Design Team at Veeco, Then Start Doing Your Homework.

Step 2: Image

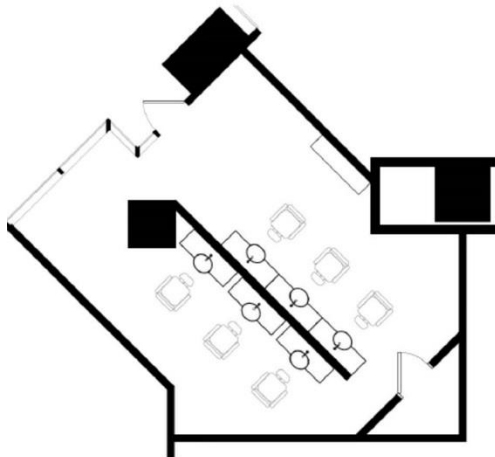
Remodeling should include a renovation of your total image, not just physical changes to your facility. Check out your competition and investigate what makes them successful or unsuccessful. Do your homework, plan your dream, and then make that dream a reality. Ask yourself:



- What do you want your students to see when they first walk in the door?
- What is the image you are looking to project?
- Who are your current clients and what other clients would you like to appeal to?
- What type of lifestyle do they lead?
- Why do they come to your facility?
- How can your image attract the most influential, skilled, and profitable employees?
- What are the areas of your present facility that need improvement?
- Can you add any new services to your business to increase profitability?

Step 3: Get the Facts

Now that you know what is important to you and what type of beauty environment you are planning, it's time to understand what the benefits and limitations of your physical space are. To be prepared to effectively build or remodel your space, consider the following:



- Physical dimensions of your space, including but not limited to, square footage, location and dimension of windows and doors, HVAC, electrical, columns, exposed pipes, movable partitions, ceiling heights, and load bearing walls
- Local, City, or State regulations, including plumbing and electrical codes, that may have an impact on how you can use and lay out your space
- Zoning and Parking Ordinances that may make operation challenging in a given location
- Who your service providers are for gas, electric, trash pick-up, etc., making sure accounts are set up and in good standing. If you are leasing, make sure there are no outstanding bills from former tenant that could delay initiating your services



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#### Step 4: To Buy or to Lease Your Furniture?

You may find that you can afford a lot more furniture than you thought if you consider the options of financing your new pieces. Ask us about the benefits of leasing vs. buying and, working with our partner Coastal Kapital, we can help you navigate the application process and get your loan approved. Some options to consider are:

- Leasing: Extending Your Payments Over a Fixed Term
- Bank Loan: Making Installment Payments to Clear Loan Balance
- Cash Purchase: Using Working Capital for the Acquisition of Additions to Your Space



#### Step 5: Give Yourself Enough Time

As with anything worth doing right, an involved project like a build out or complete renovation can take time. It's not uncommon for the process, beginning with your first meeting with a salon designer and the completion of your new salon, to take at least six months to a year. This may seem long, but remember you need to include time for:



- Building Permits and Inspections
- Build Outs
- Plumbing and Electrical Work
- Utility and Phone Installations
- Unexpected Delays

We do our best to provide all our clients with a reasonable expectation of when their furniture will be finished and delivered but always recommend that you don't plan your Grand Opening until you are actually open and have had a chance to settle in. This allows you to show off your salon after you have had the chance to add all the little extra touches like

plants, pictures and accessories. Expect some speed bumps along the way, but keep your focus on your vision and making your dream salon become a reality!!!



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## Important Questions to Ask Before Building or Opening Your Cosmetology School

It is important to assess your current layout and your long-term dream before undertaking the process of opening a new salon or redesigning your current facility. While this is not an all-encompassing list of questions, here are some important points to consider asking yourself as you get ready to begin this process:



### The Nuts & Bolts

- What is the total square footage of your space and do you have a floorplan, layout, or blueprint?
- What are the outer walls (brick, cinder block, sheetrock)?
- What walls are load bearing?
- If you are a tenant, are there any use or renovation restrictions that your landlord has communicated to you?
- What is the capacity of the water heater and is it gas or electric?
- What are the available electrical amps?
- What are your HVAC needs?
- What type of front entrance are rear doors does your space have (single/double door)?
- What is the current flooring and is this your preferred flooring choice?
- Are there any permanent columns, obstructions, or unusual wall configurations that you will need to incorporate into the design?
- What type of ceiling is currently in place and how much clearance is there, floor to ceiling?
- What is the interior lighting set up and what is your preferred interior lighting?
- Are there adequate restrooms in the space and are ADA compliance regulations satisfied?
- What is your remodeling budget?
- What is your budget per station?



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## Your Reception Area

- Is there a pre-existing reception area and, if not, is construction of a reception area included in the remodeling plans?
- How many customers should your waiting area accommodate?
- How many employees will be working in the reception area?
- Will there be a computer in the reception area?
- Is the reception area properly wired for data and phone lines?
- Have you purchased and researched phone systems and intercom options?
- Will there be a cash register, small safe, or credit card machine at the reception desk?
- How much storage space required in reception area?
- Do you prefer a standing or seated reception desk?
- Do you plan on having a coffee bar or water cooler in your reception area?
- Would you like to provide your customers with power outlets and/or cell phone charging stations while they wait?
- Will you need space for retail in your reception area and, if so, what is the largest product you will have on display?



## Additional Considerations for Your Space

- If a Cosmetology School, how many students will you have on the floor and in each classroom? How many classrooms do you plan on?
- Will your students be doing primarily cut/blower work, set work, or a combination?
- In your salon, will you have a separate shampoo area and, if yes, how many bowls do you anticipate?
- How many hair dryers will you need?
- Will you have a color processing area and, if yes, how many processors will you have on the floor?
- Will you need a dispensary and color area?
- Will you offer manicure and pedicure services?
- How many treatment rooms for waxing, massage, facials, etc.?
- Do you need an office or break room?
- Have you planned for a Washer/Dryer and do you know what capacity you would need?
- Will you need additional storage off the floor for product, towels, capes, etc.?

The better prepared you are for your design consultation the easier it will be to collaborate on your vision!!! We look forward to meeting you and helping to make your dream a reality.



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