

**Purpose:**

This SOP outlines the steps and best practices for creating exterior and interior mock-ups. Mock-ups serve as a test run to identify issues not shown on drawings, such as layout conflicts involving MEP systems or furniture. Early completion of mock-ups helps prevent costly delays and design errors. Mock-ups will be revisited throughout the project for troubleshooting and review.

Procedure:

- 1) Schedule
 - a) Interior Mock-Up
 - i) Develop a schedule using timelines and a work sequence that would correlate with your overall project timeline. This determines actual time frames for your schedule.
 - ii) Build the mock-up early to uncover hidden conflicts and adjust rough-ins or processes as needed.
 - b) Exterior Mock-Up
 - i) Use the mock-up as a sequencing test for installation, regardless of size or type.
- 2) Location
 - a) Onsite:
 - i) Preferred option for easy monitoring, coordination, and review.
 - b) Offsite:
 - i) Choose a location close to the job site.
 - ii) Rent space if budget allows and keep the mock-up accessible for as long as possible.
- 3) Design
 - a) Architect and owner determine the room/unit type and layout.
 - b) Interior Mock-Up should include:
 - i) Full room layout
 - ii) Bathroom
 - iii) Corridor outside the room/unit
 - c) Exterior Mock-up
 - i) May be small sections of different types of materials
 - ii) Ideally, build a larger wall section to review multiple finishes together.
 - iii) Pay attention to potential conflicts, such as:
 - 1) Railings (mounting, sealing, reinforcement)
 - 2) Air/weather barriers (compatibility of different waterproofing systems)
 - 3) Material terminations (flashing, coping metals, stone coping)
- 4) Construction
 - a) Use approved materials per submittals.
 - b) Build mock-ups to reflect actual building conditions.
 - c) Address conflicts during construction, especially above-ceiling issues.



- d) If possible:
 - i) Arrange courtesy inspections by local code officials or third-party MEP inspectors.
 - ii) Schedule a preliminary review of air/weather barriers with the owner's moisture consultant.
- 5) Documentation
 - a) Photograph each stage of mock-up construction.
 - b) Create dedicated photo albums for each mock-up type for future reference.
- 6) Review
 - a) Conduct rough-in reviews with the design team (box walks), even if not required.
 - b) Furnished mock-ups may require review by:
 - i) Design and ownership teams
 - ii) Corporate representatives (for hotels) for finish and layout approval
 - c) Use review sessions to confirm or adjust construction details for actual building rooms.