COURSE OUTLINE

Building on previously studied design concepts, you will apply your knowledge and skills to produce a comprehensive design project that focuses on commercial interior spaces, primarily the office environment. All phases of design are covered, from the first phase of Programming to final phase of Contract Administration.

SUMMARY

Project #1  Programming and Schematic Design  Grade Value: 20%
This project focuses on the schematic phase of design. It promotes creativity and requires a strong concept. All students must research sustainable materials and incorporate them into their built environment. A model is also required for this project to be used as a visual design tool and interior materials study.

Project #2  Design Development and Contract Documents  Grade Value: 40%
This project allows you to further develop project #1. One can rethink and refine their space plans as the design development process continues. Once this is completed, you move on to Contract Documents. The following documents will be completed:

Title Sheet
Partition Plan
T&E Plan
Reflected Ceiling Plan
Floor Finish Plan
Wall Finish Plan
Furniture Plan
Detail Sheet - to include key plan, elevations, sections and detail drawings

Also included in this project is the design binder that includes all the F, F & E specifications of required areas. Additional research for all green projects used is also included in the binder. All is completed to establish a budget for the project.

Project #3  Research and Design - Presentation Tools and Techniques  Grade Value: 40%
This project is a much larger project with a more complex program. Exiting requirements are reviewed. Workstation layouts/functions are discussed further in depth at this time. Students are required to develop a strong concept to be implemented throughout the space. Color renderings and perspective drawings are required in the final presentation as well as all furniture and finish selections.
Project #1  Programming and Schematic Design.  Grade Value: 20%

Project Description

You have been hired to design a space for the marketing and advertising department of a large fashion design corporation. As their company continues to grow, the main headquarters in New York found that opening a satellite office in the San Francisco area would benefit the company.

The client also wishes to use this space as a showcase for their environmentally progressive corporate policies. Specifically they would like to illustrate some component of how they use water. This could be specifically its use in the building or the manufacture of their product. Your design should reflect some form of research which informs your design solution.

The Client: Marketing and Advertising Department of a large fashion design corporation.

The Goal: Further develop the interior space based on the client’s needs and incorporate green/sustainable materials.

1. Space Plan - Scale: 1/4” = 1'-0”
   After preliminary discussions with the clients, the following requirements have been determined:

   • Reception area with desk for (1) and guest seating for (4). This employee serves as a receptionist/administrative assist. He/she is responsible for mail distribution, maintaining the conference area and assisting in client billings.

   • Work areas for the following employees:
     (1) Executive Director of Marketing and Advertising. This person works closely with the Account Executive and the creative team. He/she requires a minimum of 120 square feet but is open to being in an open plan to promote team work and collaboration.

     (1) Account Executive. The Account Executive oversees all accounts and also works closely with the creative team. He/she requires a minimum of 120 square feet but is open to being in an open plan to promote team work and collaboration.

     (1) Administrative assistant to the Marketing Director/Account Executive. This person assists the Executive’s with administrative duties such as billings, payroll, and manages the office supplies, etc. - keeps the office running smoothly. This person needs a minimum of 48 square feet.

     (5) Designer’s (Creative Team)
     Each designer requires a minimum of 48 square feet. Close proximity to the workroom is desired.

   • Conference Room for a minimum of (8) people.

   • Workroom/Storage Room/Team Building Room
     This space is very important. This is where presentations are made, team meetings/brainstorming sessions are held. Large format printers and scanners are also located in this space.
     Minimum square feet: 175 square feet

   • Photocopy/ Fax/ Mail area

   • Area for refrigerator, sink, and microwave.

   • (1) ADA Accessible Restroom (1 Toilet, 1 Sink)
You must include furniture layouts in all rooms. This plan does not have to be rendered.

2. **Model - Scale: 1/4\" = 1'-0\"**
   - Model can be made of mat board or wood
   - Use of color and materials is required – a lecture to further discuss this will be given.

3. **Concept Materials Board**

To help your client better understand the concept and overall feel you are trying to establish, you must develop your general color palette/ materials board with concept drawing(s). The board(s) should include the following: Below are the minimum requirements. Furniture selections are NOT required.

- Main paints/Wall finishes
- Flooring materials
- Concept fabrics.
- Finishes for cabinetry and
- (1) Elevation Rendered: Scale: 3/8\" = 1'-0\"
- (1) Perspective Rendered
- Floor plan with **labels**, Scale: 1/4\" = 1'-0\" (Does not have to be rendered)
Now that you have completed the initial space plan and the client has approved your concept, you must move forward to the next phase of design. This phase consists of Construction Documents which are used to; 1. Establish the budget for the project; 2. Get the project built.

Before a client begins the construction process, they need to have determined the estimated cost of the project and whether or not it fits into their planned spending. These drawings are distributed among contractors who will bid on the job.

Once a bid is approved and a contractor is appointed to the job, these drawings will be used to construct your design - your vision. Details must be precise and your design must be clearly executed in these drawings or you may not get the correct outcome.

The following must be completed:

**A. Construction Drawings**

Sheet 1. Title Sheet:
- T-1 A. Client name/address, your name, class, date.
- B. Table of Contents (Sheet Index)

Sheet 2. Partition/Floor Plan
- ID-1 A. Dimension locating walls, doors and windows (new only)
- B. Room Numbers
- C. Door Numbers
- D. Window Numbers
- E. Key Notes as required

Sheet 3. Telephone/Electrical Plan (T&E Plan)
- ID-2 A. Telephone outlet locations (dimensioned as necessary)
- B. Electrical outlet locations (dimensioned as necessary)
- C. Computer (data) outlet locations (dimensioned as necessary)
- D. Legend

Sheet 4. Reflected Ceiling Plan
- ID-3 A. Light locations (dimensioned as required)
- B. Show all ceiling design features - All ceiling heights to be called out.
- C. All HVAC Supply and Returns – Approximated
- D. Exit Signage
- F. Legend

Sheet 5. Floor Finish Plan
- ID-4 A. Locate change of floor finishes in same room/space and dimension as required.
- B. Legend

Sheet 6. Furniture Installation Plan
- ID-5 A. Furniture locations
- B. Legend
Sheet 7. Schedules
ID-6
A. Door schedule
B. Window schedule
C. Finishes schedule

Sheet 8. Detail Drawings
ID-7
Select a detail in your design and produce any of the following to convey the intent:
A. Enlarged area of floor plan
B. Elevation of this area.
C. Section
D. Axonometric
Project #3  Research and Design - Presentation Tools and Techniques  Grade Value: 40%

As part of the relocation of their southern California operation, the Client has purchased a warehouse in the greater Los Angeles area. Their desire is to operate Sales, Operations and Accounting out of the same building. The design should accommodate the program and all relevant codes while fully embracing the company culture aesthetic. In 5 weeks you will be presenting to the Company president.

Your Client is one of the following:-

The Paul Smith Company
Bang and Olufsen
Mizuno Sports

The Program

First Floor

1. Lobby – 700 sf (double height space)
   reception desk with 14’ linear feet
   guest seating for 4
   stairs to second floor

2. Conference Room – 460 sf

3. Lunch Room/Kitchenette – 500 sf

4. Computer Room – 160 sf

5. Warehouse Manager’s Office – 160 sf (accessible from warehouse only)

6. Operation’s area
   operations manager’s office – 160 sf
   human resources manager’s office – 160 sf (accessible to warehouse and office)
   work area for printer and office supplies – 80 sf
   16 work stations - 8 sf x 8 sf (one accessible from warehouse and office)
   design room – 200 sf (accessible from warehouse and office)

7. Restrooms – 400 sf

8. 2 stairs (one accessible from the lobby)

Second Floor

1. Showroom – 700 sf

2. Sales area (physically separate from accounting area)
   company president – 500 sf (includes private restroom)
   sale’s managers office – 160 sf
   10 work stations – 8 sf x 8 sf

3. Accounting area (physically separate from sales area)
chief accountant’s office – 160 sf  
10 work stations – 8 sf x 8 sf  
area for 18 linear sf of lateral files

4. Restrooms – 400 sf

5. 2 stairs (one accessible from the lobby)

6. Office Supplies – 100 sf

The Presentation

Your presentation boards will include the following:

1. Presentation space plan - scaled (1/8" = 1'-0")

2. Minimum of (2) interior perspectives

3. Minimum of (1) interior detail design drawing: at appropriate scale, presented in elevation, detail, section and/or isometric to convey the design intent

4. Minimum of (2) interior elevations

5. Interior Finish Selections: floors, walls, doors, cabinets, etc.

6. Furniture, finish and upholstery selections for the following:

   A. Reception  
   B. Typical Executive Office  
   C. Typical Manager’s Office  
   D. Typical Workstation layout with finishes  
   E. Lunch Room  
   F. Main Conference Room  
   G. Feature Room based on Concept

7. You must participate in the verbal presentation of your project.
The Schedule

Week 1:
Tuesday, August 27
- introductions
- course review
- assign project 1
Thursday, August 29
- space planning development (context)

Week 2:
Tuesday, September 3
- space planning development (adjacencies)
Thursday, September 5
- space planning development

Week 3:
Tuesday, September 10
- finalize plans
Thursday, September 12
- model development

Week 4:
Tuesday, September 17
- model development
Thursday, September 19
- finalize model

Week 5:
Tuesday, September 24
- concept material board development
Thursday, September 26
- concept material board development

Week 6:
Tuesday, October 1
- finalize concept material board
Thursday, October 3
- group presentations
- assign project 2

Week 7:
Tuesday, October 8
- title sheet, partition plan
Thursday, October 10
- T & E plan, reflected ceiling plan

Week 8:
Tuesday, October 15
- wall finish plan, finish floor plan
Thursday, October 17
- furniture installation plan/job book

Week 9:
Tuesday, October 22
- job book
Thursday, October 24
- job book
Week 10:
Tuesday, October 29
- detail drawings

Week 11:
Tuesday, November 5
- Holiday (no class)

Week 12:
Tuesday, November 12
- detail drawings

Week 13:
Tuesday, November 19
- develop client profile and design concept

Week 14:
Tuesday, November 26
- finalize plans

Week 15:
Tuesday, December 3
- design development

Week 16:
Tuesday, December 10
- design development

Week 17:
Tuesday, December 17
- presentation development

Thursday, October 31
- detail drawings

Thursday, November 7
- Holiday (no class)

Thursday, November 14
- final presentation
- assign project 3

Thursday, November 21
- space planning

Thursday, November 28
- HOLIDAY!!!!!

Thursday, December 5
- design development

Thursday, December 12
- presentation development

Thursday, December 19
- final presentation