

Design Process:

Knowing where to begin, what information to obtain and then how to proceed through the installation is a comprehensive task.

Designers follow a "Design Process" to ensure they satisfy their clients needs.

- A. INITIAL CLIENT CONTACT: (WHY IS THIS MEETING SO IMPORTANT? AS THE Designer? AS THE CUSTOMER?)**  
Evaluate compatibility (DON'T TAKE EVERY JOB, MAY NOT BE PROFITABLE...)  
Designer: project fits firms, time frame, and staff load  
Clients: evaluates previous projects  
Interview of each other  
Contracts are signed to proceed.

**TIME FRAME:** Critical for commercial projects. Can be penalized a fine for each day late. You must work from a given date and back up to determine the allowable time for each phase of the design.

- B. PROGRAMMING: (5-15% of the time spent on the project)**  
Information Gathering...  
Identify and analyze the needs  
Understand clients desires and wishes  
Review existing conditions that will remain

Examples of what a designer will pick up during programming in a Commercial Project:

- 1) Budget for renovation, furniture, finishes
- 2) Style preferred
- 3) Existing Furniture/Artwork/accessories to reuse
- 4) Renovation: Field measure space (columns, outlets, network jacks, thermostats)
- 5) Photograph existing space/ new space if available
- 6) Determine codes and safety requirements that need to be met
- 7) Determine schedule
- 8) Space requirements/ adjacencies, privacy issues, storage and filing
- 9) Equipment that will be used and its location

Examples of the information a designer will gather in a residential job.

- 1) Age, number, sex, size, activities and relationships of everyone living in the house.
- 2) Stage in the lifecycle
- 3) Lifestyle: Hobbies and Activities(entertainment, meals, music, games, tv, cooking etc.)
- 4) How long do they plan to live in the house.
- 5) Taste...likes and dislikes of the family
- 6) Functional goals
- 7) Equipment needs
- 8) Space requirements
- 9) Cost/budget
- 10) Maintenance issues

**GOOD BEGINNINGS MAKE FOR GOOD ENDINGS!!!!**

**C. CONCEPTUAL/SCHEMATIC DESIGN will include: (15-20% of the design time)**

- 1) The formulation of preliminary broad-based concepts.
- 2) Decisions on character, function and aesthetics
- 3) Matrix: indicates relationships of spaces (page 190)
- 4) Bubble diagrams
- 5) Block diagrams
- 6) Preliminary floor plans/space plan
- 7) Several color options for finishes
- 8) Furniture choices

**D. FINAL DESIGN DEVELOPMENT (30 – 35% of the design process)**

- 1) Approval from customer has been provided
- 2) Complete Construction Documents (floor plans, elevations, sections etc.)
- 3) Write bid specifications
- 4) Designers will work with other professionals for mechanical, electrical and structural requirements.
- 5) FF&E spec book

**E. CONTRACT ADMINISTRATION (5-15% OF TIME)**

- 1) Most rewarding of the phases
- 2) All design decisions become reality.
- 3) Orders are placed, subcontractors begin installing their products
- 4) Coordination is critical in order for subs to not interfere with each other's work.
- 5) Site visits become regular to check quality and stay on schedule
- 6) Punch list is established.
- 7) Furniture is installed

**F. EVALUATION**