Project Goals: This project will require:

- Interviewing Client
- Evaluating client needs
- Collaborating with Industry Representatives
- Writing a detailed programming document
- Preparing quick schematic solutions to a design problem
- Developing appropriate 2D/3D drawings
- Preparing appropriate renderings to sell a concept
- Working with a limited budget
- Working with State of MS Furniture Contracts
- Preparing budget estimates
- Applying ergonomics, and justifying how selections support design intent and human well-being through visual and oral presentation
- Working as a team

Project Description:
Students in ID 240 will be working on a real-world project for the proposed USM Marine Research Facility to be located at the Port of Gulfport facility which will be built at the intersection of Hwy 90 and 30th Ave in Gulfport, MS. Eley/Guild/Hardy Architects is the architectural firm responsible for the design while Amy Varner is the interior designer overseeing the interior package. Because the firm was not hired to produce the furniture package, the Interior Design Program was contacted by Dr. Monty Graham, the Department Chair of Marine Science, to assist with this portion of the job. We will be meeting with Amy Varner and the end-users on January 25th to program the furniture needs and learn details about the project. The construction package will go out to bid during the 1st quarter of 2017 and will have an accelerated construction schedule. The anticipated move-in date is early 2018.

This project will be completed as a team of 4-5 students and will require extensive research, programming, and development of schematic ideas, furniture specifications and estimations, as well as 2D and 3D drawings/renderings. Students will interview the clients to determine the scope of work and budget and will have approximately four weeks to develop a preliminary proposal that will be presented to the client on Wednesday, February 20th. An additional 2½ weeks will be provided to make revisions and prepare for the final presentation. You will have an opportunity to consult with the end-user as well as outside consultants such as manufacturer reps and local furniture dealership designers and sales consultants.

Team Research: Due Date: February 1st
Interior designers must be able to employ methods of inquiry, data collection and analysis to appropriately frame design questions. As a team, you will need to investigate and document the following topics:

- Codes/ Regulations/ Planning Guidelines
  Before any design work begins, a designer must identify, understand and apply the applicable codes in order to protect the health, safety and welfare of the building occupants. Being this project involves only furniture specifications, you should concentrate on codes that apply to this aspect of the design.
  Identify the following:
  - Adopted Codes for this jurisdiction (City of Gulfport Building Codes Services)
  - Identify the Occupancy Classification(s) (refer to Life Safety Plan in CD’s)
  - Means of Egress Summary (Refer to Life Safety Plan in CD’s)
  - Upholstery Standards (Refer to page 20-15 of textbook)
  - WELL Standards that apply to this project (Refer to WELL Standard booklet)
  - ADA/ Barrier Free Design (Refer to textbook, 9-3, 9-5, 9-12, 9-16)
Precedent Study
Designers should use precedent to inform their design solutions. A design precedent is a proven design that you can use for the basis of what you are designing. Identify 3-5 case studies that serve as inspiration for similar facilities. Compose one 11 x 17 digital slide of imagery to later be included in your final booklet. Identify the name of the facility, location and point out specific features that serve as inspiration to your concept. See example precedent study on website.

Research Summary
Interior designers identify, analyze and apply information from a variety of sources to develop a successful response to user needs and to promote health and wellbeing. Applying what you learned from ID 178 (Human Factors), locate and copy information related to anthropometrics, ergonomics and human comfort for this project. Also, locate at least three scholarly articles on classroom design and summarize your findings in 1-2 pages using citations and a bibliography. This short essay will be included in the final team booklet.

Site Analysis
To best understand the context in which the building is located, a site analysis should be conducted. A site analysis is the investigation and evaluation of conditions within which the project will be completed. Since this building is not yet built, this will entail a review of the construction documents to understand parameters you are working within. For instance, where are the outlets, phone lines, data lines, etc. as this will help you understand where desks can be placed. What kind of views are available to avoid glare and determine furniture placement. Where are all the building finishes going to be used so you can select the appropriate fabrics and furniture finishes? You can also discuss the physical location – pedestrian and vehicle approach, exterior characteristics, orientation of building on site etc., natural lighting, etc. Summarize with sketches, notations and/or written summary as needed. This component is not included in final booklet, but rather submitted with the team schematics.

Client Interview
Interviewing the client is one of the best methods for collecting information about the project parameters. Information from the client interview on January 25th will be processed and summarized in the programming document. For this portion, individual handwritten notes should be compiled by all team members and scanned into one PDF file. Make sure the notes identify each team member’s name. Identify the client’s budget and determine time limitations. When will furniture need to be ordered and installed?

Individual and Team Programming Document
After interviewing the client and conducting the research pertaining to this project, each team member will type an individual “draft” programming document as well as identify the project goals. In addition, a design concept statement will be prepared that explains HOW you will meet these design goals. The individual programming document/goals/concept is due Wednesday, February 1st. The team programming document/goals/concept is checked on Monday, February 6th.

Sourcing FF&E Due February 6th
This topic will be discussed in more detail during class and local sources will be identified that fall under the State of Mississippi Furniture Contracts. We will discuss standard procurement methods used by state agencies as well as the importance of using reliable sources that have sound business practices who will support you, the designer, throughout the project. There are a lot of considerations to make when specifying furniture. For this section, the team will create 11 x 17 slide(s) documenting options for the furniture selections for seating, casegoods, and tables. Make sure to identify the manufacturer and the “series” information for later reference. Check out My Resource Library.
Individual Schematic Design

Individual schematic solutions should be executed through the development of multiple design process drawings to include loose preliminary floor plans. All preliminary work should be drawn on trash/tracing paper and should be organized in sequential order. (Do not throw away any preliminary work.) Include hand written notations that address human factors and goals identified in the program. Individual schematic work should be submitted with the final project on Wednesday, March 8\textsuperscript{th}. There will be several “checks” for the individual process work.

- Preliminary: January 30\textsuperscript{th}
- Revised: February 1\textsuperscript{st}
- Final: March 8\textsuperscript{th}

This portion of the project will receive individual grades based on individual submissions. Make sure individual work is clearly identified and secured in some manner not to get mixed in with other team members’ work. You can tape your sketches onto 11 x 17 paper and bind it in order of when it was produced. Make a cover page for this schematic booklet that includes your name and project name.

Team Schematic Design Due: February 13\textsuperscript{th}

Teams will meet beginning Feb. 1\textsuperscript{st} to review individual schematics and select the best layouts to continue developing as the team solution. How this portion is delegated is decided by the team. (ie: maybe someone on your team is good at this portion, has a good sketching technique, and is accurate in use of scale. etc.) Delegate this to the appropriate person.

Design Development

Teams will have from February 8\textsuperscript{th} to February 20\textsuperscript{th} to develop a loose presentation for the client. This presentation may include color brochures and/or images, sketched floor plans, hand-lettered notations, finishes, etc. Following the February 20\textsuperscript{th} presentation, revisions may need to be made based on client feedback. These revisions will be completed by Wednesday, March 8\textsuperscript{th}. All process work conducted by the team should be maintained and compiled/document similar to the individual schematics. Drawings will include individual room floor plans and three perspective views of your choice (lobby, classroom, lounge or conference room). Quick rendering techniques will be explored using marker and color pencil. All team members will practice the color renderings (make copies onto vellum) and the best renderings will be incorporated into the final package.

Information about Packaging

- Team projects will be presented as an 11 x 17 spiral bound booklet. Use the program’s binding machine. A digital slide show of this booklet will be presented to the client during the final presentation on Wednesday, March 8\textsuperscript{th}.
- Select a team logo/title and graphic template to use for the booklet and finish board. The university logo is available at: http://www.usm.edu/university-communications/university-logos Make sure the page is mostly a white background and reflects the USM brand as best as possible.
- Include a graphically presented concept statement, design goals, precedent study, and research summary (ie: good font choice and color). In addition, include your team’s final detailed programming document which can be at the end of the booklet or inserted in a room-by-room manner.
- Booklets must include a graphically presented table of contents. Font choice should not exceed 12 pt. All pages should have a page number.
- Finish materials MUST include actual samples that are mounted on one 18 x 20 presentation board. Samples should be coded and cross referenced to a detailed finish specification listing on the front of the board. (See sample boards from past semesters) A label machine is available through the program. Make sure to identify the room names where the materials will be used.
- Identify the following information on the back of the booklet and finish board: Project title, team member’s names, class, semester and year. Please type this information.
- All plans, perspectives and images shown must be labeled using a professional font (10-12pt size). Identify the room name and include a scale or graphic scale for the floor plans. Indicate NOT TO SCALE for 3D sketches. Keep the 3D views fairly large – ½ to full page.
- All plans should be hand sketched and partially color rendered. Include notations and justifications throughout the booklet as necessary to document research findings.
- Digital images of all proposed furniture (and artwork) must be included along with all specifications. Cross reference all items back to the floor plan. (C1, D1, etc.) Specification information should include: manufacturer, model number, color number and estimated price.
- Identify WELL standards through the use of notations.
- A furniture budget estimate must be created using an Excel template. Price each room individually with a total by room and then a grand total at the end. Find a “quotation” template to use with the formula’s already set up. Make sure to include a clear sleeve bound in the back of your booklet to hold the estimate.

Finish Material Selections

You will consider and provide finish samples for the following materials related to the furnishing on this project. ALL materials should be commercial grade and meet fire and durability standards appropriate to the facility. Keep a record of the manufacturer and specification numbers when making selections so you can later identify these in your booklets and sample boards. These materials will be loosely presented during the 1st presentation and the final selections will be mounted on one 18 x 20 sample board. Take a photo of the preliminary finishes and include it in the team schematic booklet.

- Upholstery: Task chairs, sofas, benches, guest chairs, etc. Think about color and lighting in relation to the surrounding building finishes, as well patterns, durability, and maintenance. Hint: Explain selections based on this criteria during your client presentation.
- Mesh: Task chair backs, think about color and maintenance
- Veneer/Laminate: Desks may have a combination of wood and laminate depending on the desk series selected. Work with the manufacturer reps to obtain a sample of the laminate/wood veneer used on all desks, tables, and accent tables throughout the project. Think about building finishes – ie; what are the doors and built-in cabinets made of? Should these contrast or blend? How will you unify these materials?
- Furniture Trim: Trims on commercial furniture can include metal paint colors for desks, files, storage cabinets, task chair arms and base, etc. Again, think about maintenance so it is easy to keep clean. Keep in mind who will be using the space.
- Hardware: There are a lot of choices for drawer hardware/handles – an image will suffice
- Edge Profile: There are usually a lot of edge options for desks and tables. Select an image of the edge profile you wish to use. Standardize this throughout to maintain unity.
- Accessories: Artwork, plants, window treatments, decorative lighting fixtures, etc. Images will suffice. The artwork should relate to the context of the site and end user image.
Check List for Deliverables:

- 1ea 11 x 17 Individual Schematic booklet – bound in sequential order with individual program/goals and concept statement and color practice renderings
- 1ea 11 x 17 Team Schematic booklet – include a color image of preliminary finishes proposed and any other documentation collected during the design process.
- 1ea 11 x 17 Presentation Booklet presented room by room
- 1ea 18 x 20 Sample Board with spec listing

Team Written Components:
- Concept Statement
- Goals/objectives
- Precedent Page
- Typed Research Summary with citations and bibliography
- Typed Team Programming Document
- Annotations that point out Human Factors and WELL research findings
- Annotations that point out certain selling features that are important for your client to know (sell your selections)
- Specification information under all images
- Price Quote of Final selections

Teams must share a copy of their final project in PDF format with the professor submitted as one single PDF file.

Confidential peer evaluations are due March 8th
**Important Check Dates**

Note: Checks that are not 75% complete and presented on the due date will lose from 1 - 5 points each off the overall course points of 1,000. These deductions can add up quickly, so manage your time and stay on top of these important deadlines.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>What</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. Jan. 23rd</td>
<td>DISC Personality Profile</td>
<td>10</td>
</tr>
<tr>
<td>Wed. Jan. 25th</td>
<td>Field Trip to Eley Guild Hardy</td>
<td>10</td>
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<tr>
<td>Mon. Jan. 30th</td>
<td>WELL Building Worksheets</td>
<td>20</td>
</tr>
<tr>
<td>Mon. Feb. 6th</td>
<td>Check: Individual Programming Document/goals/concept</td>
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</tr>
<tr>
<td>Wed. Feb. 1st</td>
<td>Check: WELL Video Completed</td>
<td>10</td>
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<tr>
<td>Mon. Feb. 20th</td>
<td>FF&amp;E Sourcing</td>
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<tr>
<td>Wed. Mar. 1st</td>
<td>Check: Final Team Furniture Room layouts</td>
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<tr>
<td>Mon. Mar. 6th</td>
<td>Check: Individual Renderings (plans)</td>
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<td>Wed. Mar. 8th</td>
<td>Project Due with Client Presentation</td>
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<tr>
<td>Mon. Mar. 20th</td>
<td>Exam 1 (CH 4, 5, 19, 20, 26, WELL, and Notes)</td>
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*These points are included in the project grade.

Check Points

- 75% - 100% complete = 0 point deduction
- 50% complete = 1 point deduction
- 25% complete = 2 point deduction
- Less than 25% = 3 point deduction
- No Attempt = 5 point deduction
GRADE SHEET
Marine Research Facility

ID 240 Interior Design II

Name: ____________________________

I: Team Research (40 Points)
   - Codes/Regulations/Planning Guidelines Summarized 5 pts ______
   - Precedent Study (Case Studies) in final booklet 10 pts ______
   - Research Summary in final booklet 15 pts ______
   - Site Analysis Summary 5 pts ______
   - Client Interview notes 5 pts ______

II: Individual Components (50 points) – Bind together
   - Summarized Programming Document 10 pts ______
   - Concept Statement and Design Goals 5 pts ______
   - Schematic Drawings and Renderings 20 pts ______
   - Peer Evaluations 15 pts ______

III: Team Program and Schematics (50 points)
   - Detailed Programming Document 20 pts ______
   - Concept Statement and Design Goals 10 pts ______
   - Preliminary Process Drawings 20 pts ______

IV: Design (100 points)
   - Furniture Layouts are functional and scaled correctly 20 pts ______
   - Furniture Selections are cohesive and appropriate 20 pts ______
   - Finish Selections cohesive and appropriate 20 pts ______
   - Layout meets program requirements 10 pts ______
   - Layout meets codes/regulations/planning guidelines 10 pts ______
   - Application of human factors/ergonomics/WELL Standards 20 pts ______

VI: Packaging and Presentation (60 points)
   - Professionally executed 10 pts ______
   - Plan Annotations 10 pts ______
   - Renderings (plans and 3 perspectives) 10 pts ______
   - Preliminary Client Presentation 10 pts ______
   - Final Client Oral Presentation 10 pts ______
   - Price Estimate 10 pts ______

Point Scale:
270 – 300  A
240 – 269  B
210 – 239  C
180 – 209  D
Below 180  F

300 PTS ______
FINAL GRADE ______