

Office Design Final Work Requirements

Graphic layout, presentation order and all subjective drawings and perspectives must be approved by instructor prior to submission. There should be no surprises, so manage your time accordingly. Substitutions can be made on occasion, but need to be approved by your professor. **Use key plans and key noting throughout your drawings and selection boards to help coordinate your presentation.** All drawings must be completed to the **highest** level of craft.

Name: _____

Total Points: /160 pts.

Book: (Due 12:30 4/21) /110 pts.

Your name must appear on the title page.

- 1. Introductory Material: 5 pts.**
Review/Reminder information (condensed from pre-design book):
Very brief summary of client background and organization structure
Location Summary with overall floor plan, highlighted quadrant (show restroom location, too), and identify floor number

New/updated information:
Updated + Coordinated Program Table
Concept Statement, Solution Statement, Goals (revise as needed)

- 2. Floor Plans (Main + Mezzanine): 25 pts.**
All architecture, render all flooring finishes, show furniture.
Furniture Key/Legend.

- 3. Reflected Ceiling Plans (Main + Mezzanine): 10 pts.**
Rendered to show material or height, all lighting
Equal scale to floor plans.
Lighting Key/Legend.

- 4. Sections (2): 10 pts.**
Show depth and detail; two story volume; one must cut through mezzanine, important spaces.
Render.
Equal scale to floor plans.

- 5. Interior Elevations (3): 10 pts.**
Important spaces of design interest (Brand wall, entry, kitchen, architectural feature, stair, etc.)
Render.
Possible scales: 1/4", 3/8", 1/2"

- 6. Restroom:** **10 pts.**
Enlarged Plan (1/8" or 1/4")
RCP (same scale as plan)
Interior Elevation (1/4", 3/8", or 1/2" scale)
Must show lavatory wall, wall materials, wall lighting, render.
- 7. Millwork Design Detail:** **5 pts.**
Reception desk or other highly designed millwork piece
Must be custom design and detailed.
One section detail. This millwork piece must clearly show in your other drawings (plans, elevations, or perspectives, etc.)
3/4" or 1 1/2" scale; rendered; notations; critical dimensions.
- 8. Additional Design Detail** **5 pts.**
Highly designed architectural detail
Must be custom by you.
One section detail. This piece must clearly show in your other drawings (plans, elevations, or perspectives, etc.)
Likely 1 1/2" scale; rendered; notations; critical dimensions.
- 9. Perspectives** **20 pts.**
Minimum three are required, more if your design warrants it.
Must show areas of significance; composed to show fore-, mid-, and background design elements;
Lighting design must be demonstrated.
Must be highly crafted.
At least one view must show the office systems furniture solutions for your project.
With each perspective, include a very brief written design justification for your design – refer back to your goals and concept/solution statements for guidance.
- 10. Graphics + Mechanics** **10 pts.**
Graphic layout and visual presentation
Content is king; visual hierarchy; consistency
A storyboard of the book is required and must be approved by the professor.
If graphic presentation is particularly poor, the professor reserves the right to deduct additional points, up to an additional 40 points, for lack of professionalism.
- Writing mechanics
No spelling or grammar errors.
If writing quality is particularly poor, the professor reserves the right to deduct additional points, up to an additional 10 points, for lack of professionalism.

Furn., Finish, and Lighting Selection Boards: (Due 12:30 4/22) /35 pts.

Your name must appear on the front of the boards.

- 1. Composition/Layout 10 pts.**
Layout is graphically pleasing, demonstrating visual hierarchy, and ties in well with the rest of the graphic presentation.
The most important selections are emphasized over the less important selections
The arrangement of selections on the board is logical and helpful in understanding the overall design of the space.

- 2. Craft + Completeness 15 pts.**
All selections are carefully and consistently cut, mounted, and labeled
The boards are professional in appearance and free of frayed edges, tears, or dents.
All primary selections are represented
A minimum of 50% of the finish selections MUST be physical and the remainder may be printed.

- 3. Keys, Notations, Text 10 pts.**
Legends/keys, and schedules are used to identify selections and provide a way to reference them back to the drawings. See in studio examples.
Titles are used to identify the client, designer's name, and studio course.
Headings are used to identify the type of selections, or location of selections as appropriate.
Key plans are used as appropriate, but are not required.

Verbal Presentation: (Occurs 9:00-12:30 4/23) /15 pts.

- 1. Structure/Flow + Use of Visuals 5 pts.**
Your name must appear on the title slide
The overall organization of the verbal presentation is clear and logical.
Sections of the presentation have appropriate and natural transitions tying everything together.

Both the slides and the selection boards are utilized appropriately during the presentation
The visuals are an asset, not a distraction during the presentation
The presenter speaks to the audience, not the screen during the presentation

- 2. Verbal Poise 5 pts.**
If the presenter is nervous, the audience cannot tell by the presenter's tone of voice
Verbal ticks such as "like", "kind of", "um...", and the like are minimally present, or better yet, not at all

- 3. Final Critique Participation 5 pts.**
Attendance at the entire final critique is required
Worthwhile participation in the Q/A time is required

NOTE:

Final presentation file should be a compilation of your most important pages from the book. You will not have time to present everything from your book. Compile into a single multi-page .pdf file (S3Office_yourname.pdf).