

What to Expect From Your Interior Design Professional

Agenda

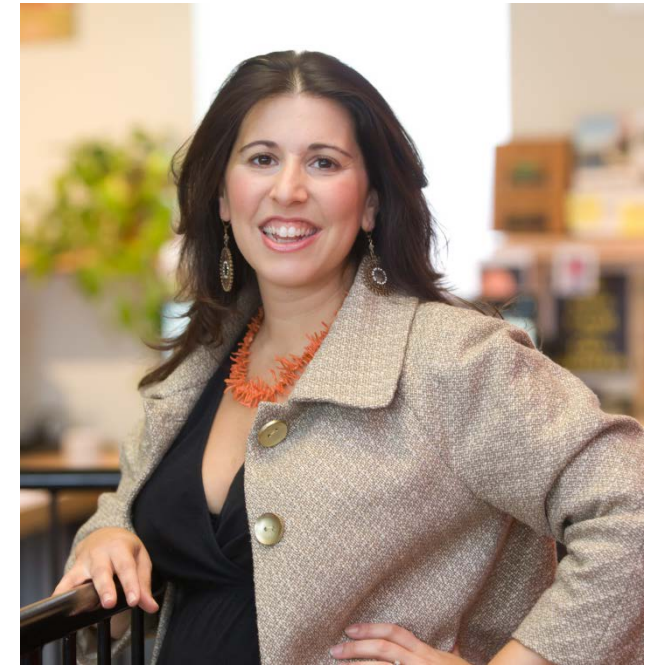
- Introductions
- FF&E Options
- FF&E Process – What to Expect
- Furniture Selection
- Budget – How do you Pay for Your FF&E
- Trends in Furniture



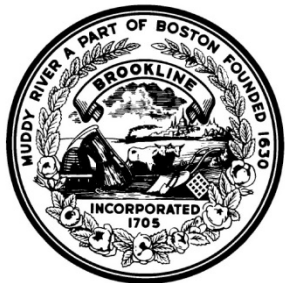
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Chief Procurement Officer



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NCIDQ
Senior Interior Designer



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Lead Interior Designer



FF&E Options

- Establish your team: Do you need an FF&E consultant?
- Limiting quantity of vendors assists in easier management
- Public bids vs. purchasing contracts
- Know there will be challenges at all stages of the process
- Decision making is key
- Don't be afraid to ask questions; it's your building
- If you have questions, check with your colleagues, MSBA

Process Working with an Interior Designer



- It's never too early to start!
- Know who is handling the process from start to finish
- Designers understand educational design, vendors and products
- Familiarity with MSBA



- Visit Showrooms
- Attend Local and National Trade Shows
- Incorporate LEED/ Greenguard certified products
- Know what you are getting in the end and how you will be serviced

Process Working with an Interior Designer

Schematic Design Report Room Data Sheets

Room Data Sheet: **Kindergarten Classroom w/ Toilet**

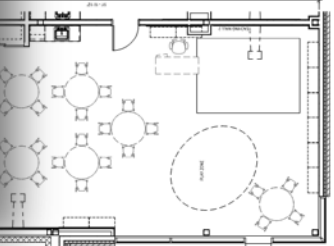
Functional Criteria:
Description: Home base for Kindergarten instruction, including a toilet room.
Program Area: 1262 sq. ft.
Quantity: 4
Occupant Load: 18 students, 1 teacher, 1 or more aides/specialists

Location Criteria:
Users: Teachers, students, specialists, paraprofessionals
Adjacency: Within grade level team, ground floor, other kindergarten classrooms and special education spaces (ELC for grades K-1), central location, near shared extended learning area. Paired with another Kindergarten classroom with a communicating door.
Orientation / Views: Exterior views

Technical Criteria:
Floor Finishes: Linoleum sheet goods
Wall Finishes: Gypsum Wall Board, painted
Projectable Magnetic writable surface at teaching wall location, floor to 7' for teacher and student use
Ceiling Finishes: Acoustical ceiling system, painted gypsum soffits
Acoustical: Meets or exceeds LEED prerequisite for acoustic performance
Windows: Aluminum windows with vision glazing, room darkening shades
Doors: Flush wood door, sidelight
Horizontal mini blinds at vision panels
Classroom hardware set
Communicating door to adjacent Kindergarten classroom
Displacement Ventilation
Hvac: Radiant panels at perimeter for supplemental heating
Alternate: Air Conditioning
Plumbing / FF: Fully Sprinklered
(2) Accessible stainless steel sinks, one with bubbler
Self-contained toilet with kindergarten accessible fixtures
Lighting: Linear pendant direct/indirect
Electrical & Technology: Additional power required to support specific room equipment
Public Address system
Clock System
Wireless network access
(2) Interactive projectors
(2) Mobile Teachers station to coordinate with interactive projector (data & power)
Voice amplification/ Sound field system

Schematic Design Report

Configurations indicated in the attached room layout sheets
Student cubbies with closed faculty storage above, located immediately off the classroom
100sq 12" Wx9" D Rug
Student tables
Student chairs
100sq chairs
Teacher's Desk - mobile
Student Mail box units - mobile
(1) Open shelving/bookcases - mobile
Configurations indicated in the attached room layout sheets
Configurations indicated in the attached room layout sheets
Long, full height millwork storage cabinet with sliding magnetic marker surface doors and internal height adjustable shelving.



Hillside Elementary School 4.1.2.13-1

Hillside Elementary School Dore & Whittier Architects, Inc.

DISTRIBUTION:

Room Number	Room Name	Quantity
202A	CORRIDOR	5
202B	GUIDANCE WAITING	6

Dore & Whittier Architects Inc.
260 Merrimac St. Bldg. #7
Newburyport, MA 01950
978-499-2999

SCITUATE MIDDLE SCHOOL
606 CHEF JUSTICE CUSHING HWY, SCITUATE, MA
02066
13-674


FURNITURE SPECIFICATION - BASIS OF DESIGN

Public Bid:
State Contracts/MHEC:
Section: A-103
Subsection: 1: Seating

FURNITURE CODE: C.04 Chair - Guest Chair - Arms

BASIS OF DESIGN INFORMATION:

Manufacturer: Highmark
Series: Genus Guest
Model No: 3701M AG W39
Description: Guest Chair w/ Arms
Finish 1: Frame: Silver
Finish 2: Glide: W39 - For Carpet
Finish 3: Moverium: Synergy, Aegean



COMMENTS:

- Pricing to include delivery, assembly of components, installation, and removal of packaging waste off-site
- Successful bidder to recycle all applicable packaging waste
- It is the successful bidder's responsibility to confirm that furniture items are ordered in compliance with all local and State fire code requirements
- Furniture items must comply with California Technical Bulletin #117
- Provide manufacturer's suggested cleaning/maintenance specification to client for all items

NOTE: Image for reference only. See above specifications for exact model information

SPECIFICATION:

Overall Dimensions: 23.5" w X 24" X 33" h
Mesh Back Arms - Black Glides for carpet Silver Frame

314-0217

From room data sheets → Installation booklet

Selection What Supports Your Education Program?



Dining Commons



Break-Out Space



Flexibility

Selection Evaluating Products



- Who makes the decisions? Need to defend decisions
- Building committee creates sub committee or group – 3-5 people max
- Meet with end users – leadership, specialists, facilities, students
- Survey Users
- Try not to use FF&E as a VE opportunity
- **Furniture is important!**

Selection Product Demonstration

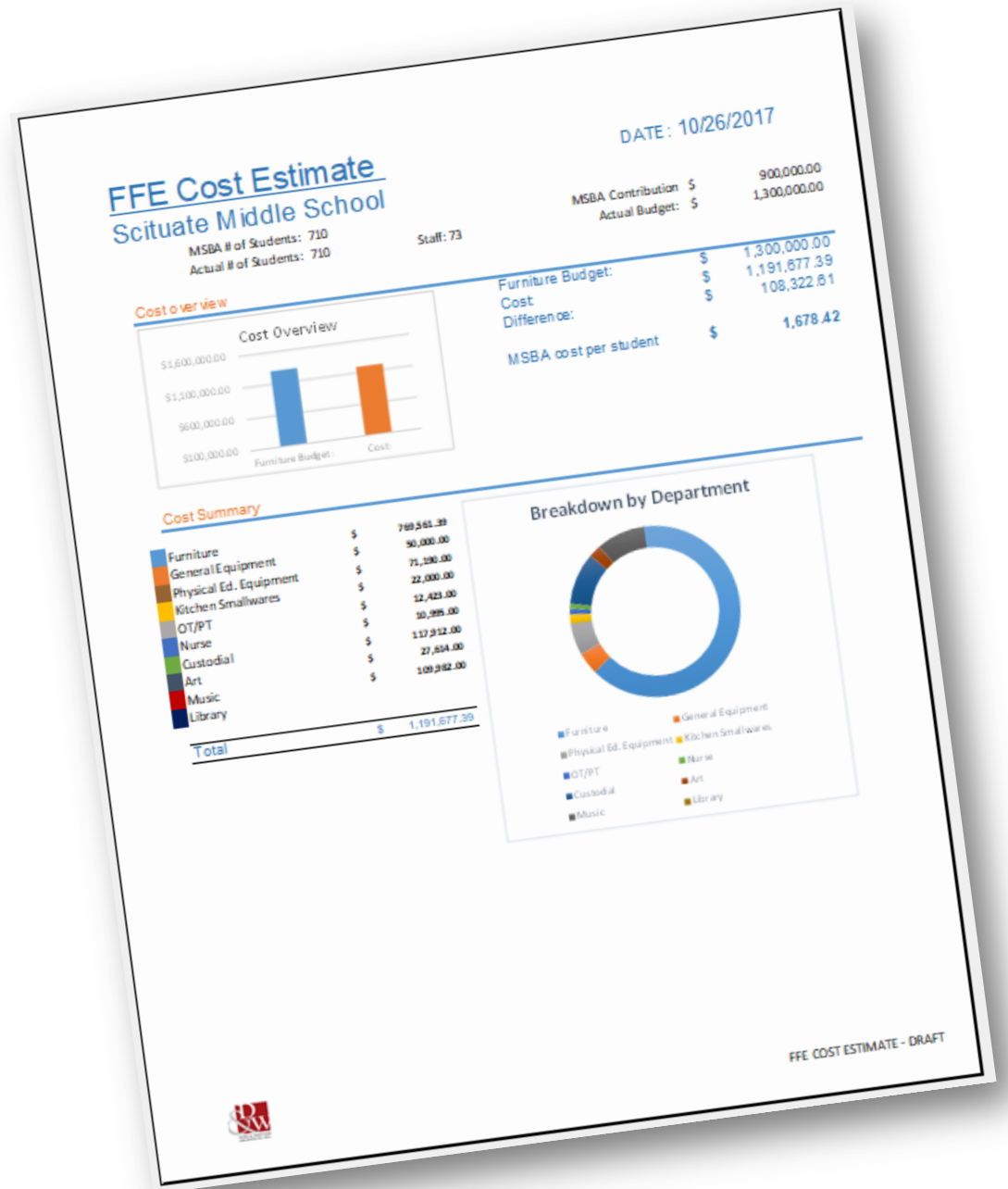
Advantages of attending furniture/ vendor fairs:

- See, touch, sit – talk to manufacturers directly
- Tried and True – products we are familiar with
- New Product Introductions
- Vet out products & vendors we won't work with
- After fairs, have samples delivered to school for testing



Budget Process

- Assign an allowance for equipment for each department
- Understand the MSBA Contribution
- Plan for a contingency following move-in – things change!
- Look at bulk to save money
- Take advantage of contracts to save time and avoid problems



Budget Good, Better, Best



- Evaluate quantity
- Mix and match to meet budgets
- Efficiency in scale
- Using the same manufacturer for better discounts

Budget Purchasing

Benefits of utilizing State Contract, MHEC and National Cooperative Contracts

- Selecting quality vendors
- Purchasing multiple product lines from one company = deeper discounts
- Simplicity of one point of contact .
- Avoid “chaos” just before the opening of the school



Trends in Furniture

- Dual Function / Flexibility
- Casual Environment
- Adjustability
- Movement and Mobility
- Variety of Spaces



Trends Dual Function / Flexibility




Trends Dual Function / Flexibility



Trends Casual Environment

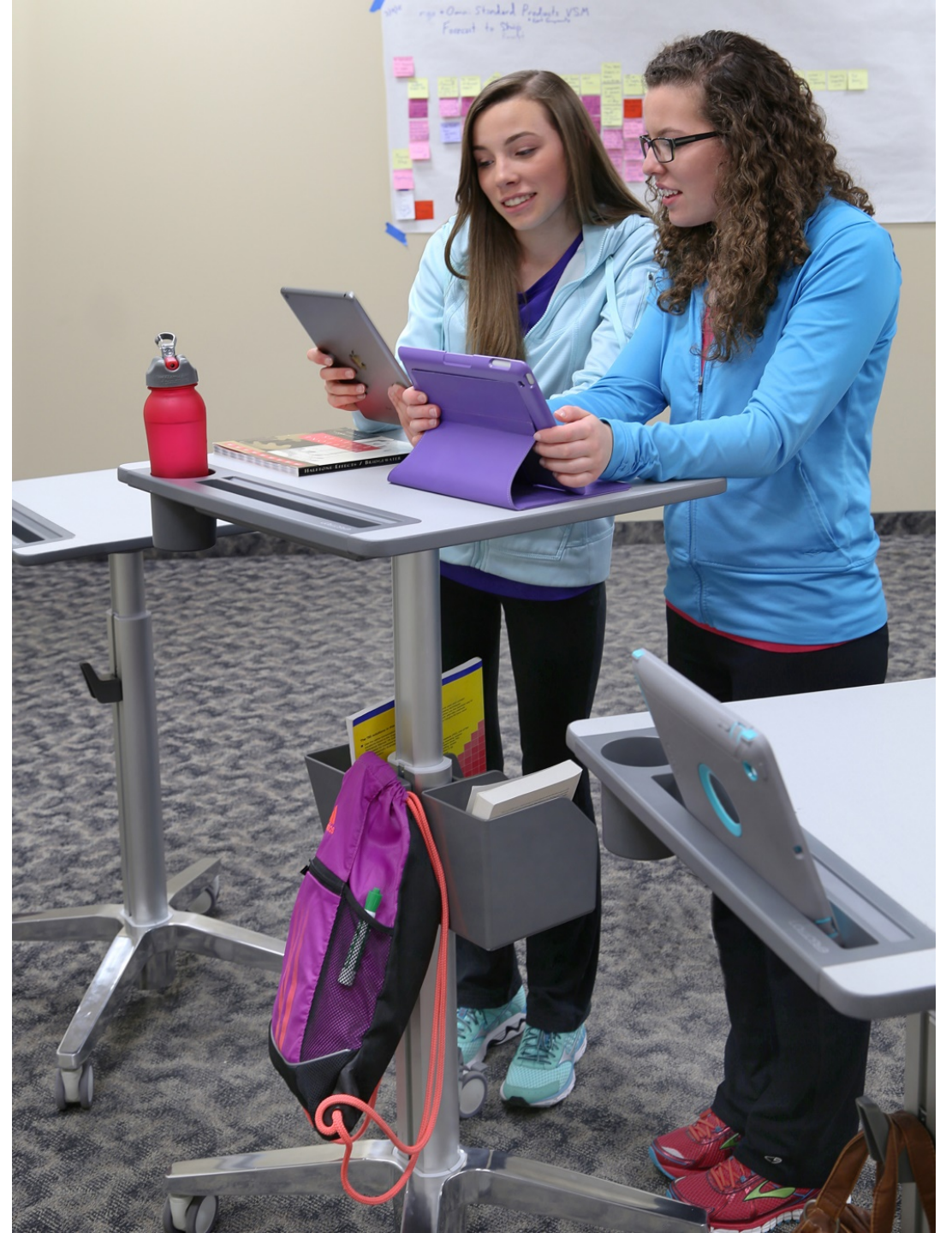
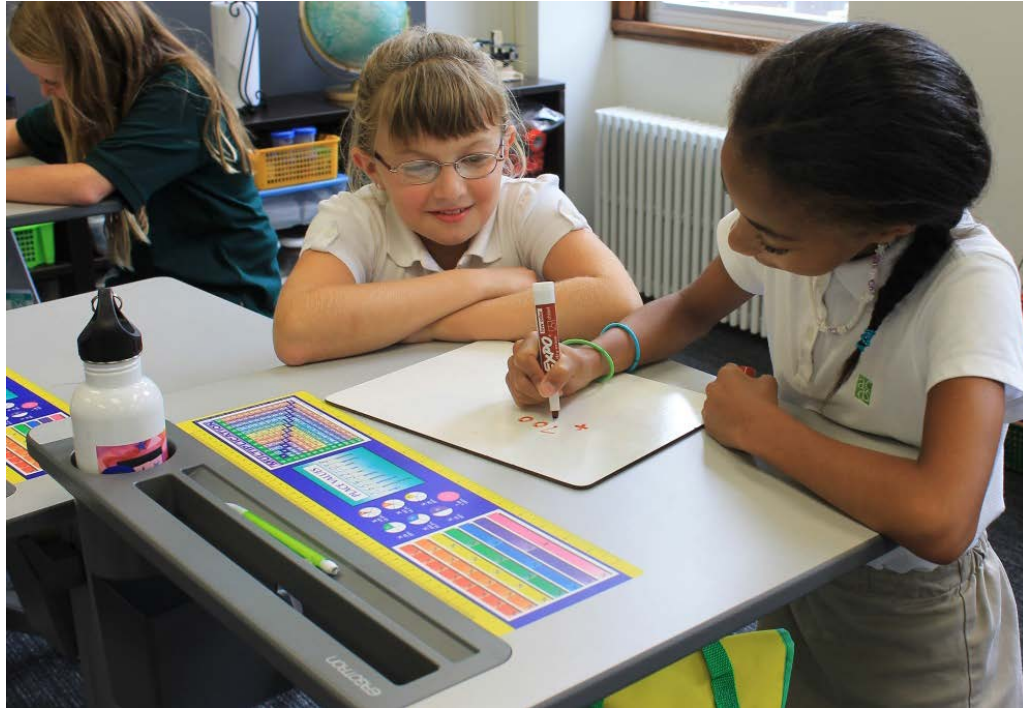


Scituate Middle School, Scituate, MA 



- CAL 133 no longer required
- Fabric technology has come a long way

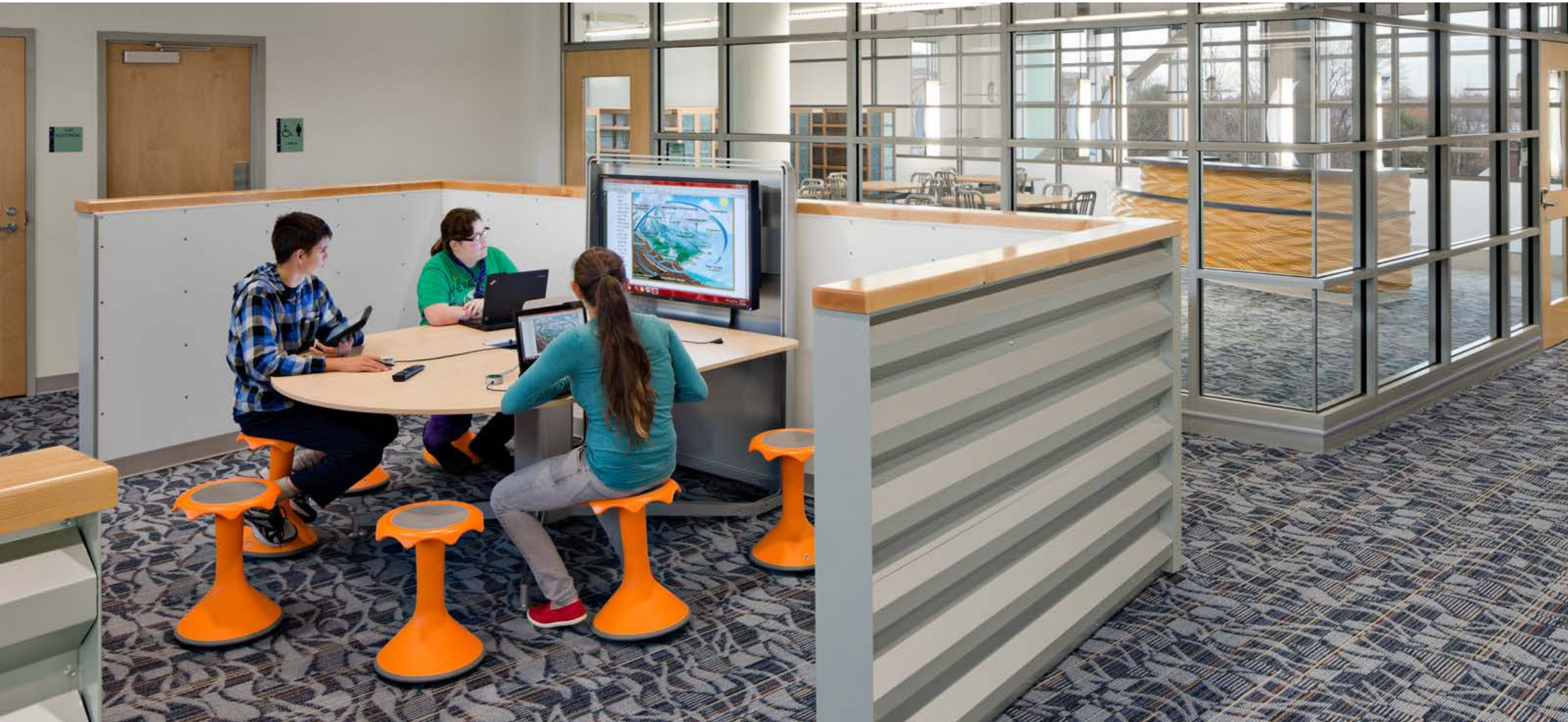
Trends Adjustability



Trends Adjustability / Height Variations



Trends Movement / Mobility



Trends Movement / Mobility



Trends Variety of Spaces



Trends Variety of Spaces



Trends Variety of Spaces



Trends Variety of Spaces





Thank You

Questions?