

Important Note: Contact your unit's facility manager prior to ordering facilities-related services to ensure compliance with University and/or departmental policies, procedures, and standards.

Getting Started

- Establish a defined scope for the interior design project including freestanding strategic furnishings, floor coverings, window treatments, paint, and desired timetable. Establish priorities and budget for each component contained in the scope of the design project. If furniture systems, wall mounted shelving, or major structural changes are planned that will impact building systems, contact AEC Interior Design Services at 763-5570. **If you are not the facility manager for the facilities impacted, then the facility manager(s) should be contacted well in advance and provide approval to proceed before committing to interior design services.**
- Consideration of the timing sequence for multiple services is most important to avoid timetable delays and duplicate costs (e.g. repeat movement of furniture and equipment). For projects that have more than one significant component it may be beneficial to obtain AEC Interior Design Services not only for design specifications but to include project consultation and/or project management and coordination.
- Many UM units have established mandatory building standards for flooring, paint, and furnishings for facilities they occupy and these standards should be addressed before seeking design services.
- If the design project is occurring at a leased property, the UM Real Estate Office must be contacted at 763-2302 in advance of making commitments for design or services related to the project.

Initiating the Project

- Review approved provider information.
- Establish contact with the provider(s) who appear capable of meeting your needs. Note: If other services are required of the design project (e.g. painting, flooring) it may be prudent to determine availability for these other services so as to inform design firms of likely timetable for complete installation of the project.
- Engage design provider(s) in soliciting a quote for services. To avoid future scope conflicts consider scheduling a walk-through with provider(s) before obtaining a quote. Also, the walk-through serves as a good vehicle to initiate communication (and instant feedback) about other

considerations such as the existing condition of areas to be installed, access to the facility including elevators, parking, and any hazards or obstacles to avoid.

- Clarify to potential providers that specifications and drawings are UM property and the provider must forward copies to AEC Interior Design Services and to the UM unit for archival purposes.
- If the estimated design fees for a project are above \$5,000 - or the approved providers cannot meet your needs - contact AEC Interior Design Services at 763-5570.
- Before work begins it is best to include all expectations in writing and have a formal not-to-exceed acknowledgement from the provider.

Project Management/Close-Out

- Work with design provider and providers of other services (e.g. painting, flooring) to establish a logical sequence of installation of all components.
- Review and approve specifications for furnishings, flooring/floor coverings, window treatments and paint.
- Timely inspection of each phase of work minimizes the chance for much larger problems to emerge. Inspections should address the quality of the work and timeliness of service, but also be mindful of changing conditions beyond the control of the provider - where some modification in the timetable might be required.
- Verify work was completed appropriately by performing a final project close-out inspection. Immediately contact the provider with the results of the inspection. If remedies are required, it is important that the results be presented in writing.
- Ensure that provider has delivered copies of specifications and measured drawings before closing the project.