



Standard Operating Procedures

Policy and Procedures Manual

Interior Design Procedure with Professional Service Provider

Purpose

To identify responsibilities as they relate to the selection and approval of interior finishes and furnishings (FF&E) for PMCS renovation projects.

Objective

To guide Project Managers and Professional Service Providers through the selection process for institutionally appropriate interior finishes and furnishings keeping following criteria in mind:

- Durability
- Maintainability
- Warranty
- Historical Significance
- Aesthetic Compatibility

Project Team Responsibilities

PMCS Interior Designer (ID)

The PMCS Interior Designer reviews interior finishes and furnishings as provided by the Professional Service Provider.

PMCS Project Manager (PM)

The Project Manager requests an Interior Design team member. The PM is the primary contact for the client and PSP. PM receives and distributes all PSP documents for review and comment.

Professional Service Provider (PSP)

Outside independent architectural/interior design firm under contract with PMCS.

PMCS Project Specialist (PS)

The project specialist *assigned to the PM/PM's section*, is responsible for processing purchasing documents, tracking purchases, and reporting progress of purchases to the PM.

PMCS Project Control Manager

The PMCS Project Control Manager assigns Interior Design team members at request of Project Manager.

Actions by Phase

Programming/Schematic Design Phase (Schem_Des) 30%

- PM requests a PMCS Interior Designer from PMCS Project Control Manager.



Project Management & Construction Services

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- Project Control Manager assigns project to ID as team member and sends email notification to both.
- PM and ID discuss any established finishes and furnishings (FF&E).
- PM and ID meet with client to review initial project scope.
- PM and ID meet to discuss project and select a PSP.
- PM provides a set of 30% drawings to ID for approval of all finishes and furnishings, established or otherwise.

Design Development Phase (Design_Dev) 60%

- PM and ID meet with PSP to review and establish guidelines for project scope, progress meetings, review specifications, drawings, and installation method.
- ID provides PSP “Recommendations for UT Austin Campus Finishes” and “Recommendations for UT Austin Campus Furnishings.”
- PSP presents specifications and samples of finishes and furnishings for approval *prior* to presentation to the UT Client. The intent of this review is to ensure that UT’s design standards are met. If revisions are suggested, additional finishes/furnishings review meetings may be necessary.
- PSP gives presentation to client, PM and ID. Additional meetings may be necessary.
- After client approval, PSP provides ID with final written specifications and samples. Samples must be labeled with:
 - Product information
 - Relationship to finish schedule
- PM provides a set of 60% drawings to ID for approval of all finishes and furnishings, established or otherwise.

Construction Document Phase (Const_Docs) 90%

- PM identifies purchasing agents, contractors and responsibilities.
- PM and ID review bid package from PSP.
- PS processes purchasing documents provided by PSP.
- PM provides a set of 90% drawings to ID for approval of all finishes/furnishings, established or otherwise.

Construction Phase (Const)

- PM invites ID to attend any meetings related to finishes and furnishings.

Substantial Completion Phase (Subst_Compl)

- PM invites ID to attend a final finishes/furnishings inspection (FF&E).
- ID assists PM with any FF&E warranty issues, as required.

Related Resources

Recommendations for UT Austin Campus Finishes