

PORTFOLIO ONE

MEREDITH PAYNE

IDSN 3600

FALL 2014

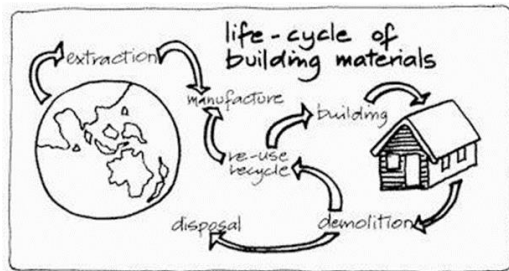


What are Healthy Building systems?

Leaders in Hygiene Risk Protection and solutions for an environmentally friendly space.

Includes Sustainable Building Systems and Mechanical, Electrical and Plumbing (MEP) issues

Sustainable building systems have become a standard practice in recent years



Sustainable Methods

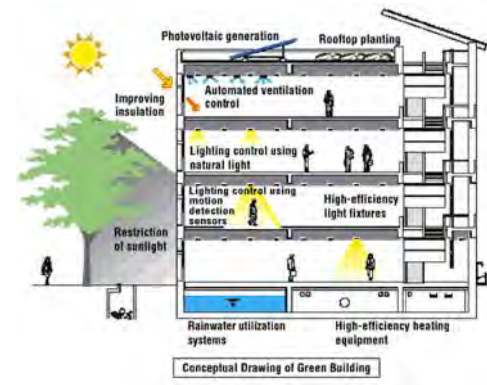
Waste Piping

Hands-Free Products

Designing for deconstruction and reuse

Green Demolitions

Lighting Use



HEALTHY BUILDING SYSTEMS

Research that drew me in

- Sustainable building/systems
- Social behavior and interactions
- Co-working

This led me to think about

- Who can work together?
- How will the businesses relate?
- How can they be a sustainable business?

Our location in Richmond, VA is close to the college VCU. They have many art programs at VCU including, but not limited to, Fashion Merchandising, Creative Writing and Graphic Design. Incorporating the School and nearby surroundings is important to this project, as well as the concept of co-working. There will be three businesses going into this space and will be specifically related to the three art programs mentioned above. We want to provide a space for students to learn firsthand with easy access to the location. Providing a professional space for students to get a glance at what the real world will be like just a few blocks away will be very beneficial to them.

CONCEPT

Summary										
	Meredith Payne									
Personnel Totals Per Department	Personnel Totals		Personnel				Support	Total	Circulation	Carpetable
	Current	Future	Sq. Feet	Computer	Printer	Fax	Sq. Feet	Sq. Feet		Sq. Feet
Executive	2	2	192	2	1	-	707	899	1.54	1,384
Administration	2	4	188	4	1	-	210	398	1.54	613
Account Admin	12	10	700	27	3	3	255	955	1.54	1,471
Creative Services	4	44	1,760	7	1	-	932	2,692	1.54	4,146
Support	-	-	-	-	-	-	1,585	1,585	1.54	2,441
Totals:	20	60	2,840	40	6	3	3,699			10,055

Executive										
	Meredith Payne									
PERSONNEL										
Position	Personnel Totals		Unit Square Ft.		Expanded Sq. Feet	Equipment			Notes	Department Summary Information:
	Current	Future	Office	Workstation		PC	Printer	Fax		
Director	1	1	128		128	1			Locate near Reception	Personnel: 192 Square Ft
Administrative Assistant	1	1		64	64	1	1		Locate directly outside library office	Equipment: 707 Square Ft
Personnel Totals:	2	2			192	2	1	0		Sub Total: 899 Square Ft
SUPPORT/EQUIPMENT SPACES										
Space	Support/Equipment		Unit Square Feet	Estimated Sq. Feet	Location	Notes	Department Notes:			
	Current	Future								
Waiting Area	1	1	50	50	Visible from Admin Asst	Seating for 4 guests	Entire company is progressive			
Reception	0	0	150	0	Near Admin Assts		Space is attractive			
Fax/Copy	0	1	187	187	Near Admin Assts					
Storage	1	1	50	50		Shelving				
File Drawers	50	40	3	100		5-HI cabinets				
Executive Conference Room	1	1	300	300	Adjacent to Waiting Area	Full AV				
Support Totals:				707						

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PROGRAM

Administration										Meredith Payne	
PERSONNEL											
Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes	Department Summary	
	Current	Future	Office	Workstation		PC	Printer	Fax			
Space					0					Information:	
					0					Personnel	
					0					Equipment	
Manager	0	1		80	80	1				Sub Total:	
Clerical	2	3		35	108	3	1			Circulation	
					0					Total Carpetable:	
					0					612.92 Square F	
					0						
					0						
					0						
					0						
					0						
					0						
Personnel Totals:	2	4			188	4	1	0			
SUPPORT/EQUIPMENT SPACES											
Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes	Department Notes:				
	Current	Future									
Space				0							
File Drawers	50	50	1.8	90	Lockable room	5-HI cabinets					
Equipment	1	1	120	120	Next to work area	3 Printers, stru-dler, work counter					
				0							
				0							
				0							
				0							
				0							
				0							
				0							
				0							
				0							
				0							
				0							
Support Totals:				210							

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Account Admin										Meredith Payne	
PERSONNEL											
Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes	Department Summary	
	Current	Future	Office	Workstation		PC	Printer	Fax			
Space					0					Information:	
					0					Personnel	
					0					Equipment	
Account Executive	4	3		100	300		9			Sub Total:	
Account Manager	4	1		100	100		12			Circulation	
Administrative Assistant	1	3		64	192	3	3	3	3 Shared by entire Production staff	Total Carpetable:	
Account Assistant	3	3		35	108		3			1470.7 Square Ft	
					0						
					0						
					0						
					0						
					0						
					0						
					0						
Personnel Totals:	12	10			700	27	3	3			
SUPPORT/EQUIPMENT SPACES											
Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes	Department Notes:				
	Current	Future									
Space				0							
File Drawers	10	20	3	30	Near Admin Assts	3-HI cabinets					
Equipment	1	1	54	54	Near Admin Assts	Copier, work counter					
Digital Storage	0	1	50	50		Shelving, can be spread throughout					
Storage	0	1	81	81		Lockable room, shelving					
				0							
				0							
				0							
				0							
				0							
				0							
				0							
				0							
				0							
				0							
Support Totals:				255							

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Creative Services

Meredith Payne

Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes
	Current	Future	Office	Workstation		PC	Printer	Fax	
Team Manager	1	4	80		320	2	1		
Team Assistant	3	40		38	1440	1			
					0	2			
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
Personnel Totals:	4	44			1760	7	1	0	

Department Summary	
Information:	1760 Square Ft
Personnel	932 Square Ft
Equipment	2092 Square Ft
Sub Total:	4154 Square Ft
Circulation	154
Total Carpetable:	4145.7 Square Ft

Interviewee:
Interview Date:
Revision Submitted:
Sign Off:

SUPPORT/EQUIPMENT SPACES

Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes
	Current	Future				
				0		
				0		
				0		
Conceal Lounge	0	1	250	390		
Work Area	0	1	400	400	Adjacent to Teams	Work counters
Storage	0	2	85	170	Near to Work Area	Shelving
				0		
				0		
				0		
				0		
Support Totals:				832		

Department Notes:

Support

Meredith Payne

Position	Support/Equipment		Unit Square Ft.	Extended Sq. Feet	Location	Notes
	Current	Future				
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
Personnel Totals:	0	0		0		

Department Summary	
Information:	0 Square Ft
Personnel	1585 Square Ft
Equipment	1585 Square Ft
Sub Total:	3170 Square Ft
Circulation	154
Total Carpetable:	2449.9 Square Ft

Interviewee:
Interview Date:
Revision Submitted:
Sign Off:

SUPPORT/EQUIPMENT SPACES

Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes
	Current	Future				
				0		
Reception	1	1	200	200	Near access in Broadcast Executive Mtg	Waiting for 6 TVs
Conference Room	1	2	200	400	Shared by all areas	Full AV
Computer Service Area	0	1	80	80		Work counter, outlets
Computer Server Room	1	1	85	85	Near Account Admin	Raised floor, secure, 3 racks
Copy/Fax Station	1	1	120	120	Spread throughout	Work counter
Panel	1	2	100	200	Spread throughout	Coffee, sink, refrigerator, cabinets
Lunch Room	0	1	200	200		Full kitchen, seating
				0		
Quits	40	0	1	0	Spread throughout	
Mechanical Room	0	1	300	300	Near Base Building air supply	Supplemental Air
Support Totals:				1585		

Department Notes:

PROGRAM



INSPIRATION