



# Portfolio 1

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# LEED: Building credits

- What is LEED?
- LEED, or Leadership in Energy & Environmental Design, stands for green building leadership.
- LEED is a green building certification program that recognizes best-in-class building strategies and practices.
  
- LEED in Commercial Buildings
- LEED for Interior Design and Construction (LEED ID+C), enables projects teams, who don't have control over whole building operations, the opportunity to develop spaces that are better for the planet and for people.
- LEED ID+C is for commercial interiors, retail and hospitality.
  
- Why LEED?
- LEED is the world's foremost program for the design, construction, maintenance and operations of green buildings.
- LEED guides projects to save money, conserve energy, reduce water consumption and drive innovation.
- LEED-certified buildings cost less to operate, reducing energy and water bills by as much as 40%
- LEED-certified buildings consume less energy and fewer resources than conventional buildings.
- Studies show that buildings using LEED have higher occupancy rates and lease more quickly and for more dollars per square foot than non-LEED-certified buildings.
  
- LEED in Pre Existing Buildings
- LEED for Existing Buildings: Operations & Maintenance (O&M) Rating System drives down operating costs while increasing occupants' productivity in an environmentally responsible manner
- Minimum Program Requirements:
- Building(s) must be fully occupied for at least 12 continuous months preceding certification application.
- The scope must include 100% of the total floor area of each building in the certification application.
- The building(s) must be in compliance with federal, state and local environmental laws and regulations.



**CERTIFIED**  
40-49 points



**SILVER**  
50-59 points



**GOLD**  
60-79 points



**PLATINUM**  
80+ points

# Trends in Historic Preservation

- What is historic preservation?
- An attempt to preserve, conserve and protect buildings, landscapes and other artifacts of historical significance.
- Focuses on a built environment rather than forests and wilderness.
- Preservation maximizes the use of existing materials and infrastructure, reduces waste, and preserves the historic character of older towns and cities.
  
- Preservation in terms of lighting:
  - Early offices took advantage of a combination of natural light and task lighting.
  - Sensors may be installed to maximize use of natural light by activating ambient light only as needed.
  - Keep tall windows to allow natural light to penetrate a building
  - With the added benefit of high ceilings, natural light can travel far into a space
  - Skylights provide a flood of natural light, and were often used on the north face of a roof so it didn't produce a glare
  
- Preservation in terms of materials and resources:
  - Salvage historic materials for restoration of lighting, hardware, and other specialty items.
  - Retain, repair, or upgrade historic fixtures, rather than replace them.







## PERSONNEL

Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes
	Current	Future	Office	Workstation		PC	Printer	Fax	
					0				
					0				
					0				
					0				
Director	1	1	100		100	1			Locate near Reception
					0				
					0				
Administrative Assistant	1	1		60	60	1	1		Locate directly outside Mgr office
					0				
					0				
					0				
Personnel Totals:	2	2			180	2	1	0	

## Department Summary

Information:		
Personnel	180	Square Ft.
Equipment	740	Square Ft.
Sub Total:	920	Square Ft.
Circulation	1.54	
Total Carpetable:	1416.8	Square Ft.

## Interviews:

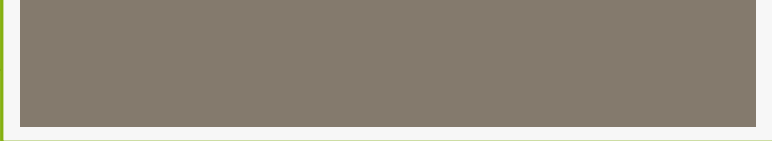
Interview Date:  
Revision Submitted:  
Sign Off:

## SUPPORT/EQUIPMENT SPACES

Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes
	Current	Future				
Waiting Area	1	1	200	200	Visible from Admin Asst	Seating for 4 guests
				0		
Pantry	0	1	80	80	Near Admin Assats	
				0		
Fax/Copy	0	1	50	50	Near Admin Assats	
				0		
Storage	1	1	50	50		Shelving
				0		
File Drawers	50	60		60		3-Hi cabinets
				0		
Executive Conference Room	1	1	300	300	Adjacent to Waiting Area	Full AV
				0		
Support Totals:				740		

## Department Notes:

Entire company is progressive  
Space is attractive



Administration

PERSONNEL

Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes
	Current	Future	Office	Workstation		PC	Printer	Fax	
Finance					0				
Manager	0	1		64	64	1			
Clerical	2	3		56	168	3	1		
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
Personnel Totals:	2	4			232	4	1	0	

Department Summary Information:		
Personnel	232	Square Ft.
Equipment	125	Square Ft.
Sub Total:	357	Square Ft.
Circulation	1.54	
Total Carpetable:	549.78	Square Ft.

Interviewed:  
 Interview Date:  
 Revision Submitted:  
 Sign Off:

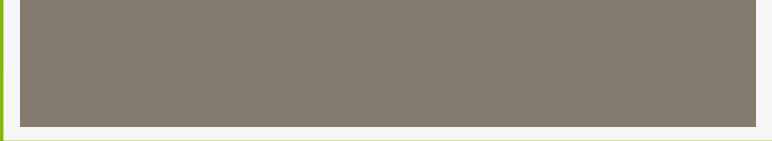
SUPPORT/EQUIPMENT SPACES

Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes
	Current	Future				
Finance				0		
File Drawers	50	50	1	50	Lockable room	5-Hi cabinets
Equipment	1	1	75	75	Next to work area	3 Printers, shredder, work counter
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
Support Totals:				125		

Department Notes:







### Account Admin

#### PERSONNEL

Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes
	Current	Future	Office	Workstation		PC	Printer	Fax	
Account Executive	4	3	100		300	9			
Account Manager	4	3	100		300	12			
Administrative Assistant	1	3		72	216	3	3	3	Shared by entire Production staff
Account Assistant	3	0		0	0	0			
					0				
					0				
					0				
					0				
					0				
<b>Personnel Totals:</b>	<b>12</b>	<b>9</b>			<b>816</b>	<b>24</b>	<b>3</b>	<b>3</b>	

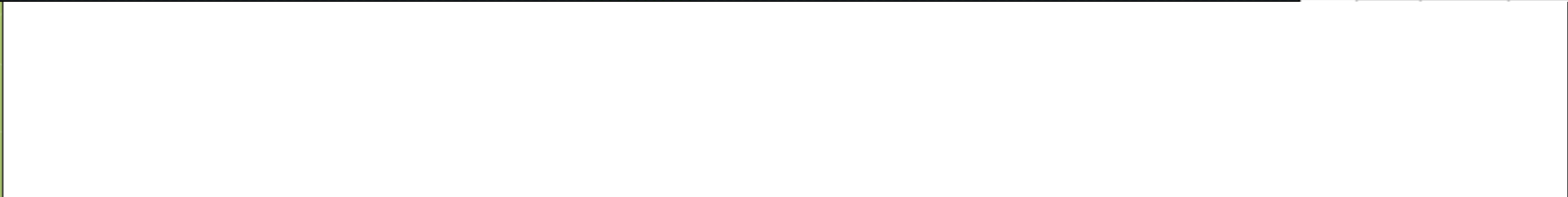
Department Summary Information:	
Personnel	816 Square Ft.
Equipment	290 Square Ft.
Sub Total:	1106 Square Ft.
Circulation	1.54
Total Carpetable:	1703.2 Square Ft.

Interviews:  
 Interview Date:  
 Revision Submitted:  
 Sign Off:

#### SUPPORT/EQUIPMENT SPACES

Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes
	Current	Future				
File Drawers	10	30	3	90	Near Admin Assts	3-H cabinets
Equipment	1	1		50	Near Admin Assts	Copier, work counter
Digital Storage	0	1	75	75		Shelving; can be spread throughout
Storage	0	1	75	75		Lockable room; shelving
				0		
				0		
				0		
				0		
				0		
<b>Support Totals:</b>				<b>290</b>		

Department Notes:



## Creative Services

### PERSONNEL

Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes
	Current	Future	Office	Workstation		PC	Printer	Fax	
Team Manager	1	5		48	240	2	1		
Team Assistant	3	30		36	1080	1			
					0	2			
					0	2			
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
Personnel Totals:	4	35			1320	7	1	0	

Department Summary Information:	
Personnel	1320 Square Ft.
Equipment	775 Square Ft.
<b>Sub Total:</b>	<b>2095 Square Ft.</b>
Circulation	1.54
<b>Total Carpetable:</b>	<b>3226.3 Square Ft.</b>

Interviewee:  
 Interview Date:  
 Revision Submitted:  
 Sign Off:

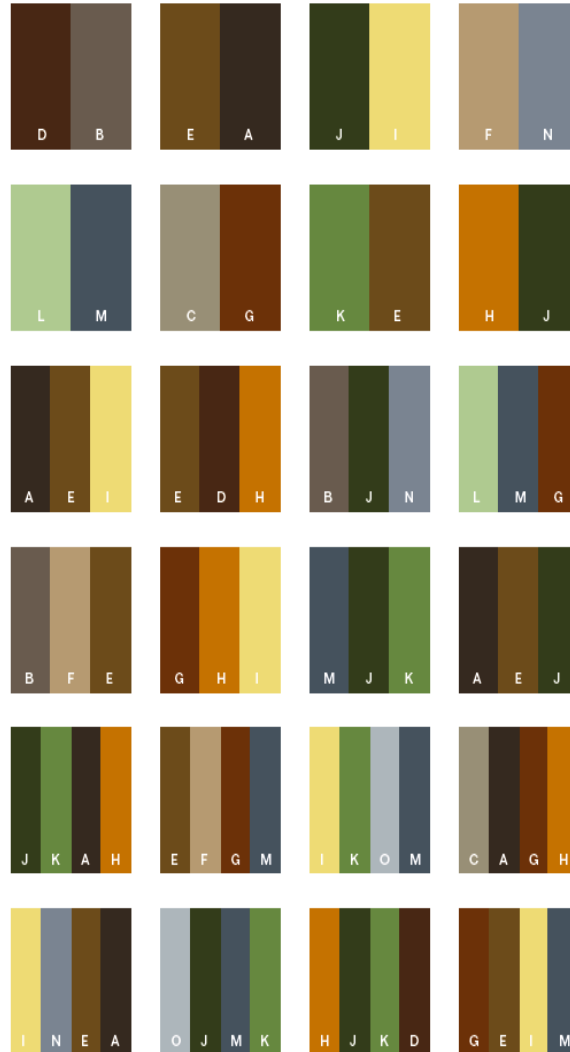
### SUPPORT/EQUIPMENT SPACES

Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes
	Current	Future				
				0		
				0		
Concept Lounge	0	1	300	300		
				0		
Work Area	0	1	400	400	Adjacent to Teams	Work counters
				0		
Storage	0	1	75	75	Next to Work Area	Shelving
				0		
				0		
				0		
				0		
				0		
Support Totals:				775		

Department Notes:

# Concept Statement

- Crisp, fresh, modern
- Greenery will be seen throughout the space as a way to bring the outside in
- A crisp color palette of whites and earth tones makes for a fresh atmosphere
- The use of geometric shapes and bold lines gives the space a modern feel
- An terrarium is the inspiration behind the design



EARTHTONE Color Combinations



SHEKNOWS





