GUIDELINES FOR SUBMISSION OF FINAL PLAN MATERIALS FOR BOARD OF TRUSTEES PRESENTATIONS

MAJOR PROJECTS

1. **Formal Presentations** are made to the University's Board of Trustees every other month starting in January. Major Projects are presented to the Board of Trustees for final design approval and are defined as new construction or additions that have a total project budget (construction costs and all soft costs) equal to or greater than $2,000,000. Please consult with the Design Resources Coordinator on timing and submission requirements for these presentations.

   Projects will also be presented to the Facilities Planning Advisory Board (University Park projects only) and the University President (all locations) before the final design approval with the Board of Trustees. Please consult with the University Architect on timing and submission material for these presentations.

2. Submission Requirements

A. Final Plan Approval Submission (see appendix for Data Sheet form and presentation material examples) will include:

1) A completed Data Sheet
2) A site plan
3) Floor plans
4) A full color rendering

- Elevations and/or sections may be required if needed to fully explain the project. You, the designer of the project, will not present the project and do not need to attend the presentation.
- Models may also be recommended if complexity of design warrants it. If available, models may be put on display at the board meeting.

B. Submit information via email or CD-ROM with AutoCAD DWG drawing files with site plan and floor plans in separate files. Submit the rendering in a common digital graphic format, such as, .tif or .jpg. Digital images must be a minumum of 10”x 6.5” (975x1500 pixels) at 150 pixels/inch (Photos will be inserted into Powerpoint with a 6.5” x 10” dimension at a maximum resolution of 220pixels/inch). Computer files may be e-mailed to Madeline Cantú, Design Resources Coordinator mac56@psu.edu.

C. Depending on the complexity of the project, a meeting may be required to review floor plans with the Design Resources Coordinator.

3. Basic Graphic Guidelines and Notes

A. Major projects are presented via Microsoft Powerpoint and LCD projector. The presentation is prepared by the Design Resources Coordinator.

B. Complete the appropriate Data Sheet and confirm information, especially costs and square footages, with OPP Project Manager.

C. Plans should include a graphic scale and north arrow.

D. Orient the site plan and floor plans to correspond with the accepted map north for each campus. Use the “official” Campus Map for your project; request a campus map from the OPP Project Manager. Site plans and floor plans should be oriented accordingly.

E. Site plans should show the roof outline and roof plan of the proposed structure.

F. All walls in new construction must be pochéd (solid black color).

G. All significant spaces should be labeled directly on the floor plan, but on a separate CAD layer. Do not use legends. A more general indication of broader areas by use, department, etc., may be more meaningful than labeling individual spaces.

H. The colors used in renderings should accurately represent the true color of the materials.

I. Do not show “exotic” cars or people on the perspective. Perspectives should be as life-like and realistic as possible.

J. Keep drawings clean and simple.

K. Show only work which exists or that will be part of the scope of work for the project. Do not show proposed walkways, roads, parking, or landscape which will not be a part of the project.

L. See appendix for examples of site plans, floor plans and renderings and use these examples as guides for your submission.

4. Submittal Schedules

It is imperative that submission deadlines for Final Plan Approval be met. Material must be received by the date set by the Design Resources Coordinator. Because of preparation schedules for the Board of Trustees meeting, a late submission may require that your project be removed and placed on the next bimonthly BOT meeting. If there are budget or design issues which have not been resolved and may affect your submission time frame, contact the University Architect as soon as possible for instructions.

University Architect:
David Zehngut--(814) 863-3158, fax (814) 863-7757,
E-mail dxz3@nw.opp.psu.edu

Design Resources Coordinator:
Madeline Cantú--(814) 863-4242, fax (814) 863-7757,
E-mail mac56@psu.edu

APPENDIX

- Data Sheet (New Construction, Addition/Renovation, and Parking Construction)
- Site Plan Examples
- Floor Plan Examples
- Rendering Examples

Prepared:

Revised:

New Construction/Addition/Renovation
Data Sheet

Project Name _____

Campus _____

PSU Project Manager: _____

Architect: _____

Total Project Budget: _____

DGS Portion Budget: _____

Construction Estimate: _____

New Gross Sq Feet: _____

Renovated GSF: _____

Efficiency Ratio: _____

New Parking Spaces Created: _____

Number of Existing Spaces Destroyed: _____

Net Space Gain: _____

Est. Const. Start Date: _____

Est. Completion Date: _____

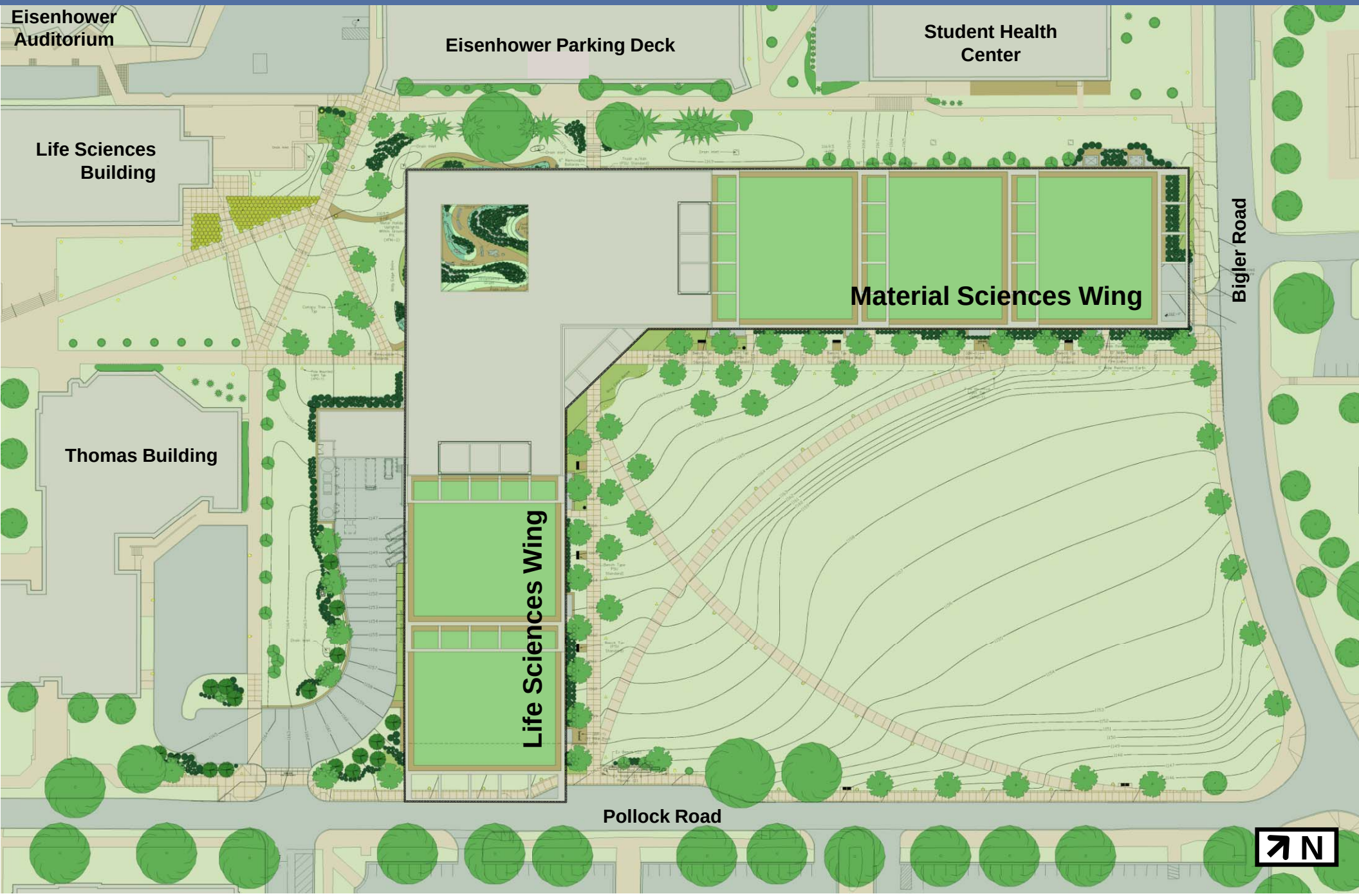
Design Concepts: _____

Construction (exterior materials, interior materials, structure, structure of parking decks, garages, finishes, paved surface finishes): _____

Program (Colleges, departments, etc, housed, and how design meets program requirements):

Site Improvements (storm water, lighting, drives, walkways, landscaping, etc.):

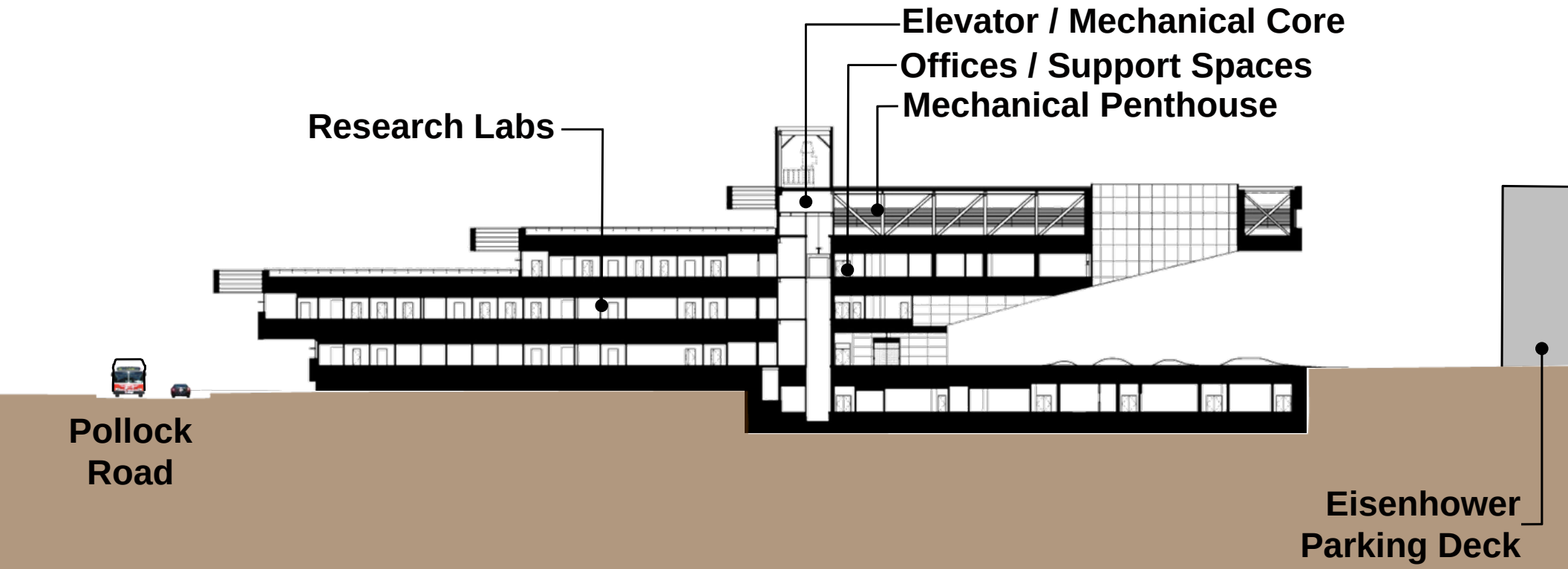
Site Plan


Eisenhower Auditorium
Eisenhower Parking Deck
Student Health Center
Life Sciences Building
Material Sciences Wing
Bigler Road
Thomas Building
Life Sciences Wing
Pollock Road
N

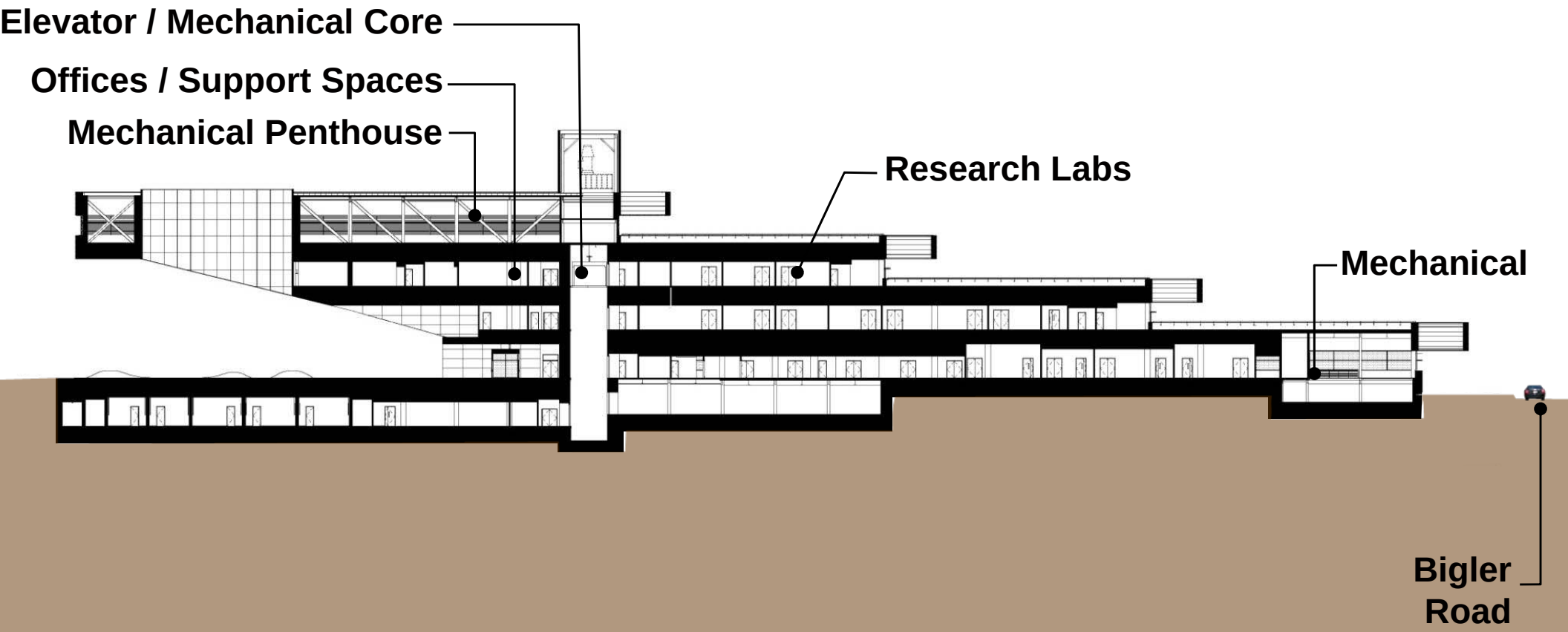
Site Plan

Eisenhower Auditorium
Eisenhower Parking Deck
Student Health Center
Life Sciences Building
Material Sciences Wing
Bigler Road
Thomas Building
Life Sciences Wing
Pollock Road
N

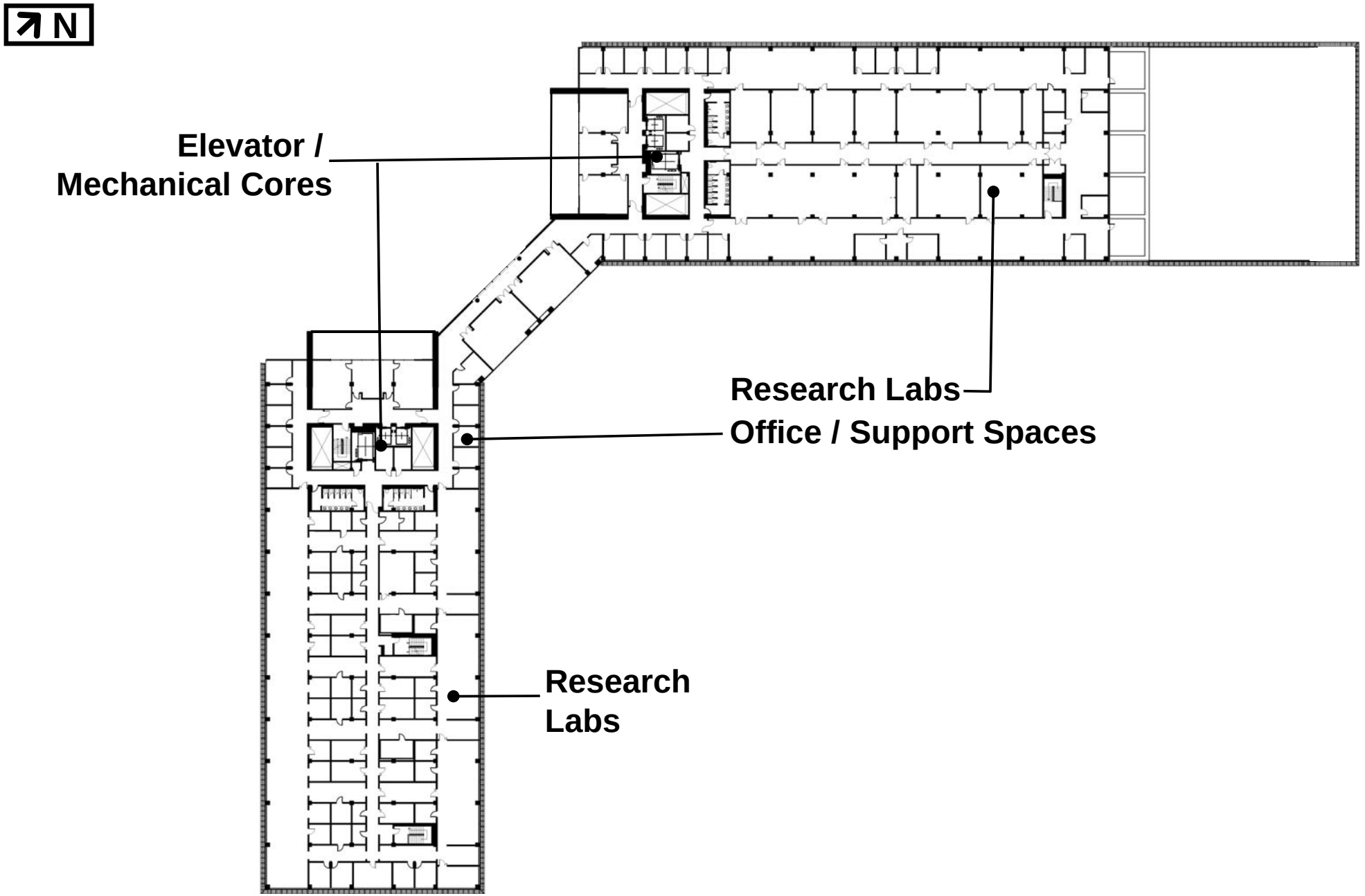
Section through Life Sciences Wing



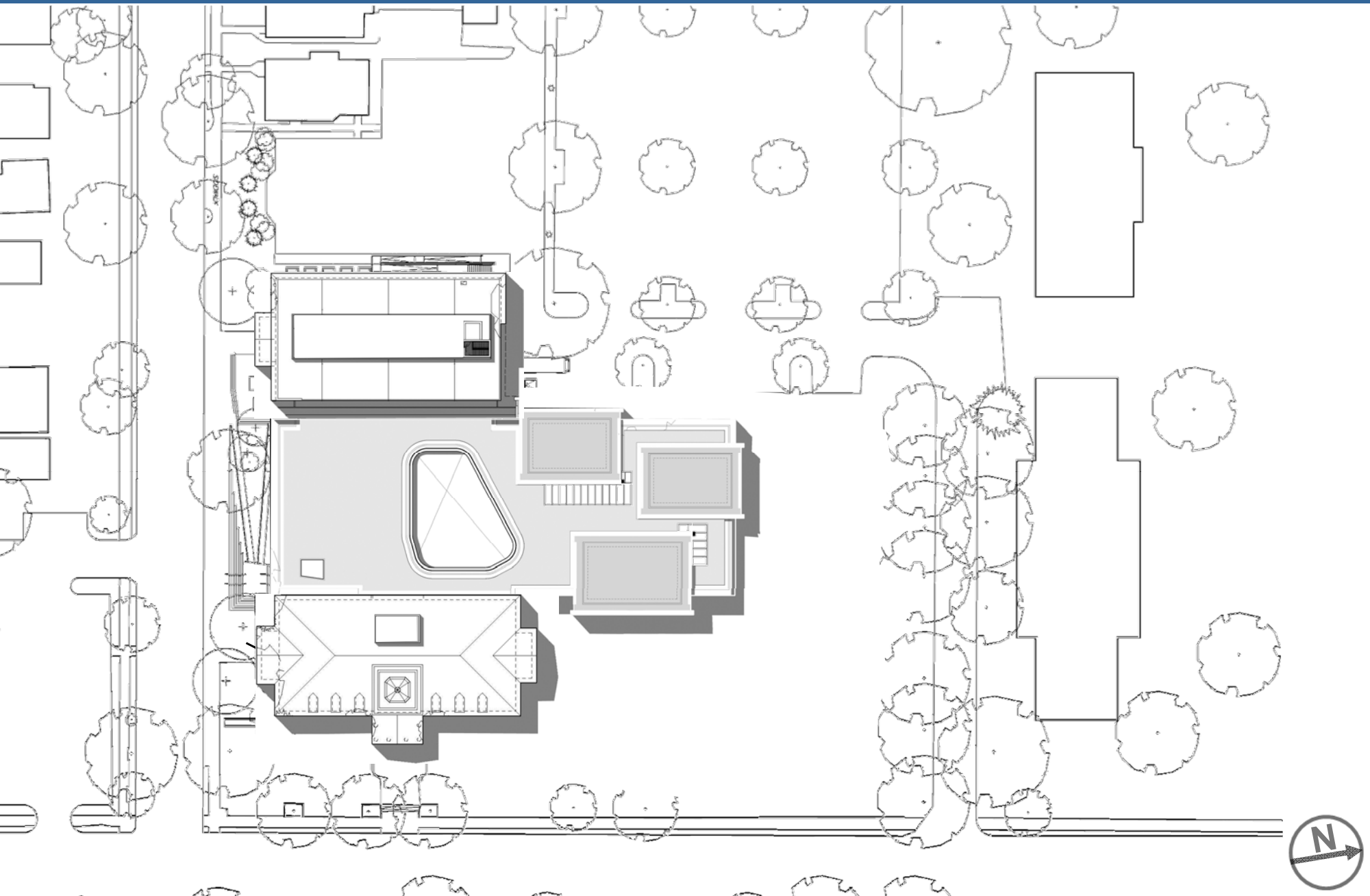
Section through Material Sciences Wing



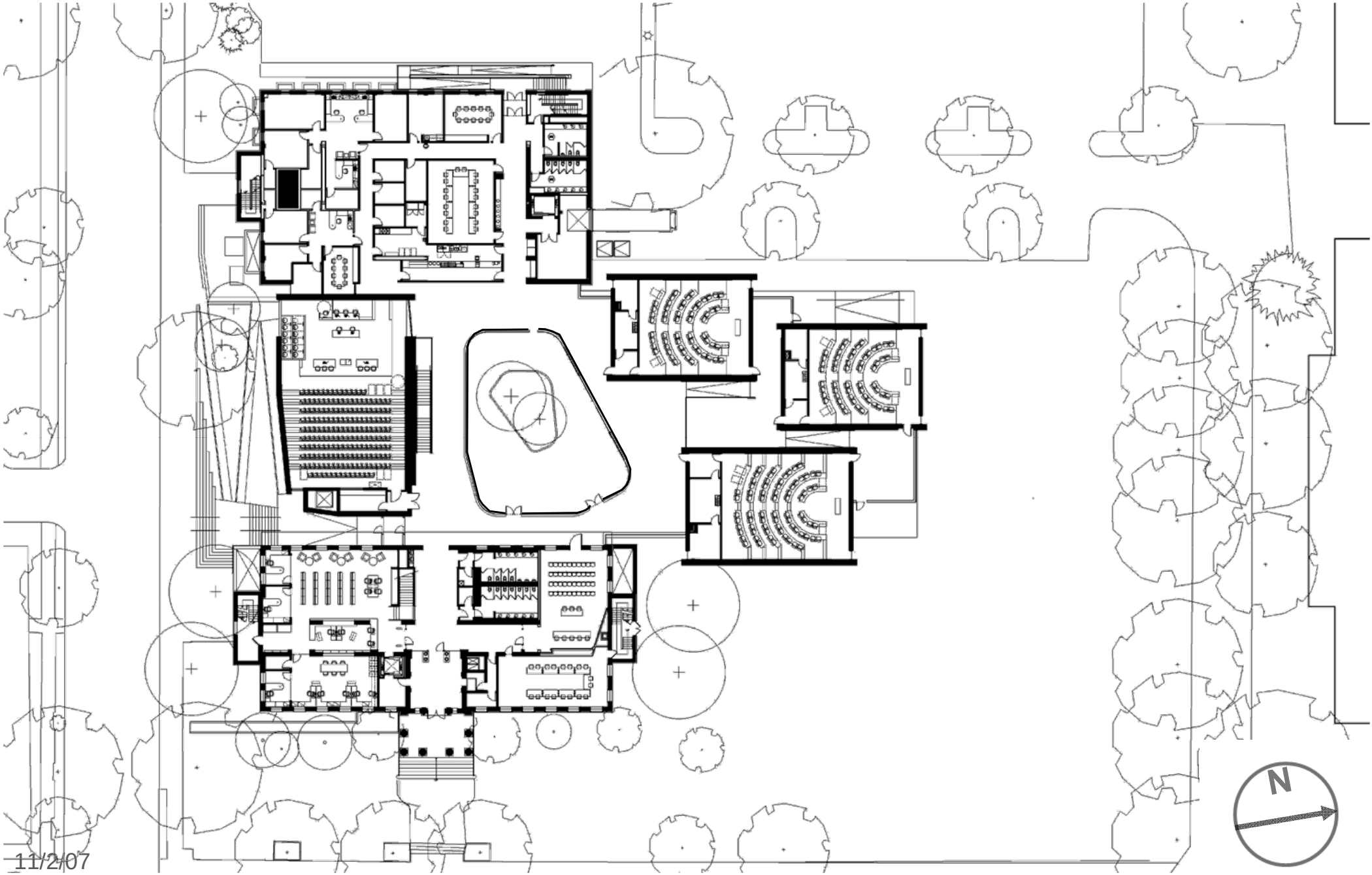
Second Floor



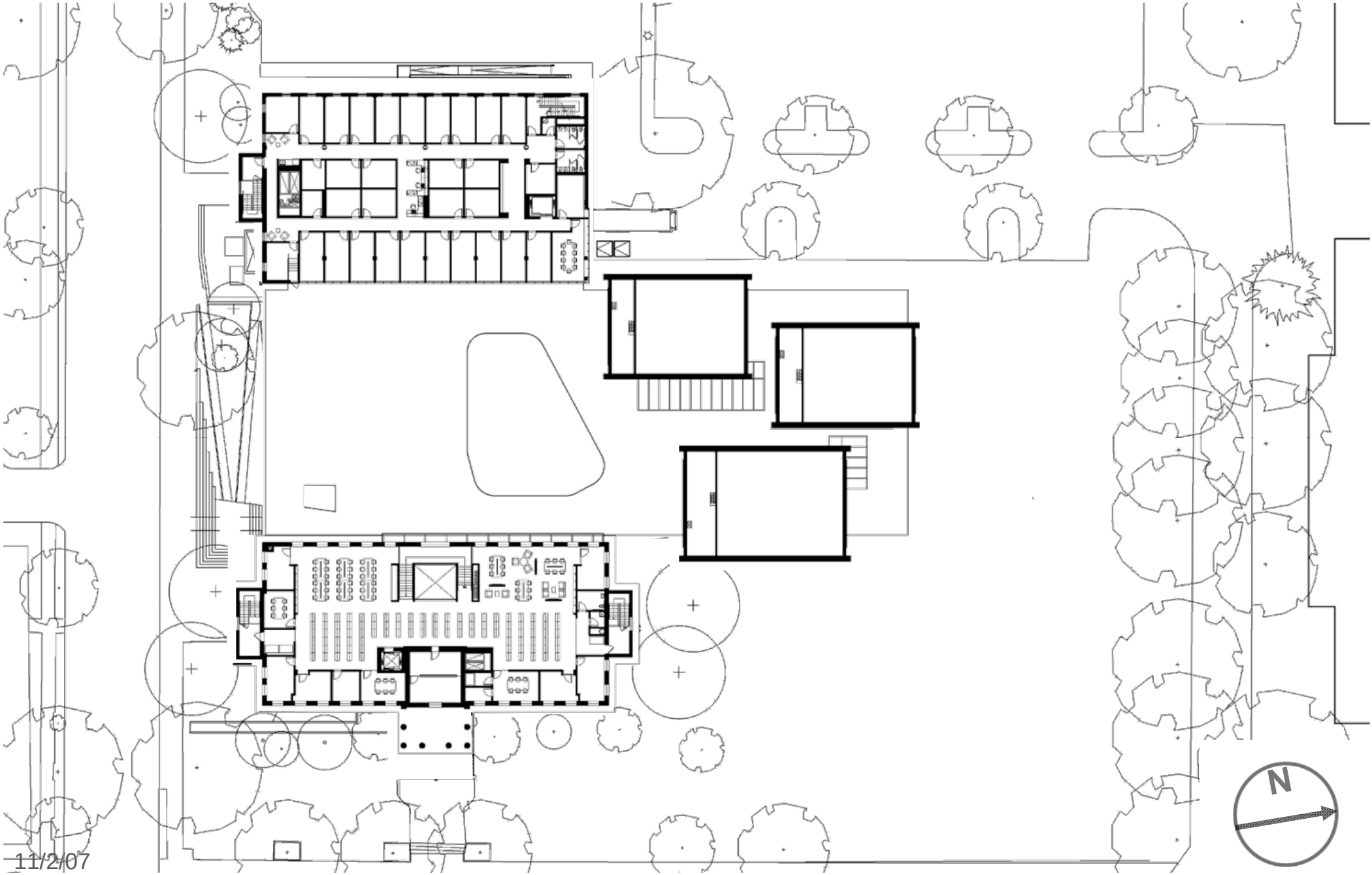
Site Plan



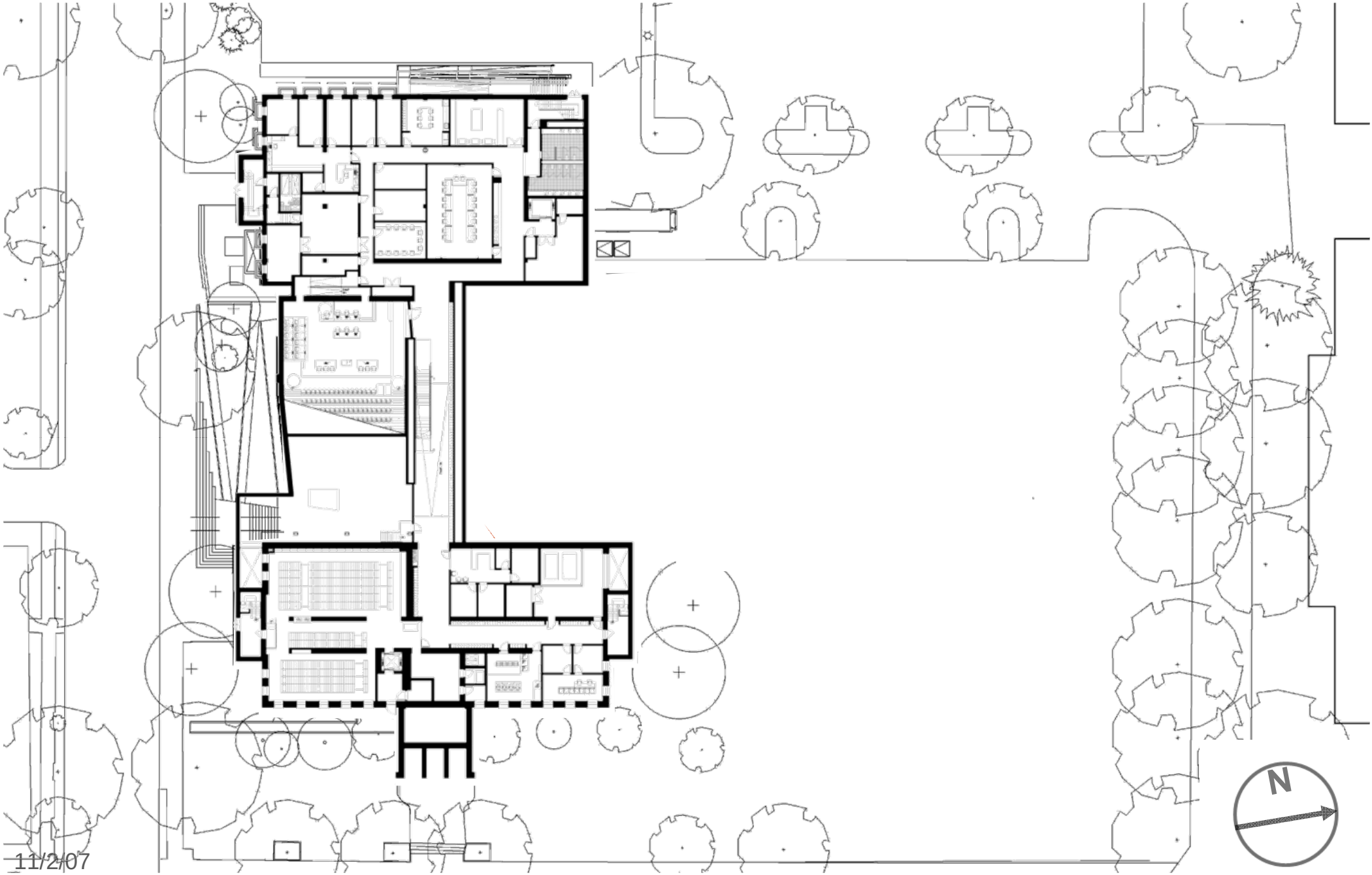
First Floor Plan



Second Floor Plan



Lower Level Floor Plan



Dickinson School of Law, Carlisle

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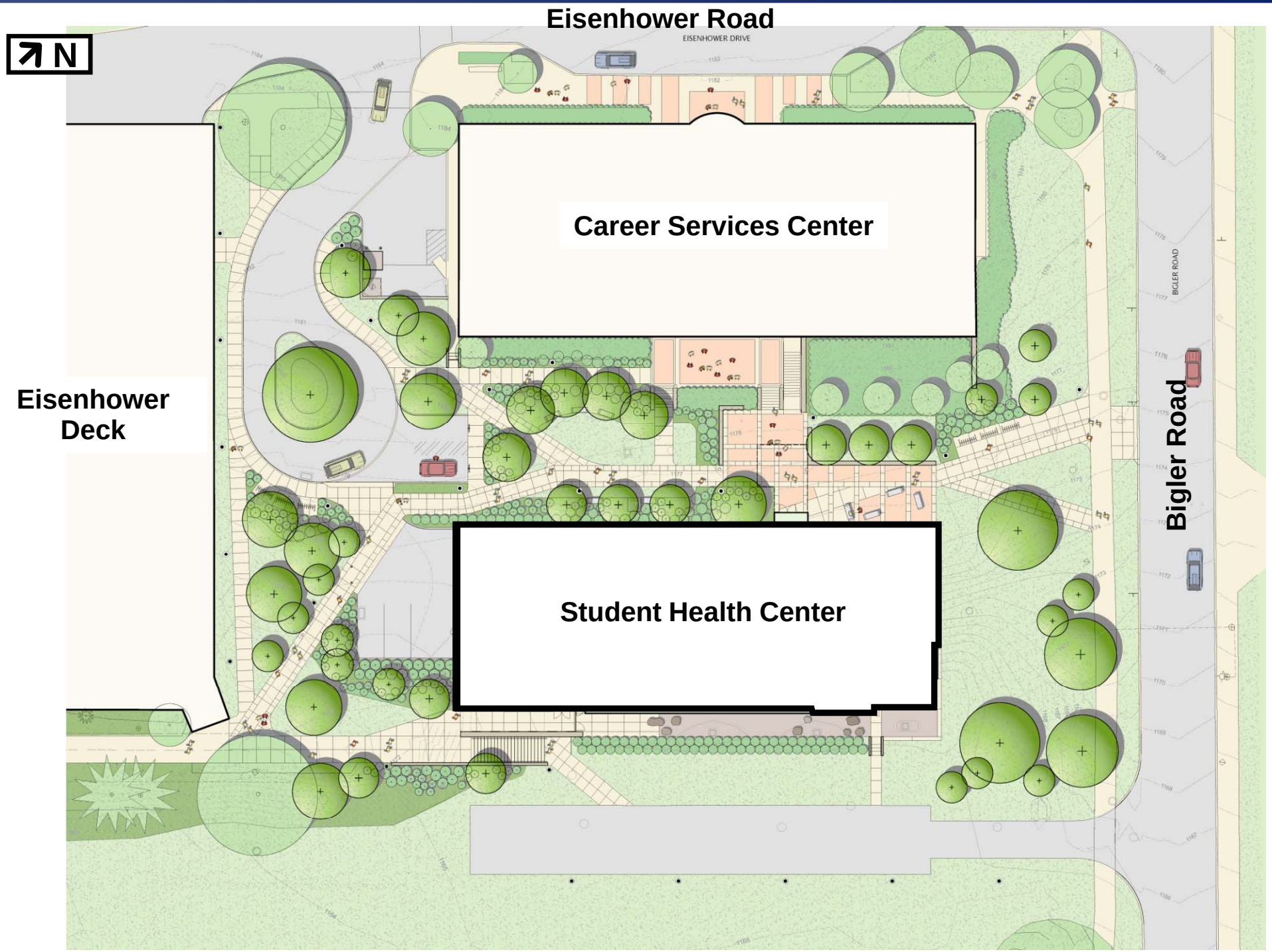
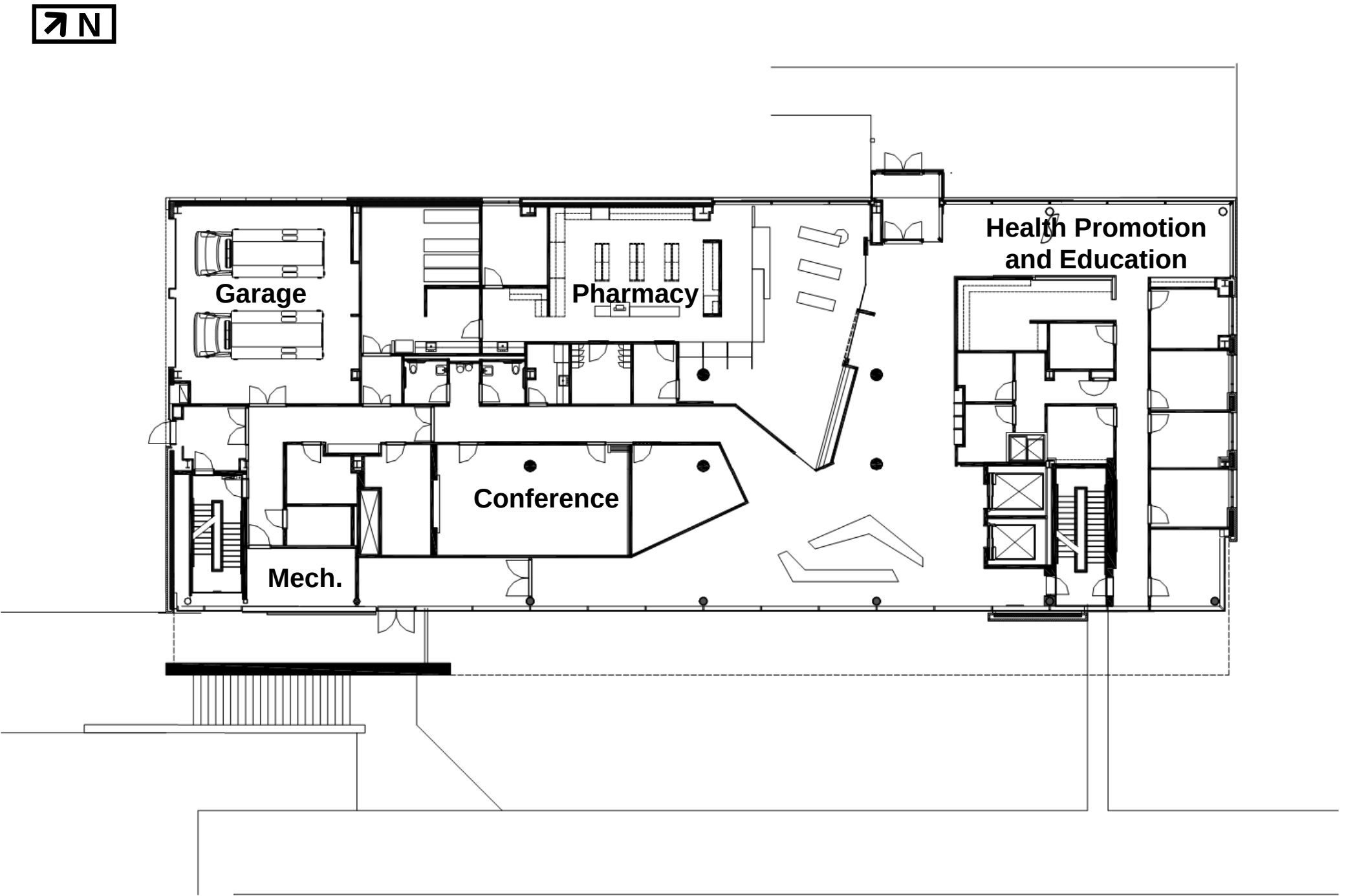
Site Plan

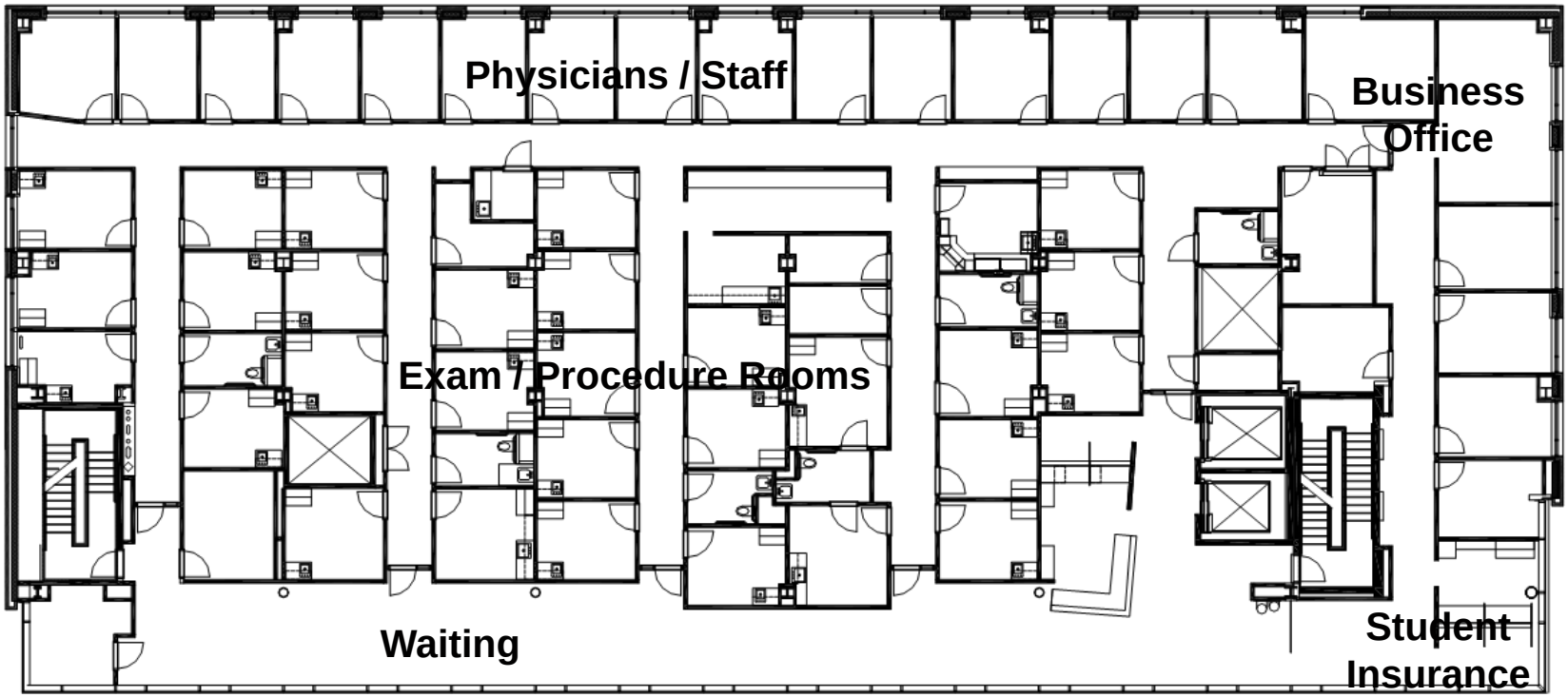

Eisenhower Road
EISENHOWER DRIVE
N
Career Services Center
Eisenhower Deck
Student Health Center
Bigler Road
BIGLER ROAD

First Floor Plan



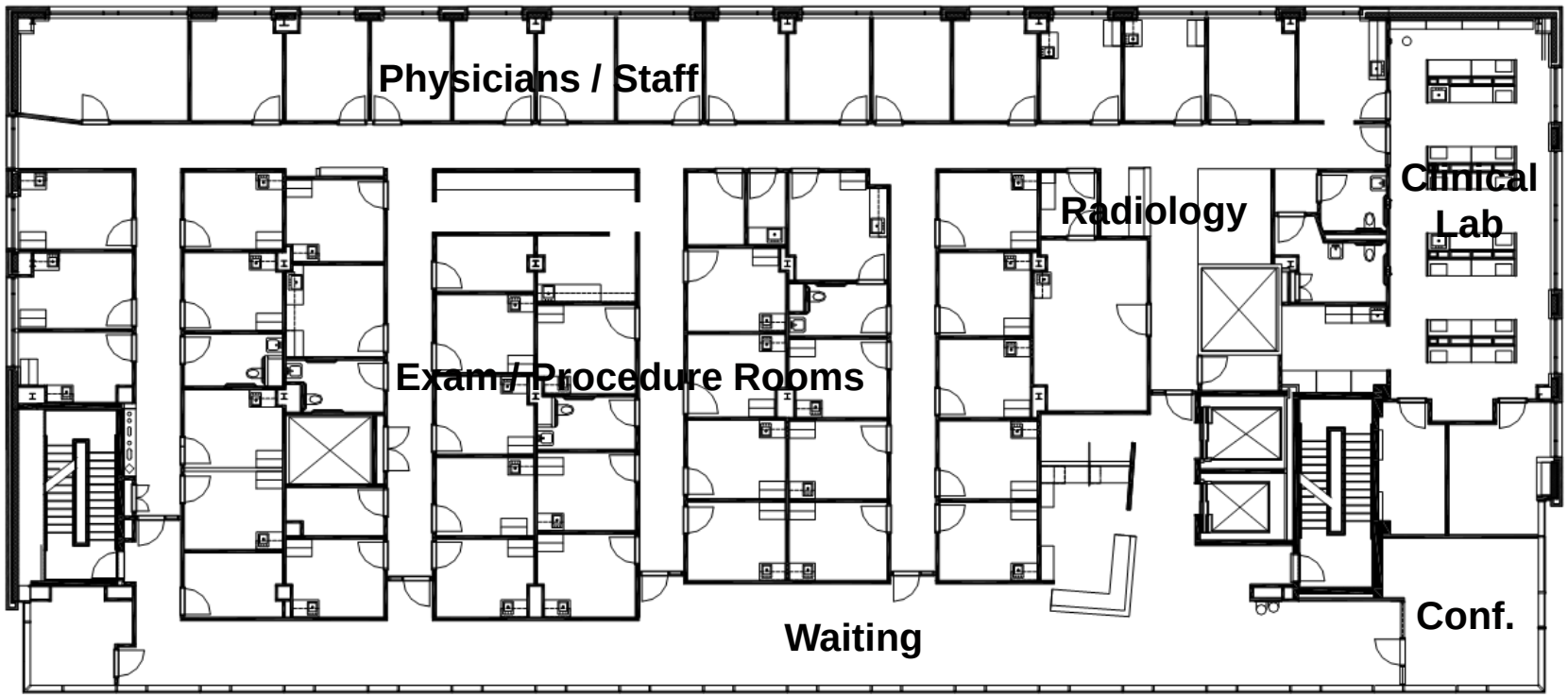
Second Floor Plan

N



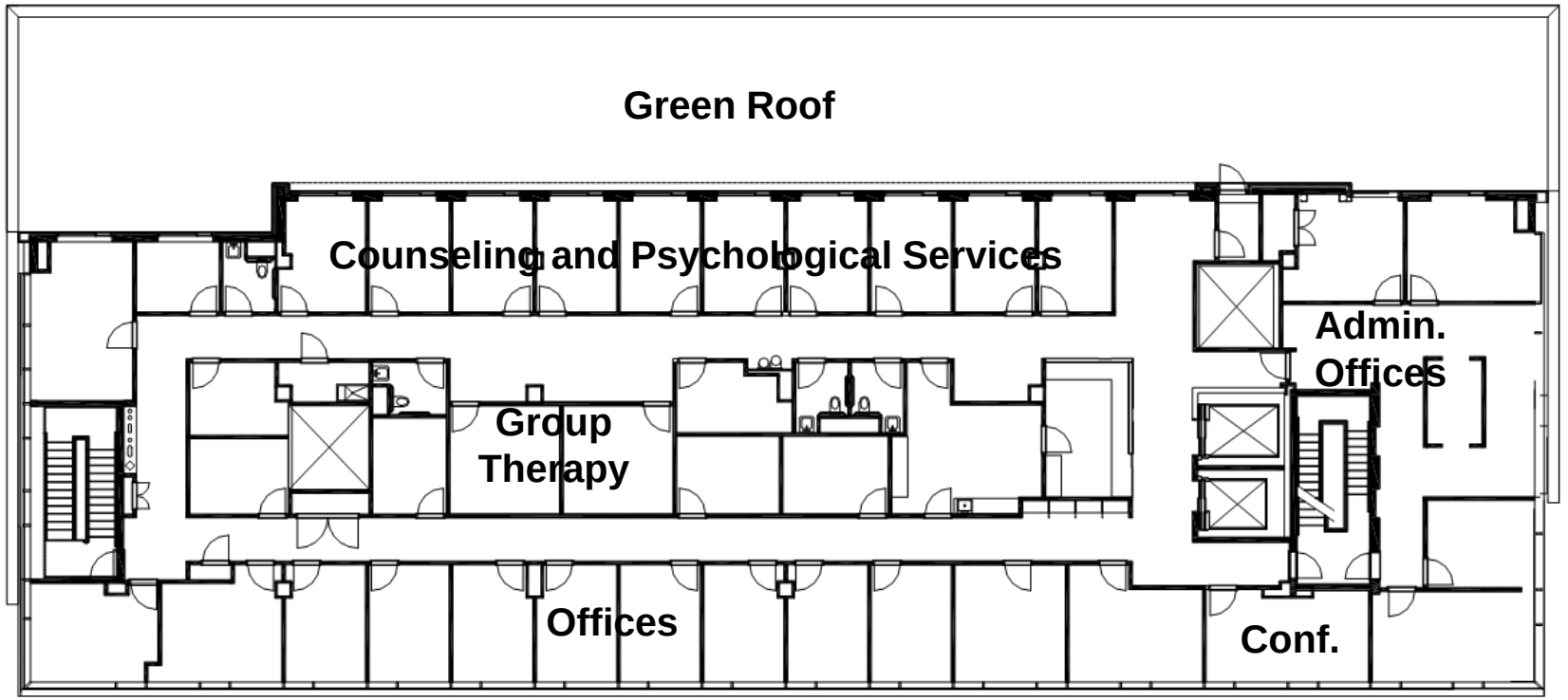
Third Floor Plan

N



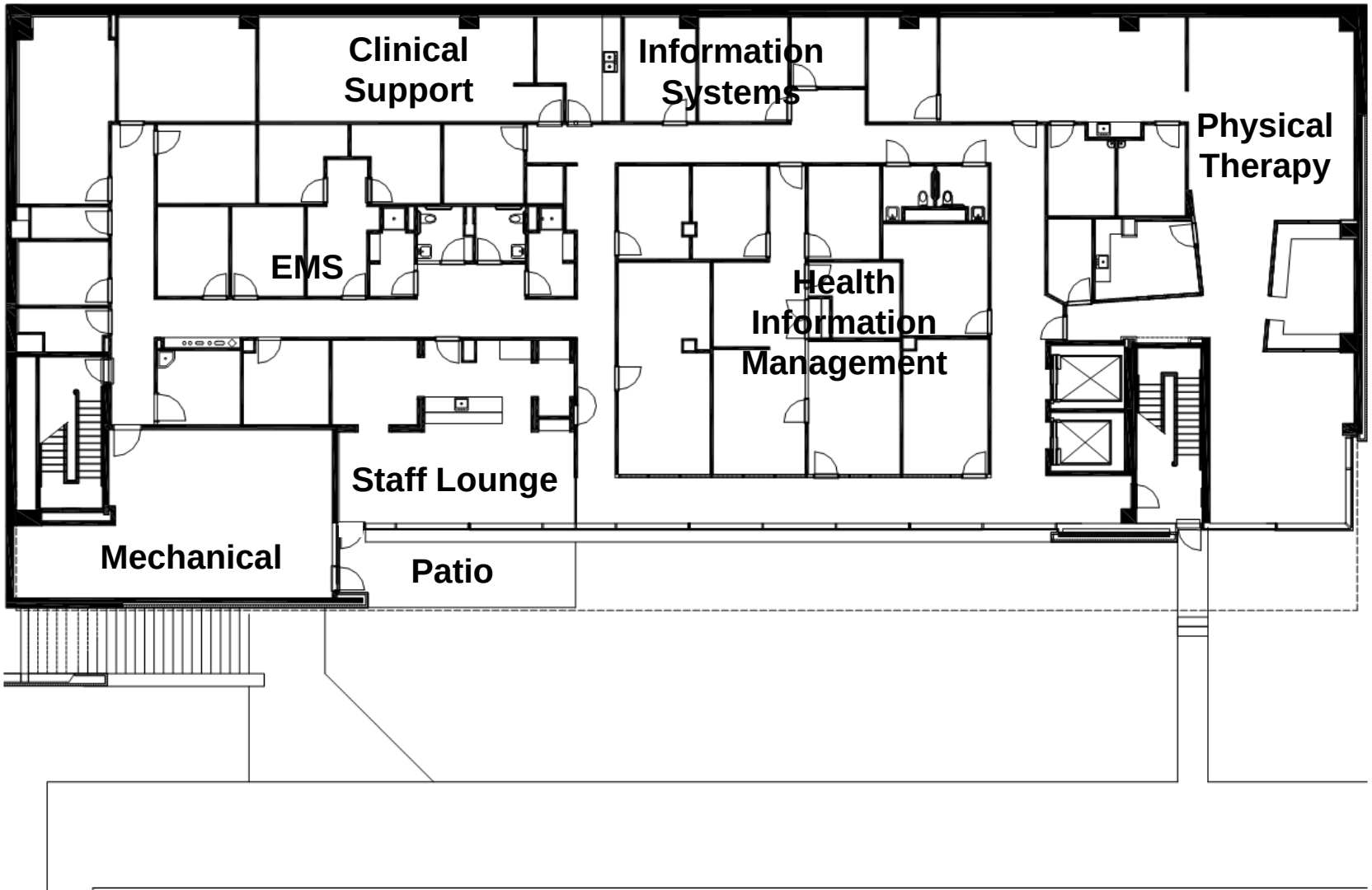
Fourth Floor Plan

N



Ground Floor Plan

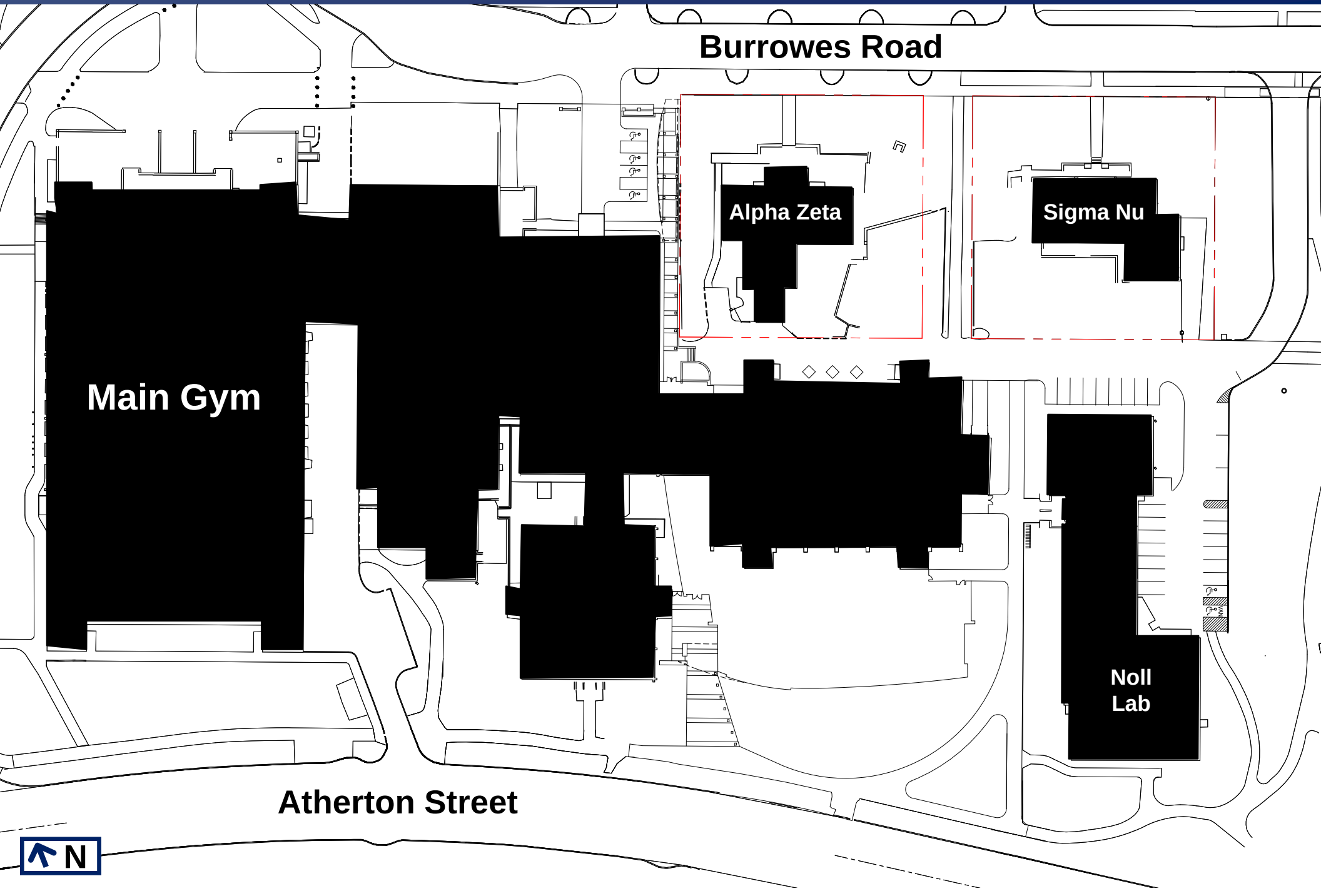
N



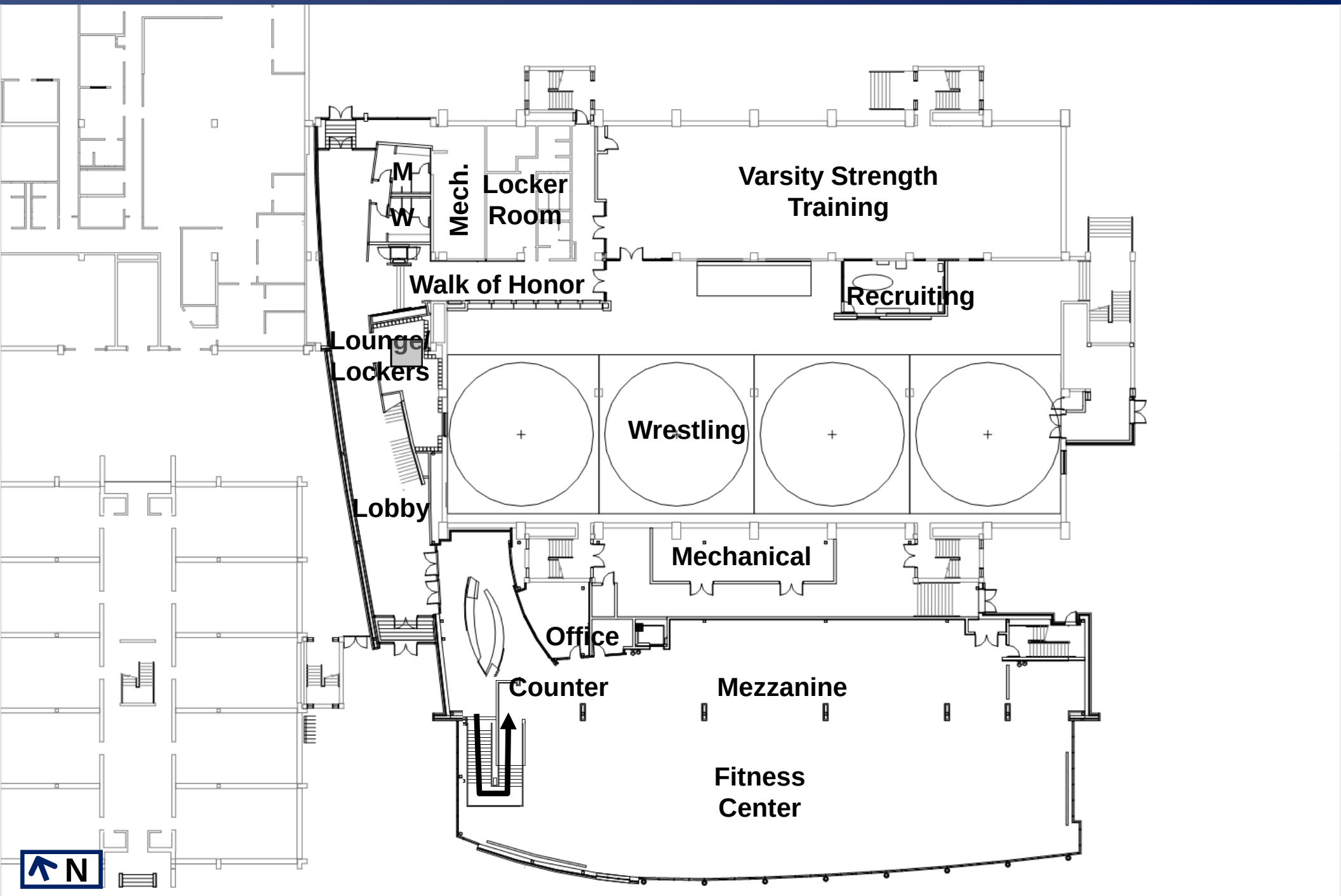
Student Health Center

Student Health Center

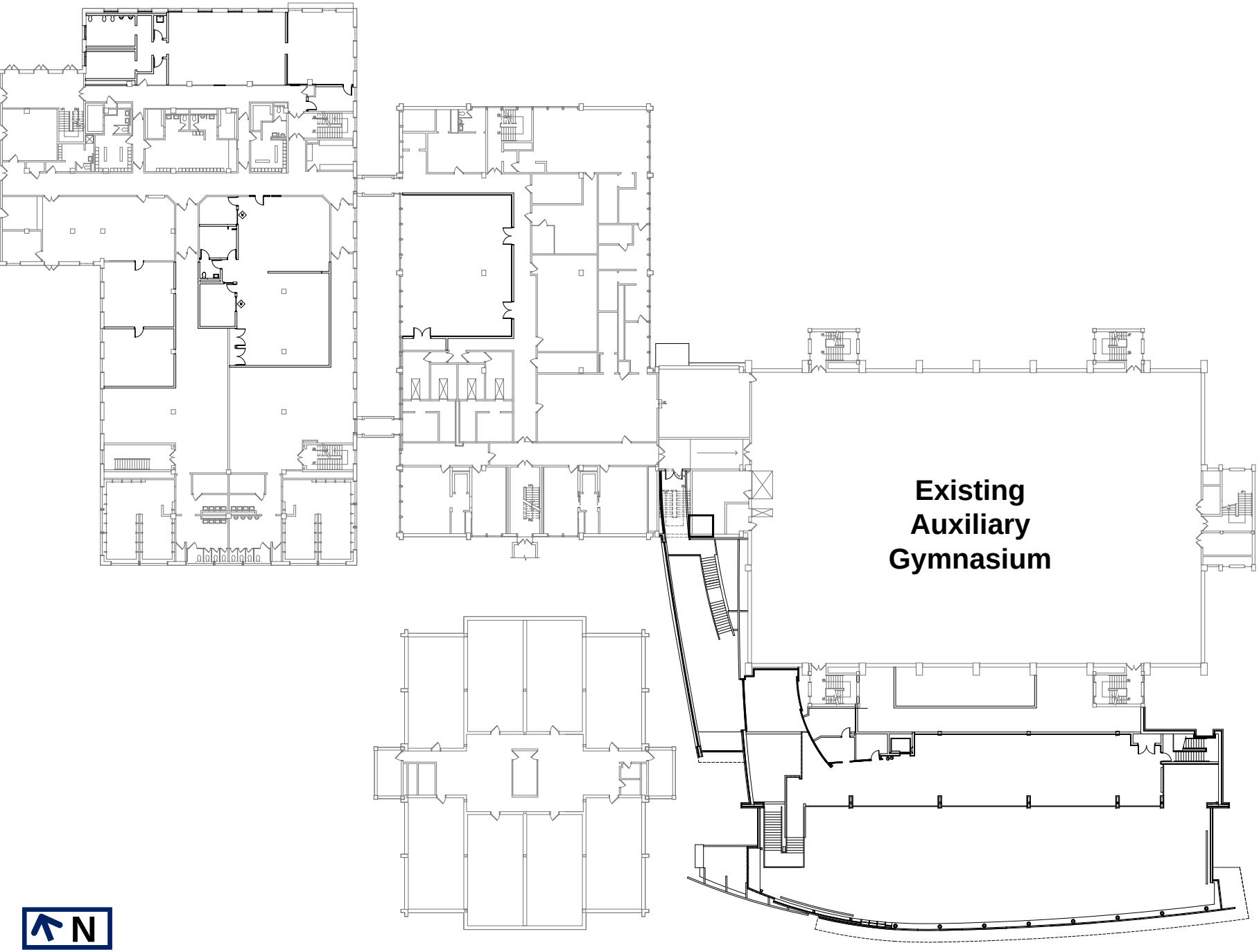
Site Plan


Burrowes Road
Alpha Zeta
Sigma Nu
Main Gym
Noll Lab
Atherton Street
N

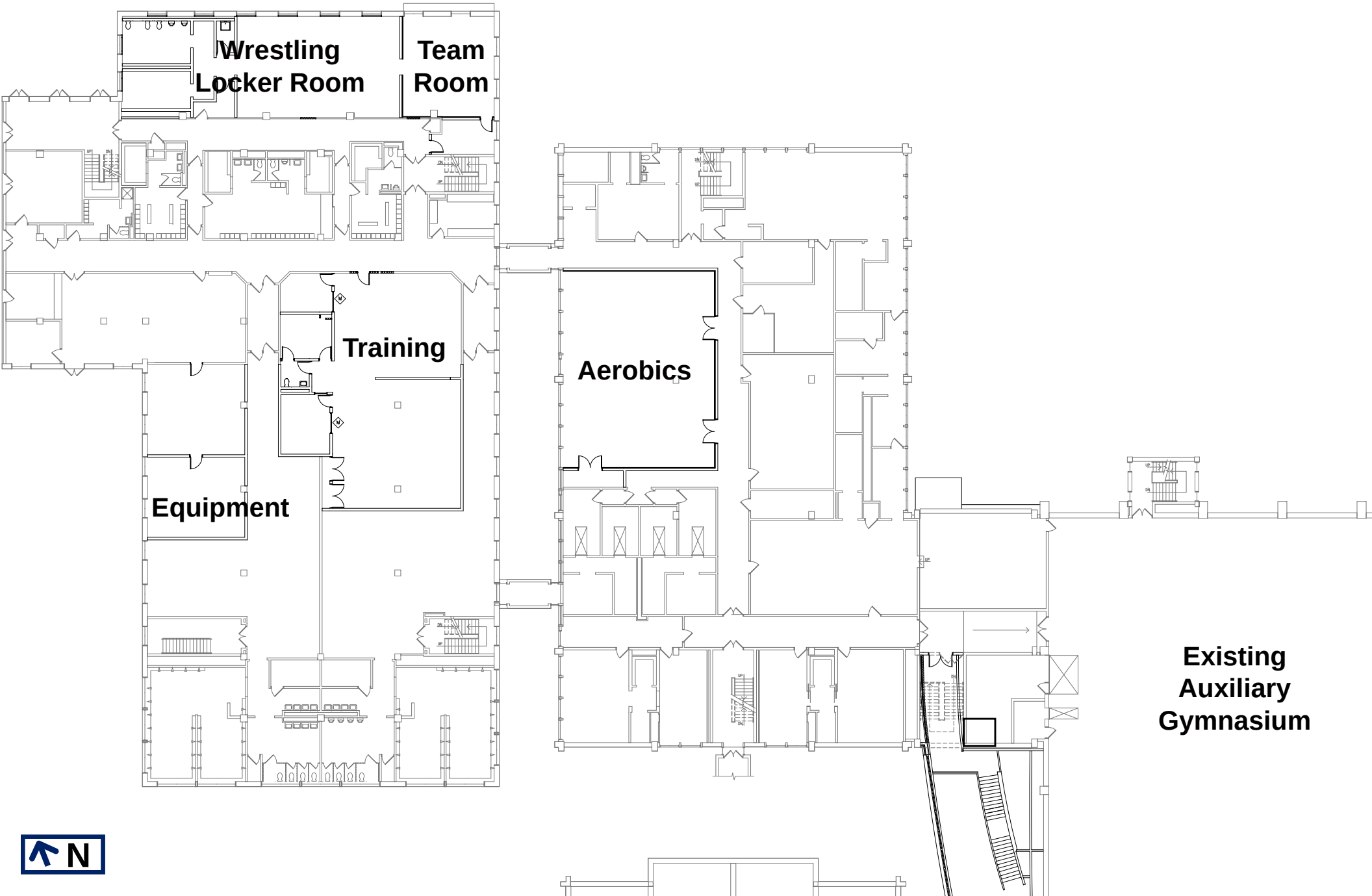
Ground Floor Plan



Upper Floor Plan



Core Area Upper Floor Plan



Rec Hall Wrestling / Fitness Center Expansion