

# 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 minimum 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](mailto: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:

Greg A. Kufner--(814) 863-3158, fax (814) 863-7757, E-mail  
[gak21@psu.edu](mailto:gak21@psu.edu)

Design Resources Coordinator:

Madeline Cantú--(814) 863-4242, fax (814) 863-7757,  
E-mail [mac56@psu.edu](mailto:mac56@psu.edu)

Campus Planning and Design

OFFICE OF PHYSICAL PLANT

## APPENDIX

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



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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

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

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

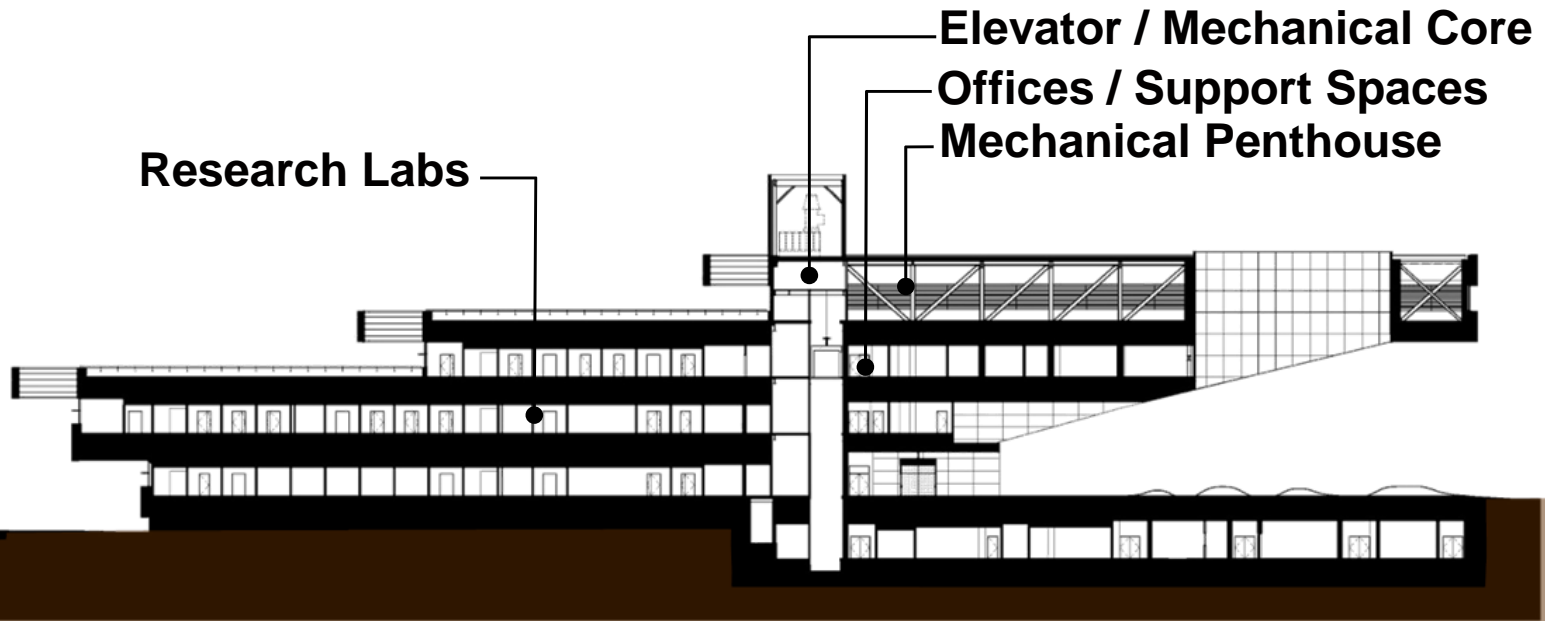
Pollock Road



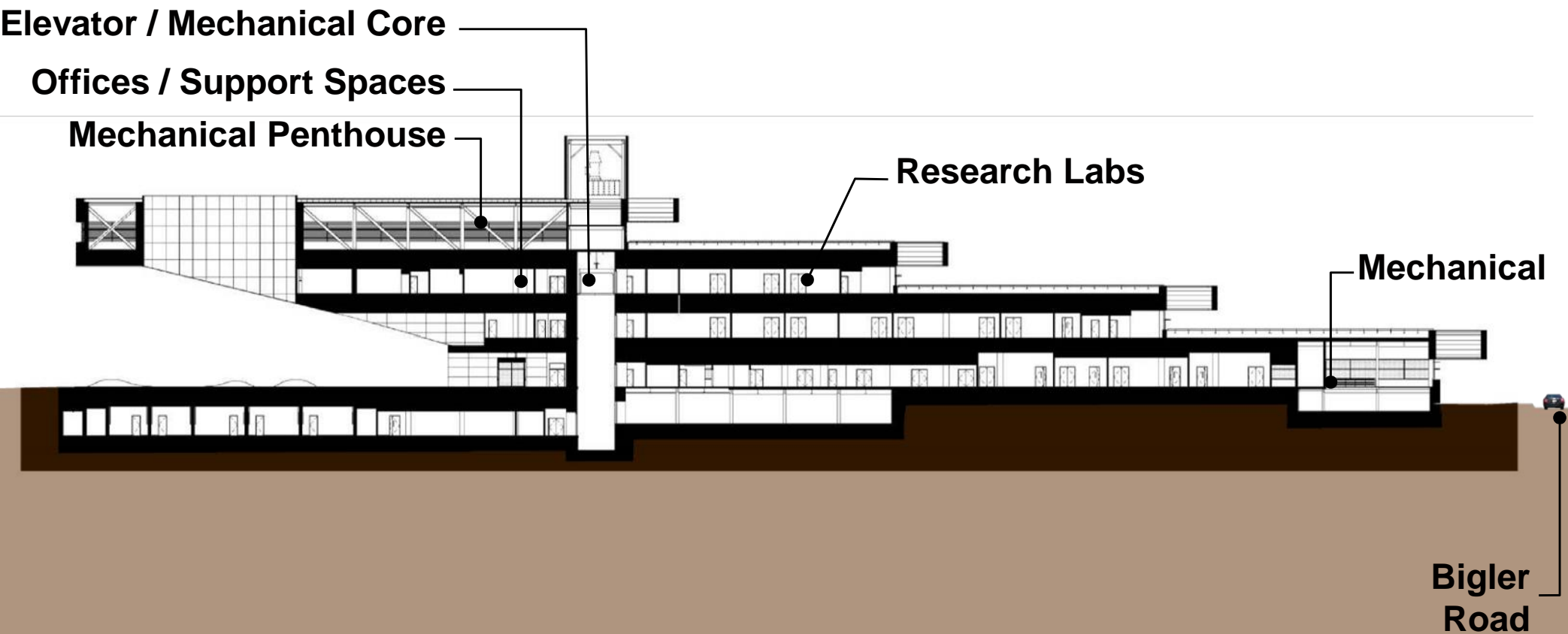


# Site Plan







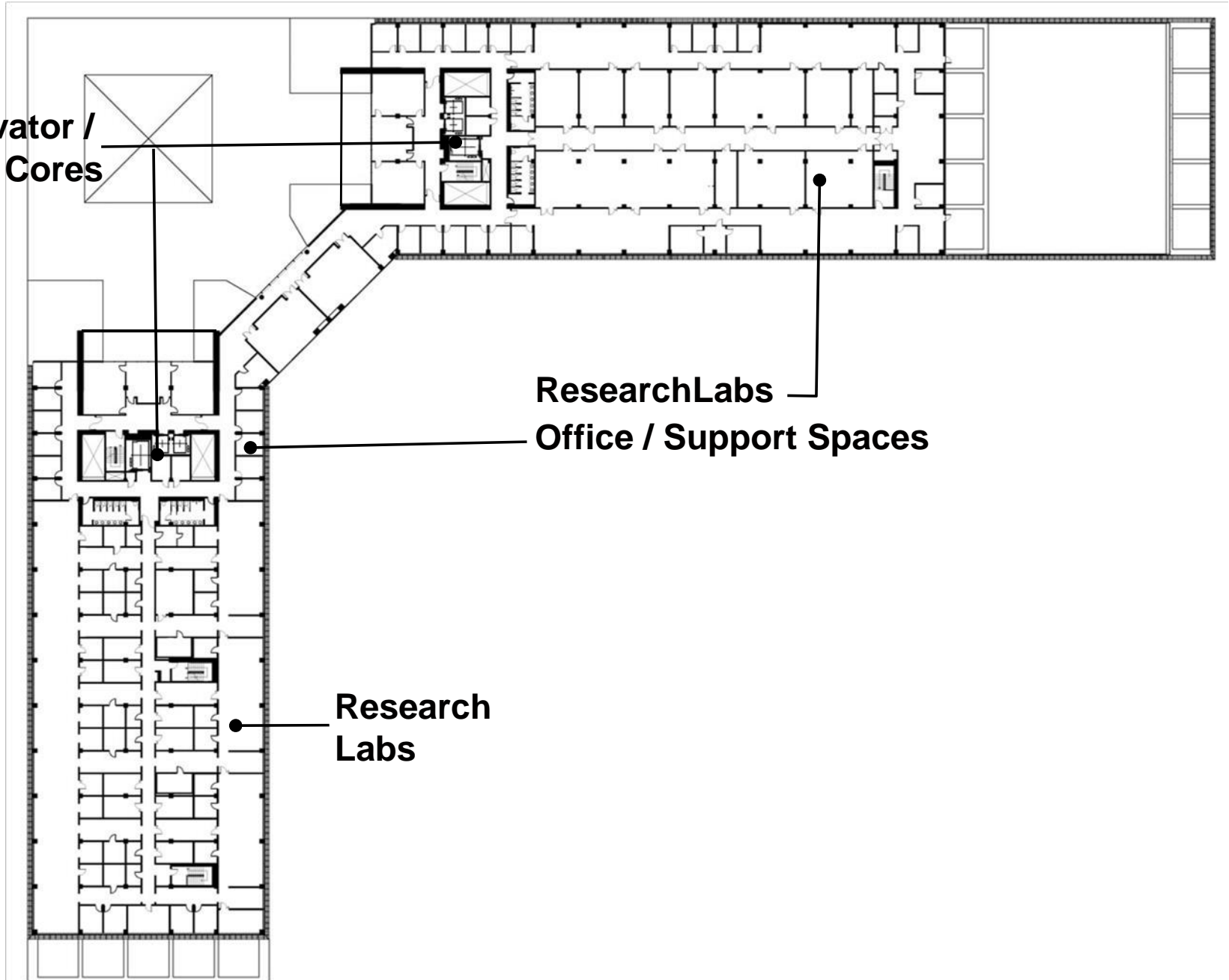


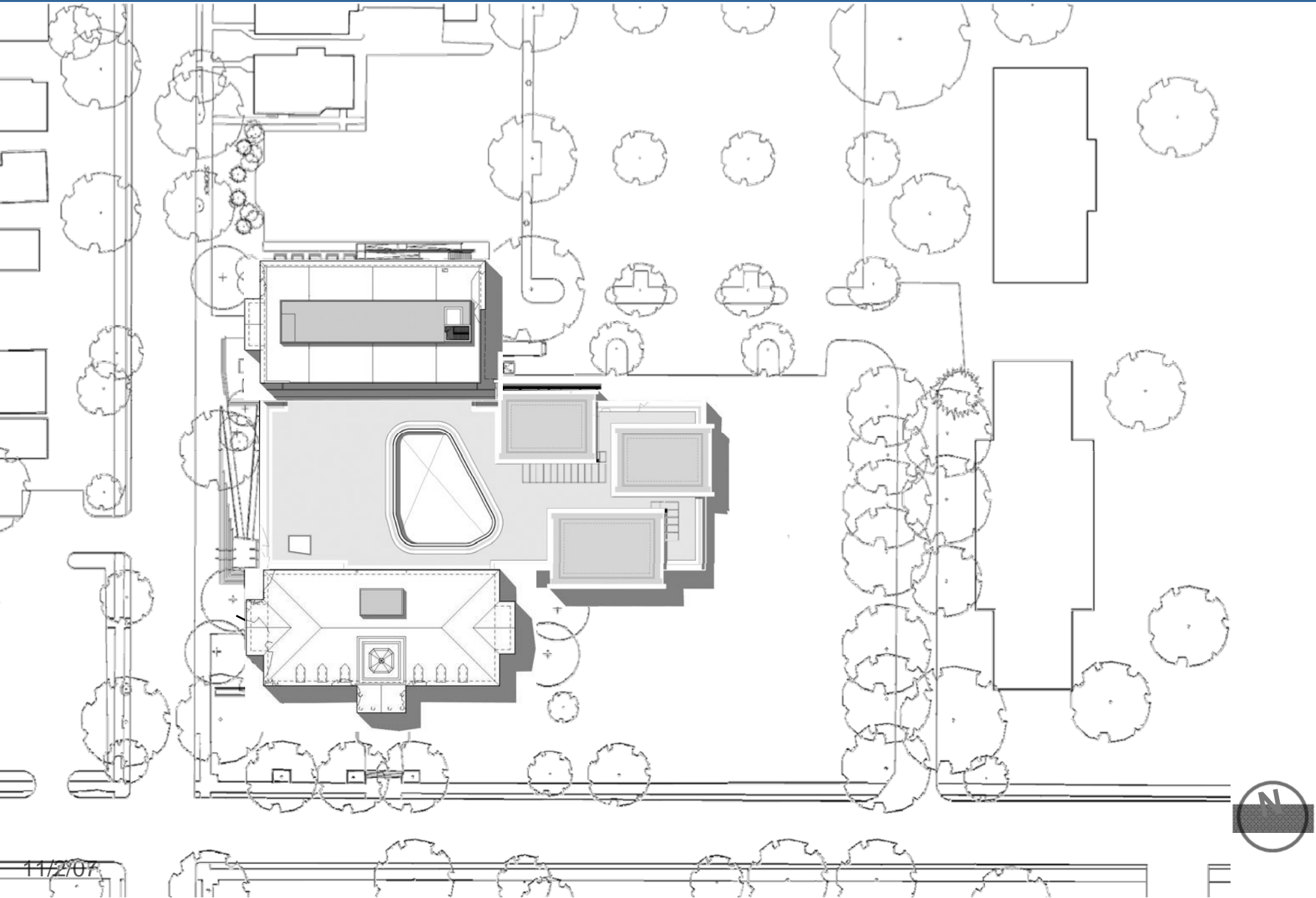


**Elevator /  
Mechanical Cores**

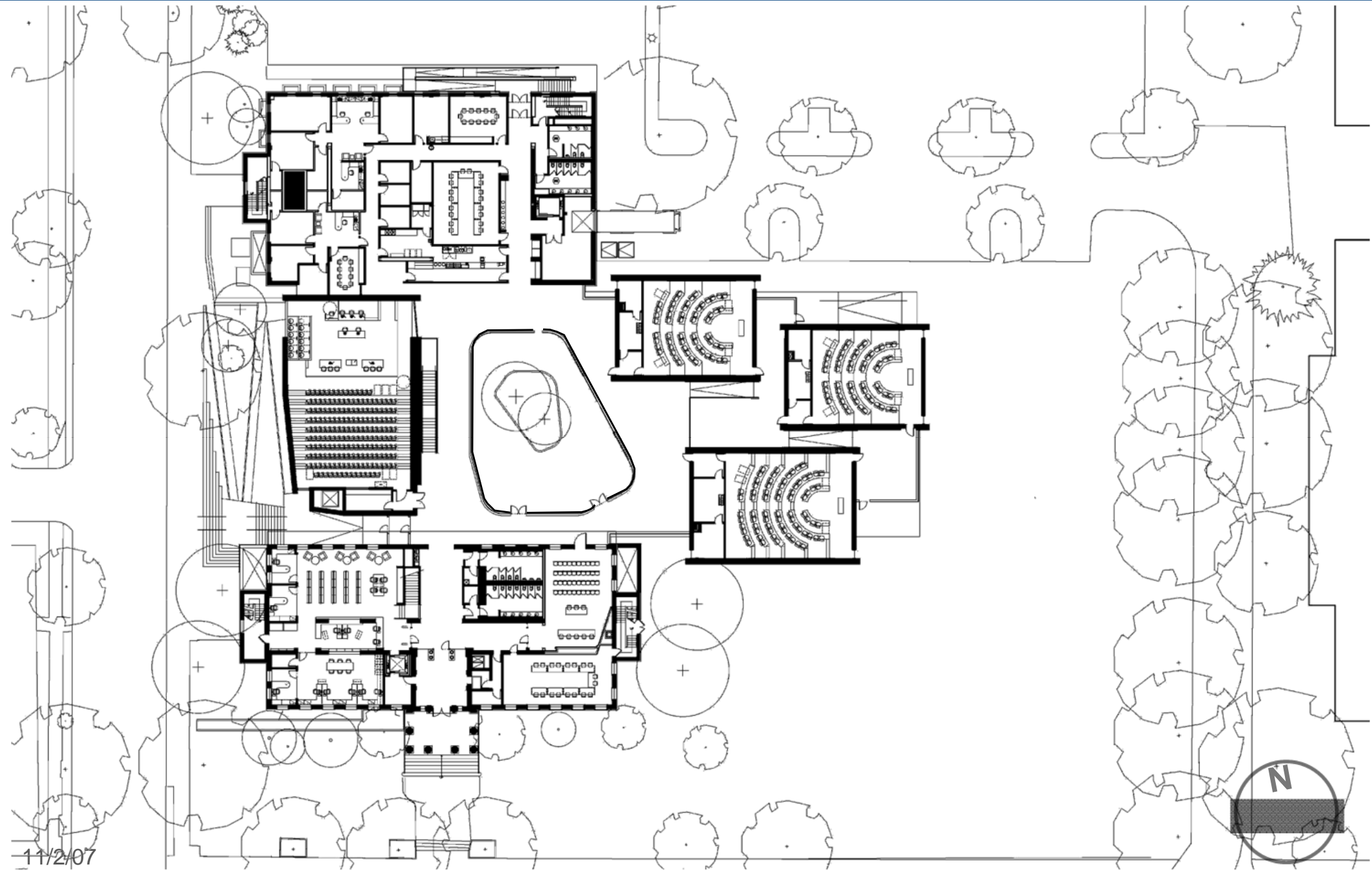
**ResearchLabs  
Office / Support Spaces**

**Research  
Labs**

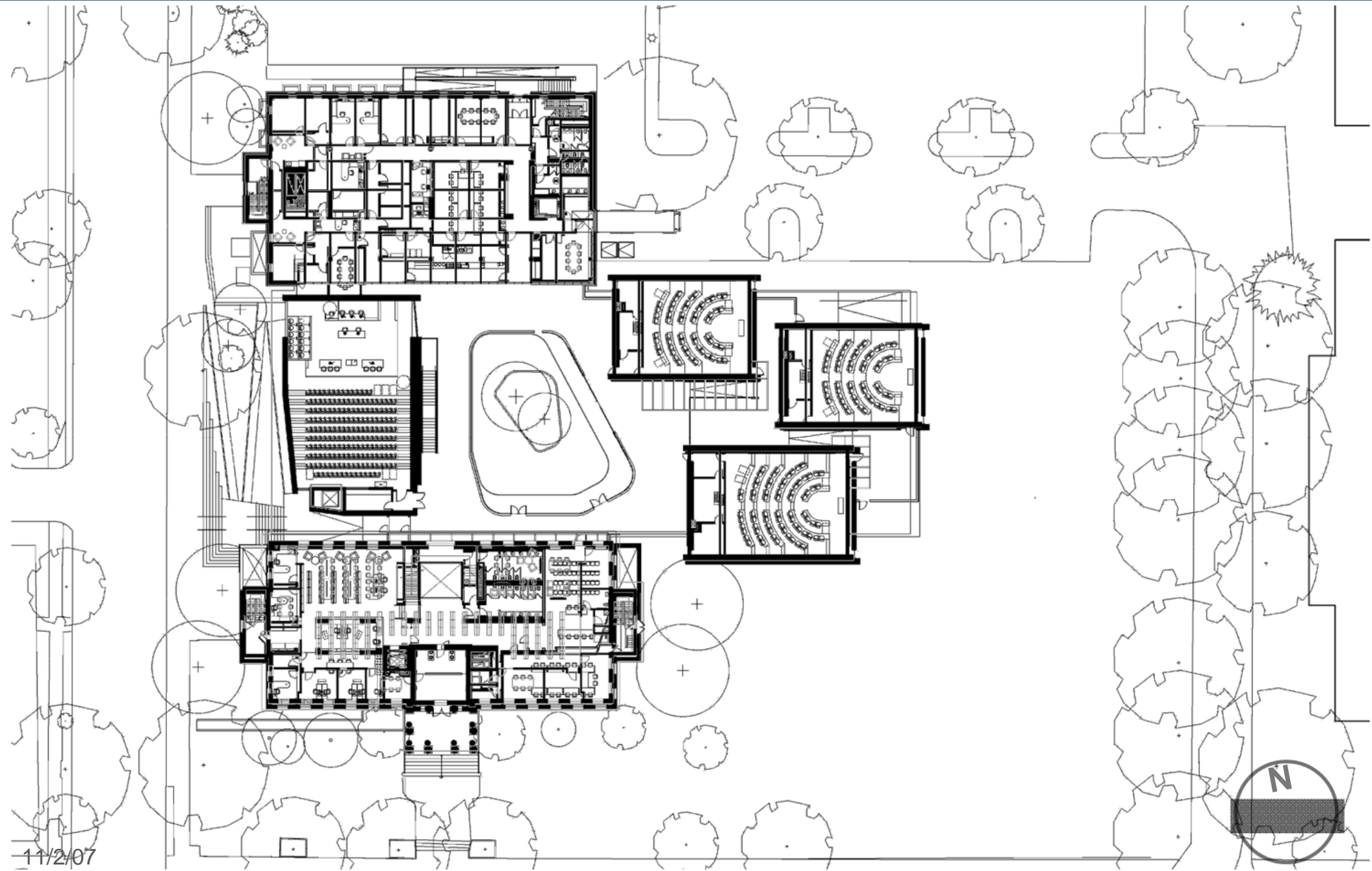




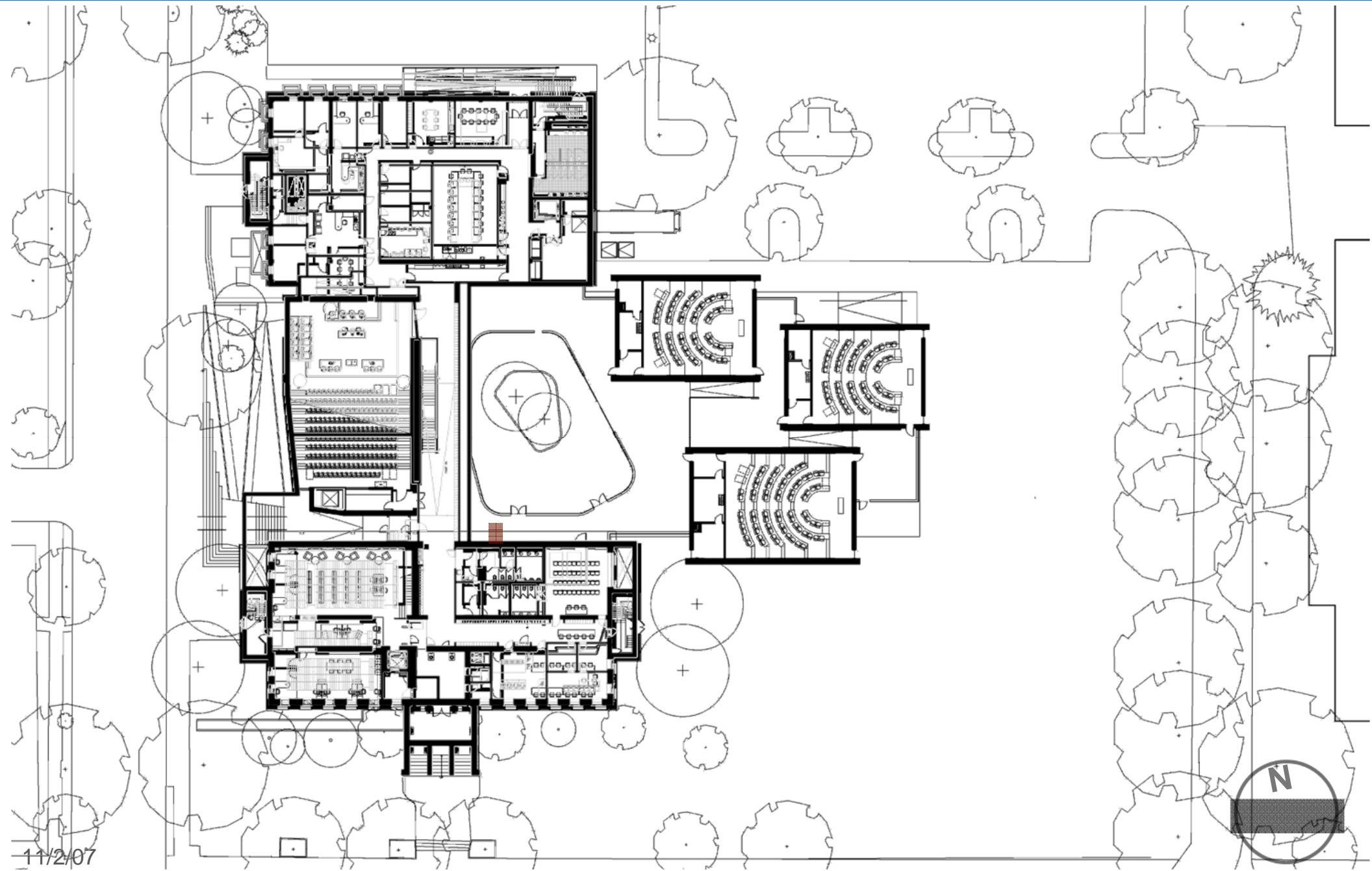
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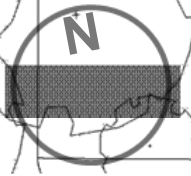
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# Dickinson School of Law, Carlisle





# Dickinson School of Law Carlisle







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# Dickinson School of Law, Carlisle





# Dickinson School of Law, Carlisle



# Dickinson School of Law, Carlisle



# Dickinson School of Law, Carlisle



# Site Plan



Eisenhower Road

EISENHOWER DRIVE

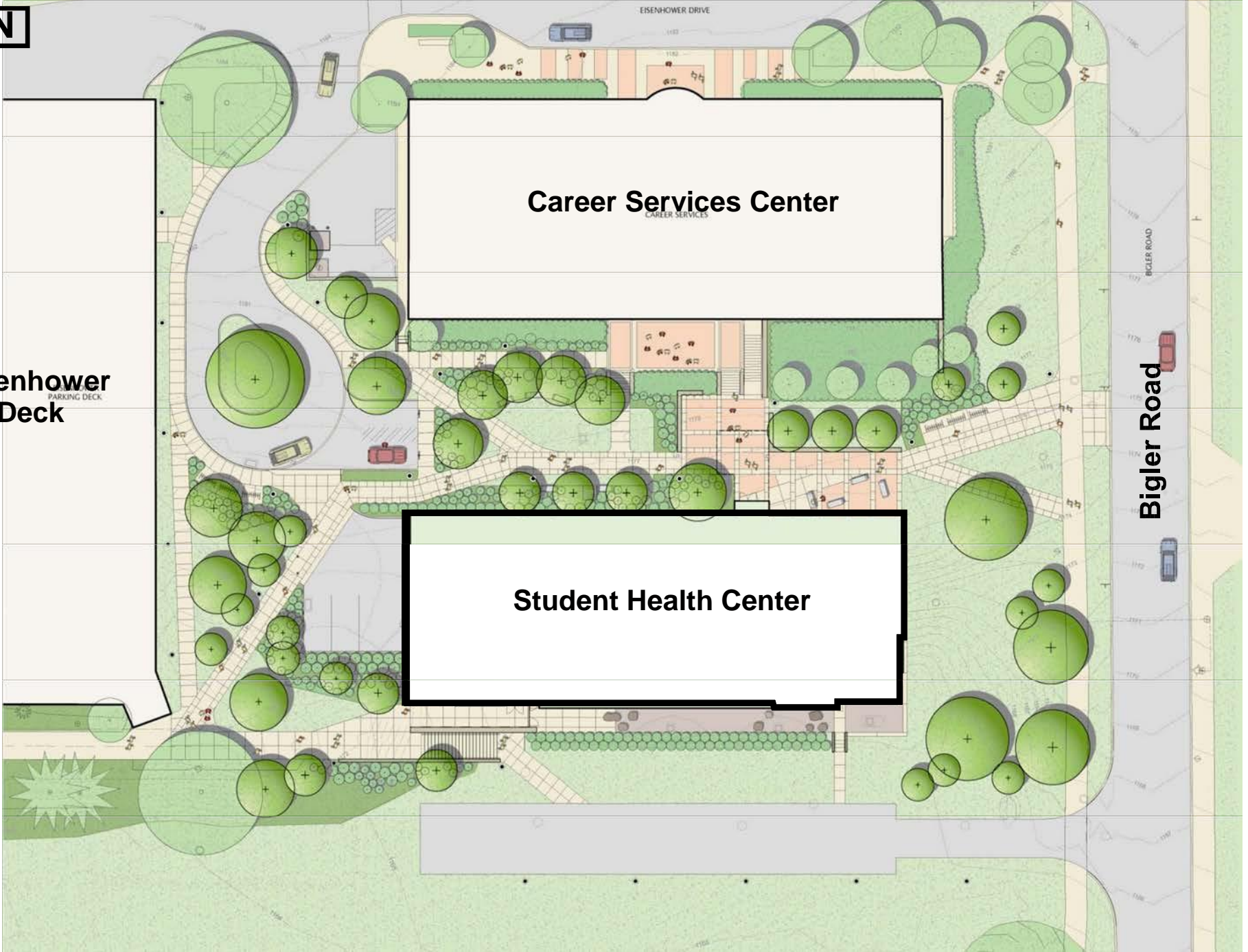
Career Services Center

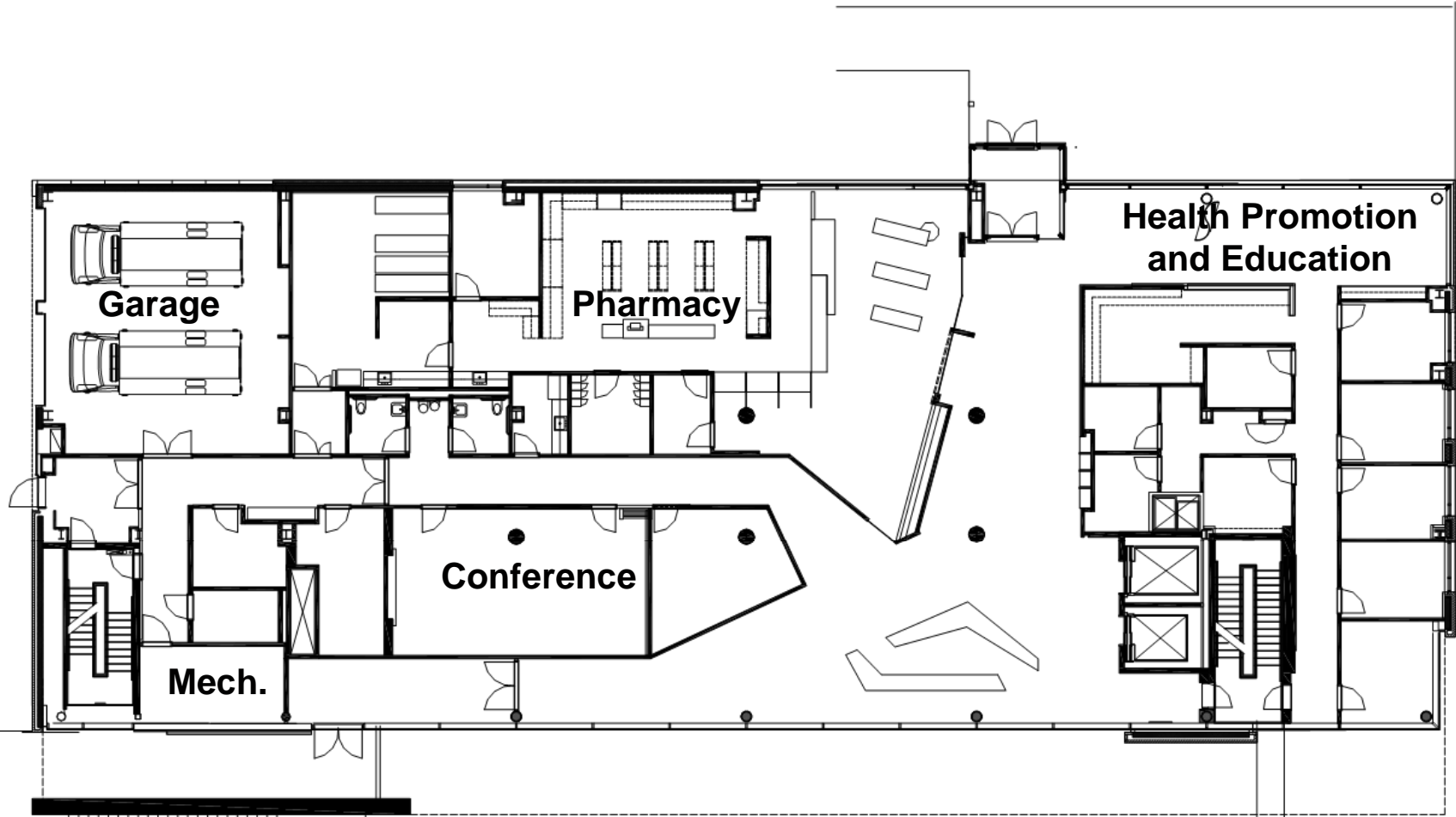
CAREER SERVICES

Eisenhower Deck  
PARKING DECK

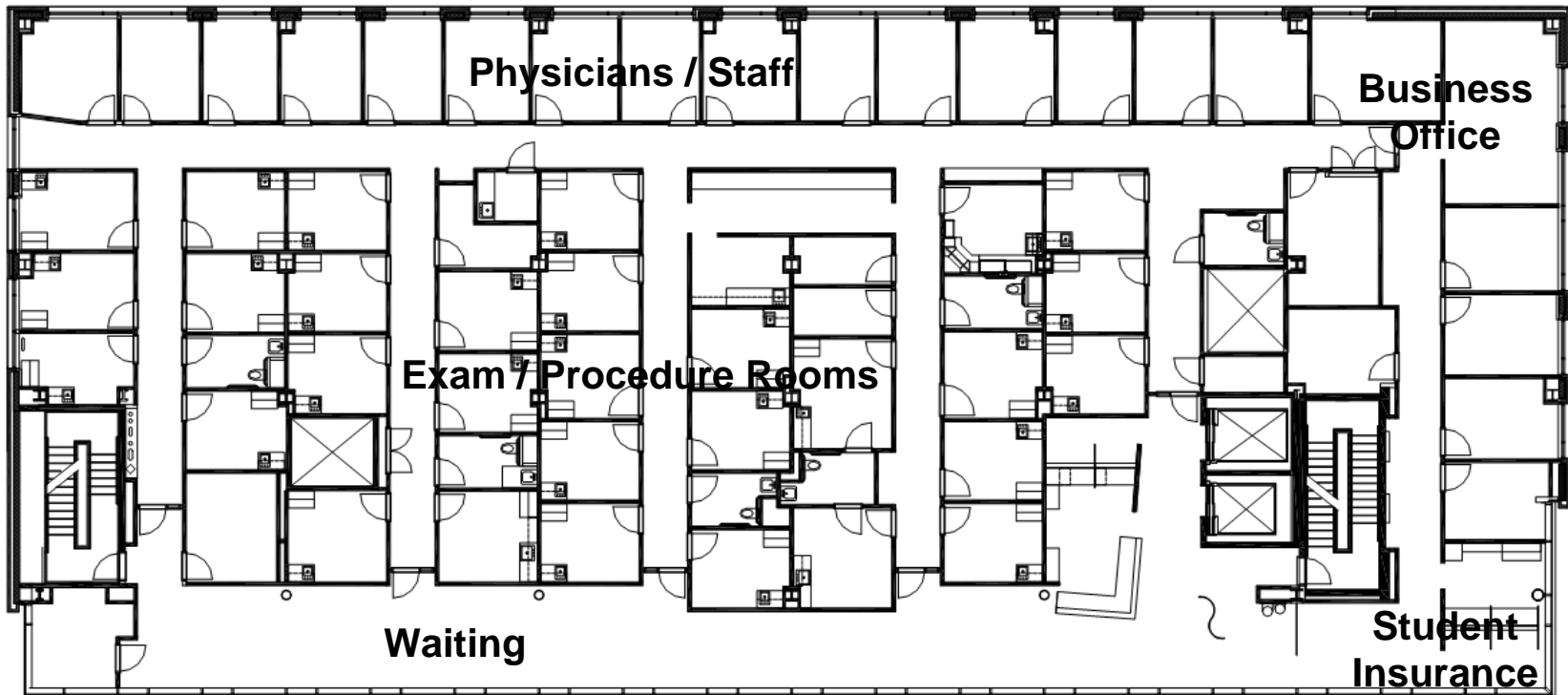
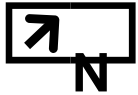
Student Health Center

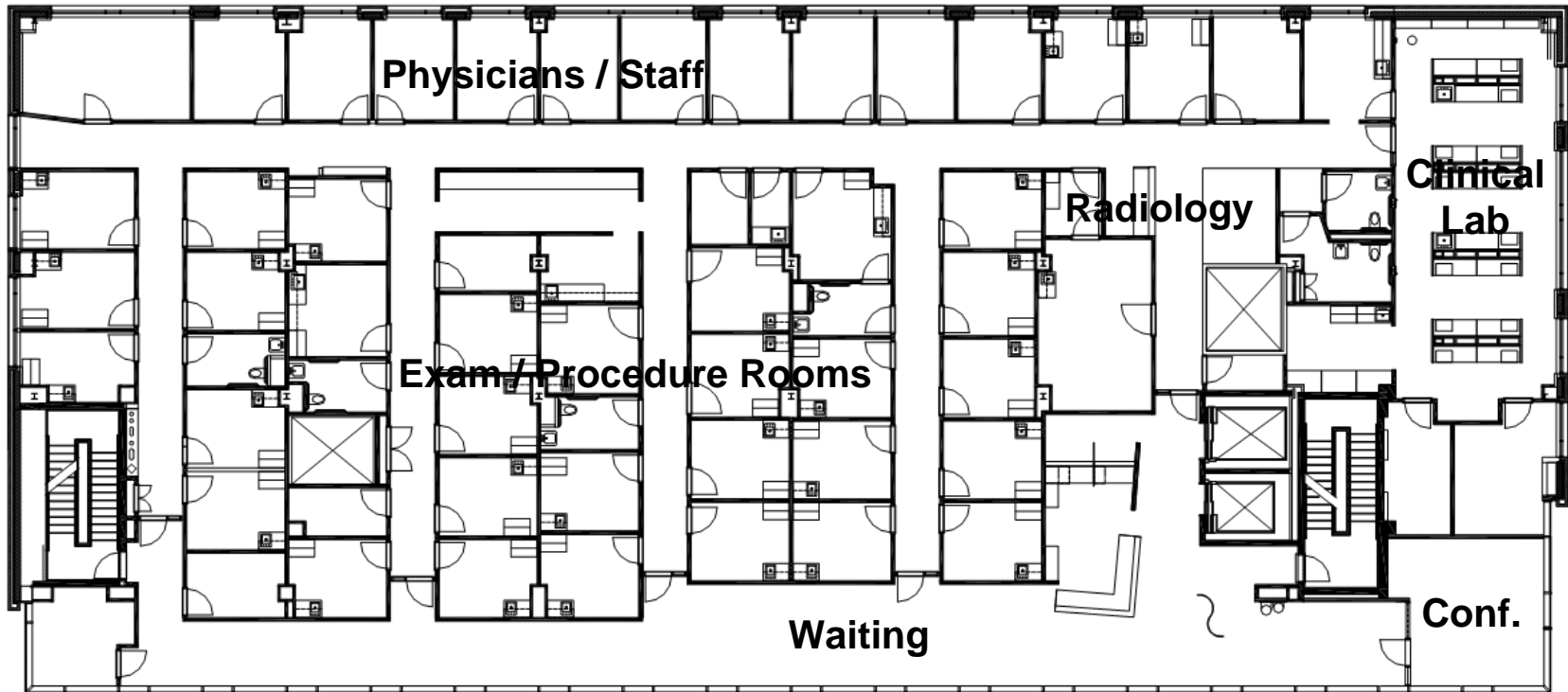
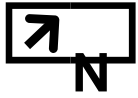
Bigler Road

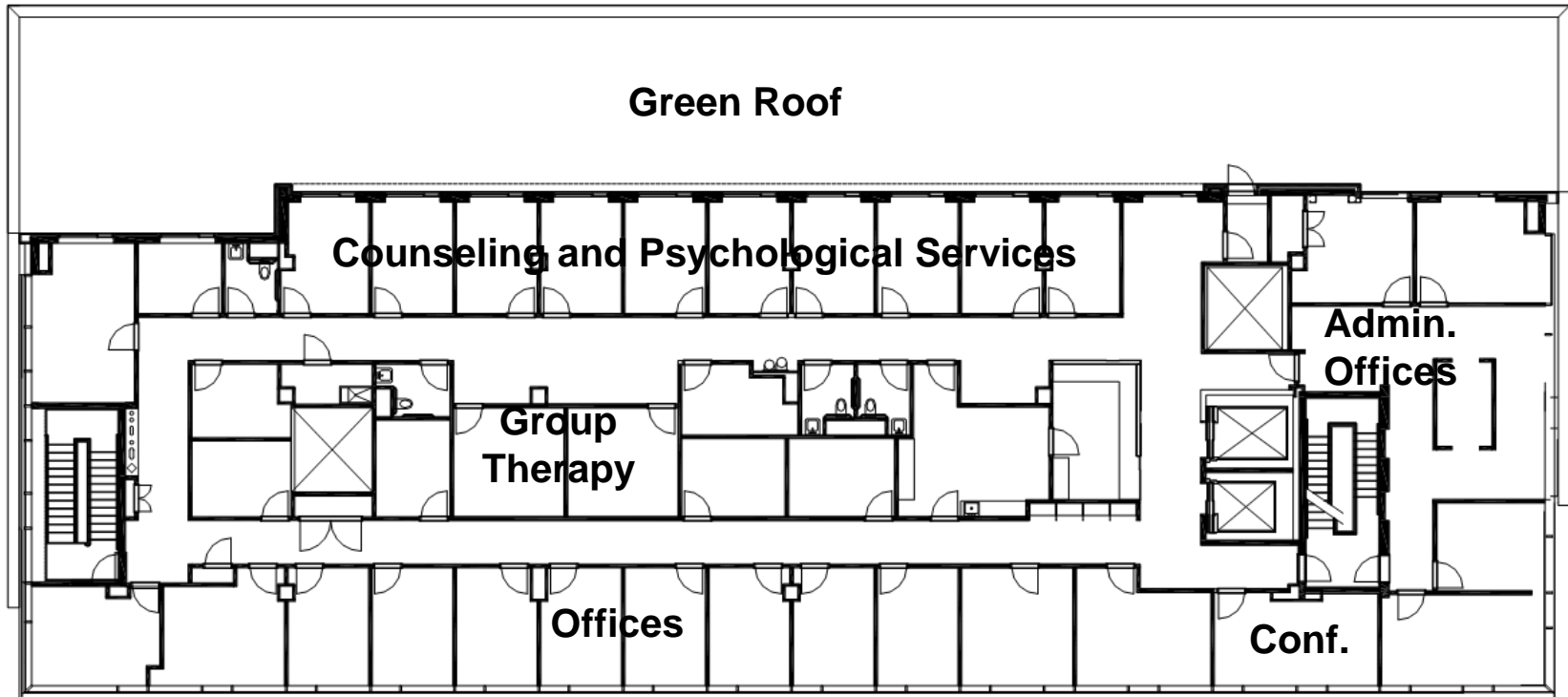
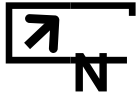


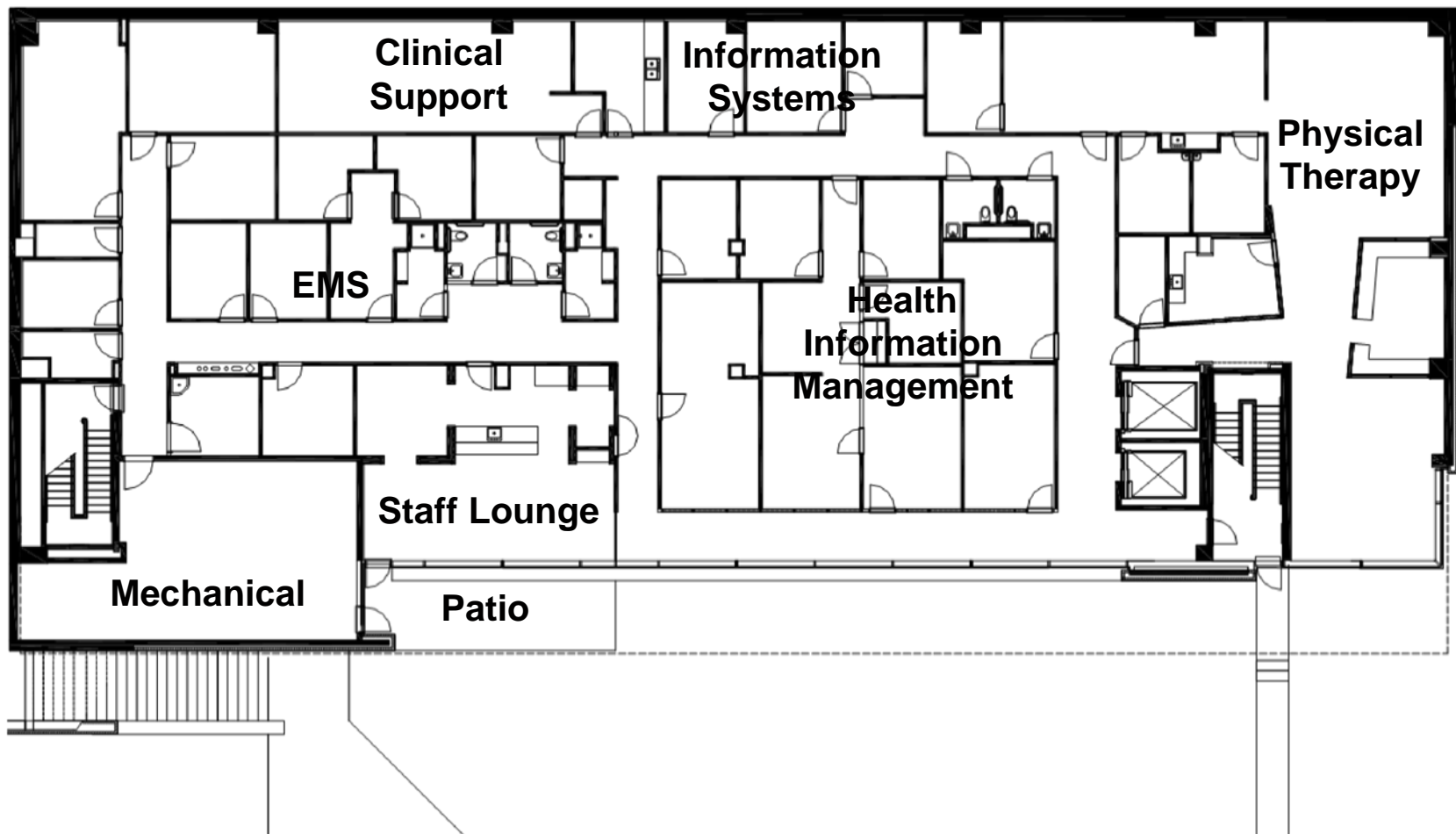
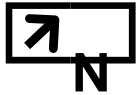






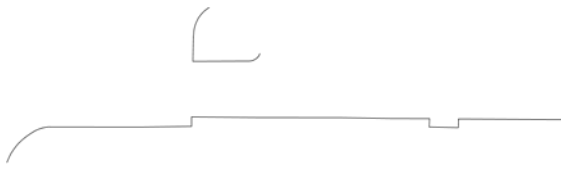


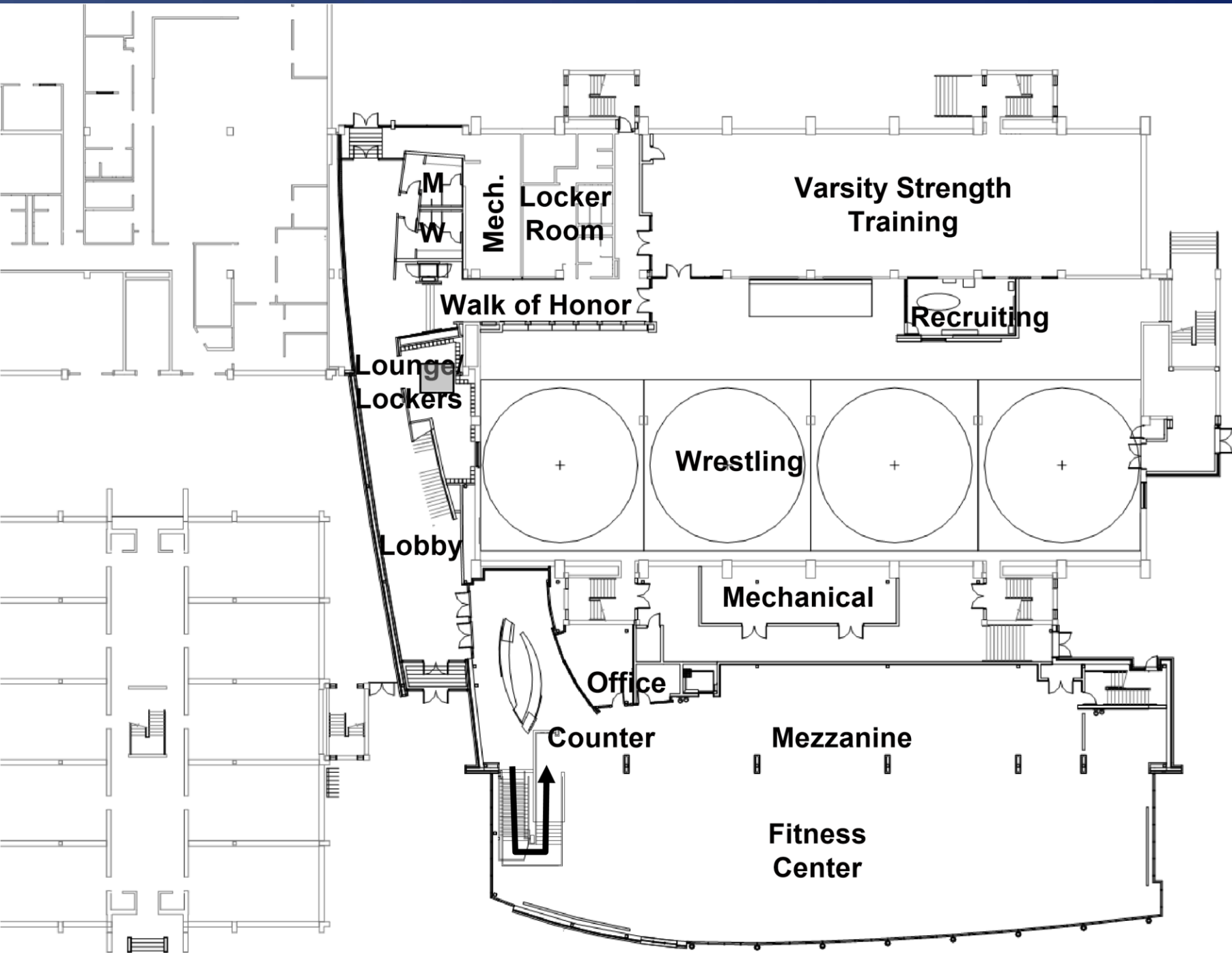




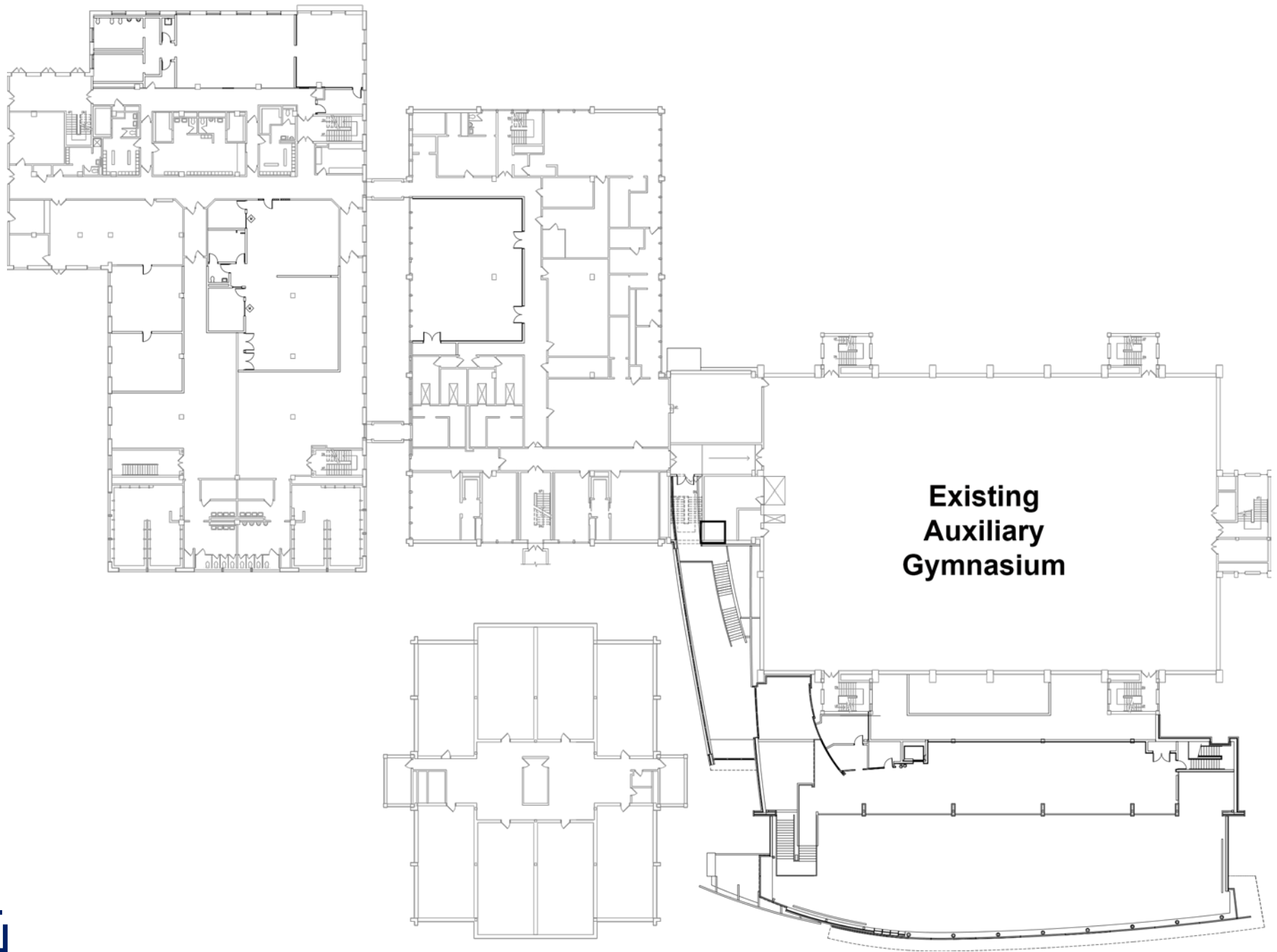






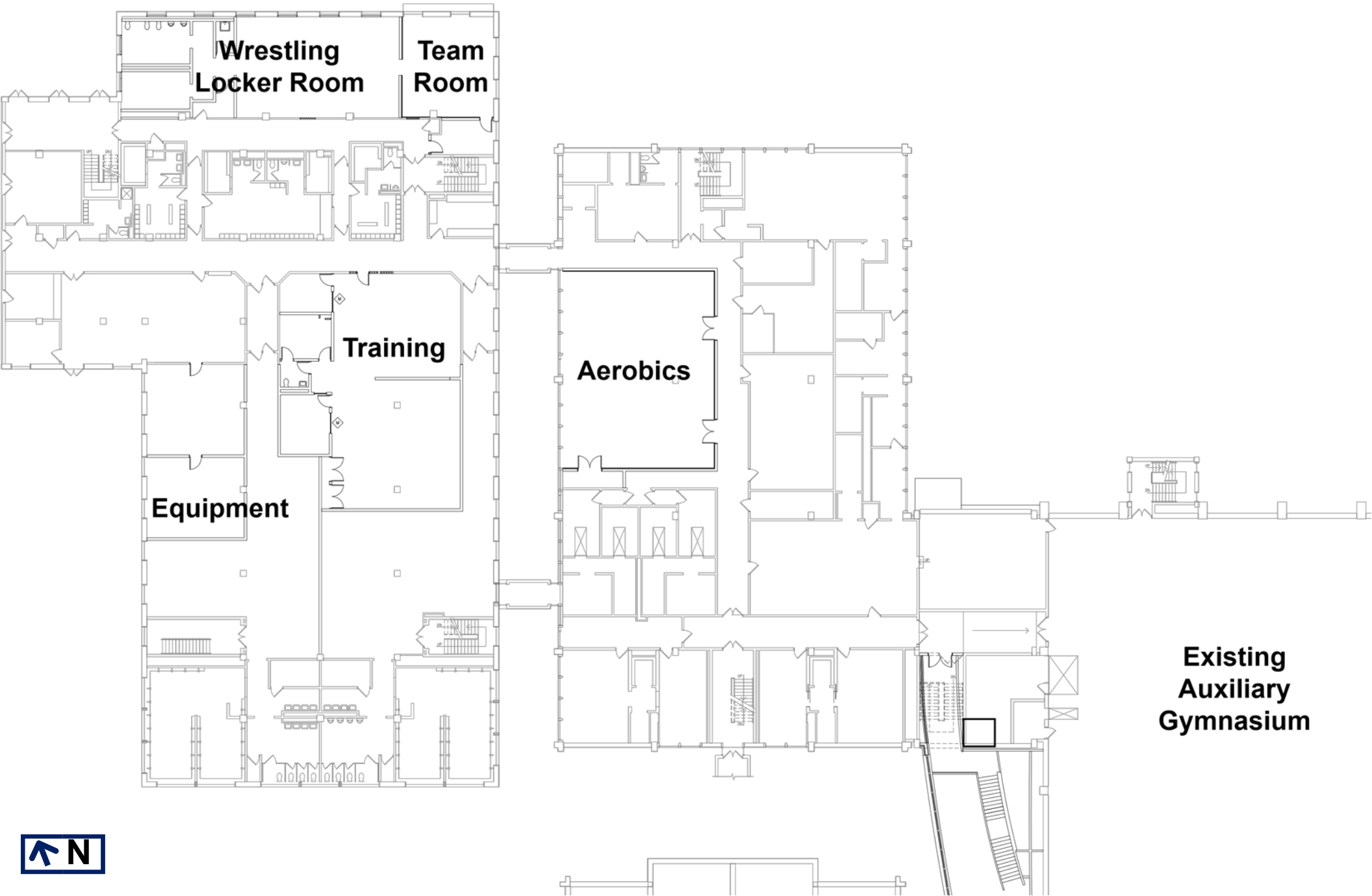






**Existing  
Auxiliary  
Gymnasium**





**Wrestling  
Locker Room**

**Team  
Room**

**Training**

**Aerobics**

**Equipment**

**Existing  
Auxiliary  
Gymnasium**





# Rec Hall Wrestling / Fitness Center



