

A REMAX REAL ESTATE OFFICE IN CAROL STREAM, ILLINOIS

PROGRAM: Given an existing building, one story plus a basement, in Carol Stream, Illinois, approximately 84 feet long x 56 feet wide, remodel the interior to provide new offices for 25 independent brokers belonging to the Remax brokerage system. In this real estate system, each broker/salesperson pays a monthly rent of \$2,000 to the Remax manager who then provides the broker a desk, telephone answering services, typing services, and multiple listing services in the Carol Stream area. The broker/salesperson keeps 100% of his commissions from the sale of real estate.

The office manager and Owner of the Remax franchise has provided you with a plan of the existing building first floor and the following space planning program. He has asked that you come up with three schemes within one week from today. At that time he will select one scheme for you to develop into a complete interior design. He would like to begin construction in four weeks, at which time he will give you an order for the furniture. You feel that this is a very quick schedule for a complete design and bid documents, but the fee is fair and you need the cash to continue your operation going, so therefore you are enthusiastic about beginning.

1. 25 broker/salespersons, each with one 3'-0" x 5'-0" desk, one desk chair, one side chair, one waste basket, one telephone, and one two-drawer file cabinet (may be built into the desk). Some minimal privacy is required for each broker, such as a low partition. Brokers are not in the office very much since they are normally out trying to make sales. There is a very good system of communication, however, through electronic paging devices connected to the office receptionist, which enables brokers to keep in touch with the main office when necessary.
2. 8 broker associates with individual private offices. Each office is approximately 8'-0" x 9'-0" in size and must have a desk with a desk chair and two side chairs, a credenza behind the desk, one waste basket, one two drawer file cabinet (may be part of the desk or the credenza), one telephone, and an original oil painting on the wall. You will be asked to select the art. It is not necessary that these offices be provided with a window, although that would be desirable.
3. 2 owners offices, approximately 10'-0" x 13'-0", with a desk, one desk chair, two side chairs, a credenza behind the desk, two-2 drawer file cabinets, a coat rack, one telephone and one waste basket, and an original oil painting on the wall, a live plant. There must be a window in these offices.
4. Receptionist/typist desk near the main entrance, with multiple listings computer (area about 2'-0" x 3'-0").

5. Waiting area with 6 chairs and at least one coffee table, for customers, near the entrance.
6. Display area for real estate listings, accessible to the public and near the waiting area.
7. Coat storage room for employees and guests, for 30 coats.
8. Utility room, containing coffee maker, copier, stereo receiver and amplifier, bulletin board and "sold listings" board.
9. Area for plat books and Haynes directory (approximately 3'-0" x 6'-0") near the reception area, but easily accessible to the brokers.
10. 4 storage cabinets for filing (or 2, 5 drawer lateral files), accessible to the receptionist and the brokers.
11. Sign storage room for 250 metal signs 30" x 40" x 3" size – this could be a long closet open to the main space and signs could be on shelves – two high.
12. Archival storage for old listing books and old files, about 5'-0" x 8'-0" in size.
13. Men's and Women's toilet rooms with two water closets and one lavatory each, for the public. Alternatively, you could provide four single user toilet rooms with one WC and one lav in each.
14. Janitor's closet with slop sink and mop rack and storage for janitor supplies.
15. Telephone and electrical closet for floor utilities.
16. Area for trash pick-up.

Prior to executing the design, prepare an estimate of the time it will take you to complete the work and establish a budget for your own work.

Once you have your time and cost budget, prepare an Agreement Between Owner and Interior Designer with costs and other stipulations. This will be due on the first class period after the problem is distributed. Use the standard form of agreement. You may not proceed with design until this step is satisfactorily completed.

PRESENTATION REQUIREMENTS

1. Material list, indicating square footage of all finish materials included in the contract, unit prices, and total prices.
2. Furniture list, indicating each piece of loose furniture, net cost per piece, designer's mark-up (use 15%), fabric type, fabric quantity and unit cost, tax, insurance, freight cost, local shipping cost, installation cost (if any), and total cost.
3. Equipment list (for kitchen), indicating each piece of equipment, cost of piece, tax, insurance, freight cost, local shipping cost, installation cost, and total cost.
4. Millwork list (built-in items), indicating size of each piece, material, finish, cost ion place, and total cost.
5. Accessory list, indicating cost per item, tax, insurance, freight cost, local shipping cost, installation cost, and total cost.

These lists should be prepared in Microsoft Excel and printed on 8 ½" x 11" paper and bound together using our multi-ring binding system for presentation to the Owner as a "Design Manual" for the project.

6. Written narrative description. This is a detailed description of the project with an explanation of the basis for your design decisions. This should be bound in the same book as the lists of furniture and materials.
7. Floor Plan, 1/8" = 1'-0" showing furniture and floor materials.
8. Reflected Ceiling Plan, 1/8" = 1'-0" showing ceiling pattern and heating and air conditioning diffusers and lighting
9. Two interior section/elevations, 1/8" = 1'-0" showing furniture, materials, people, and plants.
10. Perspective of interior showing furniture, materials, people, and plants.
11. Furniture selection board (perspectives or photographs mounted on black Foamcore board).
12. Material selection board (samples of materials mounted on black Foamcore board).

Be sure to carefully read the Quality Assurance guide on the Triton architecture and interior design web site before you do any presentation work at <http://academics.triton.edu/faculty/fheitzman/QA.html>

END OF REMAX PROGRAM