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 in February, May, July, September, and November. Major Projects are presented to the Board of Trustees for final design approval and are defined as new construction, additions, renovations, or infrastructure projects that have a total project budget (construction costs and all soft costs) equal to or greater than $10,000,000. 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 Project Decision Review Board (all locations) before the final design approval with the Board of Trustees. Please consult with the Project Manager or the University Architect on timing and submission material for these presentations.

2. **Submission Requirements**

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

      1) A completed Data Sheet
      2) A site plan
      3) Floor plans
      4) Full color rendering(s)

         • Elevations and/or sections <u>may</u> 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.

   B. Submit information via email or file transfer - PDF's with site plan and floor plans in separate files. Submit the rendering in a common digital graphic format, such as, .pdf, .tif or .jpg. Digital images must be a minumum of 9"x 5" at 150 pixels/inch (Photos will be inserted into Powerpoint with a 16:9 (widescreen) aspect ratio 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 <u>may</u> 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 HD 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 floor plans must be pochéd (solid black color).**

G.   For renovation projects, please submit both existing floor plans and proposed floor plans.

H.   Do not use legends. A more general indication of broader areas by use, department, etc., may be more meaningful than labeling individual spaces. If files are PDF – please send one set with room/area labels, and one without.

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

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

K.   Keep drawings clean and simple.

L.   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.

M.   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 Kufner--(814) 865-8177,
E-mail gak21@psu.edu

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

APPENDIX

- Data Sheet (New Construction, Addition/Renovation, and Parking Construction)

- Site Plan Examples

- Floor Plan Examples

- Rendering Examples

APPENDIX

- Data Sheet (New Construction, Addition/Renovation, and Parking Construction)

- Site Plan Examples

- Floor Plan Examples

- Rendering Examples

Prepared:

Revised:

New Construction Data Sheet

Project Name _____

Campus _____

PSU Project Manager: _____

Architect: _____

Total Project Budget: _____

DGS Portion Budget: _____

Construction Estimate: _____

New Gross Sq Feet: _____

Renovated Gross
Square Feet: _____

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.):
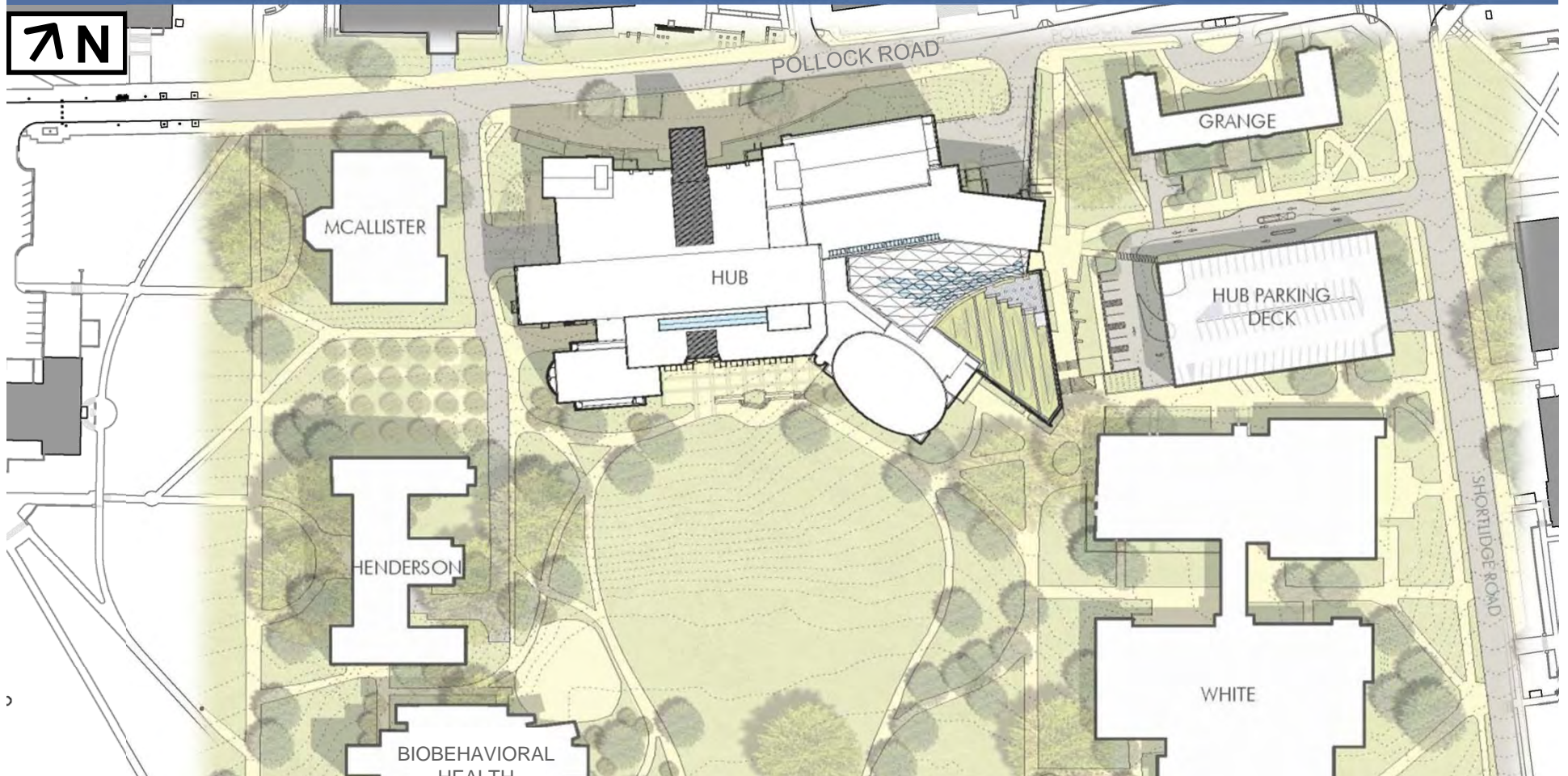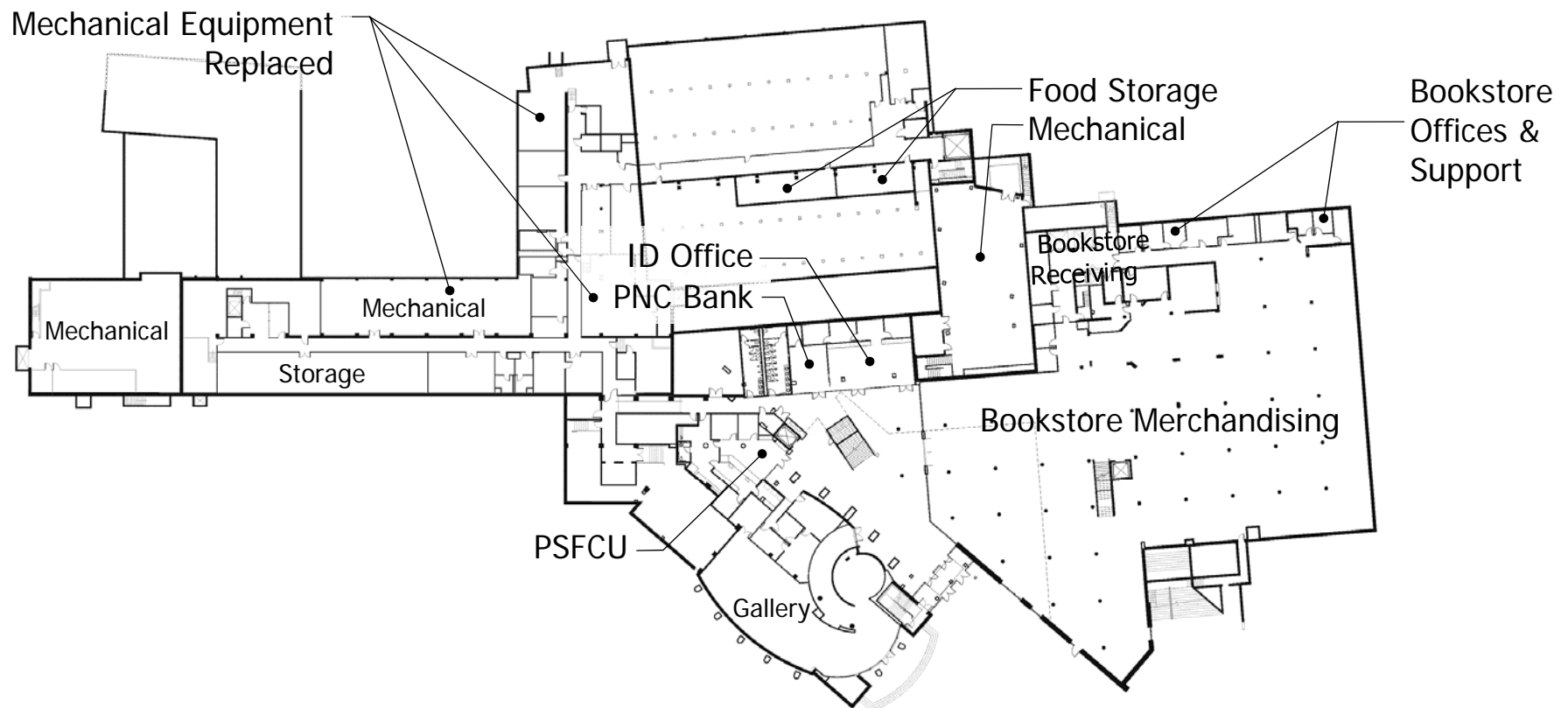
_____

_____

PENNSTATE
1855

N

POLLOCK ROAD

GRANGE

MCALLISTER

HUB

HUB PARKING
DECK

HENDERSON

WHITE

BIOBEHAVIORAL
HEALTH

SHORTLIDGE ROAD

PENN STATE
1855

N

Food Service Renovations

Radio

Copy Store

THON

Student Commons

Bookstore Retail

Ex. Radio Station
Converted to TBD
(Student Function)

PENNSTATE
1855

↗ N

Center for Character, Conscience, and Social Responsibility

Student Affairs

Alumni Hall

Support

Meeting Room

Multipurpose Flex Theater

Lounge/ Study

Lounge/ Study

Coffee

Library

Student Commons Below

Seating

Green Roof

Auditorium

Lounge/ Study

Heritage Hall

Meeting Room

PENN STATE
1855

N

Meeting Rooms

Mechanical

Multipurpose Flex
Theater below

Offices

Offices

Offices

Offices

Offices

Student
Offices

Offices

Building 7R - First Floor

N

Equipment Gallery

Gallery

Lobby

Mech.

Lecture Hall

Mech.

IT

IT

Mech.

Administrative Offices

Classrooms

Stormwater Infiltration & Collection

Restrooms

Upper Gallery

Upper Lobby

Lecture Hall

Restrooms

Classrooms
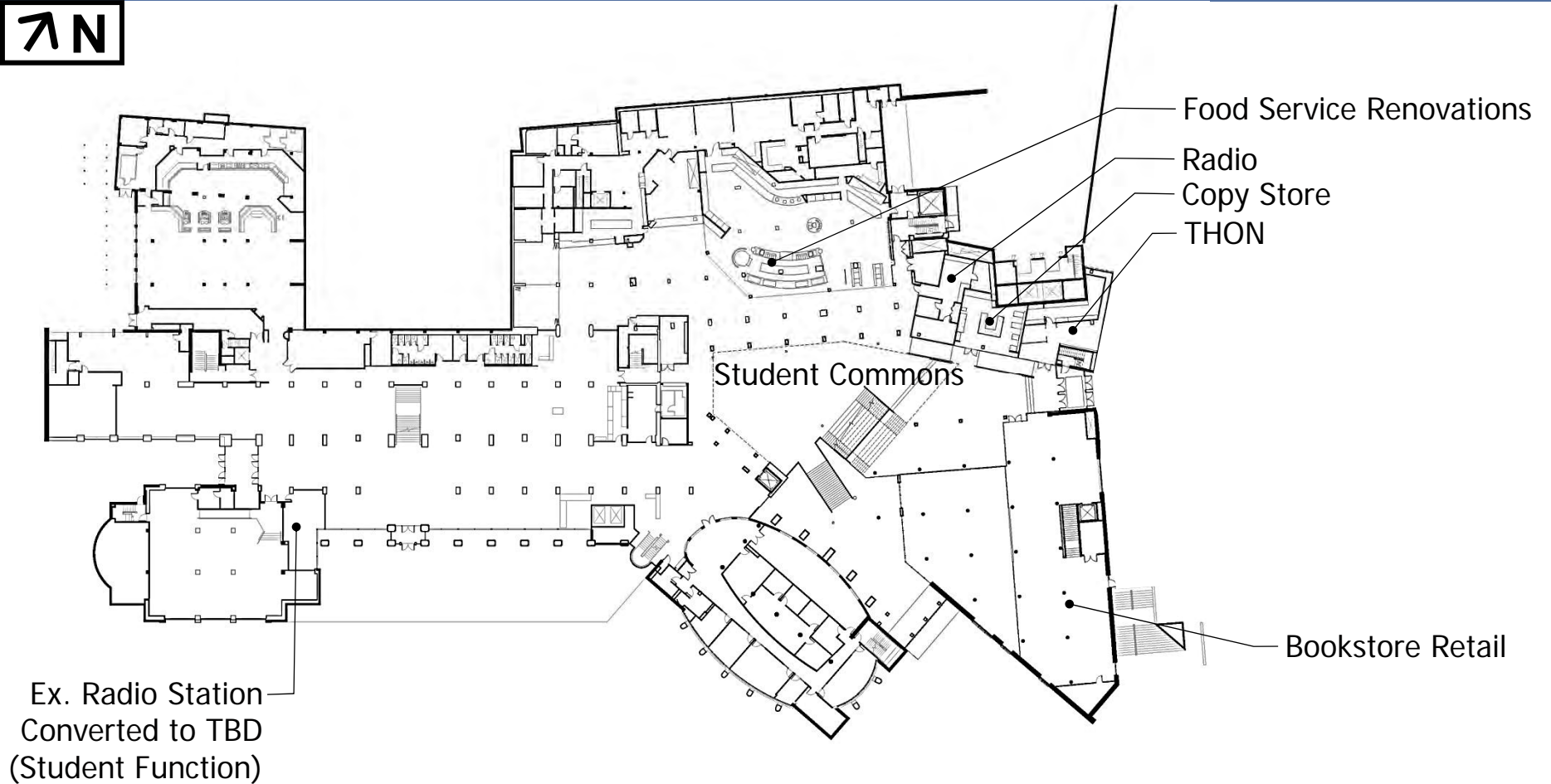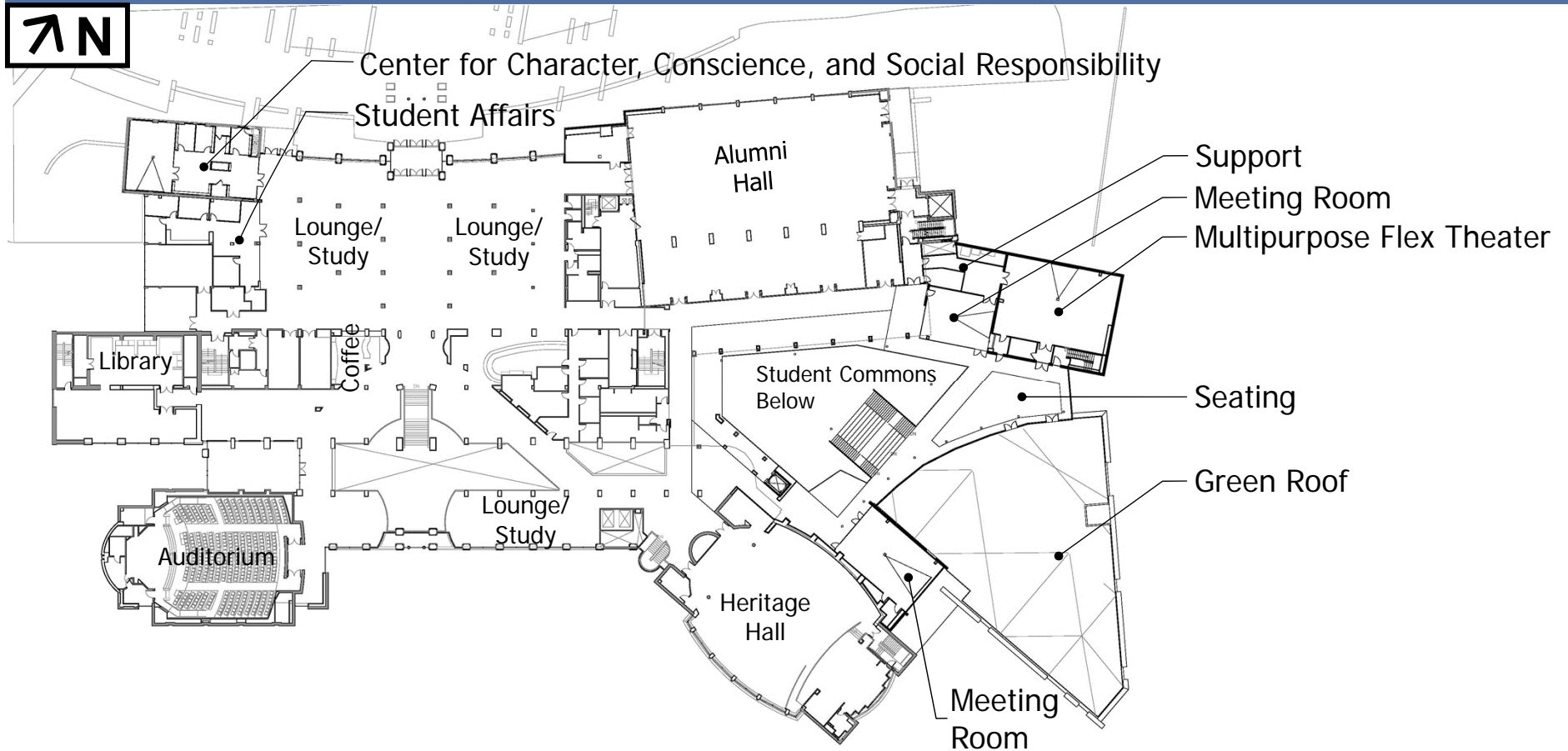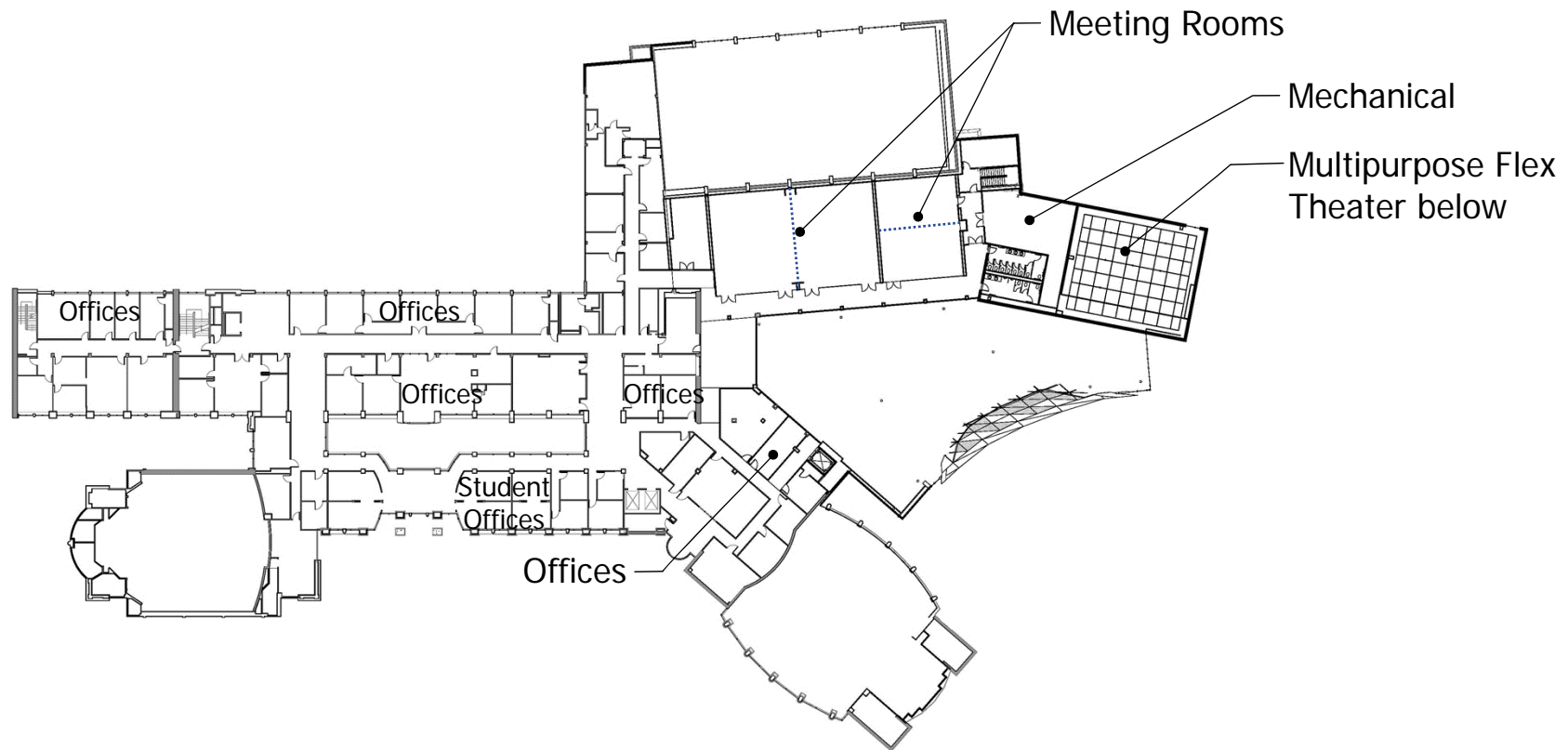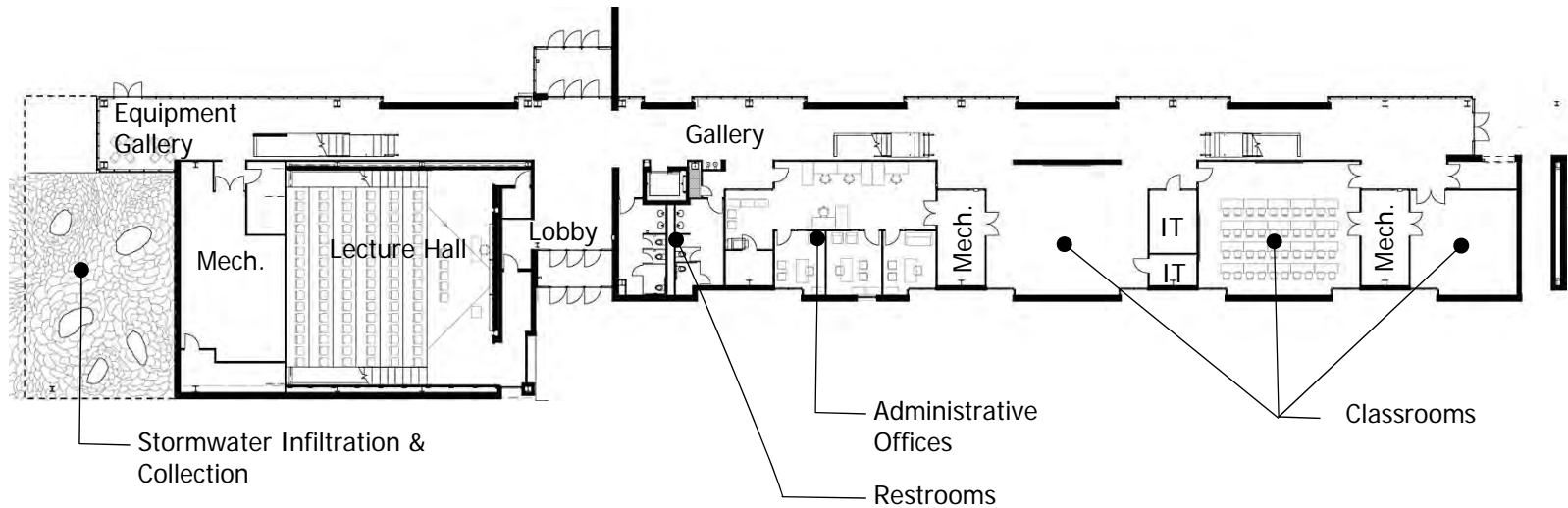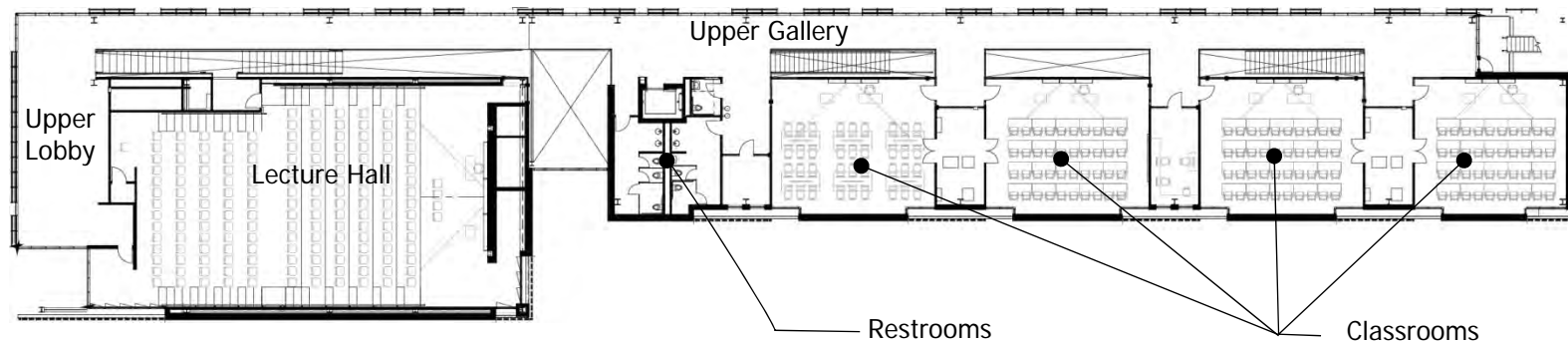
Building 7R – View from Kitty Hawk Avenue
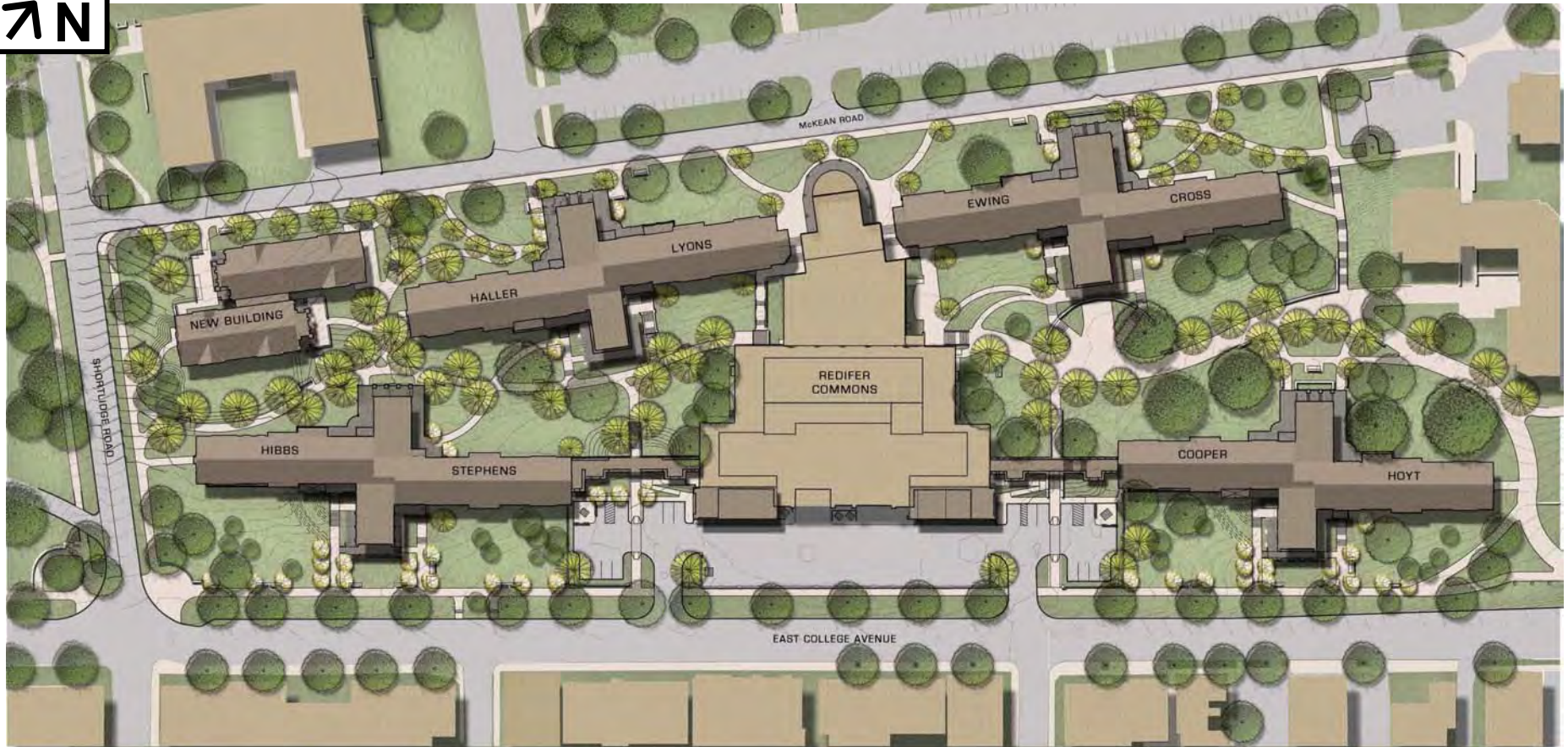
Haller/Lyons and Ewing/Cross – Ground Floor

Site Map

N

Existing Crawlspace

Mechanical

Storage

Mechanical

Bike Storage

Vending/Laundry

Trash

Common Lounge/ Overflow Bedroom

Tele Com

Storage

Mechanical

Vending/ Laundry

Staff Apartment
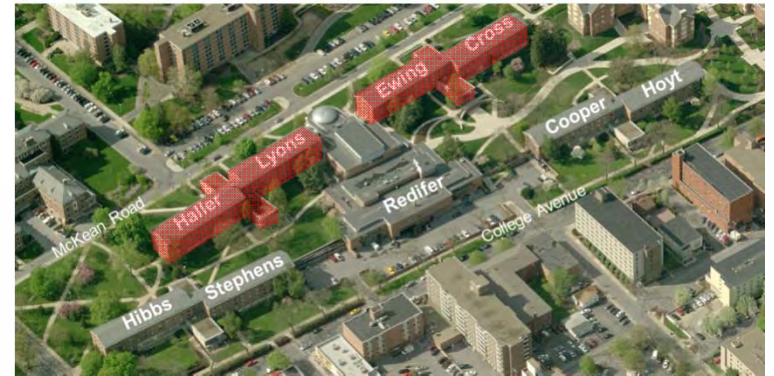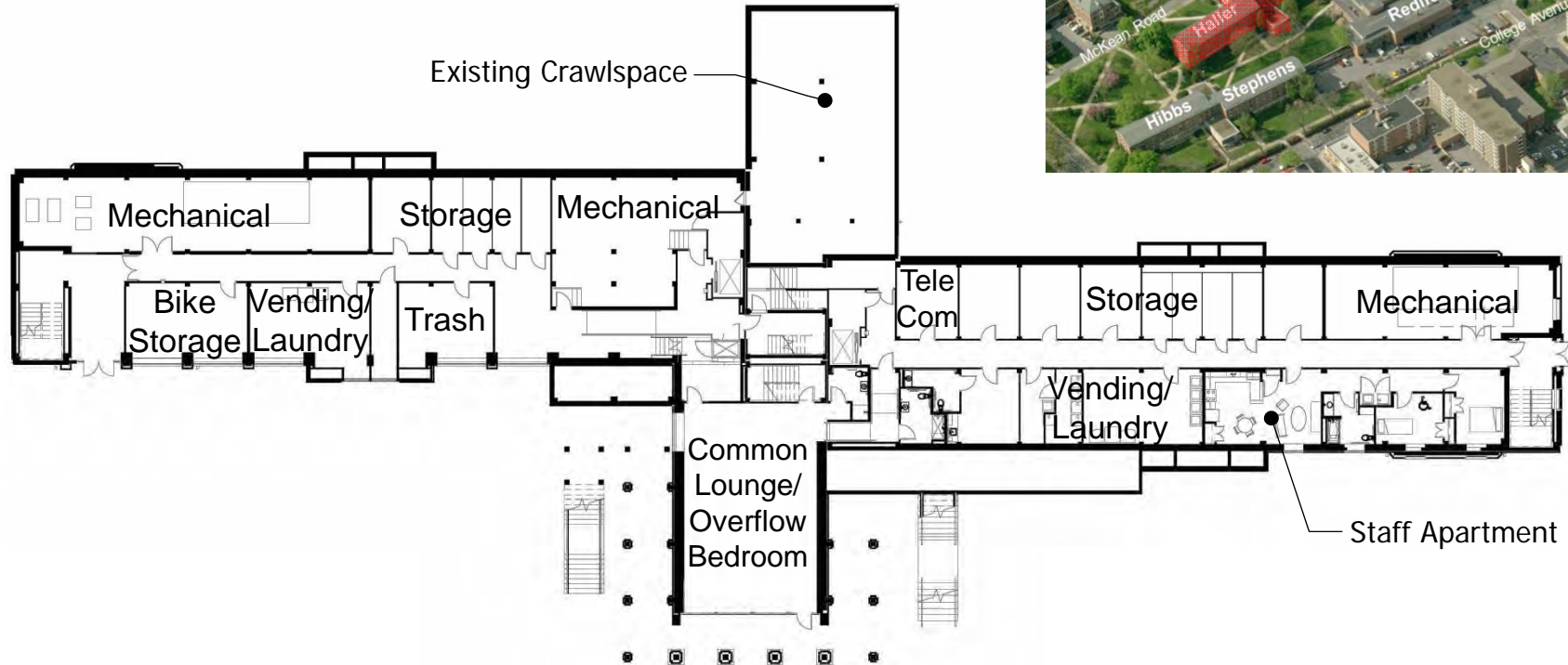
Cooper/Hoyt – Ground Floor

Site Map

Storage
Trash

Existing Crawlspace

Offices   Storage

Mechanical

Storage   Laundry   Mechanical   Break Room

Tele Com   Mechanical   Bedrooms

Common Lounge/ Overflow Bedroom

Bedrooms

Staff Break Area

Bike Storage
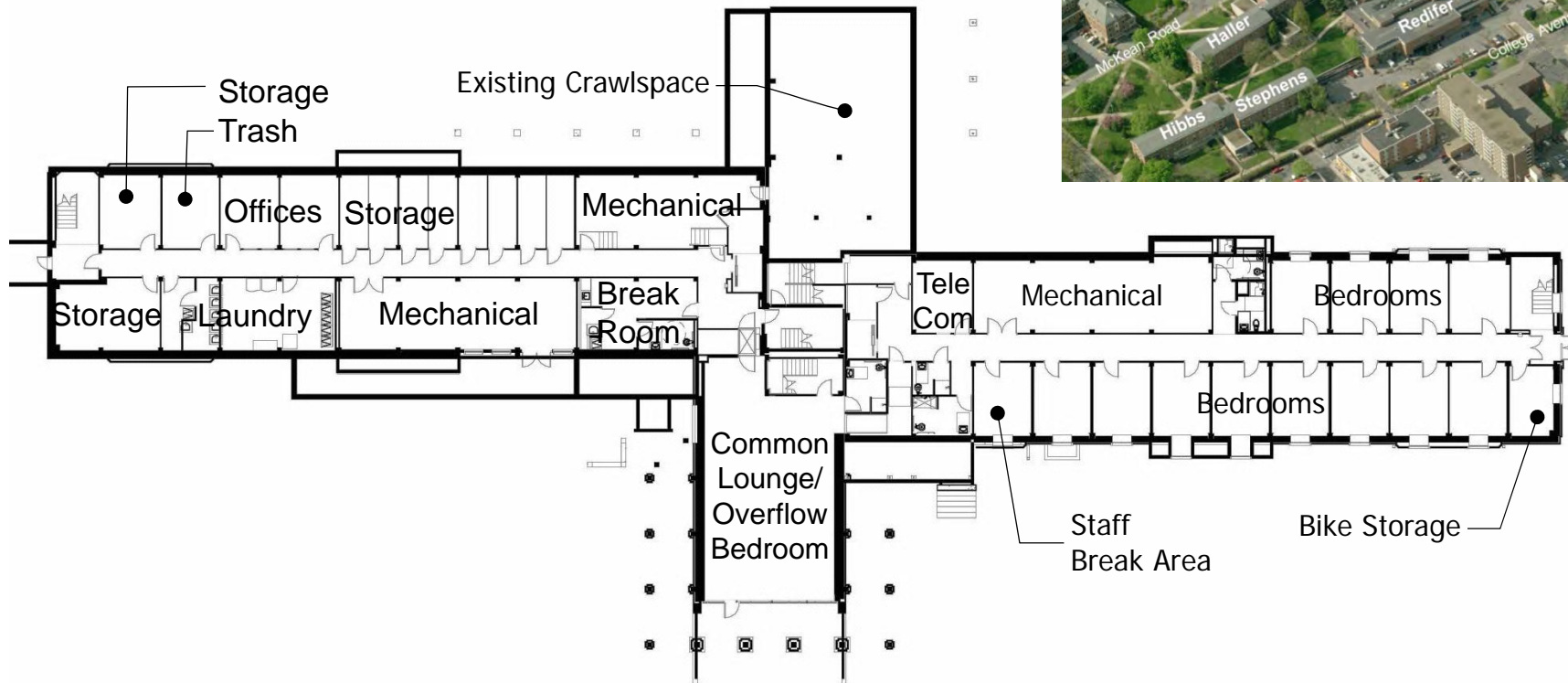
South Halls Typical Upper Floor

N

Site Map

Sorority Suite

Bedrooms

Bedrooms

Bedrooms

Bedrooms

Lobby

Lobby

Sorority Suite

Bedrooms

Bedrooms

Bed-rooms

Bedrooms
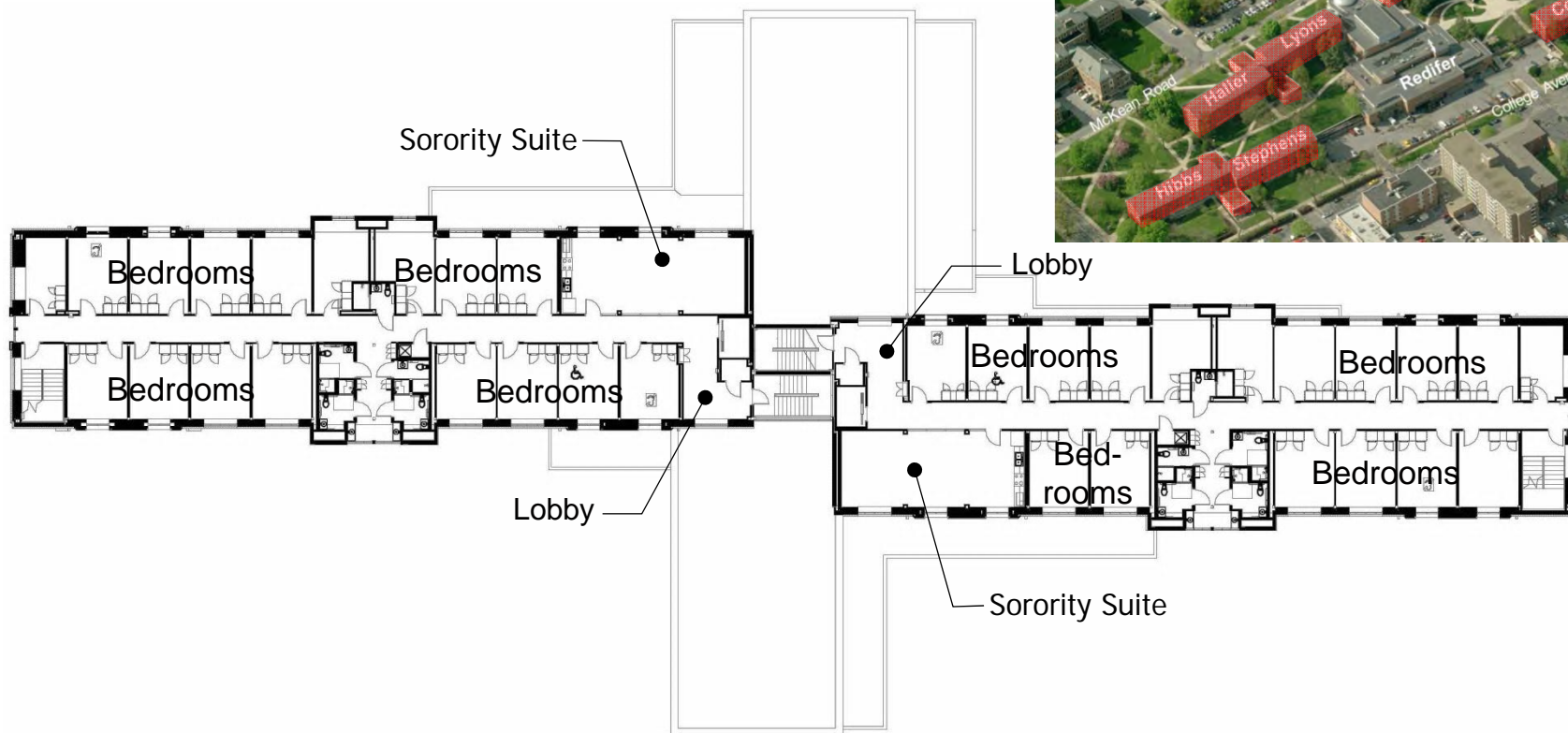
Redifer Commons Enhancements – First Floor

N

Site Map

Dining

Dining

Kitchen

Offices

Dining

Store Room

Salad Prep

Offices

Dining Rooms

Conference Room
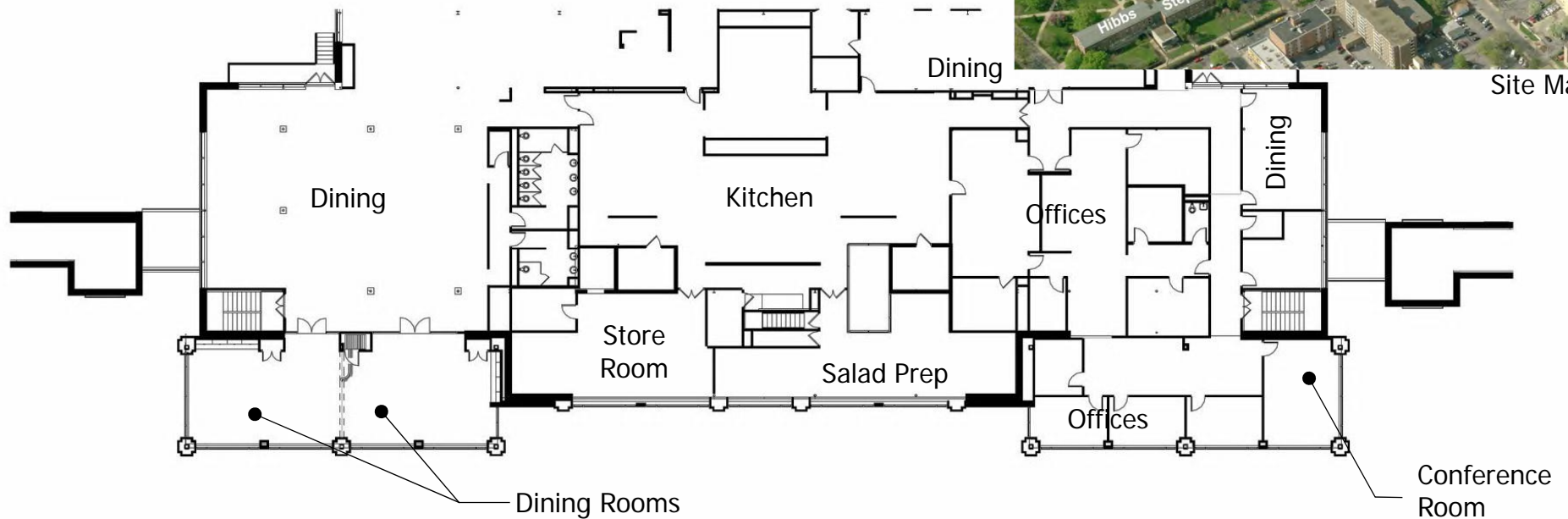
New South Halls Building – Ground Floor
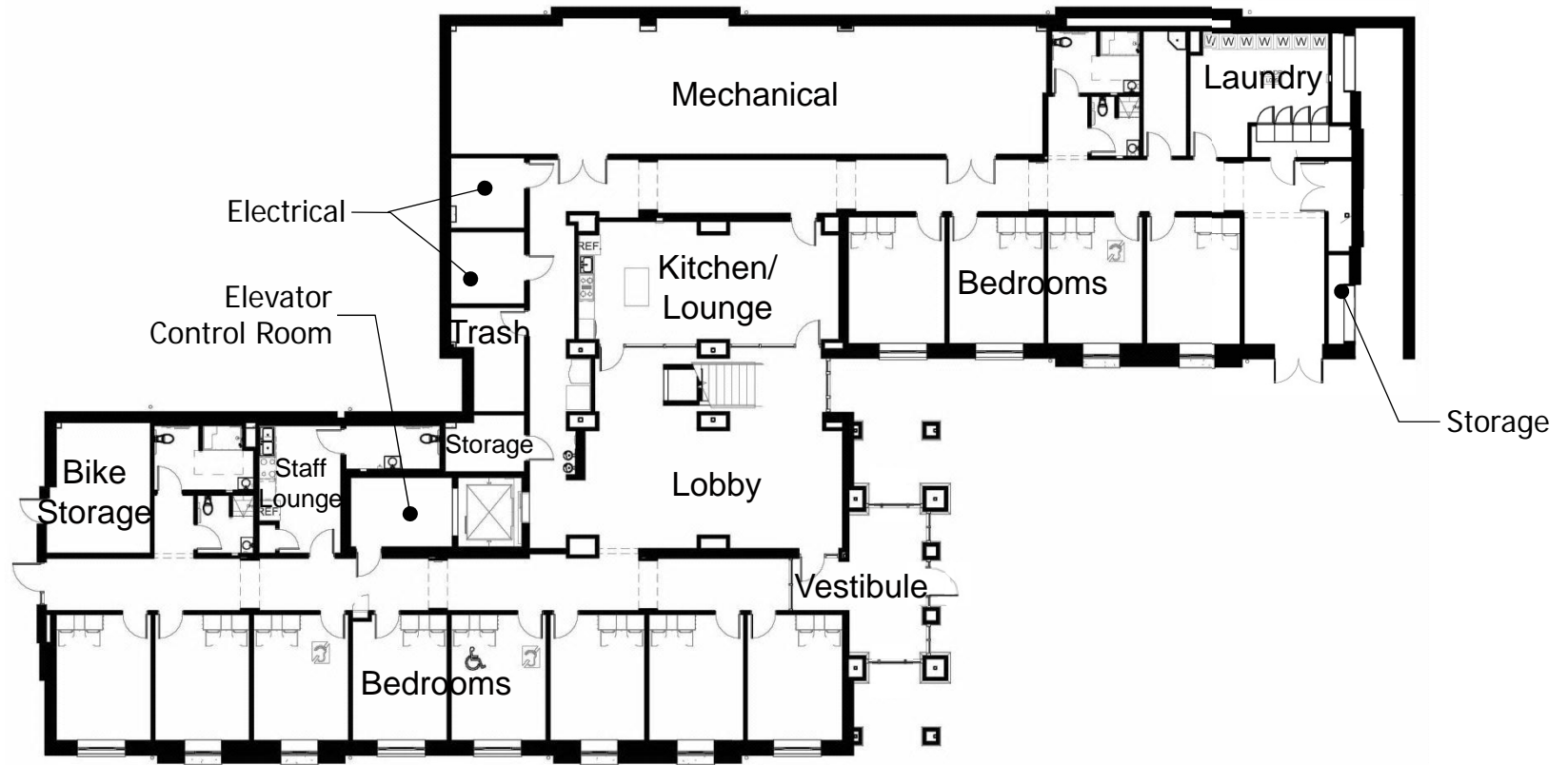
New South Halls Building – First Floor
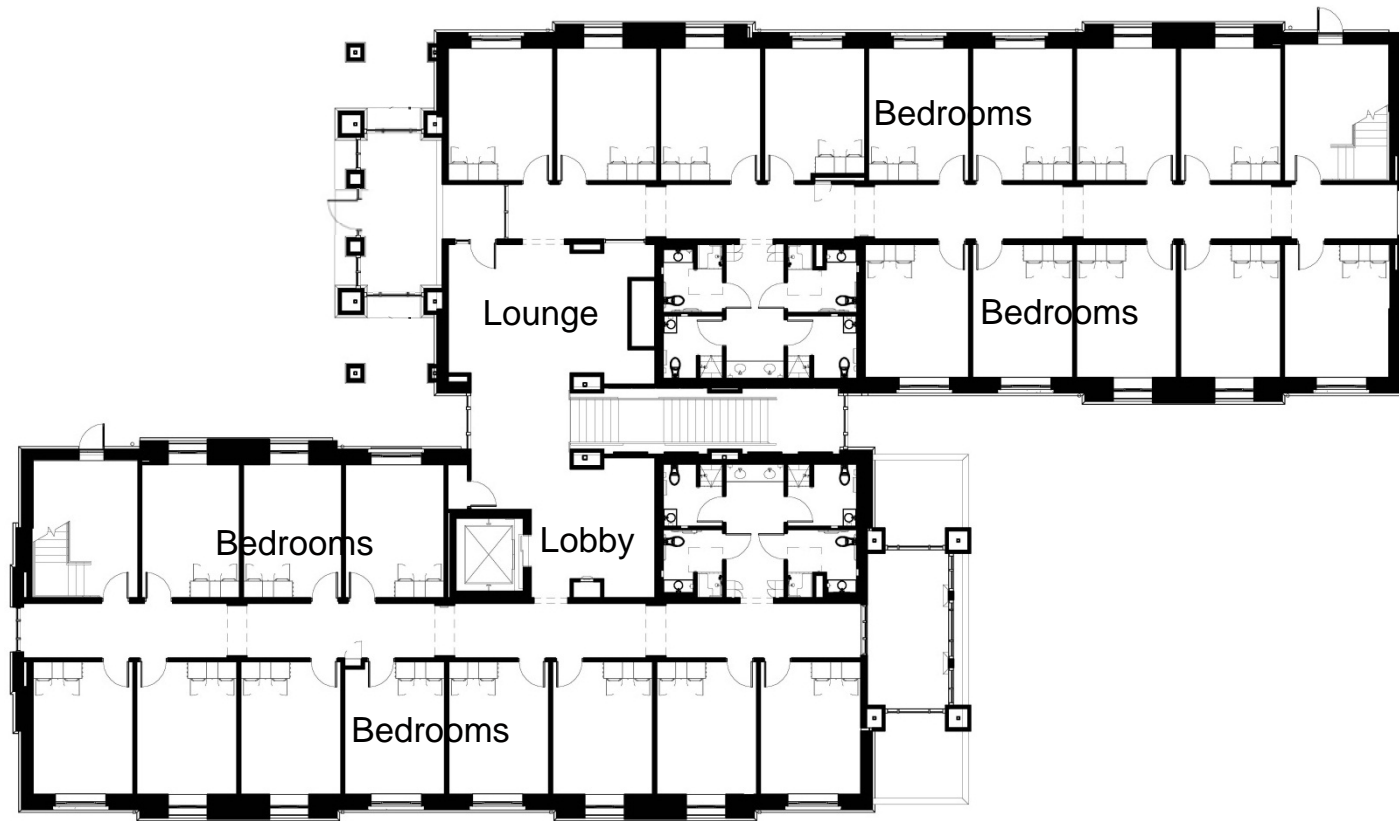
N

Bedrooms

Commons

Telecom

Bedrooms

Bedrooms

Trash

Lobby

Bedrooms

Bedrooms

Entry to Residence Hall

Site Plan

N

Curtin Road

CURTAIN ROAD

Shields

University Drive

Bryce Jordan
Center

Pegula
Ice Arena

Tennis

Holuba Hall

Sections

Field Hockey

Club and Suite Level

Main Concourse Level

Event Level

University Drive

East – West Section

Shields

Club and Suite Level

Main Concourse Level

Event Level

Holuba Hall
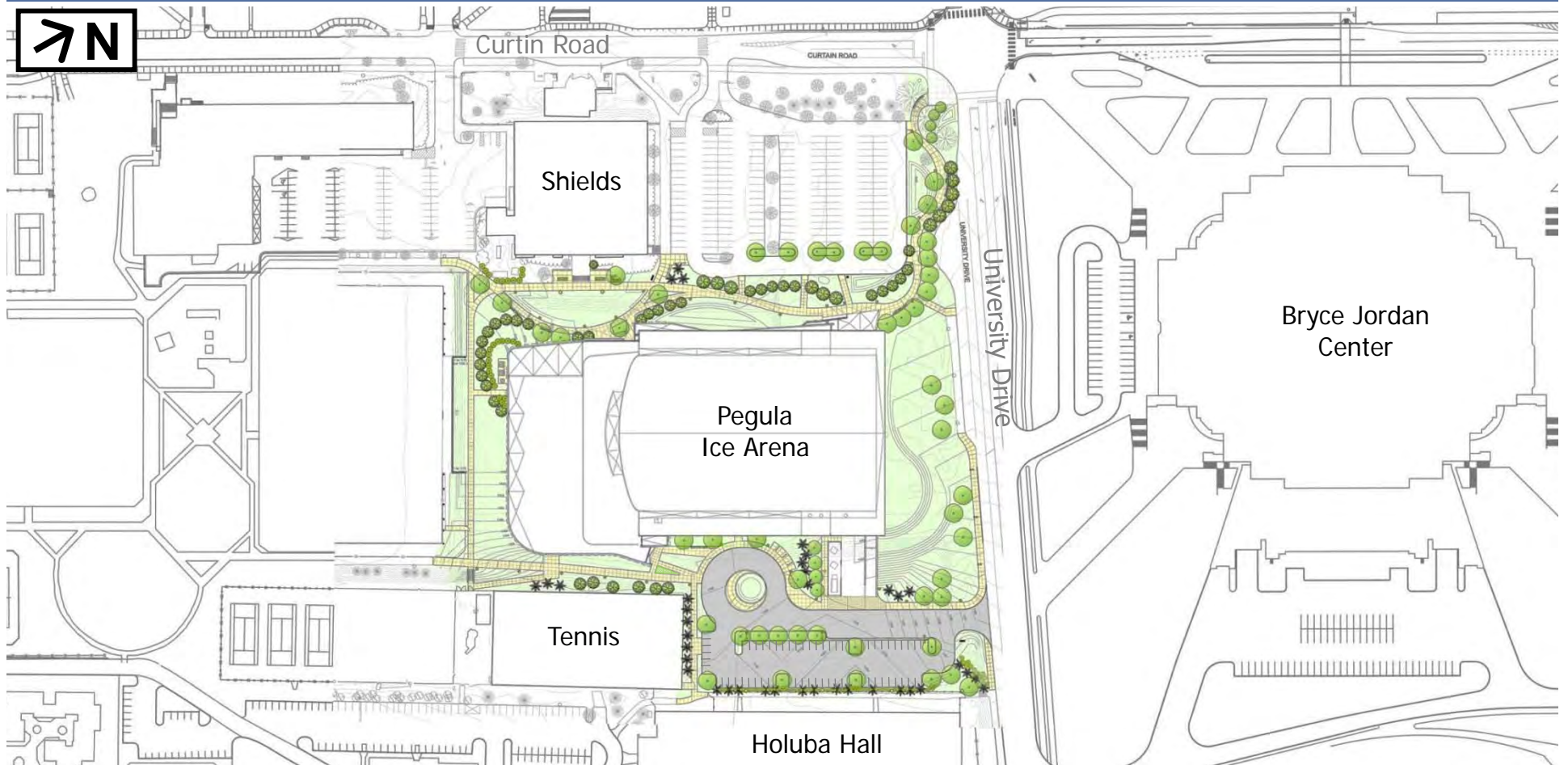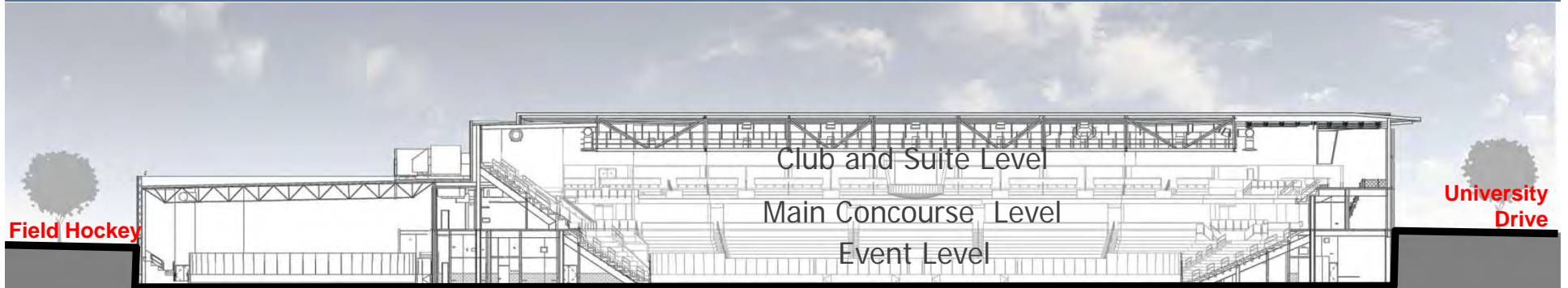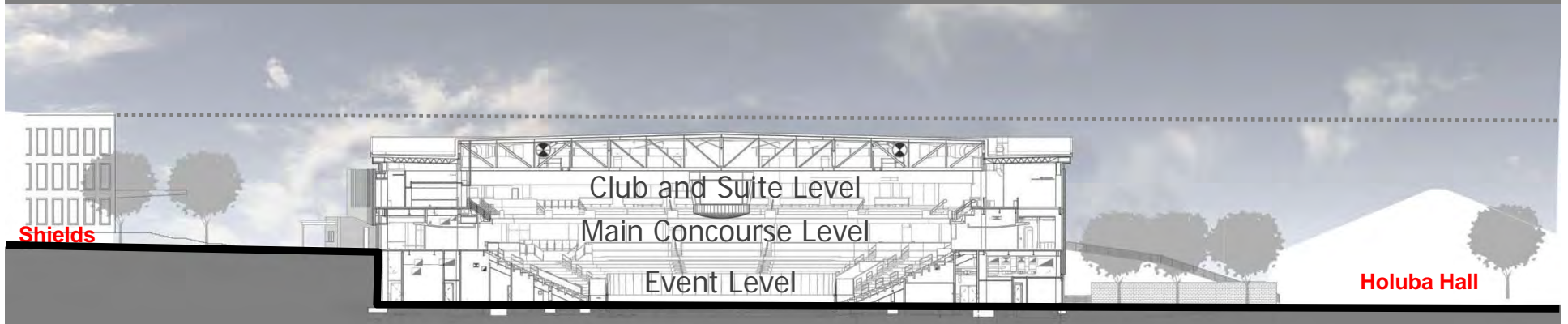
North – South Section

Event Level Floorplan

Locker Room Suites

Training & Weight Rooms

2 Zambonis

Community Rink

Spectator Seats

Locker Rooms

Main Rink

Visiting Team Locker Room

Multipurpose Rooms

Concession Skate Rental

Advanced Ticket Sales

Administrative and Management Offices

Big Ten Network
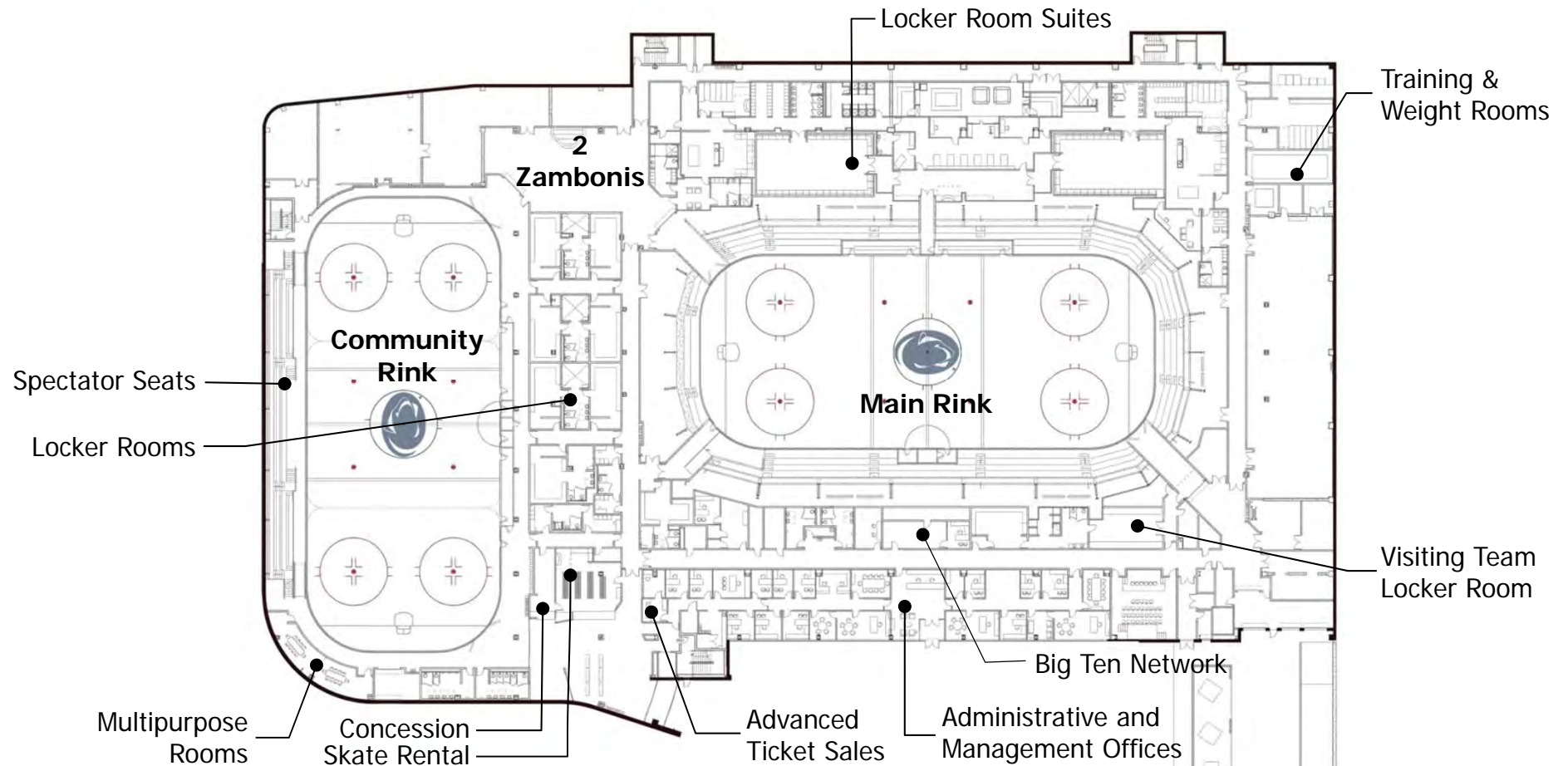
Main Concourse Level Floorplan
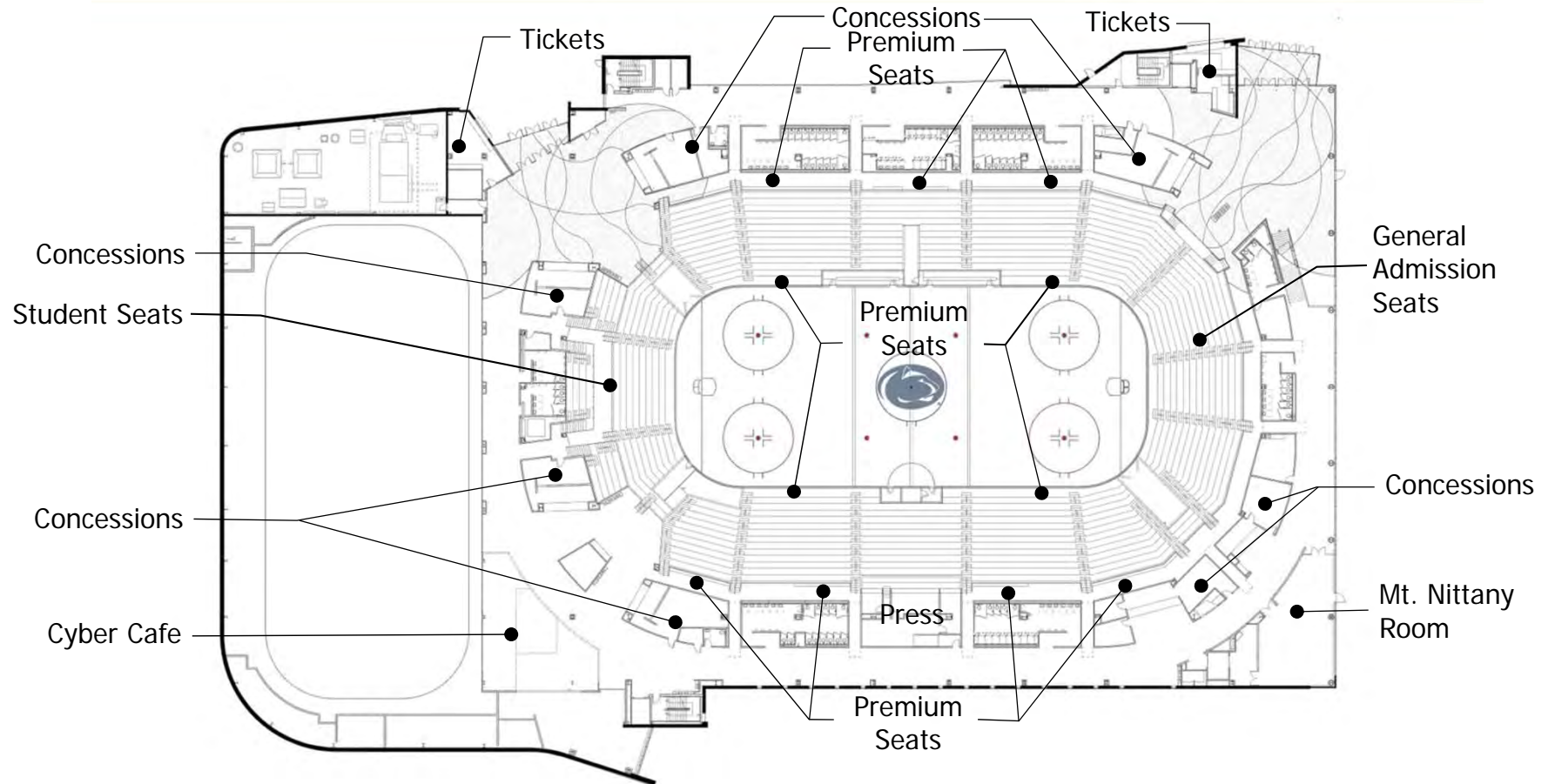
Balcony Level Floorplan
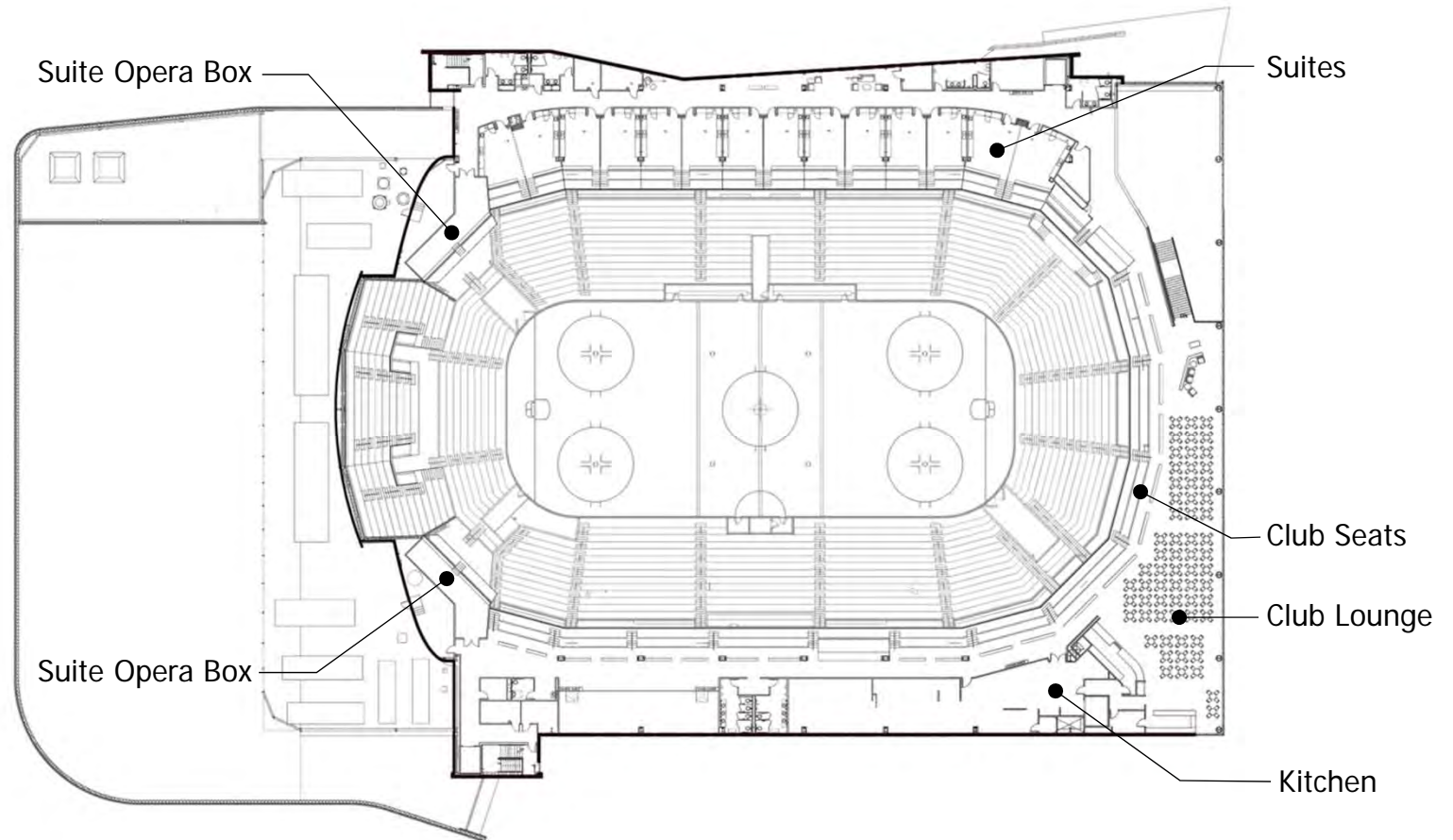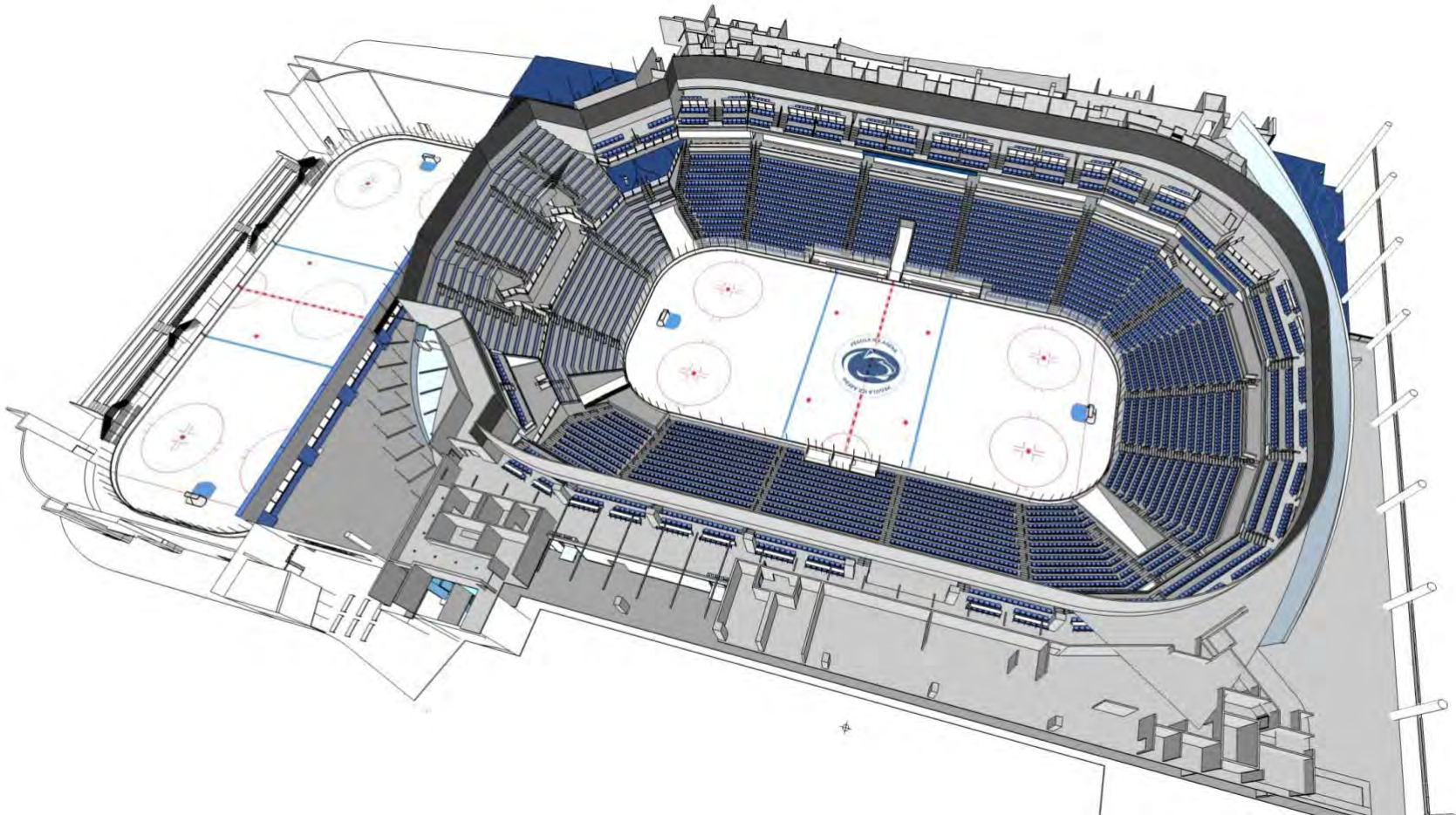
Suite Opera Box

Suites

Suite Opera Box

Club Seats

Club Lounge

Kitchen

Interior Rendering

N

Moore - Phase I
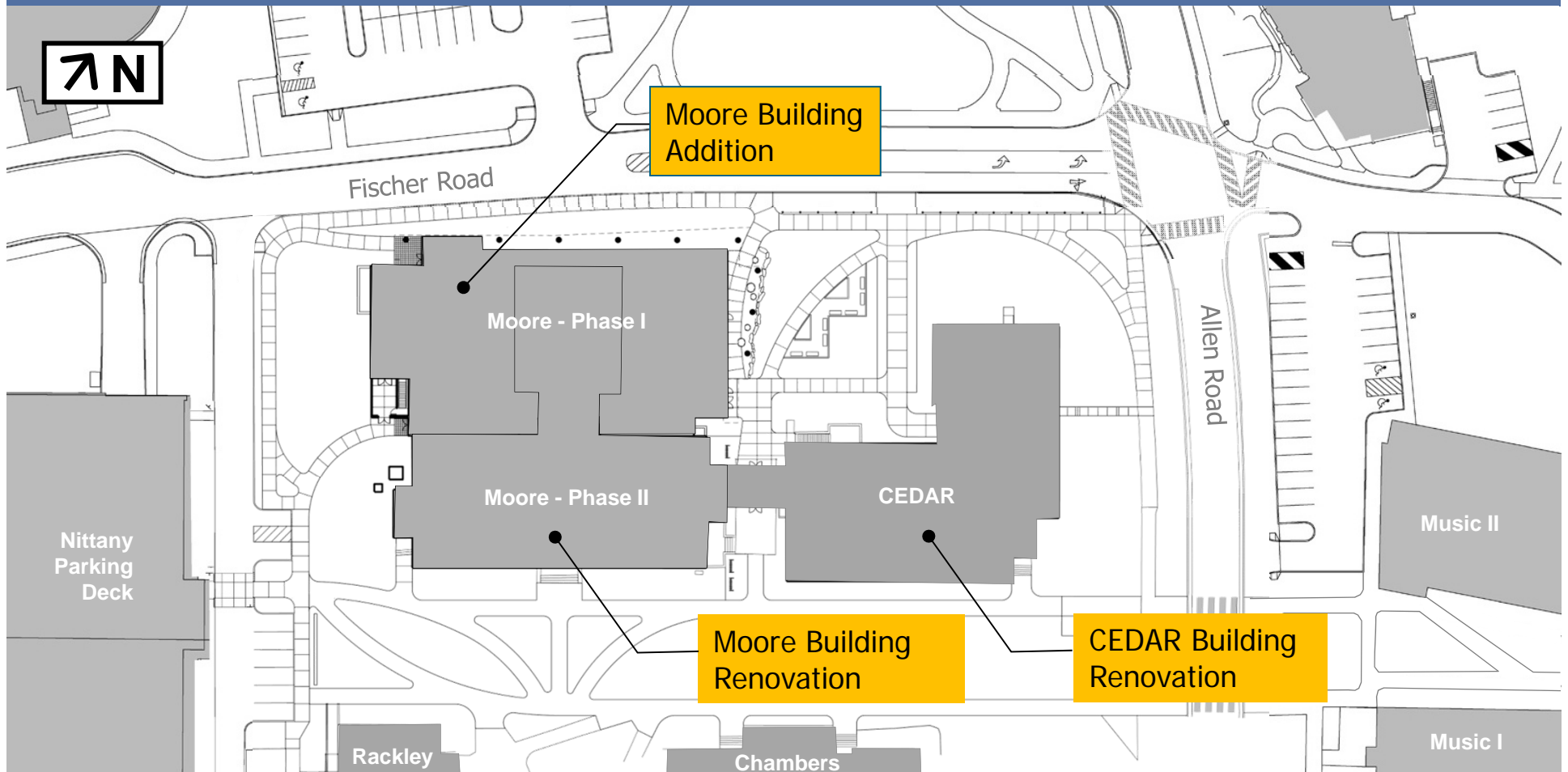
Moore/CEDAR
Connector
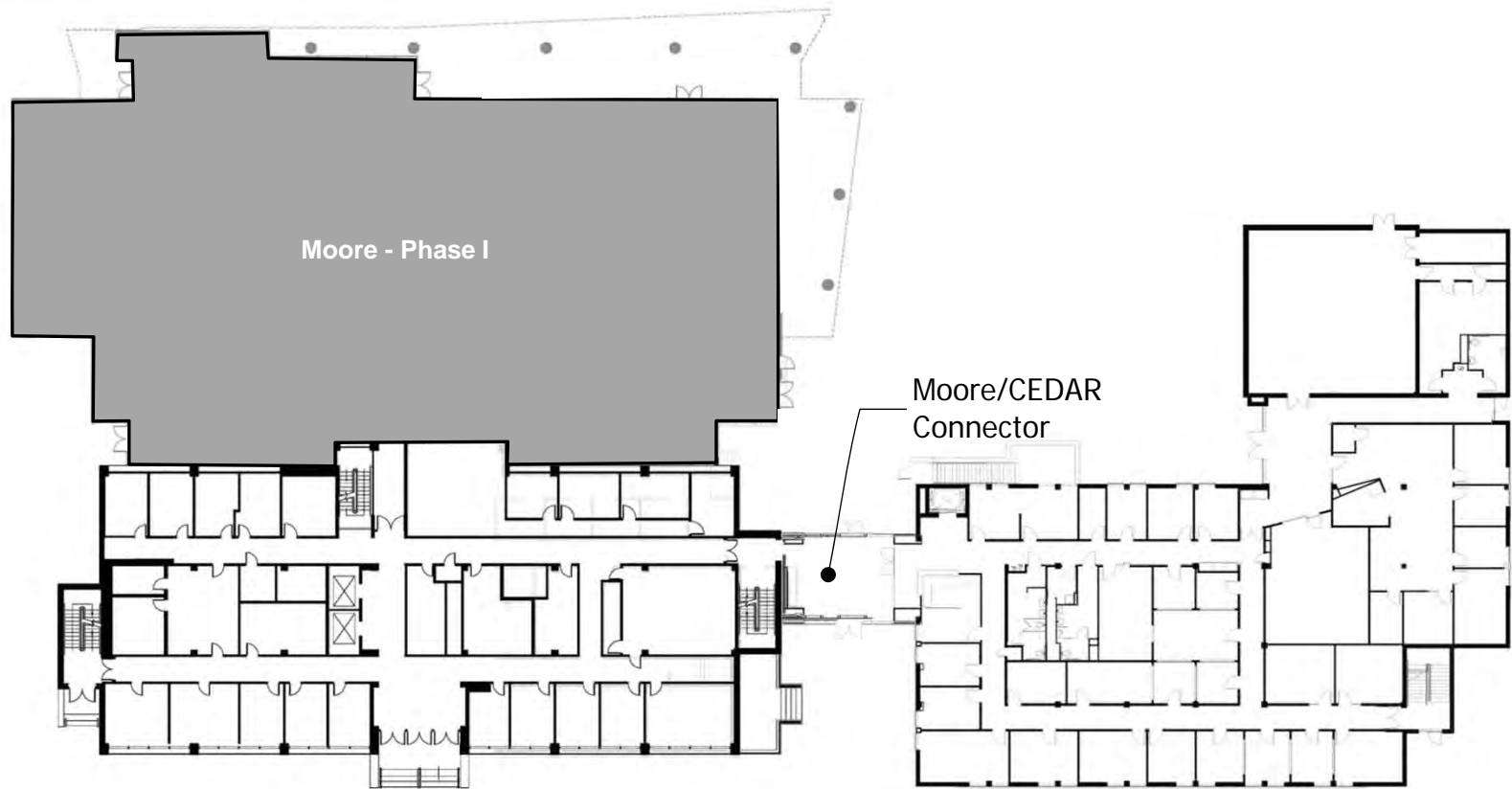
Moore and CEDAR Renovations

View from the north