

INTERIOR DESIGN SERVICE

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DESIGN SERVICE ORDER PROCEDURE
WORKING WITH U-M CONTRACT DESIGNER

All projects with Contract Designers are processed by U-M Interior Design Service for assignment. Initial Authorization of a U-M Design Service Order (DSO) for maximum five (5) hours or \$370.00 is required to process a project request.

When a Contract Designer is assigned to the project, the following steps are followed:

- Contract Designer schedules consultation appointment with department.
- Contract Designer prepares full design proposal based on scope of project.
- Contract Designer submits Proposals/Estimates to AEC-Interior Design and client for review.
- AEC-Interior Design prepares an amended DSO based on Proposal for additional hours.
- AEC-Interior Design submits DSO addition to client for authorized signature.
- Department is charged per quarter hour for design hours, and design fees are recharged monthly by Service Unit Billing.

Contract Designer Responsibilities:

Full design service which may include meetings with client, defining project scope, preliminary project budget, field measure, schedule & project checklist, furniture plans, furniture and finishes (carpet, paint, window treatments, etc.) selections and specifications, installation drawings, track orders, coordinate installations and project follow-up complete.

Contract Designers adhere to the U-M Purchasing Guidelines working with approved vendors and bid product as required and should request copies of Purchase Orders for product ordered from client. The designers submit a monthly project status report to AEC-Interior Design at AEC-Interior Design@umich.edu and communicate as required with questions. All completed project files are archived at AEC-Interior Design Department.

- Upon Departmental approval of specifications, Contract Designer coordinates Purchase Orders entered into U-M Pathways system with James Bruce at Purchasing, 764-9447. Purchasing e-mails to department Purchase Order number and date dispatched. Prime Vendor web orders are placed by Contract Designer using Department's authorization and Shortcode.

U-M Department Responsibilities:

- Authorize initial Design Service Order for maximum five (5) hour fee.
- Review proposal provided by Contract Designer for any additional design hours required to accommodate scope of project.
- Approve Design Service Order Additions requesting any additional design hours with authorized signature.
- Approve specifications provided by Contract Designer for furniture orders with authorized signature and chartfields.
- Department approves specifications for furniture orders provided by Contract Designer.
- Department writes and issues required plant work orders for paint, electrical, construction, millwork, etc, ITD Communication/Data requests and equipment. NOTE: Contract Designers will work in coordination with U-M Plant Department trades, ITD, etc., on the project.