

CHAPTER CONTENTS

INTRODUCTION
AIR FORCE INTERIOR DESIGNERS
AIR FORCE INTERIOR DESIGN
INTERIOR DESIGN PROCESS
DESIGN FOR THE DISABLED
ENVIRONMENTAL RESPONSIBILITY
ACQUISITION OF SERVICES AND PRODUCTS
GLOSSARY

Overview

INTRODUCTION

Our interior design policies and practices support the Air Force Civil Engineer Strategic Plan. These practices are an essential element for wise facility investment strategies. In this era of right sizing and limited funding, smart selections of building materials and furnishings are necessary. Interior design is also a major component in providing Air Force personnel with quality facilities, which in turn contributes to the retention and attraction of a quality workforce.

The US Air Force Interior Design Standards are intended for the following primary users:

- Project planners and managers
- Base planners
- Base design personnel
- Remote site civil engineering staff
- Maintenance engineering personnel
- Design team members for AF projects.

The Standards provide general guidance in the field of interior design. In doing so they will also be useful to the following:

- Commanders and others in leadership positions
- Facility managers
- Services facility managers
- A/Es and design/construction agents under contract to the Air Force
- AFIT course instructors.

The Interior Design Standards are an Air Force document and may be supplemented by MAJCOM guidance.

AIR FORCE INTERIOR DESIGNERS

While providing guidance, the Standards can in no way serve as a substitute for the services of a design professional. Fortunately, in the Air Force such professional help is close at hand.

- Some installations have on-staff interior designers who are responsible for all interior design or services.
- Most MAJCOMs have trained interior designers available to assist base personnel. Their services are provided subject to demand and availability.

- AFCEE/DCD has an interior design staff which is available to assist at the Base or MAJCOM level. Here again, services are provided subject to personnel availability.

Some MAJCOMs have established interior design guidance which should be incorporated into the interior design process at the base level.

In recent years the interior design profession has made great strides in obtaining recognition of the unique contributions of its members. FIDER approval of interior design degree programs, and uniform testing in the form of the NCIDQ examination, are major steps in achieving this recognition. We should seek personnel with these educational and testing credentials.

A/E selection criteria should be structured to stress the importance of the inclusion of trained interior designers to the design team. Specific language should be included in solicitations for services requiring that the educational background of interior design team members be provided. This language could also include a requirement for licensing, but approved professional education programs and uniform testing are better indicators of background and skill. Not all states have licensing programs, and in some that do, architects and other professionals can be licensed as interior designers without proof of experience or testing.

AIR FORCE INTERIOR DESIGN

Interior design contributes to the Air Force quality of life.

- Well-designed working, living, and recreational facilities attract and retain good people, sustaining the Force.
- Attractive and comfortable work environments enhance productivity.
- Good design contributes to the health and sense of well being of building users.

Interior design adds value to Air Force installations.

- Good interior design practice considers the life-cycle costs of materials, finishes, furniture and equipment
- Well-designed building interiors project a positive image of the Air Force.

Interior designers contribute to the facility delivery process in the following areas.

- Programming Assistance: Evaluate data to ensure that scope of interiors projects are adequately identified and that the projects are correctly budgeted.
- Reviews: Review projects at the various stages of design. The interior designer should be routinely included in the makeup of review panels.
- IDIQ: Prepare specifications for material purchases and monitor installation by IDIQ contractors.
- Project Management: Provide assistance to PMs throughout a project. The interior designer should be the approving entity for submittals involving systems furniture, carpet and similar interiors components.

- Specifications: Prepare appropriate portions of specifications for projects developed by Air Force architects and design sections as well as review specifications prepared by AEs and other contractors.
- Space Planning: Provide space planning for projects designed in-house by the Air Force and evaluate space plans prepared by contractors and vendors to ensure compliance with MAJCOM or base standards.
- Design Consulting: Work with customers and other design team members as a consultant in areas including lighting, acoustical treatment, architectural materials and finishes.
- Maintainability: Provide input, based on experience, on maintenance issues regarding materials and products proposed for the project.
- Cost Estimating: Serve as a reference for general pricing for work stations, individual pieces of furniture and materials such as carpet.
- Design: Draw from the unique character of interior design knowledge to subtly alter the character of a space, make awkward plan and detail conditions less apparent or conceal architectural rough edges. And do it without negatively impacting the project budget.

Air Force project design is a team effort, whether done in-house or by a contractor, and the interior designer is a key member of the team. Good architecture requires good interior design. Both require sound engineering input, and all of these demand a well-developed site. The success of every project is dependent on the active involvement of all team members throughout the design process.

On a typical project, the interior designer may work with any or all of the following:

- Architect
- Structural Engineer
- MEP Engineer
- Civil Engineer
- Landscape Architect
- Base Planner
- Environmental Consultant
- Programmer
- Contracting Personnel
- User.

INTERIOR DESIGN PROCESS

The role of the interior designer in a project starts before the design process — at the project planning stage. Planning establishes parameters in terms of programming and budget and it is critical that building finishes, furniture systems, furniture and other elements of interior design requiring resources be planned into a project from its inception.

The interior designer should be responsible for delineating the detailed scope and budget for finishes, systems and furnishings.

Once the project scope and budget are determined, the interior designer should begin working with Base Contracting personnel to ensure that there is an understanding of project interior design requirements. Maintaining a collaborative working relationship with Contracting ensures that specific requirements of interior design are addressed. It's the best way to be sure that the customer receives what was specified.

As a member of the design team, the interior designer participates in general layout activities, makes material and finish selections, and prepares specifications for these for incorporation into the project specifications. During design, the interior designer also:

- Finalizes functional program requirements for furniture and equipment
- Makes preliminary selections and presents them to user representatives
- Finalizes selections for furniture systems, furniture and equipment and prepares drawings and specifications in prescribed AF format.

The role of the interior designer continues after the project is complete. Post-occupancy evaluations are the only sure way to improve programming and design skills so that user needs are consistently met. Interior design plays a very large role in user satisfaction. Following are some of the areas which can be addressed in an interior design post-occupancy evaluation.

- Does your furniture and equipment accommodate the tasks you perform?
- Is adequate storage available to house the materials you routinely use and need?
- Are power and data outlets available and well located?
- Is lighting adequate?
- Does the office layout encourage interaction among personnel?
- Does your work space provide an environment conducive to concentration? How might this be improved?
- Is your work (or living) space a pleasant place to be? How might this be improved?

DESIGN FOR THE DISABLED

Though initially intended for the disabled population, ADAG and UFAS regulations are beneficial to the temporarily impaired, parents with strollers, the elderly and anyone using wheeled equipment or luggage. Interior designers should take a pro-active stance. The requirements are relatively easy to deal with ñ a little more space and the flexibility inherent in the better systems and furniture lines usually suffice. Provisions for the visually and hearing impaired are generally dealt with by building systems, but can have subtle implications for interior designers, so applicable regulations should be consulted.

*Funding Interior Design Services***ENVIRONMENTAL RESPONSIBILITY**

The Air Force purchases large quantities of products which are within the purview of the interior designer. The environmental impact of these is substantial. Interior designers must be knowledgeable regarding the recycled content of materials, reconditioning of systems and furniture, environmentally-friendly paint and other finishing processes, off-gassing of chemical finishes of fabrics and yarns, and the reduction of waste in manufacturing and packaging.

ACQUISITION OF SERVICES AND PRODUCTS

Interior design services for MILCON projects are funded with the project as a part of the A-E services. Services of interior design firms separate from the A-E can be likewise funded. Base O&M funds are normally used to fund interior design services for smaller renovation projects and upgrades.

Design services for furniture systems projects are provided as a line item cost in addition to the costs of the product and installation on AF Form 9.

MAJCOM and base level interior designers, when available, typically provide services without charge or with charges only to cover TDY expenses.

Acquisition Funding

The elements which comprise SID are typically included in the general construction of a project. As such, they are funded with MILCON or NAF. Furniture systems can be made part of SID by programming them into the building design for purposes of budgeting and coordination with the building utilities. Furniture systems are identified on DD Form 1391 as “equipment funded from other sources”. Furniture, furniture systems and all other elements of CID are funded from O&M or NAF.

Acquisition Strategies

The acquisition of all elements of CID projects is governed by the Federal Acquisition Regulation (FAR), Part 8, and the Defense Federal Acquisition Regulation Supplement (DFARS), Part 208. The FAR is accessible on the Internet through the GSA home page.

The interior designer, or the facility point of contact, should meet with contracting personnel prior to submitting procurement documents for a CID project. This will ensure an understanding of the scope of the CID and the design intent, as well as allowing contracting personnel to plan for the work load.

Sources for Acquisition

CID products are available through a number of resources. Items may be purchased through Federal Supply Schedules, through UNICOR (Federal Prison Industries) or open market. The FAR establishes the rules of procurement with each of these resources. NAF contracts are also available for projects using NAF funds.

The FAR establishes Federal Prison Industries, Inc. (FPI) as a mandatory source for products which it manufactures. In ordinary situations, a waiver must be obtained to by-pass UNICOR products. FPI is not a mandatory source for NAF projects or for products bought and used outside the United States.

GLOSSARY

A/E or A-E	Architect and or Engineer, or their companies
ADAG	Americans with Disabilities Accessibility Guidelines
AF	Air Force
AFCEE	Air Force Center for Environmental Excellence, Brooks AFB TX
AFIT	Air Force Institute of Technology, Wright-Patterson AFB OH
CID	Comprehensive Interior Design
DFARS	Defense FAR Supplement
FAR	Federal Acquisition Regulation
FIDER	Foundation for Interior Design Examination Research
GSA	the General Services Administration
IDIQ	Indefinite Delivery Indefinite Quantity, type of contract
MAJCOM	Major Command (ACC, AMC, USAFE, PACAF, etc.)
MEP	Mechanical, Electrical, and Plumbing
MILCON	Military Construction Program
NAF	Non-Appropriated Funds
NCIDQ	National Council of Interior Design Qualifications
O&M	Operations and Maintenance
SID	Structural Interior Design
TDY	Temporary Duty assignment, term for an Air Force business trip
UFAS	Uniform Federal Accessibility Standards
UNICOR	A division of Federal Prison Industries which produces furniture and furnishings.