

# RETAIL DESIGN AND FIT OUTS



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

**DESIGN STANDARDS**

Document Register

Issue	Date	Description	Initials
1	11/08/20	Project Use	SB

# Retail Design and Fitouts

This Retail Design and Fitout Standards outlines the key requirements for licensees, their designer and shopfitters to design and build a new or to be refurbished retail tenancy.

## 0.01 General

The University has a forward-thinking vision to deliver not only first-class teaching and learning, but to provide an overall campus environment that will allow them to become sector leading.

In support of this vision, a high standard of design through the retail spaces across all campuses is encouraged.

The objective is for each retail space to contribute to the overall campus experience. Each tenancy should be unique and display a point of difference from its surrounding tenancies. The use of dynamic, sustainable and unconventional materials is encouraged throughout fitouts as well as a lateral approach to the overall conceptual design process.

## 0.02 Retail Design and Fitout and Style Guidelines

The retail design rationale, tenancy types, design approval process, detailed design specifications and requirements are described in detail in the reference documents listed below. These are intended to be applied on all retail projects.

- UQ Retail Design and Fitout Style Guidelines

Additional consultation and recommendations may also be required by a specialist Consultants. In the event of any inconsistency between this document and:

the Retail Licence to Occupy, the Retail Licence to Occupy prevails.

## 0.03 Retail Tenancy Design Process

Once the Retail Licence to Occupy has been agreed, the Licensee is to appoint a single representative for all contact with UQ's nominated person responsible for the design process and fit-out delivery process.

The UQ nominated person/s will be the Licensee's, Licensee's Designers and Fit-out Contractor's contact throughout the design and

fit-out delivery process. It is their role to ensure that the Licensee complies with the requirements of the Retail Design and Fitout and Style Guidelines for UQ.

The UQ nominated person/s will issue the Licensee a Design Delivery Programme setting out key dates for delivery of the Tenancy Design process. These dates must be adhered to in order to meet the agreed dates outlined in the Retail Licence to Occupy.

The Tenancy Design Process comprises of the following 6 key milestones:

1. Design / Project Team selection  
Engagement of Retail Designer, Graphic Designer and Visual Merchandiser
2. Licensee Briefing Meeting
3. Concept Design Submission
4. Preliminary Design Development Submission
5. Design Documentation Submission and Review
6. Final Design Approval

## 0.04 Retail Design and Project Team

The Retail, Graphic Designer and Visual, Merchandiser are consultants that should be appropriately qualified and are responsible for the design and documentation of the tenancy design works, signage and graphics documentation, and proposed visual merchandising strategy including shopfront windows, entries and display counters.

The Retail Designer is the person or company appointed by the Licensee who is responsible and appropriately qualified to provide the required tenancy design and documentation service. The Retail Designer must have extensive and relevant retail experience and a design approach that aligns with and supports the Licensee's brand. They must also be able to prepare design drawings and meet the criteria set out in the UQ Retail Design and

Fitout Style Guidelines. The Licensee's proposed designer must submit a company and project profile for UQ's assessment.

The appointed Designer should be engaged for the duration of the fitout works and have input during the construction phase. They are required to inspect defects and supply a list to UQ.

The Shopfitter is the principal contractor engaged by the Licensee to coordinate and manage the tenancy fitout. The Shopfitter must ensure that all works comply with the Final Design Approval, and meet all codes, and regulatory requirements.

Additional consultants may be required such as Private Certifiers, Structural, Mechanical, Electrical, Hydraulics Engineers etc to design the associated services within your tenancy.

## **0.05 Concept Design**

The Licensee's Designer is to complete and submit concept design drawings to the UQ nominated person/s showing design direction for review. It is important that the Licensee's designer and UQ have a preliminary meeting/discussion to confirm initial design intent and broad UQ campus requirements. This submission is an opportunity for the Designer to communicate the Licensee's brand and overall concept design direction.

The UQ nominated person/s will review the concept design drawings and will issue these to the Licensee with feedback and comments on the initial proposal.

The Licensee's Designer will review and addresses the feedback and UQ's requirements and provide a revised submission/s until these are satisfactorily resolved.

Once the UQ nominated person/s is satisfied that all key issues have been resolved, 'Concept Design Approval' will be issued.

The Licensee' Designer will now be able to proceed with the Design Development submission also referred to as Preliminary Design and Base Building Package.

## **0.06 Preliminary Design**

The approved Concept Design Package will be developed into a detailed set of drawings incorporating all Base Building drawing requirements and previous UQ comments.

The Services Checklist is to be completed and returned with your submission for assessment by UQ's Services consultants.

The UQ nominated person/s will review this package prior to the Licensee's Final Design Submission. This review is also an opportunity for UQ to make suggestions to ensure that any site-specific conditions have been considered to reduce challenges on site during construction. Subject to any further comments or requirements, the Designer will proceed with the Final Design Submission.

The Design Documentation submission is a set of drawings that develops the Design Development drawing package into further detailed drawings in preparation for Tender and Construction.

Any items that have been previously identified must be addressed and incorporated into the documentation.

## **0.07 Final Design**

The Final Design Submission must show that all previous comments made by UQ's nominated person/s have been addressed and additional detailed documentation provided.

Once any outstanding items have been adequately addressed, UQ will issue a letter of Final Design Approval along with stamped approved drawings.

The Licensee's team must ensure compliance with relevant building regulations and legislation. Should a statutory authority or Private Certifier impose a requirement to amend the design, the Licensee will be responsible for any costs or delays incurred. In these circumstances, the Licensee must submit updated designs for review, and approval.

## **0.08 Sustainability**

The key to achieving higher levels of sustainability is in making considerations during the design process by identifying design, material, construction and ongoing maintenance principles that contribute to good sustainable design solutions. Additional sustainable solutions that minimise environmental impacts may be proposed in the design phase of projects.

## **0.09 Resources**

- UQ Retail Design and Fitout Style Guidelines
- UQ Sustainability Guidelines