

Retail Design & Fitout Style Guide



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Introduction

This Retail Design and Fitout Style Guide has been developed to assist licensees and their design team with understanding the vision for UQs retail spaces.

This document articulates the design standards that licensees should work toward to realise the vision for their space and align with the campus' design standards and greater retail objectives across all campuses.

This guide should be read in conjunction with the Retail Design and Fitout Standards and Retail License to Occupy.

The University of Queensland

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.





General Retail

These are all retail spaces that may be service providers or places where items are sold such as clothing, stationery or medications.

It is important to have a strong and cohesive concept that encapsulates the essence of the business strategy. The concept is translated via the use of form, material, detailing, lighting, signage, branding, and graphics.

If required, please refer to the Food and Beverage tenancies section of this guide.

Shopfront

Whether the shopfront is an existing component or new, the design of the shopfront or shopfront zone should reflect the brand and compliment the architecture of the building with an emphasis on creativity and craft.



Shopfront

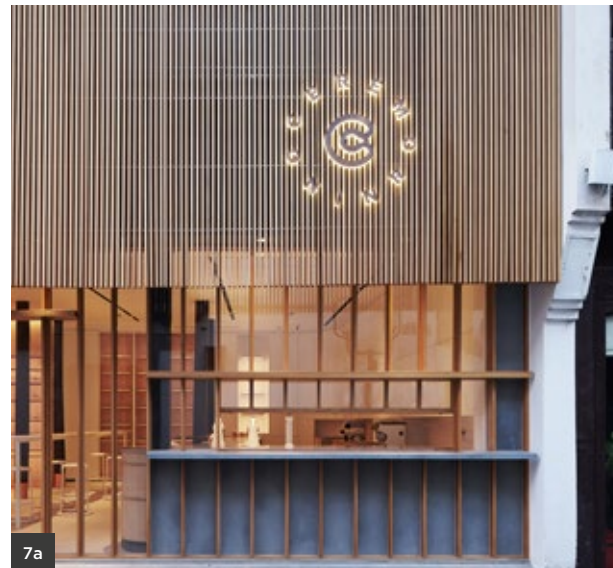
Key Considerations

Shopfronts are the face of each retail space and provide an opportunity to create a unique and dynamic design solution. The incorporation of contemporary uses of design elements and materials, with bespoke fabrication solutions are encouraged with an innovative approach to achieve an iconic brand statement and feel to each space.

- Consider materiality, proportion, and textural components to create a point of difference to the streetscape when designing the shopfront and shopfront zone.
- The detailing and finishes at the shopfront / shopfront zone should be a design feature with all elements in this area including walls, floors ceilings, visual merchandising, and lighting to be detailed with high quality authentic and bespoke solutions.

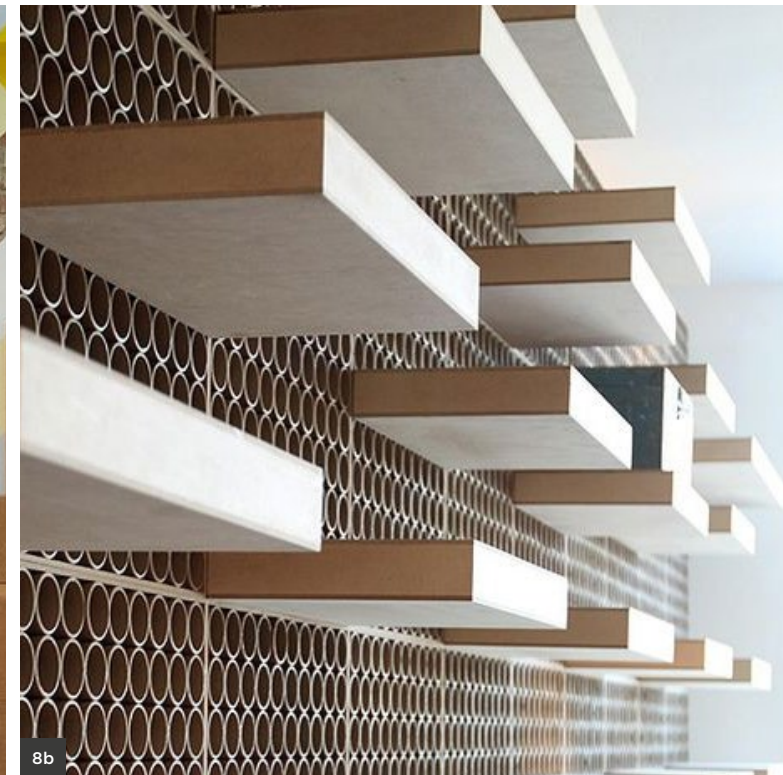
- Define the shopfront display windows with materials and design elements while maintaining visibility into the store.
- Create layering by incorporating interesting elements in your shopfront designs with double sided features and visual merchandising. Finishes and details in the shopfront zone are to be of a high quality such as solid timber, stone, and metal detail.
- Laminate, painted surfaces (including ceilings), 2 pac polyurethane, plasterboard, cork, sheet vinyl, wallpaper, carpet and acrylic sheeting will not be permitted on or within the shopfront zone.

Refer to individual tenancy plans, sections and elevations for a detailed understanding of the tenancy and restrictions and limitations to the shopfronts.



Walls

The selection of wall finishes and materials should aim to incorporate visual articulation by innovative and creative design methods. The use of texture, graphics and layering of materials in an original and contemporary way can create interest, drama or focus through the fitout.



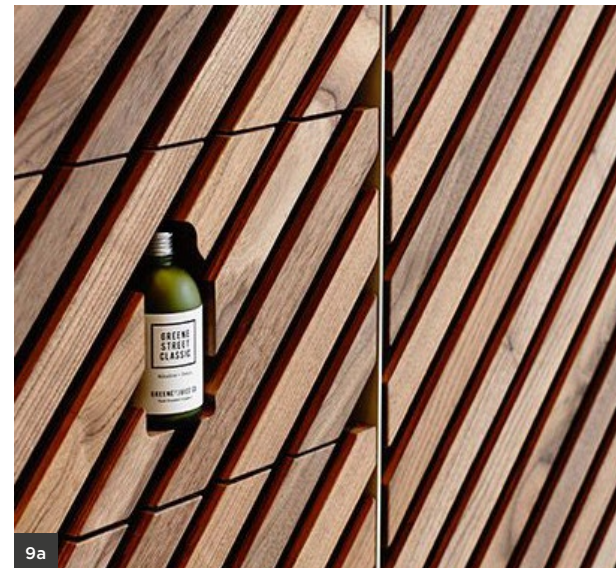
Walls

The wall finishes should be validated against the stores design intent and their palette be authentic in materials, the application of these materials and detailing.

Key Considerations

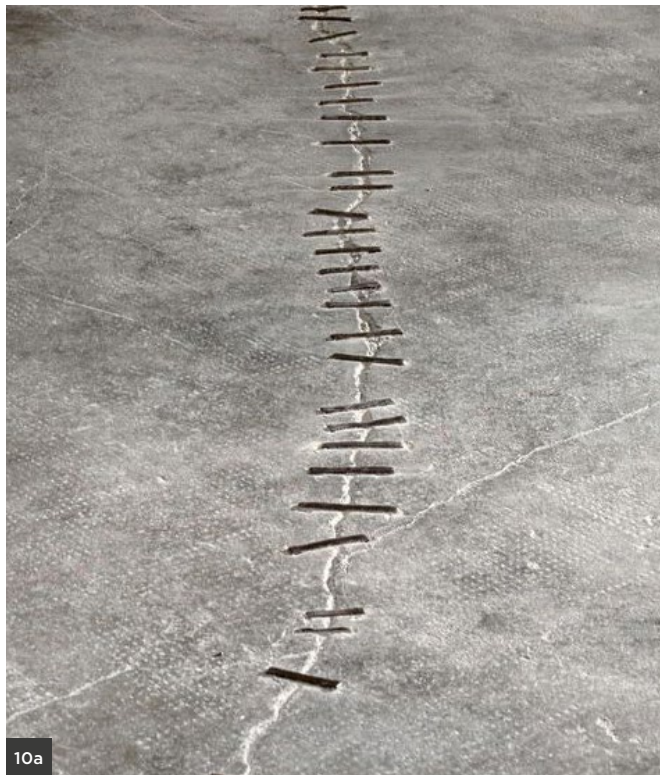
- The texture and durability of finishes and materials such as stone, timbers, metals and tiling.
- Application of wall finishes in a unique and innovative way to support the overall design intent
- How the potential display systems are integrated into the wall cladding
- The use of feature or concealed lighting to highlight texture or graphics
- How doors are integrated to read as a concealed element.
- The sightlines into back of house and operational zones.
- Any visible walls in the back of house areas must be sheeted in plasterboard
- Open areas under sinks or equipment visible to the customer are to be concealed cupboard doors or similar if required.

Flat painted plasterboard walls, visible strip fixtures, partial height walls, laminated slat wall cladding cannot be permitted.



Floors

The floor finish is a key design element that can dramatically enhance the retail space. All floor finishes should be of a natural and durable style and ensure compliance with slip resistance regulations. Ensure adequate movement joints are incorporated and specified. Refer to your tenancy plans for details, sections and floor set downs.

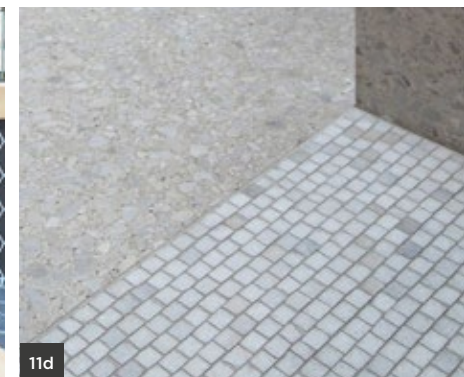


Floors

Key Considerations

- The integration and blurred transitions of a variety of authentic floor finishes is encouraged
- The use of robust finishes such as cobblestone and brick paving and fully vitrified tiles
- Polished concrete as an additional topping to the existing slab (subject to loadings on the slab and site access requirements)
- Solid timber or authentic timber engineered floors
- Carpet can be considered on design merit and subject to tenancy usage and location.

Vinyl, cork, hybrid engineered floor systems, laminate engineered floors, carpet tiles and the polishing or chasing of the existing concrete slab cannot be permitted



Signage and Graphics

Signage and Graphics represent the identity and branding of the space. The successful integration of these elements into the shopfront and interiors are essential to tell the story of what the store brand stands for and how it connects to the public.



Signage and Graphics

Key Considerations

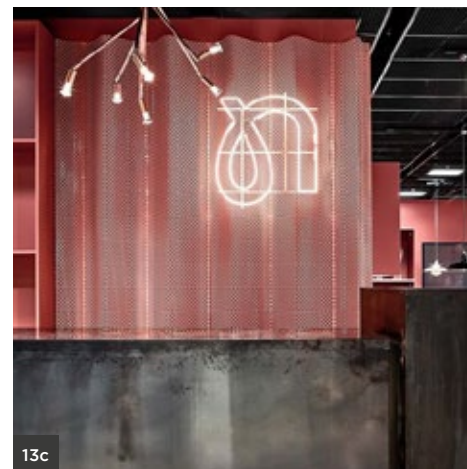
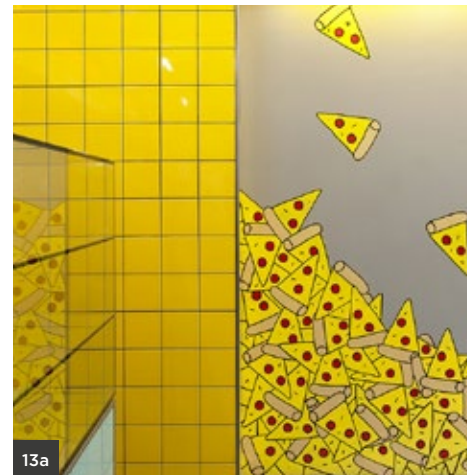
The graphics and signage solution should be memorable inspiring and innovative. Consider scale and materials and how they support the overall design concept.

- Overall size of the shopfront signage will be at the discretion of UQ and will be subject to proportion in relation to the overall shopfront design concept. Ensure signs connect to branding and create a memorable experience. High quality artisanal approach with bespoke detailing is encouraged.
- Consider the graphics as art forms that support the overall store design concept, form part of your visual merchandising story and add the layers to support and set the mood, whether new season or sale.

Third party branding or associated tag lines, propriety and clip lock framing systems, Flashing or audible signs, Standard metal framed, and acrylic faced light box construction cannot not be permitted.

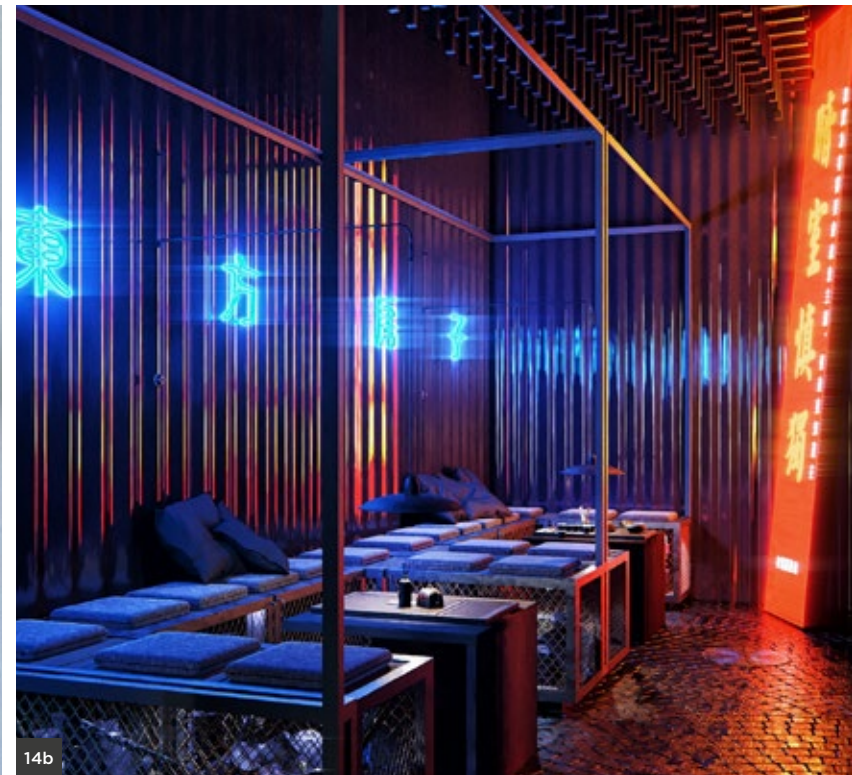
Fully detailed professional drawings are to be submitted by a qualified graphic designer experienced in retail. Refer to individual tenancy plans, sections, and elevations for a detailed understanding of the tenancy and any restrictions and limitations for shopfront signage.

To be read in conjunction with the Signage section in the UQ Design Standards document.



Lighting and Ambiance

Lighting plays an important part of design to create the mood and highlight features. Use lighting to draw attention to key merchandising zones and enhance the ambiance of your retail design and brand experience.

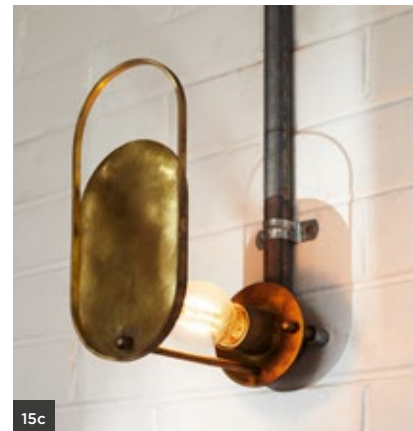


Lighting and Ambiance

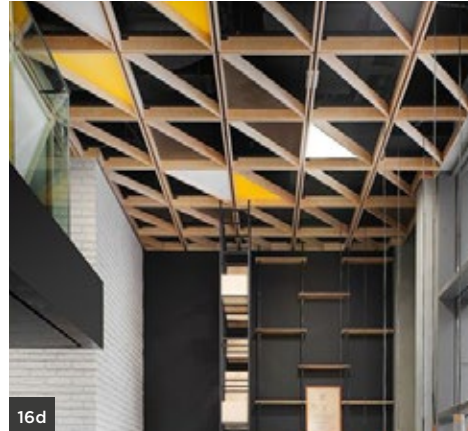
Key Considerations

- Layer the illumination by incorporating varied lighting types in the design with lighting hierarchy. Allow for controlled direct light to highlight merchandise zones and indirect diffused light to illuminate the space, all lighting should be dimmable for maximum flexibility. Consider the transition of lighting from day to night and play with light and shadow to create atmosphere, mood and texture.
- Ensure all elements of the design that require lighting are fully integrated and connect back to the design concept including joinery, visual merchandising walls and ceiling. Incorporate articulated ceiling features with lighting fixtures.
- Include sculptural lighting features as focal points in your design to create memorable moments.
- Use lighting to achieve after hours activation of the shopfront zone
- Aim for lighting solutions that surpass best practice for compliance with Section J6 of the Building Code of Australia.
- Exposed fluorescent light fittings, lighting troffers, neon, flashing lights, power poles, batten fixed surface lights and visible diodes on LED dot bead strip lighting cannot be permitted.

We suggest a lighting consultant be engaged to assist in maximising all aspects of lighting.



Ceiling



Detailed ceiling design is encouraged with an emphasis on authentic materials that strengthen the store's design and brand message.

Key Considerations

- Integrate interesting elements into the ceiling design with bespoke forms and treatments that link to the overall design concept. Innovative use of height and scale, creative use of materials and high-quality finishes. Incorporate lighting to highlight these elements.
- If an open ceiling is part of the design concept, feature elements including drop down panels and lighting features will be required, subject to UQ's approval. A perimeter bulkhead will be required to conceal all shopfront and base building fixings.
- All services including air conditioning, sprinklers, etc. should be considered in the ceiling design.

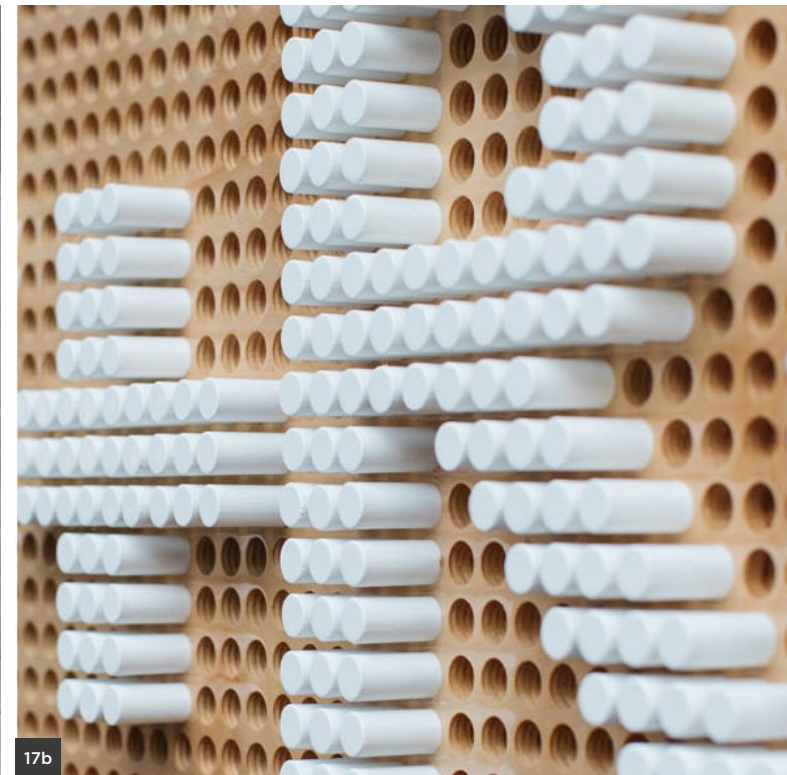
Flat plasterboard ceilings with no articulation, commercial acoustic tile ceilings, flexible ducts within any open ceiling areas cannot be permitted.

Floor and Wall Fixtures

Floor and Wall Fixtures are key elements of a store design and need to be part of the store concept and brand story. Explore the use of materials and design to create bespoke, innovative and sustainable solutions for your product.



17a



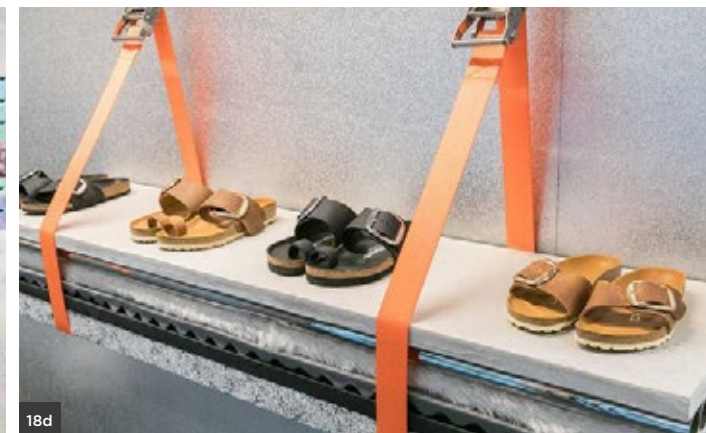
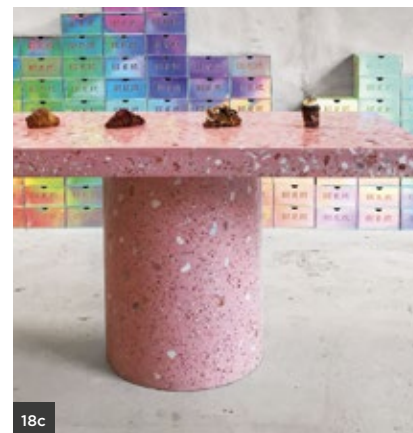
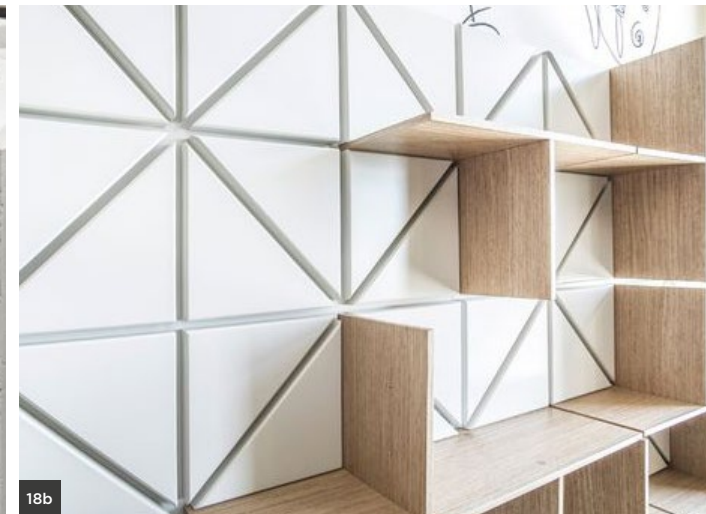
17b

Floor and Wall Fixtures

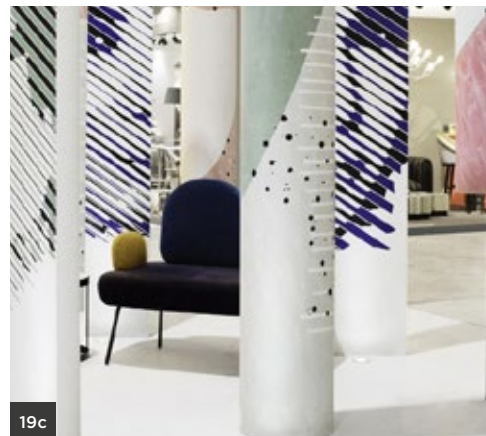
Key Considerations

- Eclectic and innovative fixtures and finishes are encouraged.
- Specify interesting, artisan, one off handles, light fittings, wall lamps and fixtures.
- Incorporate custom designed fixtures that compliment your unique design concept.
- Consider every detail, edge and corner to ensure fixtures sustain their appearance for the lifespan of your tenancy.
- The sales counter is to be custom designed and a feature in your tenancy. All designs whilst eclectic and bespoke must also be functional and practical to include rubbish bins, bag storage, product storage, pos systems etc.

The use of propriety merchandising systems is not permitted, including but not limited to slatwall and strip shelving.



Columns



The columns within the tenancy need to be a carefully considered component of the fitout design.

Raw, unfinished base build / concrete columns left unsealed are not permitted unless there is design merit and supports the overall design concept.

Visual Merchandising

Layering and styling the design through Visual Merchandising is a critical part of creating engaging displays. It is the first part of the story telling of retail.



20a



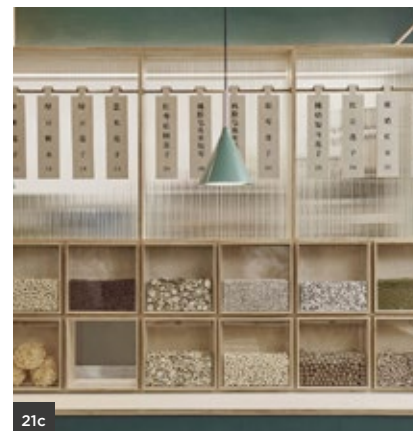
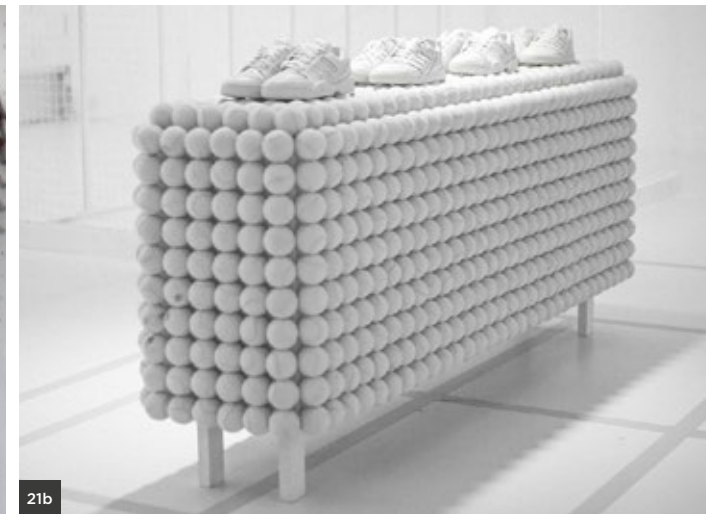
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Visual Merchandising

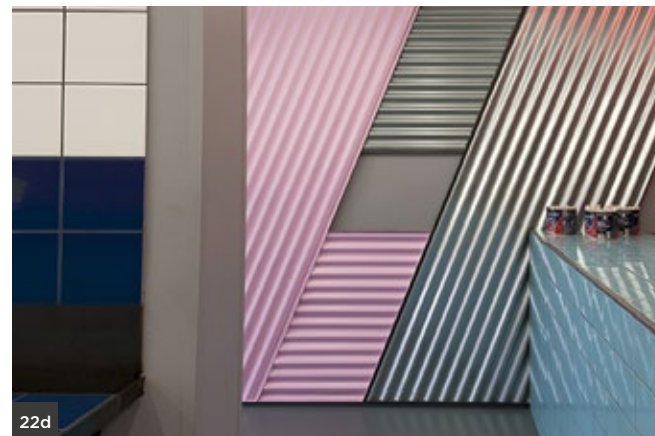
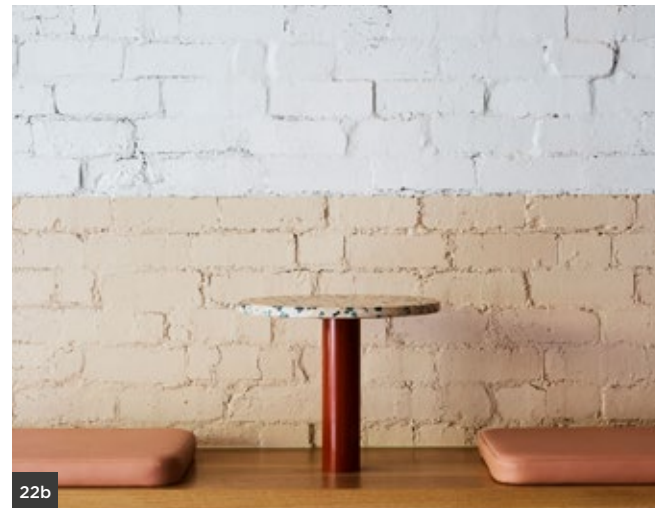
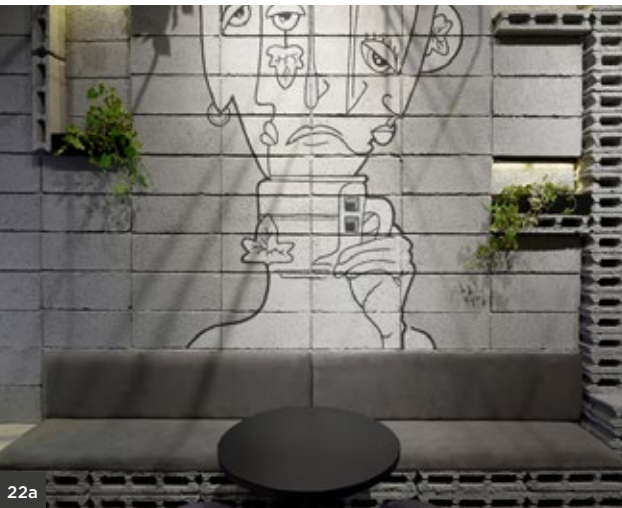
Key Considerations

Visual Merchandising is to be carefully considered and curated using a combination of products, propping and brand story telling.

- Ensure the display is adaptable for change and regularly updated to feel fresh and interesting. Incorporate well thought out lighting within the display zones to maximise the impact of the product displays and allowing them to transition from day to evening.
- Challenge traditional ideas and create bespoke innovative displays that complement the design concept and product.
- Curate unique spaces with joinery, furniture, rugs and décor and bring the theatre of the store window displays inside. Modern retail is all about experience and theatre, creating interest for customers to dwell and linger.
- When carefully considered, digital technology can create interesting components to the Visual Merchandising strategy and help tell the brand story that invites user interaction and brand education and promotion. Digital technology within the shopfront zone will be subject to design merit and regulatory approval. We encourage the innovative use of technology to enhance the instore experience.
- Complete that truly environmental experience by selecting the right sound score to appeal to all senses. Integrate all POS equipment, speakers, security devices, alarms etc to ensure seamless interaction.



Materials and Finishes



Innovative use of quality materials and finishes create a response and enhance the brand and product when beautifully detailed using authentic materials, craft and innovation.

Key Considerations

Specify high quality finishes that connect with the brand such as,

- stone, solid timbers, handcrafted ceramics and metals.
- An authentic approach to materials will reflect in the quality of the brand and product. Use traditional finishes in an unconventional, unique and innovative manner.
- Get creative with pattern and texture to create interest and layering.

The use of imitation materials, laminates, composite aluminium panels or plasterboard is not permitted.

Kiosks

Both food and speciality kiosks should be designed to be approachable, relaxed, and permeable spaces. These are to be lightweight structural forms with activation on all sides. There is no back of house, and all areas are visible.

Specialty kiosks are encouraged to have walkthrough counter configurations for an informal approach to promote customer interaction. The design is to engage the customer from the initial kiosk view through to all touch points at the kiosk.



Kiosks

Key Considerations

- Layer and create texture to the kiosk form utilising natural and urban finishes with a focus on detail and craftsmanship. Consider the use of brick, terrazzo, tiles, timbers glass and solid metals.
- The layout design should consider the displays grouped by product type to assist the customers in making their selections.
- All designs whilst eclectic and bespoke must also be functional and practical to include rubbish bins, bag storage, product storage, pos systems etc.
- Counter front presentation is to be visually broken up with the use of varied complimentary finishes, and varying heights across the extent of the counter. The design of the kiosk is to ensure that 90 percent of the external kiosk structure is comprised of architectural finishes, with

secondary finishes such as graphics and signage limited to the remaining 10 percent.

- Any glazed displays forming part of the kiosk design must appear as a frameless square profile as viewed by the customer. If framing is required, it is to be brass, bronze or another premium finish.

The kiosk display areas must incorporate concealed display lighting.

- Variation in kiosk counter height is encouraged to create a dynamic design. The general height for the counter is to be 1000mm, with an allowance of 1350mm height for no more than 30 percent of the kiosk counter length. Display/storage of ancillary items on these sections is not permitted. The remainder of kiosk is to be below 1000mm height.
- The detailing of all exposed junction and finishes is to be considered as part of the overall kiosk design.



Kiosks

All kiosks are bound by height restrictions, and no walls, equipment, fixtures, or fittings are permitted to exceed 1350mm.

The use of imitation materials, laminates, 2pac polyurethane finished panels, and plaster board is not permitted.

Kiosk Signage

The design of signage and graphics should carry through the entire fitout to include menus, packaging, uniforms, and ticketing.

These must create a strong brand identity and follow a set style guide as created by the appointed retail experienced Graphic Designer.

- Should a column form part of the leasable area, at UQ's discretion, it may be utilised for affixing signage, graphics, or menu boards.

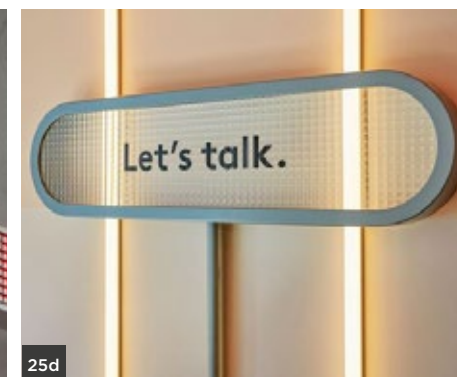
Any additional signage elements must be incorporated into the counter under 1350mm high.

Traditional lightboxes flashing lights or audible signs will not be permitted.

Food and Beverage Kiosks

Key Considerations

- The design should encourage customers to approach the kiosk by allowing for clearly defined circulation zones and uncluttered point of sale areas.
- All designs whilst eclectic and bespoke must also be functional and practical to include rubbish bins, bag storage, product storage, pos systems etc.
- All equipment must be designed to ensure it is installed below the 1350mm height. The rear of any equipment is to be concealed from public view



Kiosks

- Any food or drinks displays forming part of the kiosk design must appear as a frameless square profile as viewed by the customer. If framing is required, it is to be brass, bronze or another premium durable finish. Display areas must incorporate concealed lighting.
- Incorporate purpose built displays for portion sizes, takeaway containers, serviettes and cutlery into the fitout.
- Consider how food will be displayed and served for dine in, takeaway and deliveries. All packaging should be sustainable and/or compostable, fit for purpose to maintain heat/cold and transport well.
- The design of signage should carry through the entire fitout to include menus, packaging, uniforms, and ticketing. These must create a strong brand identity and follow a set style guide as created by the appointed retail experienced Graphic Designer.

- If applicable, seating is to be incorporated into the kiosk design. Refer to the tenancy plan.

Ensure drinks display equipment is fully integrated into the design, counter mounted fridge displays, or food warmers or similar will not be permitted.

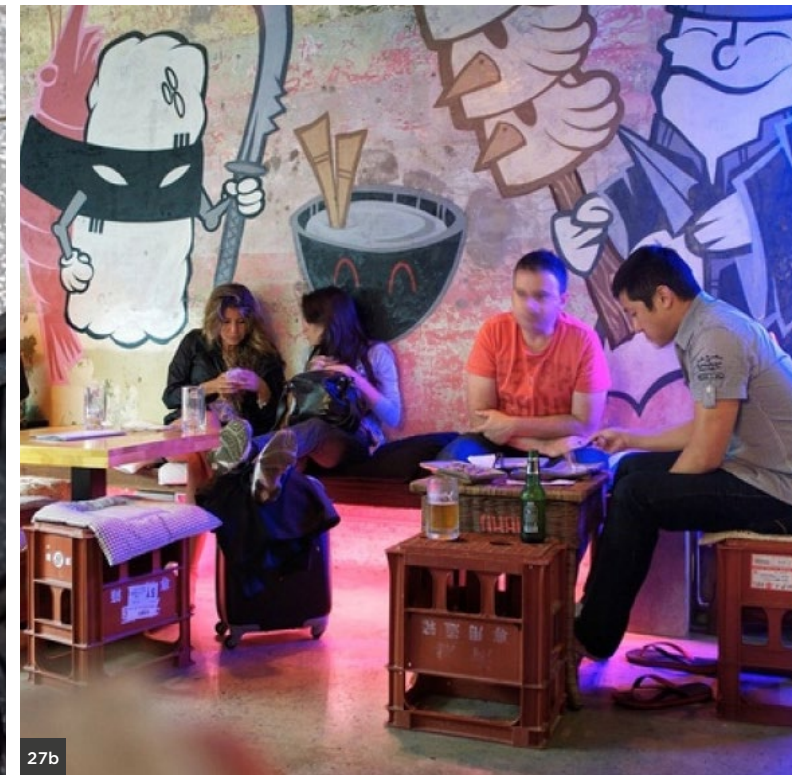
Visible counter front vents are not permitted.



Food and Beverage Tenancies

These are places where we meet, collaborate, relax, and enjoy. It is important to have a strong and cohesive concept that encapsulates the essence of the business strategy. The concept is translated via the use of form, material, detailing, lighting, signage, menus, branding and graphics.

Please refer to all other sections for general requirements. Listed below are specific items relating to Food and Beverage tenancies.



Food and Beverage Tenancies

Shopfront

- Shopfronts create an all-important first impression and it is crucial that this reflects the high quality of the brand and food offer. Consider the customer journey in approaching the store, the sales counter and process, queuing, and processing areas.
- Layering of various materials, textures and visual displays is encouraged.

Seating Zone

- Should the seating zones be external and/or internal to the tenancy flexibility is key, as they act as an extension of the stores' brand, as well as ensuring that it complements the offer and the overall design strategy of the campus.
- The use of high quality, durable, original furniture, is a requirement.

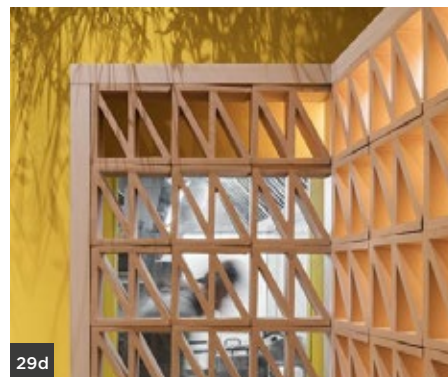
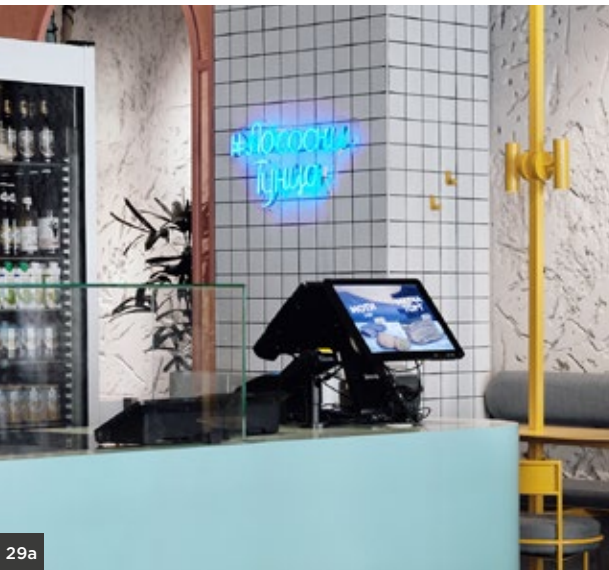
Furniture should be premium in both finish and seating style for both the internal and external seating areas.

- Consider variation in styles and heights to further layer the overall look and feel of the design.
- All seating options should consider maximum loadings and be suitable for a 120kg weight as a guide.
- Consider the use of oversized pots and planters to create windbreaks as well as nodes and privacy nooks to the external seating zones. Any proposed heating methods should be incorporated into the design and will be subject to UQ's approval.
- Consideration to acoustics and treatment is to be addressed in the design and finishes and subject to UQ's review and approval.

Standard wind barriers, windbreaks, external umbrellas cannot be permitted



Food and Beverage Tenancies



Walls

The wall finishes should be validated against the stores design intent and their palette be authentic in materials, their application and detailing. All finishes are to be compliant with food codes and relevant regulations and standards.

Key Considerations

- The texture and durability of finishes and materials such as stone, timbers, metals and tiling.
- Application of wall finishes in a unique and innovative way to support the overall design intent
- The use of feature or concealed lighting to highlight texture or graphics

- How doors are integrated to read as a concealed element.
- The sightlines into back of house and operational zones.
- Any visible walls in the back of house areas must be sheeted in plasterboard
- Open areas under sinks or equipment visible to the customer are to be concealed cupboard doors or similar if required.

Flat painted plasterboard walls, visible strip fixtures, partial height walls, laminated slat wall cladding cannot be permitted.

Food and Beverage Tenancies

Floors

The floor finish must be a key design element of the retail space. All floor finishes should be of a natural and durable style and ensure compliance with slip resistance regulations. Ensure adequate movement joints are incorporated and specified.

All wet areas within the tenancy must have a waterproof membrane installed to enclose the entire floor, expansion joints, floor wastes, penetrations, and walls to a minimum height of 150mm from the finished floor level.

Waterproofing is required prior to any floor finish being installed, including but not limited to tiling and vinyl flooring.

Key Considerations

- The integration and blurred transitions between walls, counter fronts and floor finishes
- The use of robust finishes such as cobblestone and brick paving and fully vitrified tiles
- Polished concrete as an additional topping to the existing slab, subject to loadings on the slab and site access requirements.
- Solid timber or authentic timber engineered floors.
- Vinyl flooring is permitted to back of house and kitchen areas concealed from public view.

Cork, hybrid engineered floor systems, laminate engineered are not permitted.



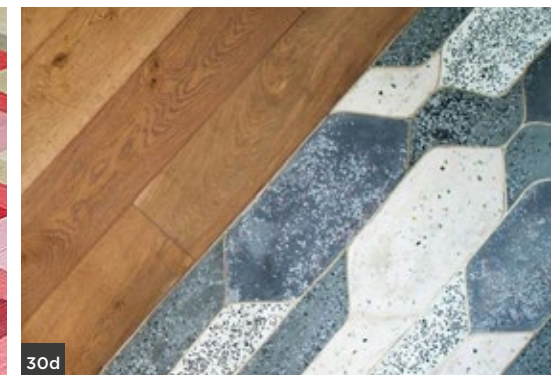
30b



30b



30c



30d

Food and Beverage Tenancies



31a



31b



31c

Signage

As we become an increasingly visually interactive society, all signage should seek to reflect best practice principles of contemporary online execution, simplicity, immediacy, ease of understanding and superior imagery.

A qualified graphic designer experienced in retail must be appointed to create a complete signage and graphic package.

- Signage, menus, and ticketing in retail are silent salespersons. They assist in communicating the offer to customers.
- The location of signage will be determined by the overall layout and operation of the store, be professionally designed and produced, and should follow a set style guide.

- A clear hierarchy of size and dimension should be applied to main, secondary and tertiary signage within a tenancy.

Generic light boxes, excessive and random non-integrated signage, third party branding or associated tag lines, propriety and clip lock framing systems, flashing or audible signs, standard metal framed, and acrylic faced light box construction cannot not be permitted.

- Signage, menus and ticketing in retail are silent salespersons. They assist in communicating the offer to customers.
- The location of signage will be determined by the overall layout and operation of the store, be professionally designed and produced, and should follow a set style guide.

Food and Beverage Tenancies

- A clear hierarchy of size and dimension should be applied to main, secondary and tertiary signage within a tenancy.

Generic light boxes, excessive and random non-integrated signage should be avoided. Third party signage is discouraged.

Menu, Graphics and Ticketing

Menu designs are to be an integrated component of your brand communication strategy and complimentary to the overall design concept.

A qualified graphic designer experienced in retail must be appointed to create a complete signage and graphic package.

- All menu boards are to be integrated so that they are part of the overall design and fitout. All fixings should be concealed.
- Menus should complement the design of the tenancy, the food product and or ordering process, Ensure the color, style and font size of the menu can be easily read from the counter, with a minimum 60 points font for visibility
- LCD screens should be built in flush and detailed to appear as part of the fitout. Content should be submitted for UQ's approval
- Graphics used on menu boards need to be a true representation of the food offer with only high-resolution graphics used.



Food and Beverage Tenancies



33a



33b



33c



33d



33e

Branding and Packaging

Branding plays a crucial role in concept delivery and as such should form part of the overall design package. Keep it at a high level – carry bags – coffee cups.

- Consider how food will be displayed and served for dine in, takeaway and deliveries.
- All packaging should be sustainable and/or compostable, fit for purpose to maintain heat/cold and transport well.

Uniforms

- Staff presentation quality and design of uniforms should be an extension of the branding and reflect the concept.
- Branded uniforms or branded elements (e.g. aprons) are required for all staff.

Merchandising

- Should no product be on display (e.g. a cooked to order food menu) then ensure all forms of communication, whether signage or interactive technology (touch screens or apps), convey the offer effectively.
- High quality food vessels complementary to your overall concept should be used. Standard stainless steel, plastic or melamine vessels will not be approved.
- Food visual merchandising should be engaging, seasonal and adaptable.
- Ensure all ticketing and pricing is integrated and bespoke to your concept. Incorporate condiments stations within the store design.

Food and Beverage Tenancies

Materials and Finishes

The materials and palette selection need to complement the overall store design and be reflective of the brand. The quality of materials and their detailing will reflect the perception of the retail offer and its positioning in the minds of customers. Consistency across all mediums is required to ensure a cohesive look and feel to the fitout as well as longevity.

- All finishes need to be food grade to ensure compliance and longevity
- Inferior materials and finishes will compromise the integrity of the design. Ensure mood boards and palettes are submitted for review.
- All fixtures and equipment should be customised and built-in.
- Any exhaust hoods and cooking facilities need to be commercial grade and finished in line with the store fitout. Exposed galvanised hoods will not be permitted.

- Consider environmentally sustainable material options.

Counter, Fixtures and fittings

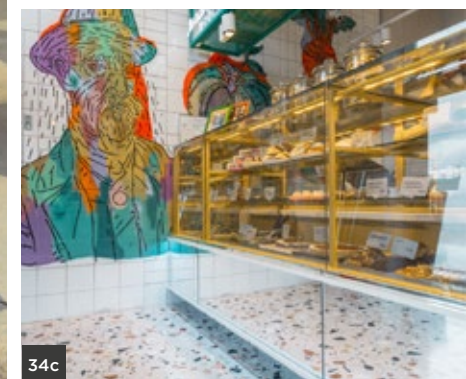
- All counter, fixture and fittings materials should be of high quality, hard-wearing, and where possible to be executed in an innovative way. Access and DDA should be integrated. Roll out counters and standalone fixtures which are not considered as a part of the original design are strongly discouraged.
- The service counter is to be a customised point of sale that enhances the customer experiences with all services and untidy items concealed, ensure all visible items are considered and integrated. Counter front ventilation is not permitted unless concealed from customer view by way of design.
- All large items of equipment are to be built into joinery.



34a



34b



34c

Food and Beverage Tenancies



- Counter lengths and size of display cabinets should be determined in line with the proposed product range and anticipated volumes to ensure adequate display of food and beverage products.
- Equipment, condiments, containers, service utensils and containers should be designed and built into the counter joinery.
- All glazed counters in food tenancies need to be bespoke and designed to suit the authenticity of the space. Use frameless glazing where possible with UV bonded edges and concealed lighting. If framing is required, it is to be brass, bronze or another premium finish.
- No fixture should sit over the height of 1400mm in this area to allow for ease of staff visibility and effective customer interaction.

Equipment

- Food equipment should not be permitted to have third party supplier branding.
- Energy efficient equipment should be used from both a power supply and resources perspective, where possible
- All equipment, where practical, should be installed with timers and/or on separate circuits to ensure they are not operating when the tenancy is not trading.
- Additionally, equipment should have timers and/or auto-off switches and have the highest energy efficiency star ratings available.
- All large items of equipment are to be built into joinery.

Digital Technology



36a



36b



36c

Digital Services and Technology should be considered within the store to inspire ideas at multiple points on the retail journey.

Ensure any technology is integrated and any content proposed for LCD screens is to be submitted for review. Ensure all parts of the technology are interactive, compelling and answer the customer needs. Consider how the customer may choose to share rich data to enhance services by the integration of tech touch points throughout the fitout.

The 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 achieve 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





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.

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.





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.

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.





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.

To be read in conjunction with the Sustainability section in the UQ Design Standards document.

Image Reference

- 1 Cover: MoMo's Kuala Lumpur Hotel. By The Ormond-Group
- 3 Tumblr folklifestyle, California. Photo by @_csma
- 4 Morning After Café, Brisbane, By Derlot's Alexander Lotersztain and Pamela Georgeson. Photo habitusliving.com
- 5 Student Hotel, Netherlands. Design by The Invisible Party. Architects KCAP. Photo Steve Herud
- 6a Red Man Salon, Tokyo. By Takara Belmont.
- 6b Pidapipo Melbourne, Design Rabingra Naidoo
- 7a Coffee Shop Gallery, Hangzhouchina. AIR architects. Photo Hao Chen
- 7b Image via Pinterest
- 7c Scrumptious Reads, QLD, A-CH (Atelier Chen Hung), Photo Jon Linkins
- 7d Image via Pinterest
- 8a Biju Bubble Tea Rooms, Soho, London, Design by Gundry & Ducker, Graphics & Branding by Ico Design, Photo Hufton & Crow
- 8b Pinterest Upload by www.afflante.com
- 9a Greene St Juice Co, Prahran. Travis Walton Architecture & Interior Design
- 9b Gallery HEV. By FLUO. Photo Panos Arvanitakis
- 9c Gnomo Store, Valencia. Design Masquespacio
- 9d Paul Smith, Flagship Shop, London. Design 6A architects
- 10a Kader Attia. La vie modern. photo © Blaise Adilon
- 10b Venetian Floors. Photo Sebastian Erras
- 11a ERGON MEDLEY BLUE MINIMAL TECNICA, CERIVA TILES
- 11b Image via Pinterest
- 11c Cups Nine Café, Greece. Design Normless Architecture Studio. Photo Kostas Spathis
- 11d Neues Museum, Berlin. David Chipperfield. Photo Dorothee Dubois
- 12a Image by knstrct.com
- 12b Full Circle by Expat Roaster, Bali Interiors.
- 13a Voodoo Ray's Pizza, London. Design Brinkworth. Photo thecoolhunter.net
- 13b Fresh Atelier Delhaize. Minal Design Strategy.
- 13c Nomart. Photo Tony Erapuro
- 13d Photo by :: K a t e :: on flickr
- 14a Blom & Blom, Industrial Lighting
- 14b Oriental House, Odessa, Design The Orb.
- 15a The Pop-Up Light. By Well Well Designers.
- 15b HetLichtlab Etsy No.5 vintage headlight
- 15c Flotilla. By Derive Design.
- 15d cientouno.co
- 16a Nutorious. By Luchetti Krelle.
- 16b Tokyo Bar. By KATO NOBUKI
- 16c Thai Riffic, Kirrawee. Design Sheila Liew
- 16d Pure Grand Bistro, Bulgaria. Fimera Design Studio. Photo Kris Shopov
- 17a image by pinterest skatehouses.com
- 17b Raw + Real Cold Press Juicery, Georgie Shepherd Interior Design and Voice Design.
- 18a Huxley Signature Showroom, Seoul. By Common Room.
- 18b Image by Pinterest
- 18c Supermoon Bakehouse New York. Design Aron Tzimas. Photo by Aaron Bengochea
- 18d Birkenstock Box at Barneys New York
- 19a HTC Graphic. By Stefan Minkoff. Image Behance.
- 19b Natalie Blake Studios, ALASKA.
- 19c Image by Pinterest UAE Dubai Design week 2015
- 20a Blog clemaroundthecorner.com. Photo Literie à domicile
- 20b Phloem.eco
- 21a Image upload by Artidi Escuela Superior
- 21b Adidas, Paris. Image hypebeast.com
- 21c Lotus Dessert, Shanghai. By Atelier TAO-C
- 21d Oskartek display case.
- 22a Ivy Cafe, Iran. Design Neda Mirani. Photo © Deed Studio
- 22b Little Sky Gelateria, Design Ewert Leaf.
- 22c Casa Amores, Valencia. Design Luis Barragán y Ricardo Legorreta
- 22d Voodoo Ray's Pizza, London. Design Brinkworth. Photo thecoolhunter.net
- 23a Kitty Burns Café Melbourne, Kiosk. Design by Biasol, Photo Ari Hatzis.
- 23b Kitty Burns Café Melbourne, Design by Biasol, Photo Ari Hatzis.
- 24a Nike, Pinterest Upload via @kith instagram
- 24b Sweet Jesus, Newmarket Canada. By Michael Muraz.
- 24c Scroll, Chadstone, Design by One Design Office. Photo Tom Blachford
- 24d PONG, popculture and gastronomy. By Studio Komo. Photo Philip Kottlorz
- 25a Waffee, Melbourne, Design by A Friend Of Mine
- 25b Pinterest upload www.witanddelight.tumblr.com
- 25c Arup, Melbourne Workspace. Design Studio Ongarato
- 25d Lets Talk City Hub, Rotterdam. Design Studio Modijefsky. Photo Maarten Williamstein
- 26a Kyu Coffee Bar. Singapore. Image via pinterest.
- 26b Blue Bottle Coffee Kiosk. Photo Blue Bottle Coffee Facebook Page
- 26c The Block, Melbourne. Design Russell & George. Photo Dianna Snape
- 27a JOY BOX Restaurant, Design by Pures Design, Photo Xiaokai Zhang
- 27b Kuki Tanuki, Sydney. Photo Mitchell Duncan via Broadsheet
- 28a Fonda Bondi. Studio Esteta. Photo by Tessa Ross Phelan.
- 28b RE x SUGAR. By Ondo Studio.
- 28c Mx-Visualisation, Juice Bar.
- 28d The Central Market, Barcelona. Design Cirera+Espinat.
- 29a Pobo Asian Bistro, Saint-Petersburg Russia. By DA Bureau. Photo Sergey Melnikov
- 29b Abbots & Kinney, Adelaide, by Studio-Gram and Alex Hall. Photo David Sievers
- 29c Chi Chi 4U, Design by mode:lina
- 29d Sierra Madre Taquaria. Monterrey. Design Erbalunga Estudio
- 30a Casa de Valentina, São Paulo. Dezembro Arquitetos.
- 30b Image via Pinterest
- 30c Stella McCartney store, Las Vegas.
- 30d Pinterest Upload by flooring.piclodge.com
- 31a Happy Face Pizza. Design Pentagram.
- 31b Image via Pinterest
- 31c Image via ipinimg
- 32a UME Burger menus by Paperform and Amber Road Design. Photo Christopher Morris
- 32b The Laylow Hotel, Hawaii. Design OMFG. Image via blog www.happymundane.com
- 32c Chrome digital signage at Disney World Swan and Dolphin Resort.
- 32d Menu Porter. By tenonedesign.com
- 33a Botanica Real Food, Brisbane. Photo Sarah Coates
- 33b Fabrique Bakery image via Pinterest
- 33c Apron by Cargo Crew
- 33d The Market, Designer Stitch Design Co
- 33e Image via Pinterest
- 34a Fonda Hawthorne Restaurant, Melbourne. By Techné Architecture. Photo Peter Tarasiuk.
- 34b Abbots & Kinney, Adelaide, by Studio-Gram and Alex Hall. Photo David Sievers
- 34c Karavaevi restaurant, Moscow. By V12 Architects. Image via trendland.com
- 35a Image via Pinterest
- 35b Coffee Shop, Istanbul. By Gulman Architects
- 35c Coffee Company, Oosterdok. Design ninetynine. Photo Ewout Huibers
- 36a Digital supermarket. Image via pinterest
- 36b Sprinkles ATM. Image via blog dashboarddiary.com
- 36c Venice Biennale 2012: Russia Pavilion. Design by Speech Techoban / Kuznetsov. Photo Patricia Parinejad
- 37 Bun Hamburger Chain, Milan. Design Masquespacio. Photo Gregory Abbate.
- 38 Poko Poke. Shanghai. Design studio doho. Photo M2STUDIO
- 39 NUDO restaurant. By HDG architects, Josh Hissong. Photo archilovers
- 40 Bar Nou, Barcelona. Design Maio. Photo thecoolhunter.net
- 41 ChiChi 4U, Poznan. architects mode:lina studio. Photo Marcin Ratajczak
- 42 Graffiti Café, Varna Bulgaria. Design Svetoslav Todorov from Studio Mode



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