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PROJECT ANALYSIS

FOR
Ikea Furniture Store
BY
Katie Andes

I. CLIENT DATA

- A. Company Name
Ikea
- B. Owner or Contact Person
Ingvar Kamprad
- C. Street Address
Olof Palmestraat 1
- D. City, Country, Zip Code
Delft, The Netherlands 2616
- E. Product or Services
Affordable furniture seller and design associates

II. BUILDING SITE DATA

- A. Lot Dimensions
100,000 square feet
- B. Existing Contours
Flat Contour
- C. Existing Landscape
Limited Landscape near curbs
- D. Existing Easements
Per city ordinance
- E. Location of Lot (Address)
**2020 E Northwest Hwy
Arlington Heights, IL 60004**
- F. Utilities Available:
 - 1. Water Service
Arlington Heights Water Department

2. Sewer Service
Commercial Sewage System Pros
3. Electrical Service
IG Electric Company
4. Natural Gas
IGS Energy-Natural Gas
5. Telephone
At &T Mobility
6. Internet Access
EarthLink Dial-Up Internet Service

III. PERSONNEL DATA & NEEDS

A. Number of Occupants

1. Salaried Employees **40**
2. Hourly Employees **60**
3. Part-time Employees **15**

B. List of Personnel by Position

1. Job Title **Sales Associate** Qty. **30**

a. Responsibilities of Job

- **Be familiar with all products the store sells**
- **Consult with clients on purchasing decisions**
- **Restock sold items**
- **Ring up customers**
- **Consult with warehouse/delivery workers about delivery process**
- **Greeting clients**

b. Equipment Needed for Job

- **Chair-for breaks**
- **break room**
- **desk with computer (for consulting)**
- **printer**
- **ordering sheets-for purchase information**

2. Job Title **Warehouse/Delivery Personel** Qty. **50**

a. Responsibilities of Job

- **Deliver to customer's homes or businesses**
- **Track orders**
- **Track merchandise**

- **Order new stock**
- **Help customers track down merchandise in the warehouse**
- **Fix any broken merchandise**

b. Equipment Needed for Job

- **Break room**
- **Chairs**
- **Machinery-to help move merchandise**
- **Trucks- for delivery**
- **File cabinets**
- **Storage units**
- **Computers**
-

3. Job Title **Personal Designers** Qty. **10**

a. Responsibilities of Job

- **Consult with clients about design ideas for their homes or businesses**
- **Help clients chose new merchandise**
- **Consult with manaaagers over layout of the store**
- **Constantly create new ideas for furniture design and layout on showroom floor**

b. Equipment Needed for Job

- **Computer (with design software)**
- **Complete list of all merchandise**
- **Chair**
- **Desk**
- **Telephone**

4. Job Title **Interns** Qty. **5**

a. Responsibilities of Job

- **Sort and pass mail**
- **Clean showrooms**
- **Help move furnitniture**
- **Answer the phone**
- **Help lead customers to their wants**
-

b. Equipment Needed for Job

- **Telephone**
- **Desk**
- **Cleaning supplies (broom, sweeper)**
- **File cabinet-helps with mail**

5. Job Title **Janitorial Staff** Qty. **15**

- a. Responsibilities of Job
- **Maintian upkeep of store**
 - **Clean/organize warehouse**
 - **Mop/sweep floors**
 - **Clean bathrooms**
- b. Equipment Needed for Job
- **Break room**
 - **All cleaning essentials**

6. Job Title **Store manager** Qty. **5**

- a. Responsibilities of Job
- **Maintain upkeep of store**
 - **Hire/fire all sales associates/designers/warehouse workers**
 - **Consult with customers**
 - **Order new stock**
 - **Reports to corporate**
 - **Leads meetings for all other employees**
 - **Manage warehouse workers**
- b. Equipment Needed for Job
- **Desk**
 - **Chiar**
 - **Computer**
 - **Telephone**
 - **Shelving unit**
 - **File cabinet**
 - **Copy machine**
 - **Fax machine**
 - **Safe (for money)**

IV. CUSTOMER NEEDS

- A. Outside of Building
- **Parking, sidewalks, signage**
- B. Inside of Building
- **Lobby, consulting areas, restrooms, meeting rooms, delivery rooms, mail room**

V. BUILDING DESIGN DATA

- A. Approximate Shape Desired
Rectangle-with some rounded edges (ellipse)
- B. Maximum Length & Width Allowed
600 ft x 110 ft
- C. Number of Levels Desired
2
- D. Square Footage Desired
100,000 sq ft
- E. Style of Building Desired
contemporary/organic

VI. BUILDING MATERIALS DESIRED

- A. Exterior Walls
Bamco inc., Metal Walls (colored)-stainless steel
- B. Roofing
EPDM Roofing Systems, "SURE TOUGH" tiles
- C. Soffit or Trim
ICYNENE inc. , soft foam insulation
- D. Windows
Nana Wall Systems Inc., sliding window/doors, dark wood panels
- E. Glazing of Windows
Polygal Inc., anti-fog/ anti-drip formula
- F. Exterior Doors
Woodharbor Doors and Cabinetry, Inc, stainless steel
- G. Roof Drainage System
Berger Building Products, Inc. , snow guards, rain chain, synthetic underlayment, gutter system
- H. Interior Walls
Citadel Architectural Products, Inc., gypsum insulation-panels

- I. Interior Doors
Woodharbor Doors and Cabinetry, dark cherry glass panel doors
- J. Interior Trim
Versatex, fiver cement, natural ceder
- K. Cabinetry
Woodharbor Doors and Cabintetry, hardood, glass, plastic
- L. Hardware
C.R. Laurence Company, Metal-stainless steel
- M. Floor Coverings
Armstrong Flooring, hardwood cherry, beige carpet in select showrooms, tileworks in kitchens and outdoors
- N. Wall Coverings
Sherwin Williams, paint-multiple colors
- O. Ceilings
Sound Seal, hardwood ceilings
- P. Lighting
Gardco Lighting, aluminum, plastic, metal, stainless steel

VII. SPACE NEEDS

- A. Public Areas (Type & Sq.Ft.)
 - 1. **Showrooms- 5000 sq ft**
 - 2. **restrooms- 200 sq ft**
 - 3. **reception/consulting- 400 sq ft**
- B. Employee Areas (Type & Sq.Ft.)
 - 1. **Break room- 50 sq ft**
 - 2. **consulting areas- 300 sq ft**
 - 3. **private offices- 100 sq ft**
- C. Mechanical Areas (Type & Sq.Ft.)
 - 1. **heating/cooling-pipe room-50 sq ft**

D. Storage Areas (Type & Sq.Ft.)

1. **warehouse- 500 sq ft**
2. **offices-orders- 40 sq ft**

VIII. MECHANICAL EQUIPMENT & SPECIAL FEATURES

A. Heating System

Heatizon systems- tuff cables

B. Cooling System

Chicago Metallic- Environmental grid system

C. Electronic Air Cleaner

Mopec, Inc. –dual draft, filtering

D. Water Heater

GE- electronic heat pump water heater

E. Humidifier

Knauf Insulation- metal frame construction- quiet therm insulation

F. Dehumidifier

GE-Appliances- stainless steel, energy efficient

G. Central Vacuum Cleaner

BEAM Central Vacuum Systems- stainless steel,, self cleaning, energy efficient

H. Intercom System

NuTone Intercoms- multiple features, up to 20 units

I. Security System

Guardian Protection Services- video security, 24hr protection

J. Skylights

Velux- commercial skylights- Sage Glass- energy efficient

K. Atriums

R-Glass- powder coated, heavy aluminum extrusions, thermally broken, double paned argon glass

IX. MISCELANEOUS INFORMATION & NOTES

- **Handicap ramps located on side near main entrance**
- **Sprinkler system operated by Rain Bird**
- **Fire proof vault manufactured by Safetyfile Systems**