

## II.4 COLOR SELECTION PROCESS – INTERIOR

1. FS/DDC Project Manager coordinates with Consultant to define interior elements of project subject to color selection. FS/DDC Project Manager provides Design Consultant with Color Selection Checklist document for Consultant completion and return to FS/DDC Project Manager.
2. Consultant reviews Color Selection Checklist document completed by Design Consultant. FS/DDC Project Manager contacts Design Consultant and requests color samples of all items on Consultant Completed Color Selection Checklist. **Note: All items verified by Consultant to be actual products available per project requirements, budget, and schedule.**
3. Consultant assimilates this information for review with and approval by the Associate Vice Chancellor for Facilities Services (AVCFS) and FS/DDC Project Manager. FS/DDC Project Manager obtains all necessary samples from Design Consultant in sufficient size and quantity for use by UAF Color Selection Committee. **All samples to be current, available within project schedule and within budget constraints. Design Consultant is expected to verify same prior to submitting samples to UAF.**
4. FS/DDC Project Manager forms and chairs UAF Interior Color Selection Committee, including the FS/DDC Project Manager, the UAF Architect, and two representatives from the facility User group (Dean or Director, or designee).
5. Color Selection Committee finalizes recommendations on color scheme. FS/DDC Project Manager records decisions made during meeting of UAF Interior Color Selection Committee.
6. FS/DDC Project Manager conveys written information on color scheme to Design Consultant for inclusion in the contract documents.
7. Project bids and Contractor submits all color chips for all required finishes at one time for color board preparation.
8. Facilities Services and the UAF Interior Color Selection Committee approve submitted color samples.
9. Contractor submits large size mock-up samples for final approval.
10. Design Consultant prepares interior color board, based on the color scheme, including exterior colors, in consultation with FS/DDC Project Manager.
11. Design Consultant generates two additional copies of the color boards. (Three total: 1, FS/DDC; 1, Consultant; 1, Contractor).
12. Color board is sent to Contractor for construction.

### II.4a Interior Color Selection Process

