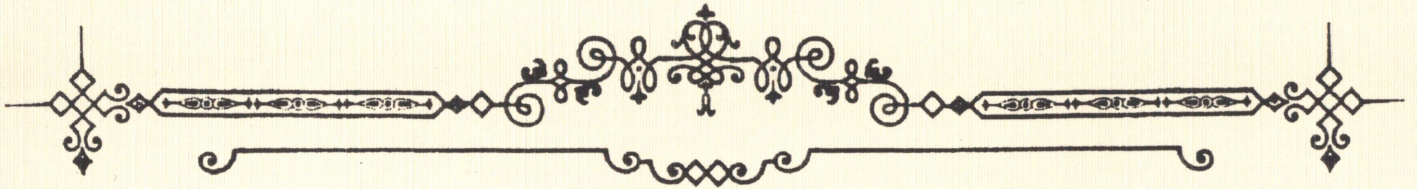




A CORPORATE LAW FIRM
NORWEST CENTER
MINNEAPOLIS, MINNESOTA

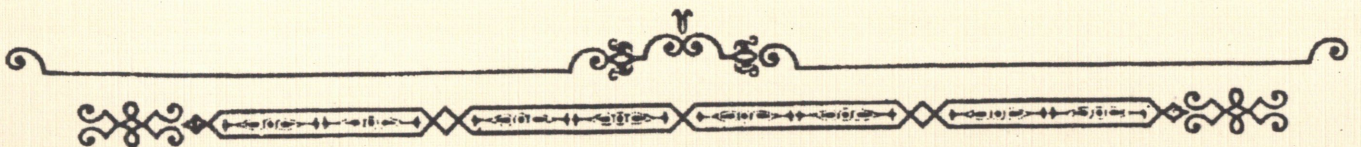
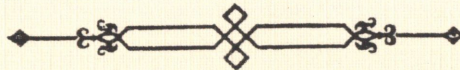
BY
MARIA SORENSON
DECEMBER 1991

P378
.So685



**CORPORATE LAW FIRM
MINNEAPOLIS, MINNESOTA**

**SENIOR PROJECT
MARIA SORENSON
DECEMBER, 1991**



GAL
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5668

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Norwest Center's
A Corporate Law Firm
Minneapolis, Minnesota
by
Maira Sorenson

Programming analysis submitted in partial fulfillment of the requirements for the degree of:

Bachelor of Arts in Interior Design

Approved:

Jerry Bancroft, Advisor

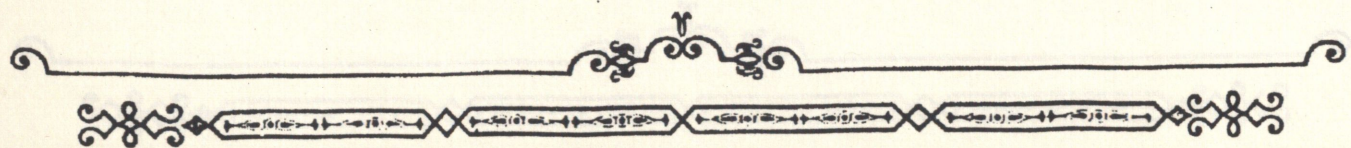
Thomas R Wood

Tom Wood, Director of the College of Architecture

Montana State University

Bozeman, Montana

December 1991



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Maria Sorenson

Maria L. Sorenson

December 19, 1991

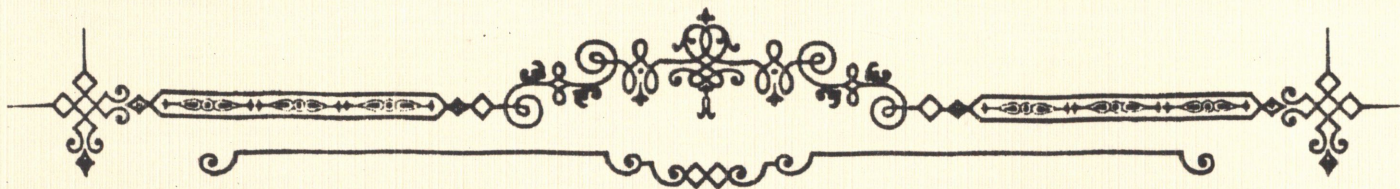


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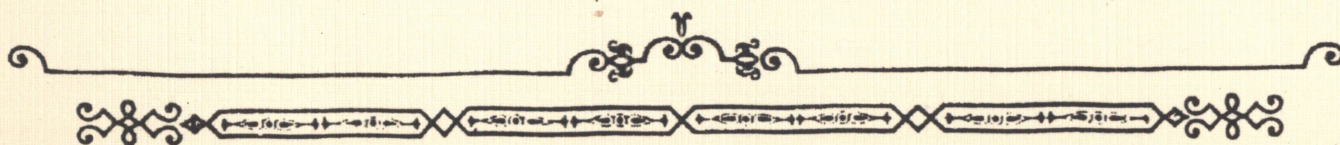
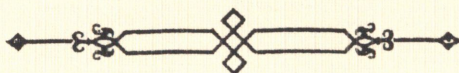
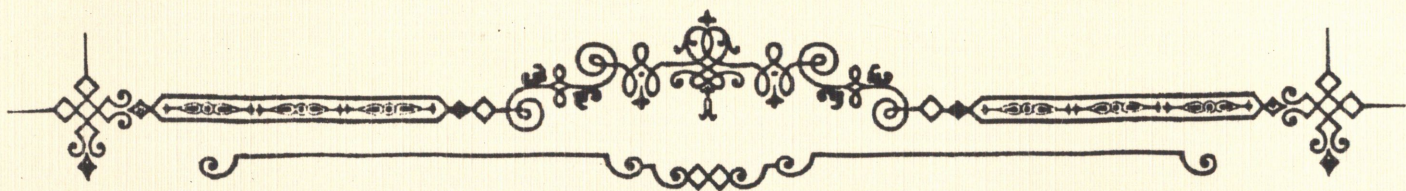
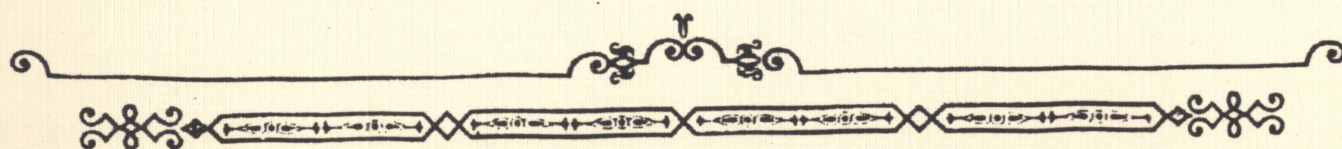


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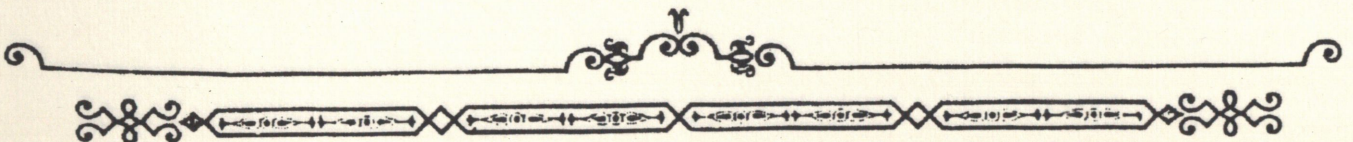
INTRODUCTION



The Norwest Center, designed by Cesar Pelli, is a 57-story glass and Kasota stone tower. The Center is “very much of its place, conforming with considerable grace to the character of Minneapolis’ architecture” (Boles 74). The Norwest Center resembles an architecture of another time. The original 1930’s Norwest headquarters was destroyed by fire in 1982. Pelli’s Norwest center still has a 1930’s feel dominating the building and lending itself to the subtle pride of Minneapolis. “The building reflects the past but doesn’t lie about the fact that it’s new.” (Boyles 76).

The Kasota stone used in the Norwest Center is a local material that gives many Minneapolis buildings their famous golden hue. White granite is also used as an accent at the base in the window surrounds, near the top, and at the setbacks. The white marble and golden finials make the warm Kasota stone even warmer which is important when designing for a “winter city” environment.

The purpose of this project is to design the interior of a corporate law firm to be located in the Norwest Center in downtown Minneapolis. The name of the firm is Hoffman, Hoffman, Davis and Sinclair (HHDS). Their offices will be located on the forty-sixth and forty-seventh floors. HHDS will occupy 29,940 net leasable square feet-16,218 square feet on the forty-sixth floor and

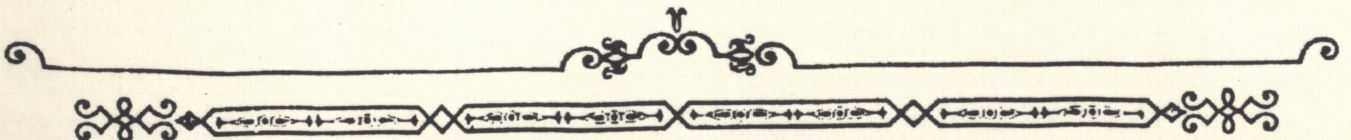


13,722 square feet on the forty-seventh floor. The two floors will be connected by elevators, stairs, and vertical open-volume spaces. Clients will be viewing and visiting each floor so both floors will have "signature entries".

HHDS will be designed, according to their established reputation, as a firm representing both large and mid-sized businesses. Within the law firm there will be five separate areas of law practiced: Real Estate, Tax, Probate, Litigation, and Bankruptcy. The Litigation and Tax groupings will be larger due to the volume and success of HHDS in those particular areas.

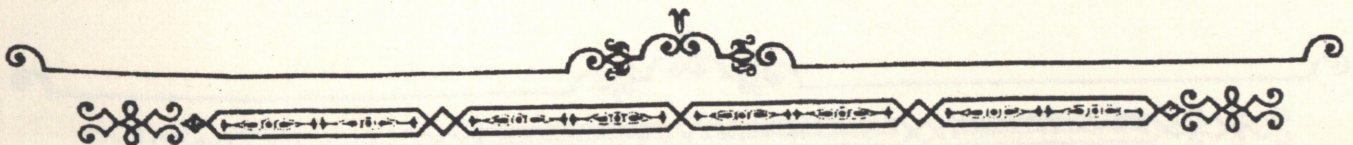
HHDS has acquired two well known impressionistic paintings which will be a central element in the design. In art, impressionism uses dabs of primary colors to simulate reflected light. Reproducing the chiaroscuro in impressionistic painting will be a primary goal in designing the three-dimensional space within the firm. Reflecting light from exterior to interior and making that light dramatically move will be a dynamic addition to the existing business.

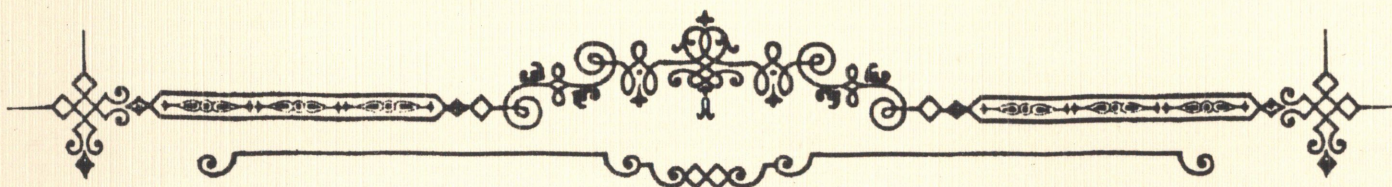
In impressionistic painting reflected light is used in such a powerful way, that it demands attention. Impressionistic paintings also use areas of shade, creating a duality of light and shade that will be incorporated within the design. Areas of excessive daylight may strain the eye; therefore, areas of shade will also



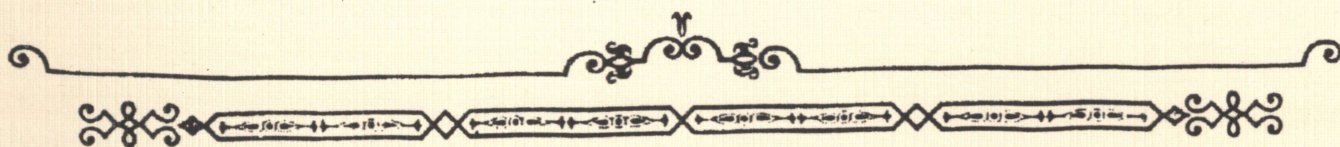
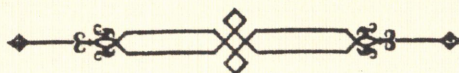
be implemented to counteract that potential problem.

It is important for a person to have a sense of where they are within the building at all times, so that nobody loses themselves in a maze of white cubes. This has a direct effect on employee attitude and work production and is an important factor in any firm. My intention is to provide a view to the outside that is accessible to all, using daylight as an effective tool to increase and enhance employee attitude and work production.





CLIENT PROFILE

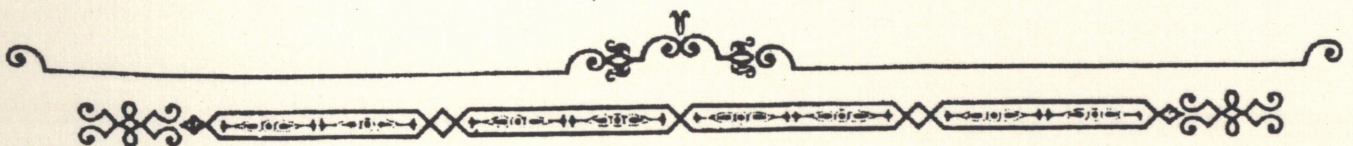


CLIENT PROFILE

LAW FIRM'S IMAGE:

Law firms typically tend to project images of authority and stability. Most smaller firms do not have nearly as much to spend on an image as do larger firms. In larger firms success tends to be established by the image projected. The amount of money available for an image then indicates how well one firm is doing in comparison to another. Most people know however, that good design does not need to be expensive. In law firms it would be more prestigious to have marble flooring vs. ceramic tile. Attorneys are fairly competitive in attracting more money into their respective firms. More money in their firm means more money in their pockets.

When clients enter a law firm their image will send out several messages. One message is "if their offices can look like this they must be successful". Another message would be "if they look better than the other firm they must be doing better". A third obvious message "gee can our company afford to pay these

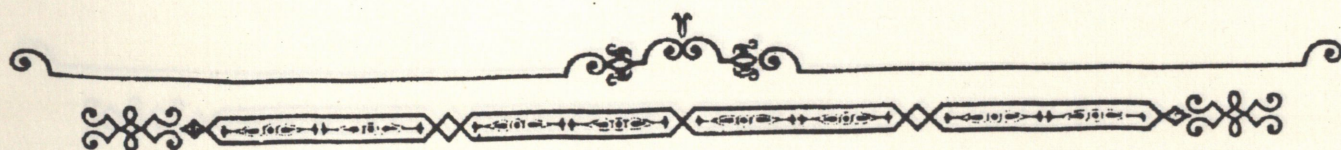


people”.

Law firms are not chosen by people solely on image. An established successful reputation and referrals from other clients is what will make a potential client walk in the front door. From that crucial point on, the potential client needs to have their initial positive opinions consistently reinforced by several factors. One of those factors would be an impressive image.

HOFFMAN HOFFMAN DAVIS AND SINCLAIR HISTORY:

HHDS was originally founded by William Hoffman in 1938. Mr. Hoffman's early struggles in the Great Depression later paid off. He later was able to pass the firm onto his two children Donavin and Nicole. William Hoffman is now 79 and retired. But he does like to visit the firm on occasion all dressed up in the style of his time. He will walk through appearing to be observing though everyone knows he can not see too well. He still has an office he will frequent on occasion.



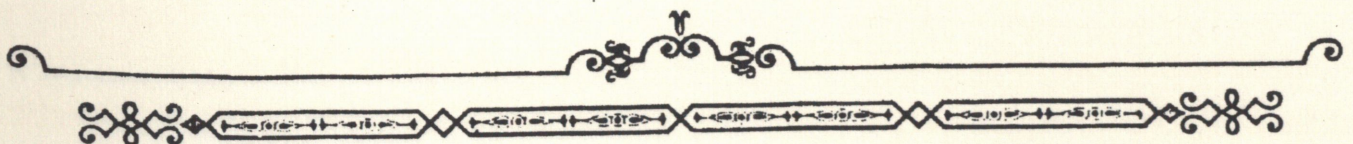
Donavin, William's oldest son, is somewhat of a "playboy". He has never taken law seriously but has "modestly" enjoyed his lucrative position within the firm. He does play a small role in attracting business in, from off of the tennis court.

Nicole Davis on the other hand has proven to be very responsible in overseeing the firm. Not wanting to accept any financial handouts from her father, she worked very hard to put herself through law school.

George Sinclair has worked in the firm for several years along side William Hoffman for a better part of that time. Together with Nicole they oversee the firm.

HOFFMAN HOFFMAN DAVIS AND SINCLAIR'S IMAGE:

HHDS has signed a lease with the building management people of the Norwest Center. They have purchased the forty-sixth and forty-seventh floors for the next five years. Nicole Davis plans to update the firm's image from it's old 1938 look. Nicole Davis and George Sinclair together will be making the final



decisions. George admits the "new blood" in the firm is needed because things have changed so much since then. This new image will be very important. A few motifs from the older image will be retained such as the beveled glass clerestory window above the old entrance.

The Hoffman family has acquired several impressionistic paintings that will be housed within the firm. These paintings are particularly special to Nicole. She once had studied impressionism almost obsessively in college. She is attracted to the reflection of light and the method in which they are composed. These paintings will be a show piece for which the firm is designed around.

HHDS through the years has been able to acquire several faithful clients located in Minnesota such as General Mills, Anderson Window, Honeywell, and 3M. It is important to HHDS to make this move a successful one.

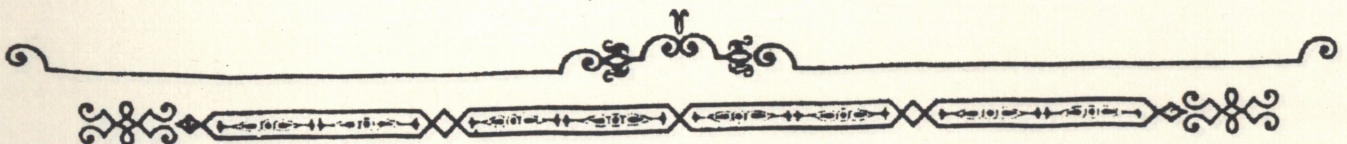


Diagram of Heirarchy

Key:



Principle



Paralegal



Junior Partner



Secretary



Associate

Administrator

Key:



Administrator

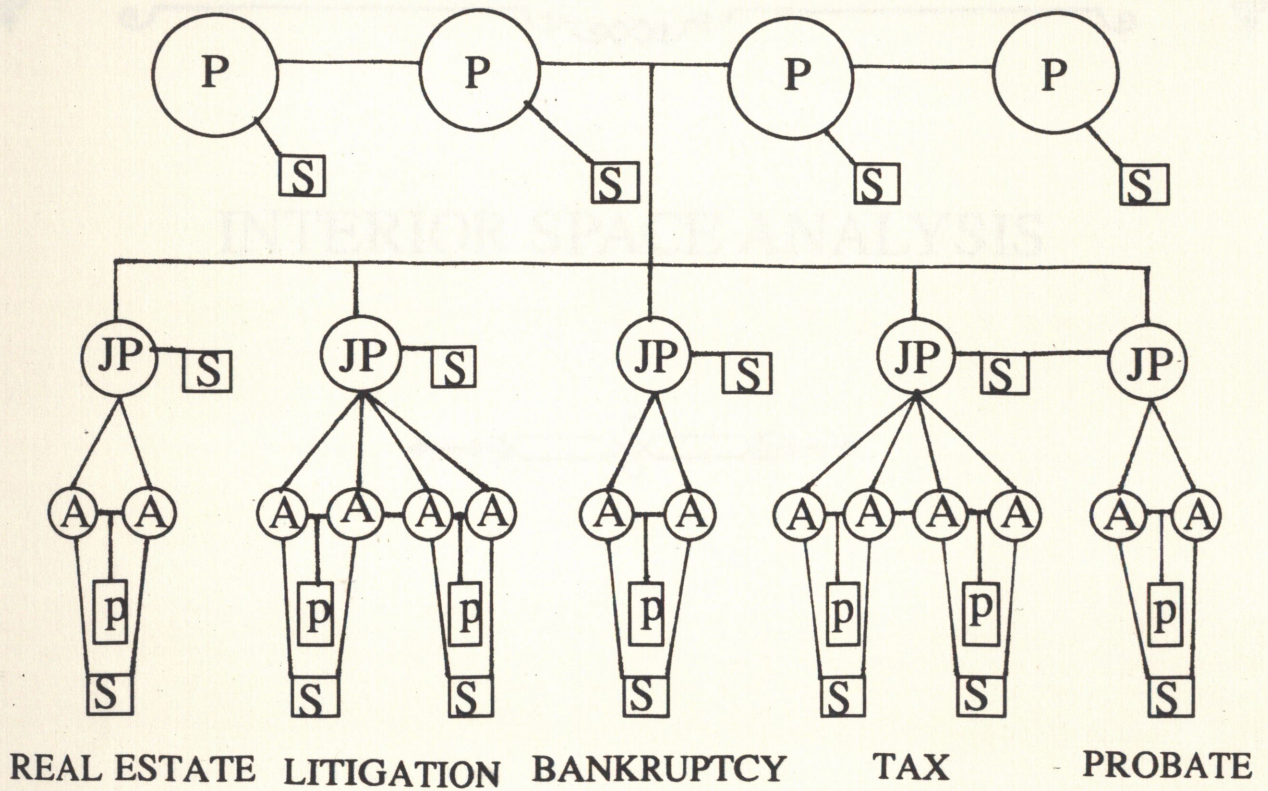


Bookkeeper

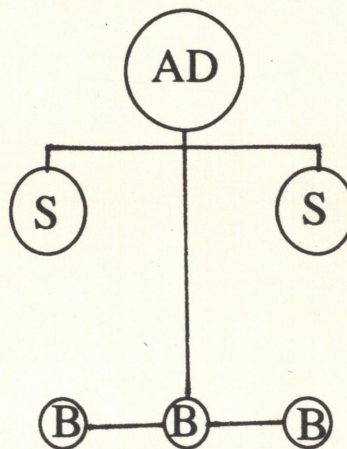


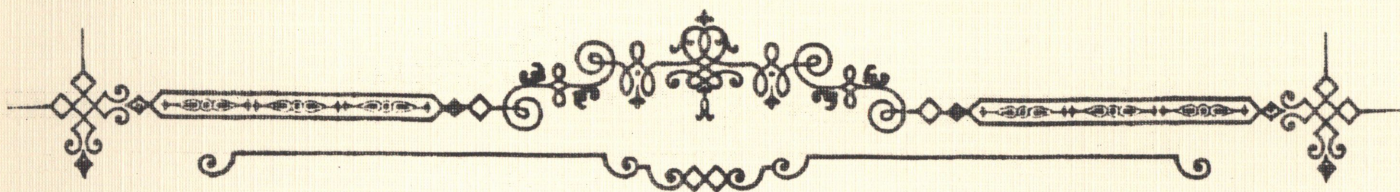
Secretary

Diagram of Heirarchy

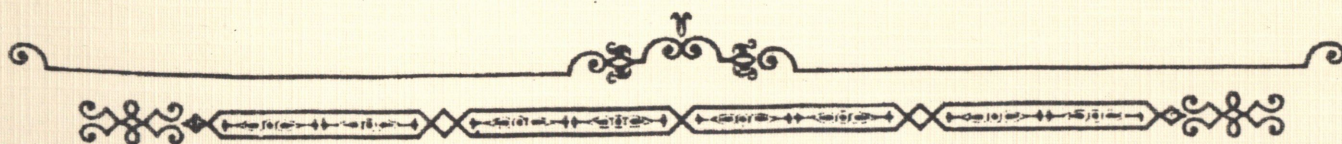


Administrative





INTERIOR SPACE ANALYSIS



Executive Principle

Activities: Overview firm. Supervise Junior Partner's activities. Responsible to function socially in bringing in large dollar accounts into the firm.

Needs:	Executive desk	Want	Plants
	Executive chair		Bathroom
	Credenza		Art work
	Bookshelves		Bar
	Task lighting		Sofa
	Two visitor chairs		Natural light
	Computer monitor		Good view
	Telephone		Terrace axis
	Storage		

Space

Description: Formal

Private

Quiet

Comfortable

Number of Occupants: 4

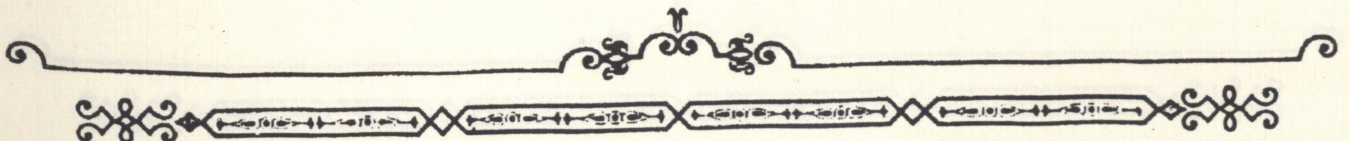
Principle's Office: 1,000 Sq. Ft.

Approximate Area For

Four Principles: 4,000 Sq. Ft.

Executive Conference Room

Activities: Private conferences for Principles and Junior Partners only. Also functions as a dining room for catered luncheons and evening parties.



Needs Large table
Chairs
Audio video Equipment
Task lighting
Storage
Acoustical treatment

Wants: Good view
Axis to terrace
Service room
Service hutch
Two entries
Sink

Space

Description: Formal

Number of Occupants: 20

Soothing

Approximate Area: 1,000 Sq. Ft.

Comfortable

Relaxing

Executive Secretary

Activities: Personal secretary for each Executive Principle.

Needs: Work surface
Chair
Storage/shelving
Computer monitor
Computer printer
Telephone
Task Lighting

Wants: View
Plants
Generous storage

Space

Description: Organized

Number of Occupants: 3

Open

Ex. Secretarial Area: 400 Sq. Ft

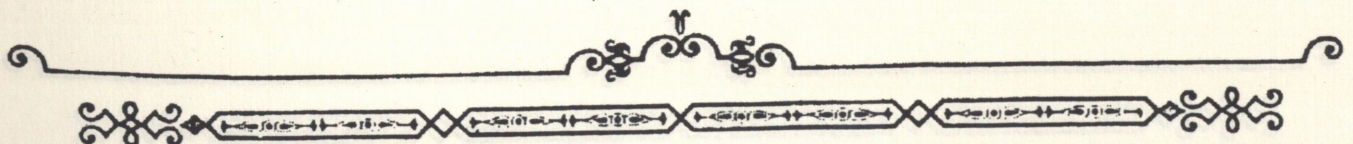
Quiet

Formal

Approximate Area For

Soft

Three Secretaries: 1,200 Sq. Ft.



Executive Reception

Activities: Temporarily seat clients or employees who are waiting for a principle to receive them.

Needs: Sofa
Tables
Lamps

Wants View
Plants
Telephone

Space

Description: Comfortable
Contemporary
Formal

Number of Occupants: 4

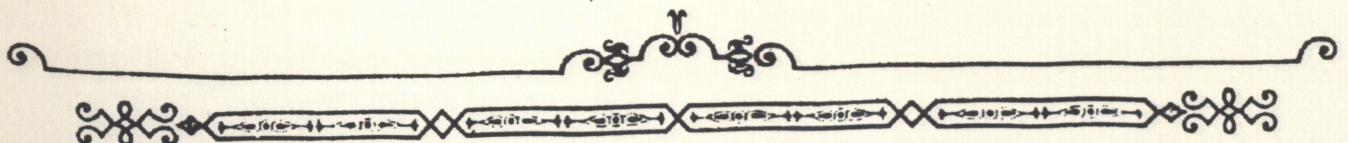
Approximate Area for
Executive Reception: 200 Sq. Ft.

Junior Partner

Activities: Supervise one of the areas of law practiced within the firm. They will delegate cases to the associates and oversee and advise the progress of each case.

Needs: Large desk
Large chair
Credenza
Bookshelves
Task lighting
Two visitor chairs
Computer monitor
Telephone
Storage
Space

Wants: View
Plants
Artwork
Bar
Service table
Sofa
Natural light



Description: Semi-formal
Private
Comfortable
Accessable
Contemporary

Number of Occupants: 4
Junior Partner's Office: 700 Sq. Ft.
Approximate Area For
Five Principles: 3,500 Sq. Ft.

Junior Partner Conference Room

Activities: Private conferences for Junior Partners and appropriate representatives from the various branches of law practiced with in the firm. This room may also function as a general staff meeting room.

Needs: Large table
Chairs
Audio video equipment
Task lighting
Storage
Accoustical treatment

Wants: Good view
Air circulation

Space
Description: Semi-formal
Comfortable

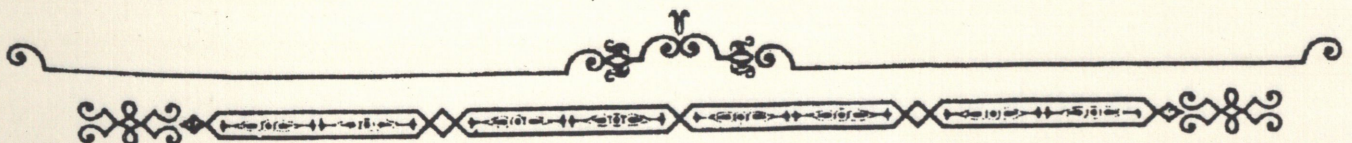
Number of Occupants: 10
Approximate Area: 500 Sq. Ft.

Junior Partner Secretarial Staff

Activities: Personal secretary for each Junior Partner.

Needs: Work surface
Task lighting
Chair

Wants: View
Plants
Moveable Files



Storage/shelving
Computer monitor
Computer printer
Copier
Telephone

Semi-private space
Generous storage

Number of Occupants: 5

Space

JP Secretarial Area: 300 Sq. Ft.

Description: Organized

Semi-formal

Approximate Area For

Contemporary

Five JP Secretaries: 1,500 Sq. FT.

Associate Litigation Attorney

Activities: Takes lawsuits involving litigation, which are assigned by Junior Partners. Receive clients, conduct depositions or private meetings, researches areas of law and specific cases, may need to contest cases in court.

Needs:

Desk

Wants

View

Chair

Plants

Two visitor chairs

Natural light

Computer monitor

Computer printer

Telephone

Bookshelves

Storage

Credenza

Space

Description: Private

Number of Occupants: 3

Casual

Litigation Attorney's Area: 500 Sq. Ft.

Contemporary

Approximate Area For

Four Attorneys: 2,000 Sq. Ft.

Litigation Secretary

Activities: Greet clients from main reception area and escorts them back to the appropriate attorney's office. Performs secretarial services for the four litigation attorneys.

Needs: Work Space
Chair
Computer monitor
Computer printer
Telephone
Storage

Wants: View
Generous Storage
Moveable Files
Plants

Space

Description: Casual
Open
Organized

Number of Occupants: 2

Approximate Area For
Litigation Secretary: 200 Sq. Ft.

Litigation Paralegal

Activities: Research cases for litigation attorneys.

Need: Desk
Chair
Private Files
Phone

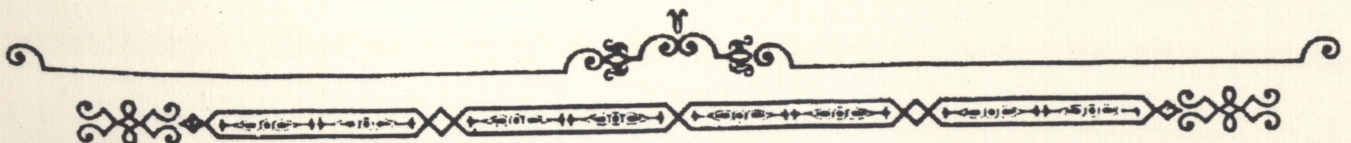
Wants: Private office
Window
Storage

Space

Description: Organized
Casual
Cozy

Number of Occupants: 2

Approximate Area For
Litigation Paralegal: 200 Sq. Ft.



Associate Bankruptcy Attorney

Activities: Takes cases involving bankruptcy, which are assigned by Junior Partners. Receive clients, conduct depositions or private meetings, researches areas of law specific to the Bankruptcy Act and amendments to it.

Needs:	Desk	Wants:	View
	Chair		Plants
	Two visitor chairs		Natural light
	Computer monitor		
	Computer printer		
	Telephone		
	Bookshelves		
	Storage		
	Credenza		
Space			
Description:	Private		
	Casual		
	Contemporary		
		Number of Occupants:	3
		Bankruptcy Attorney's	
		Area:	500 Sq. Ft.
		Approximate Area For	
		Two Attorneys:	1,000 Sq. Ft.

Bankruptcy Secretary

Activities: Greet clients from main reception area and escort them back to the appropriate attorney's office. Performs secretarial services for the two bankruptcy attorneys.

Needs:	Work space	Wants:	View
	Chair		Generous storage
	Computer monitor		Moveable files
	Computer printer		Plants
	Telephone		

Space

Description: Casual
Open
Organized

Number of Occupants: 1

Approximate Area For
Bankruptcy Secretary: 100 Sq. Ft.

Bankruptcy Paralegal

Activities: Researches cases for bankruptcy attorneys.

Needs: Desk
Chair
Private files
Phone

Wants Private office
Window
Storage

Space

Description: Organized
Casual
Cozy

Number of Occupants: 1

Approximate Area: 100 Sq. Ft.

Associate Real Estate Attorney

Activities: Takes cases involving real estate, which are assigned by Junior Partners. Receive clients, conduct depositions or private meetings, researches areas of law and specific cases.

Needs: Desk
Chair
Two visitor chairs
Computer monitor

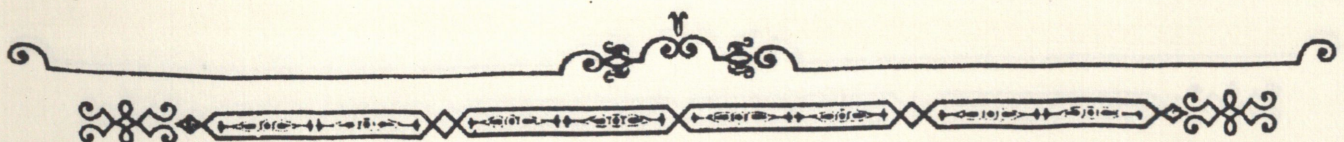
Wants View
Plants
Natural light

Computer printer	
Telephone	
Bookshelves	Number of Occupants: 3
Storage	
Credenza	Real Estate Attorney's
Space	Area: 500 Sq. Ft.
Description: Private	
Casual	Approximate Area For
Contemporary	Two Attorneys: 1,000 Sq. Ft.

Real Estate Secretary

Activities: Greet clients form main reception area and escort them back to the appropriate attorney's office. Performs secretarial services for the two litigation attorneys.

Needs	Work space	Wants	View
	Chair		Generous storage
	Computer monitor		Moveable files
	Computer printer		Plants
	Telephone		
Space			
Description: Casual		Number of Occupants: 1	
Open		Approximate Area For	
Organized		Real Estate Secretary: 100 Sq. Ft.	



Real Estate Paraleagal

Activities: Research cases for bankruptcy attorneys.

Needs: Desk
Chair
Private files
Phone

Wants Private Office
Window
Storage

Space

Description: Organized
Casual
Cozy

Number of Occupants: 1

Approximate Area: 100 Sq. Ft.

Associate Tax Attorney

Activities: Takes cases involving Tax Law, which are assigned by Junior Partners. These cases may be federal tax cases involving the Internal Revenue Service or they may be of local origin involving the state.

Needs: Desk
Chair
Two visitor chairs
Computer monitor
Computer printer
Telephone
Bookshelves
Storage
Credenza

Wants: View
Plants
Natural light

Number of Occupants: 3

Space

Tax Attorney's Area: 500 Sq. Ft.

Description: Private
Casual
Contemporary

Approximate Area For
Four Attorneys: 2,000 Sq. Ft.

Tax Secretary

Activities: Greet clients from main reception area and escort them back to the appropriate attorney's office. Performs secretarial services for the four tax attorneys.

Needs: Work space
Chair
Computer monitor
Computer printer
Telephone

Wants: View
Generous storage
Moveabl files
Plants

Space
Description: Casual
Open
Organized

Number of Occupants: 2

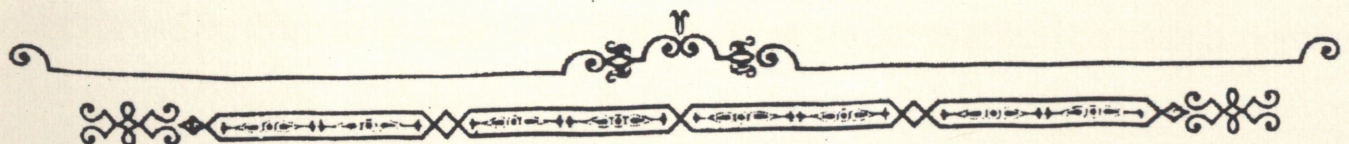
Approximate Area For
Two Tax Secretaries: 200 Sq. Ft.

Tax Paralegal

Activities: Research cases for tax attorneys.

Needs: Desk
Chair
Private files
Phone

Wants Private office
Window
Storage



Space

Description: Organized

Casual

Cozy

Number of Occupants: 2

Approximate Area For

Two Paralegals: 200 Sq. Ft.

Associate Probate Attorney

Activities: Takes cases involving probate which operates at the county level, these cases are assigned by Junior Partners. Receive clients, conduct depositions or private meetings, research areas of law specific to estates and wills.

Needs:

Desk

Chair

Two visitor chairs

Computer monitor

Computer printer

Telephone

Bookshelves

Storage

Credenza

Wants

View

Plants

Natural light

Number of Occupants: 3

Tax Attorney's Area: 500 Sq. Ft.

Space

Description: Private

Casual

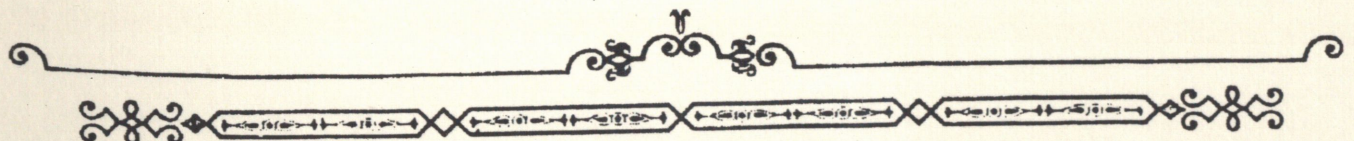
Contemporary

Approximate Area For

Two Attorneys: 1,000 Sq. Ft.

Probate Secretary

Activities: Greet clients from main reception area and escort them back to the appropriate attorney's office. Performs secretarial services for the two attorneys.



Needs: Work space
Chair
Computer monitor
Computer printer
Telephone

Space

Description: Casual

Open
Organized

Wants: View
Generous storage
Moveable files
Plants

Number of Occupants: 1

Approximate Area For
Probate Secretary: 100 Sq. Ft

Probate Paralegal

Activities: Research cases for probate attorneys.

Needs: Desk
Chair
Private files
Phone

Wants Private Office
Window
Storage

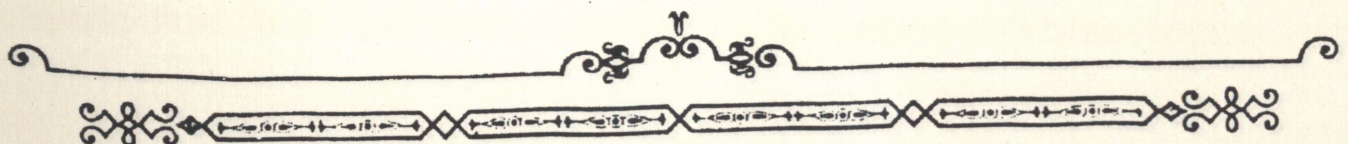
Space

Description: Organized

Casual
Cozy

Number of Occupants: 1

Approximate Area: 100 Sq. Ft.



Associate Conference Room

Activities: Private meetings, conferences or depositions will take place here for the associate attorneys and their clients. These rooms may also function as private reasearching rooms for attorneys and paraleagals.

Needs: Table
Chairs
Task lighting
Storage
Accoustical treatment

Wants: View

Number of Occupants: 8

Approximate Area: 300 Sq. Ft.

Space

Description: Casual

Approximate Area For

Comfortable

Three Rooms: 900 Sq. Ft.

Library

Activities: Attorneys and paralegals will access this room for research on previous cases and law history.

Needs: Adequate Shelving
Tables
Chairs

Wants: Lexus computer
West law computer
View

Space

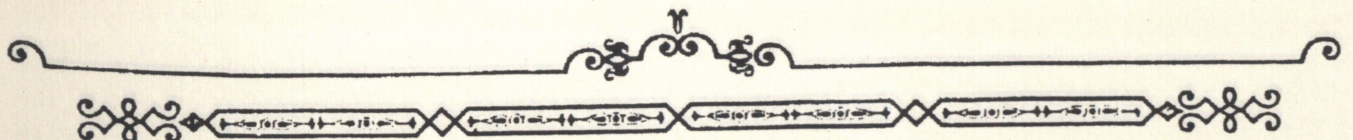
Private areas

Description: Formal

Comfortable

Relaxing

Approximate Area: 1,600 Sq. Ft.



Administrative Office Manager

Activities: Oversee functions of the office and insure it runs in an organized and efficient manner.

Needs: Desk
Chair
Book shelving
Telephone
Storage
Task lighting

Wants: View
Plants

Number of Occupants: 3

Approximate Area: 200 Sq. Ft.

Administrative Secretarial Support

Activities: Assists office manager in secretarial services.

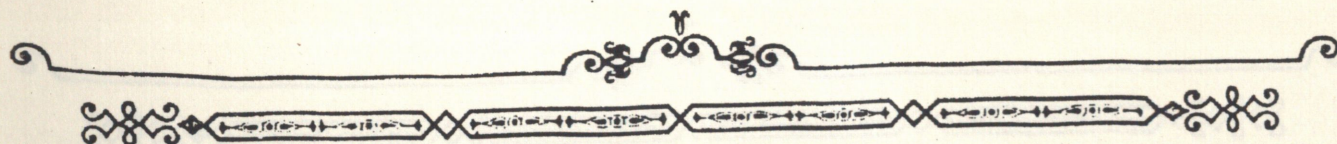
Needs: Desk
Chair
Storage
Computer monitor
Computer printer
Book shelving

Wants Moveable files
Plants
Axis to mail room

Number of Occupants: 2

Space
Description: Casual
Organized

Approximate Area For
Two Secretaries: 200 Sq. Ft.



Administrative Book Keepers

Activities: Responsible for invoices of attorney's time and payroll.

Needs: Desk

Chair

Computer monitor

Computer printer

Telephone

File storage

Wants

Privacy

Plants

Space

Description: Casual

Organized

Number of Occupants: 3

Approximate Area For

Three Book Keepers: 300 Sq. Ft.

Administrative Mail Room

Activities: Provides individual mail boxes, provides space to receive packages, stores office supplies securely, houses copiers, provides ample counter space for mailings.

Needs: Generous space

Storage

Wants:

Air circulation

Attention

Space

Description: Very casual

Organized

Approximate Area: 200 Sq. Ft.

Main Reception and Receiveing Area

Activities: Receptionist greets incoming clients, telephones the appropriate area to inform them of their guest's arrivale. Answers telephone and directs call to appropriate area.

Needs: Desk
Chair
Telephone
Storage
Task lighting

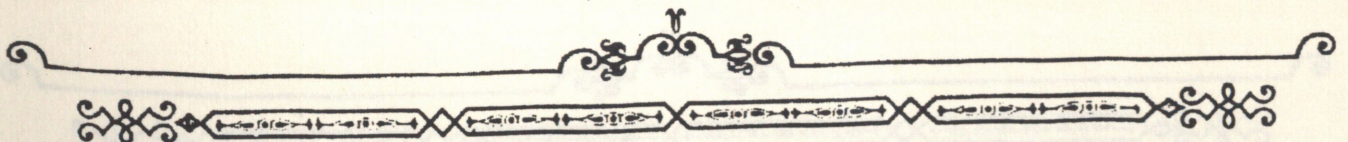
Wants: View
Plants

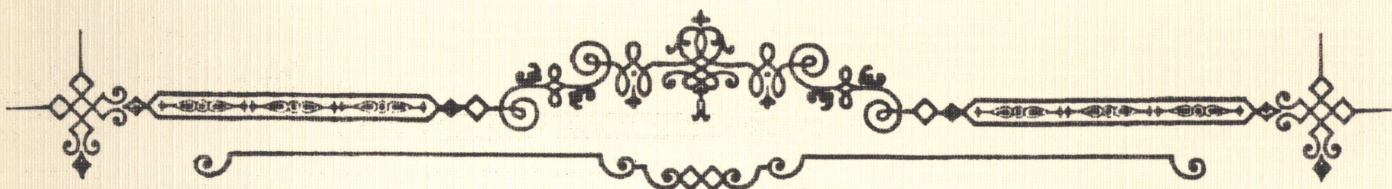
Space

Description: Formal
Contemporary
Open
Comfortable

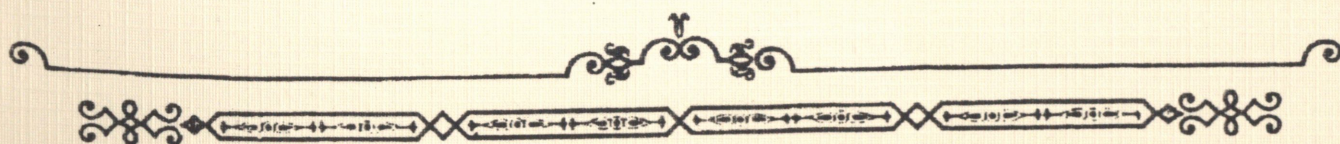
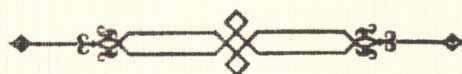
Number of Occupants: 5

Approximate Area: 252 Sq. Ft.





SUMMARY OF SQUARE FOOTAGE



Summary of Square Footage

Floor Forty-six

Gross Square Footage: 19,293 Sq. Ft.

Minus Core - 3,075 Sq. Ft.

Net Leasable 16,218 Sq. Ft.

Floor Forty-seven

Gross Square Footage: 16,797 Sq. Ft.

Minus Core - 3,075 Sq. Ft.

Net Leasable 13,722 Sq. Ft.

Total Net Leasable:

Forty-sixth Net Leasable: 16,218 Sq. Ft.

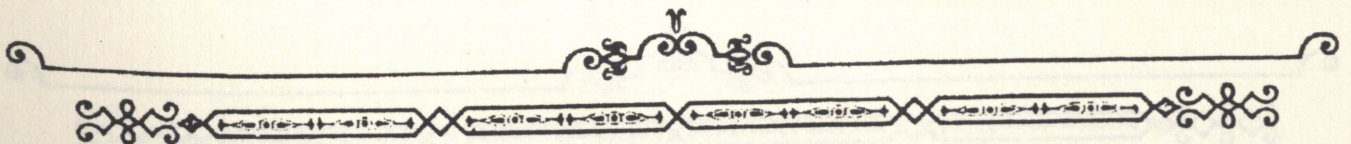
Forty-seventh Net Leasable: + 13,722 Sq. Ft.

Total Net Leasable: 29,940 Sq. Ft.

Summary of Square Footage

Executive Principles	4@ 800 Sq. Ft.	3,200 Sq. Ft.
Executive Secretary	4@ 300 Sq. Ft.	1,200 Sq. Ft.
Executive Reception Area	200 Sq. Ft.	200 Sq. Ft.
Executive Principle's Conference	1,000 Sq. Ft.	1,000 Sq. Ft.
Junior Partners	5@ 500 Sq. Ft.	2,500 Sq. Ft.
JP Secretary	4@ 300 Sq. Ft.	1,200 Sq. Ft.
Junior Partner Conference	500 Sq. Ft.	500 Sq. Ft.
Associate Attorneys	1 4@ 400 Sq. Ft.	5,600 Sq. Ft.
Associate Secretary	7@ 100 Sq. Ft.	700 Sq. Ft.
Associate Paralegal	7@ 100 Sq. Ft.	700 Sq. Ft.
Associate Conference	3@ 300 Sq. Ft.	900 Sq. Ft.
Library	1,600 Sq. Ft.	1,600 Sq. Ft.
Administrator	200 Sq. Ft.	200 Sq. Ft.
Administrative Secretaries	2@ 100 Sq. Ft.	200 Sq. Ft.
Administrative Bookkeepers	3@ 100 Sq. Ft.	300 Sq. Ft.
Mail Room	200 Sq. Ft.	200 Sq. Ft.
<u>Main Reception</u>	<u>252 Sq. Ft.</u>	<u>252 Sq. Ft.</u>
Required Square Footage		20,452 Sq. Ft.
<u>20% Storage and Cirrculation</u>		<u>+ 4,790 Sq. Ft.</u>
Total Required Square Footage		25,242 Sq. Ft.

Note: This allows a cushion of 4,698 Square Feet.



Square Footage Summary

Floor Forty-six

Circulation 2,395 Sq. Ft.

Main Reception 252 Sq. Ft.

Associates 5,600 Sq. Ft.

Secretaries 700 Sq. Ft.

Paralegal 700 Sq. Ft.

Conference 900 Sq. Ft.

Library 1,600 Sq. Ft.

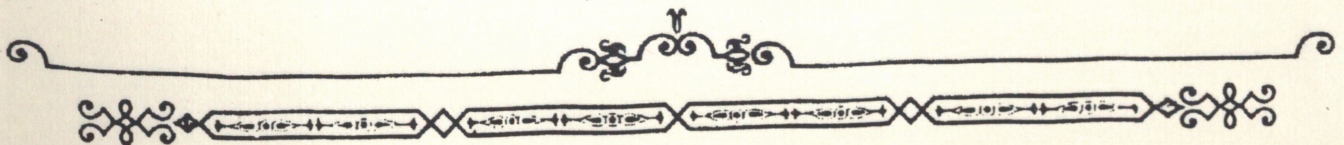
Administrative 900 Sq. Ft.

Total 13,047 Sq. Ft.

Available 16,218 Sq. Ft.

Used -13,047 Sq. Ft.

Cushion 3,171 Sq. Ft.



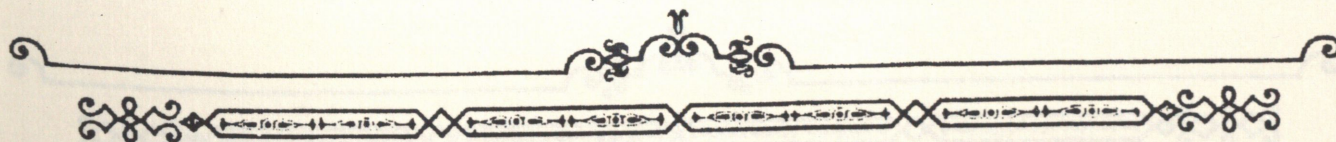
Floor Forty-seven

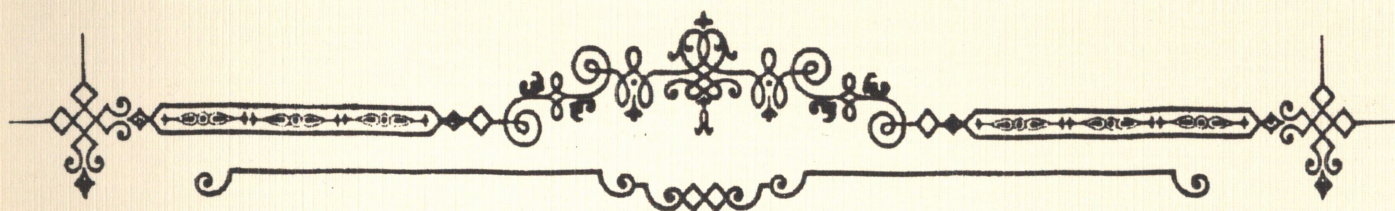
Principles	3,200 Sq. Ft.
Secretaries	1,200 Sq. Ft.
Reception	200 Sq. Ft.
Conference	1,000 Sq. Ft.
Junior Partner	2,500 Sq. Ft.
JP Secretary	1,200 Sq. Ft.
<u>Conference</u>	<u>500 Sq. Ft.</u>
Total	9,800 Sq. Ft.

Available 13,722 Sq. Ft.

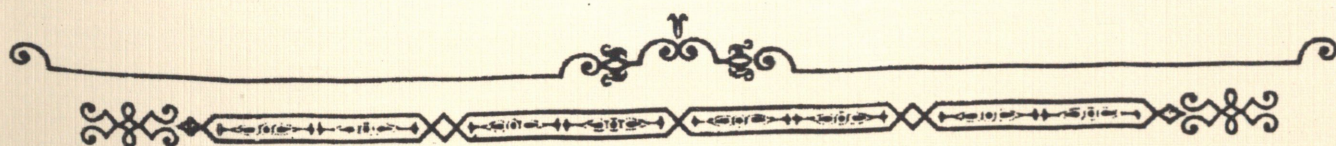
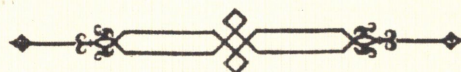
Used -10,800 Sq. Ft.

Cushion 3,900 Sq. Ft.





DIAGRAMMATICS



Diagramatics

The following Diagramatics are essential to the initial design process. They will be used as a tool to synthesize and organize the spaces according to the working relationships and the square footage allotments.

To begin at stage one, the square footage allotments are organized into six large groups - according to basic working relationships as follows: (Each of these six groups will be referred to as their abbreviations indicate.)

Group 1 = Principles (P)

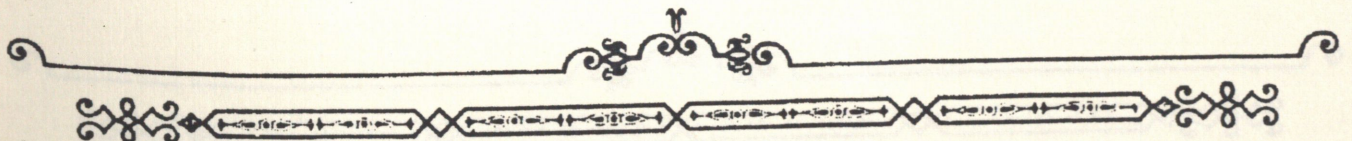
Executive Principles	4000 SQft.
Executive Secretaries	1200 SQft.
Executive Reception Area	200 SQft.
<u>Executive Conference Room</u>	<u>1000 SQft.</u>
Total	6400 SQft.

Group 2 = Junior Partners (JP)

Junior Partners	3500 SQft.
Junior Partner's Secretary	1500 SQft.
<u>Junior Partner's Conference Room</u>	<u>500 SQft.</u>
Total	5500 SQft.

Group 3 = Associates (A)

Associate Attorneys	7000 SQft.
Associate Secretary	700 SQft.
Associate Paralegals	700 SQft.
<u>Associate Conference Room</u>	<u>900 SQft.</u>
Total	9300 SQft.



Group 4 = Library (L)

<u>Library</u>	1600 SQft.
Total	1600 SQft.

Group 5 = Administrative (AD)

Administrative Office Manager	200 SQft.
Administrative Secretary	200 SQft.
Administrative Book Keeper	300 SQft.
<u>Administrative Mail Room</u>	200 SQft.
Total	900 SQft.

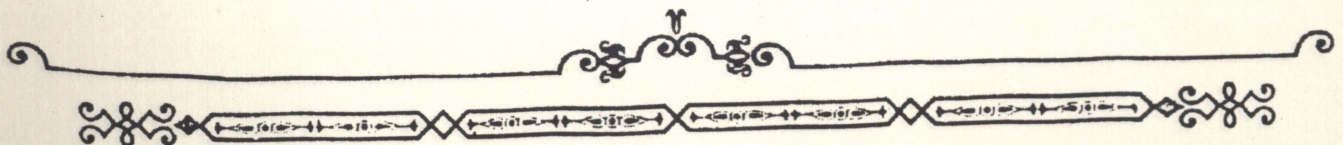
Group 6 = Main Reception (MR)

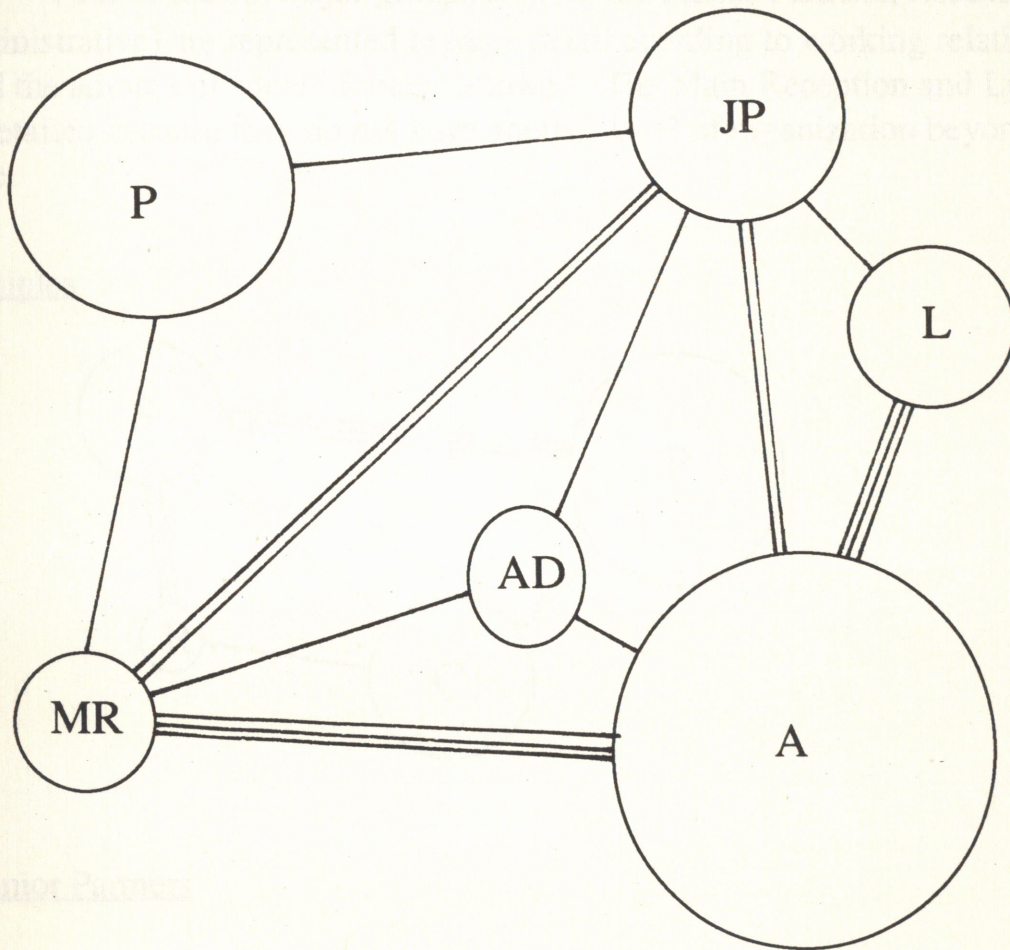
<u>Main Reception Area</u>	252 SQft.
Total	252 SQft.

Key

- ≡≡≡ Intense Interaction
- ≡≡ Moderate Interaction
- Low Interaction

Stage 1: Indicates the amount of space for each group, but not arranged according to relationships with one another. The amount of space is represented by the amount of square footage allowed for each group.

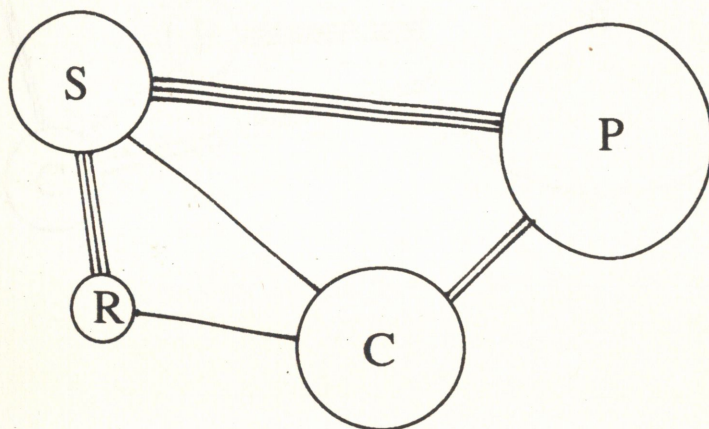




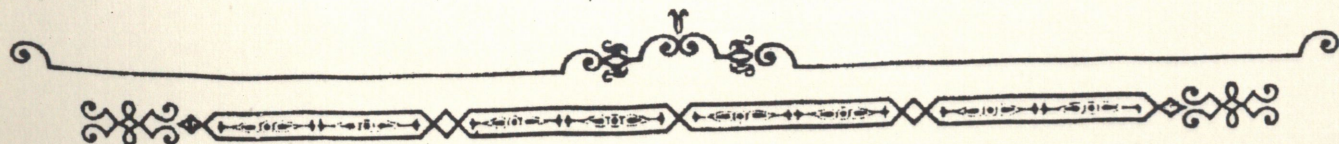
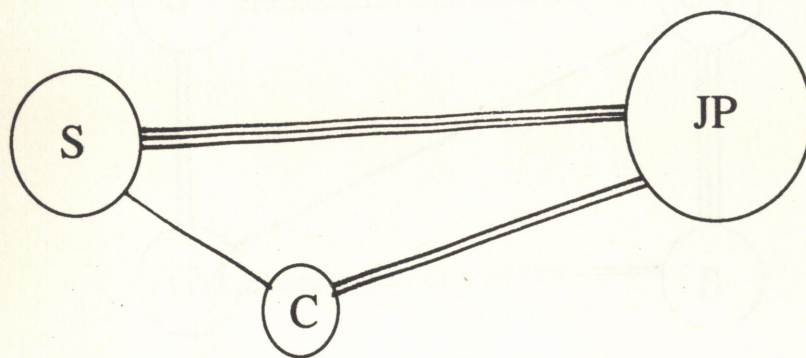
Stage 1: Indicates that spaces within the groupings have been arranged according to relationships with one another. Size of bubbles represent the amount of square footage allowed per respective employee.

Stage 2: Four of the six major groups (Principles, Junior Partners, Associates and Administrative) are represented in more detail according to working relationships and the amount of square footage allowed. The Main Reception and Library are not detailed because they do not have another level of organization beyond stage one.

Principles

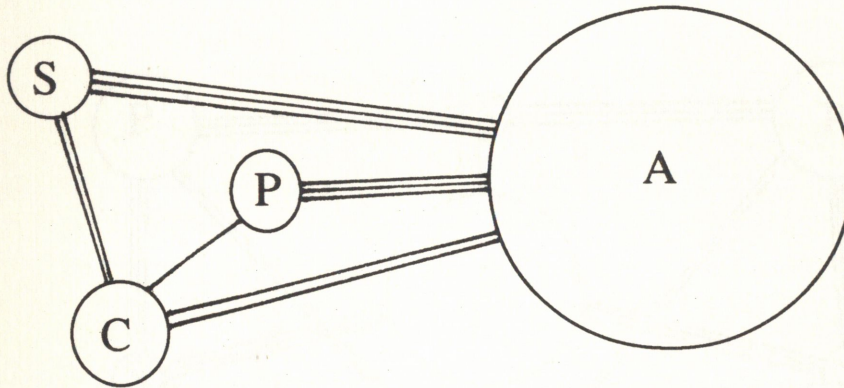


Junior Partners

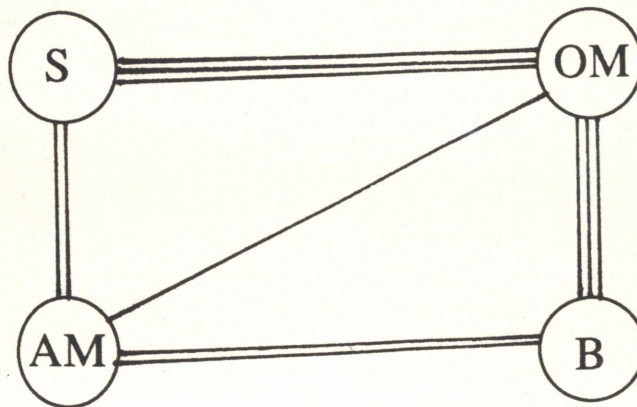


Stage 2 cont:

Associates

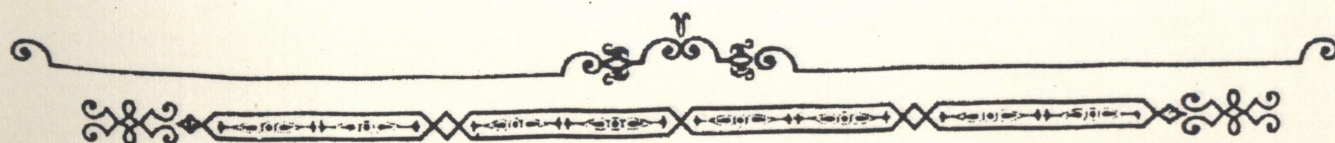
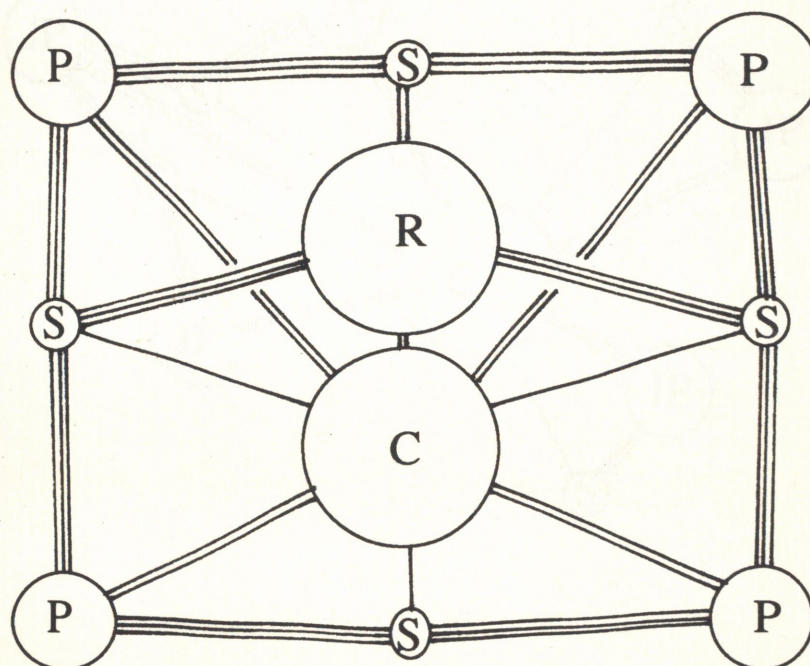


Administrative

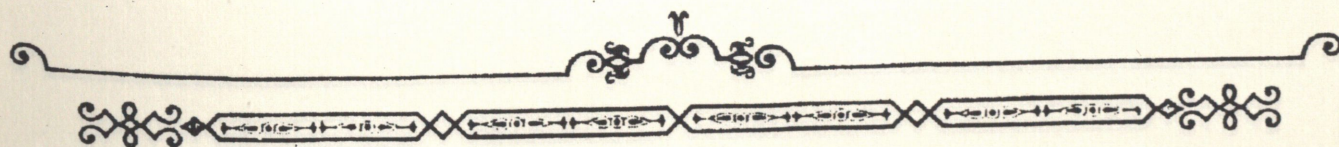
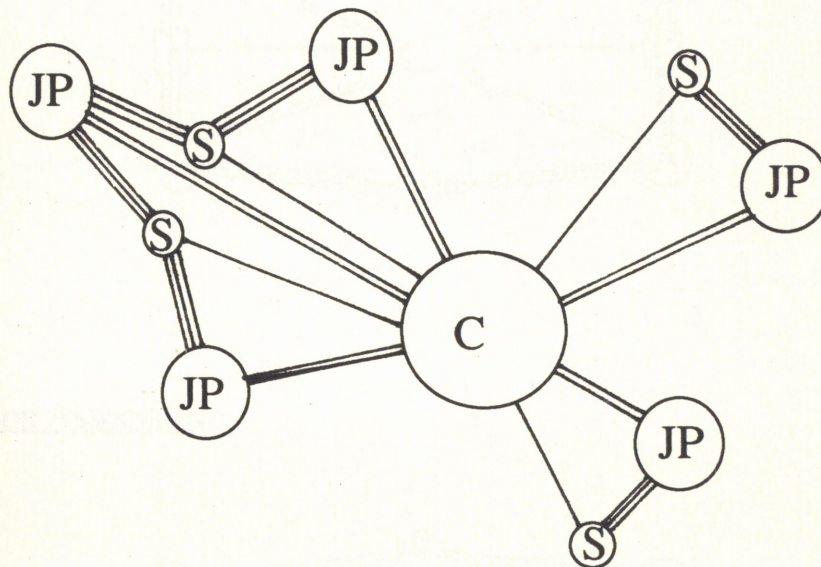


Stage 3: Again, the larger groups are expanded to show the number of employees in each group. This stage will illustrate, at a finer degree, the working relationships of each group.

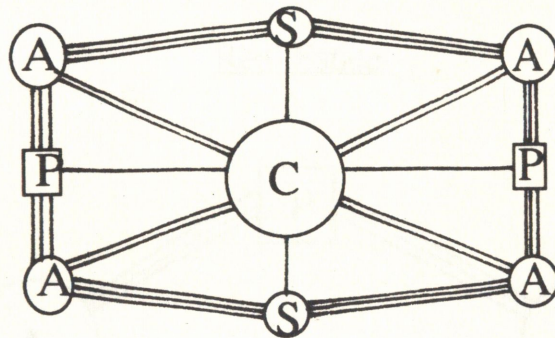
Principles



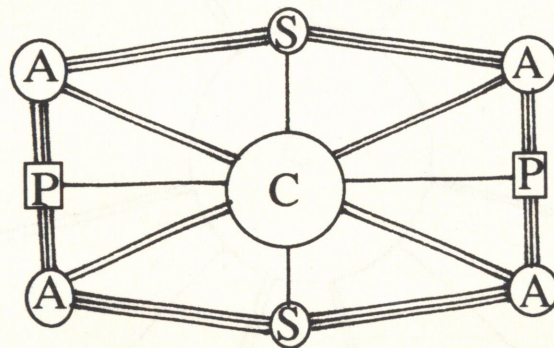
Junior Partners



Tax Associates

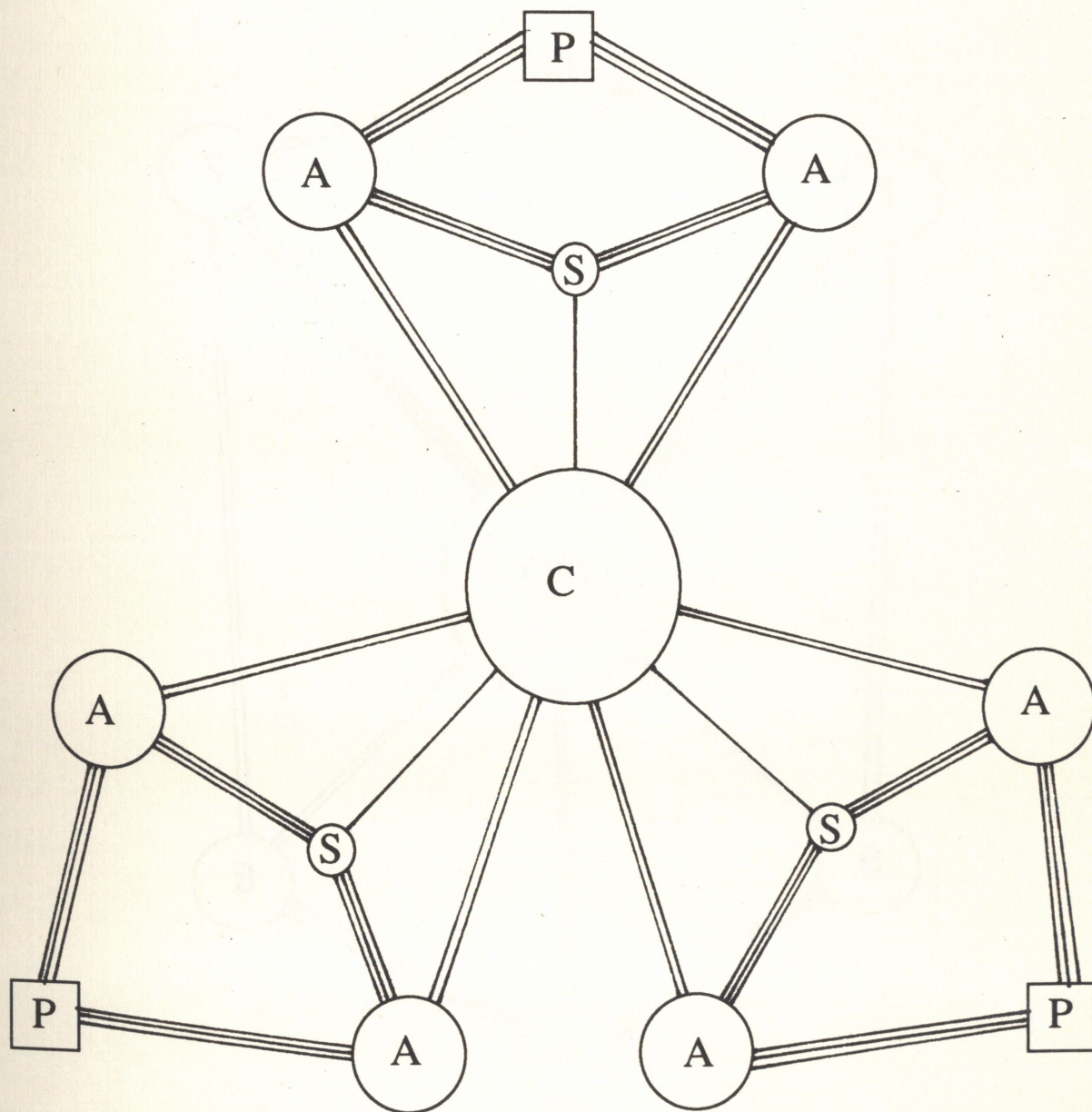


Litigation Associates



Associates cont.

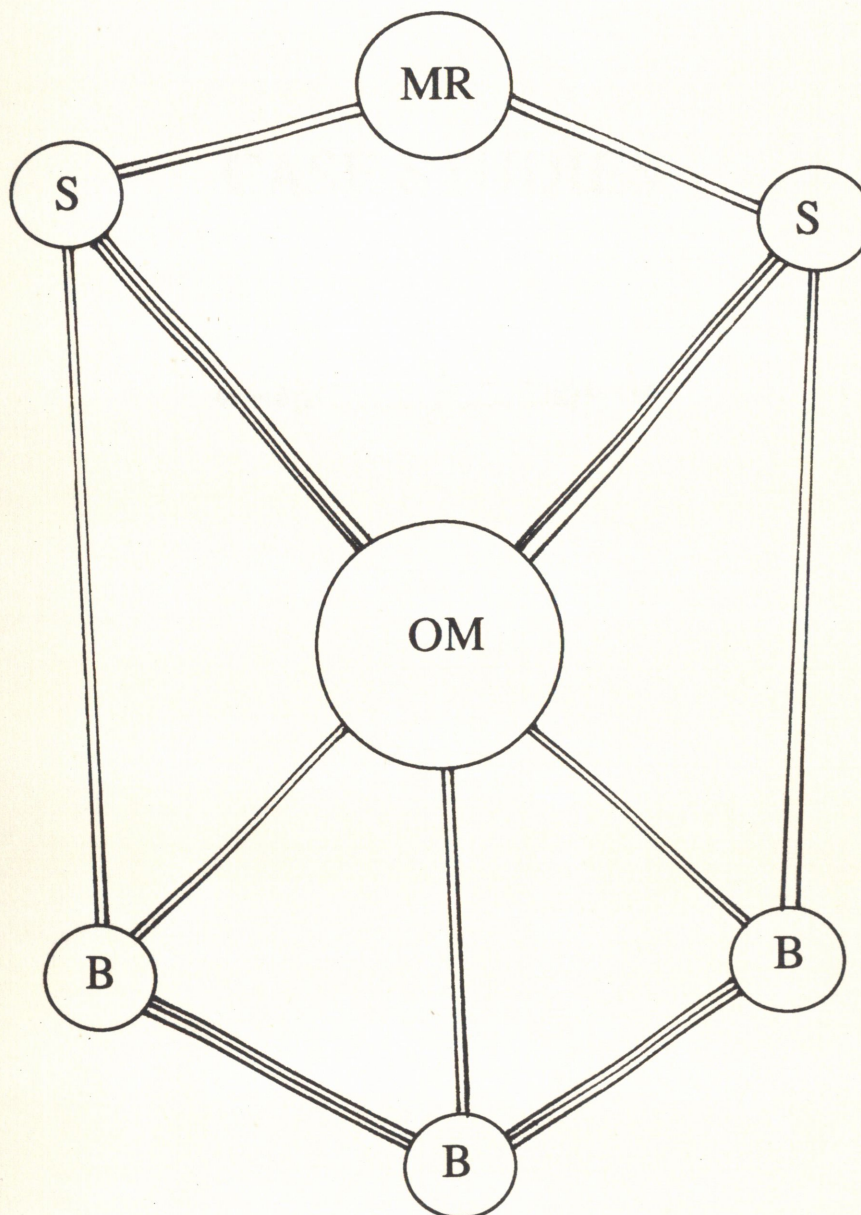
Real Estate

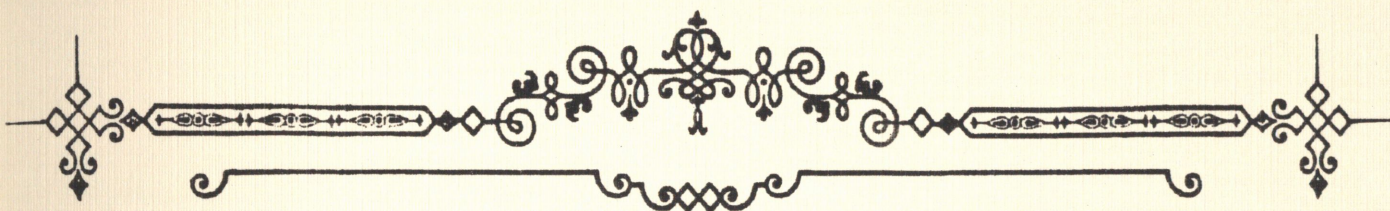


Bankruptcy

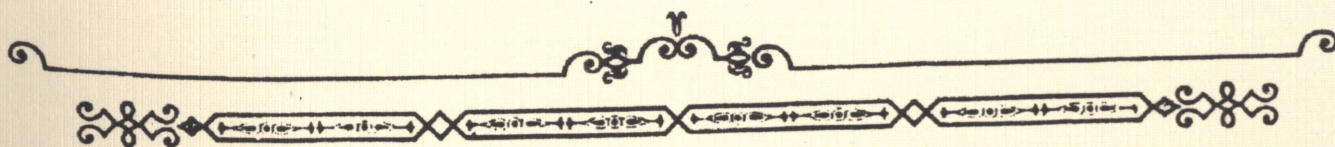
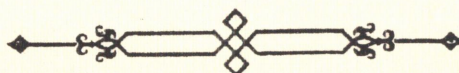
Probate

Administration



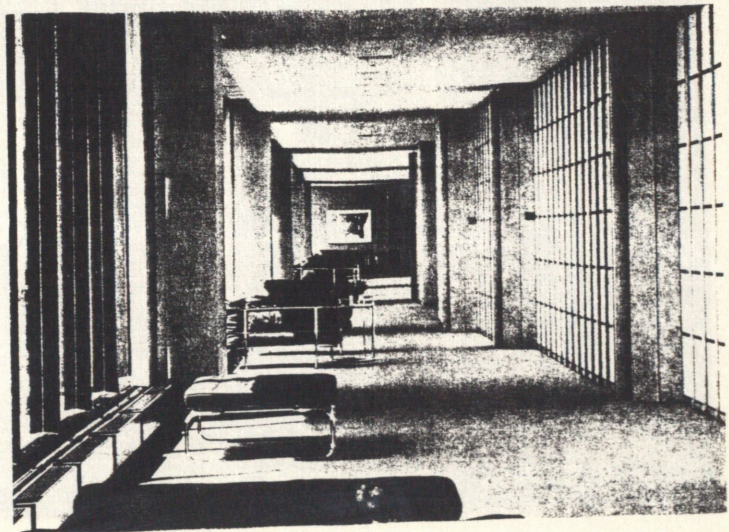


CASE STUDIES



Case Study One

- Name: Sidley and Austin (law firm)
- Location: Chicago, Illinois
- Designed By: ISD
- Publication: Interiors, January 1990, page 135.
- Analysis: A special feature of this law firm is that they devoted an entire floor to conference rooms. Pulling the conference areas off of the perimeter has created a light filled corridor exposing the city view. This space serves both as circulation and reception.
- Application: The Junior Partner conference room has been designed to allow for a circulation/reception space. Access to the terrace is available as is an overlook of the library. The corner location allows for a view out the curtain wall in two directions.



Case Study Two

Name: Hartzog Conger Cason and Hargis

Location: Oklahoma City, Oklahoma

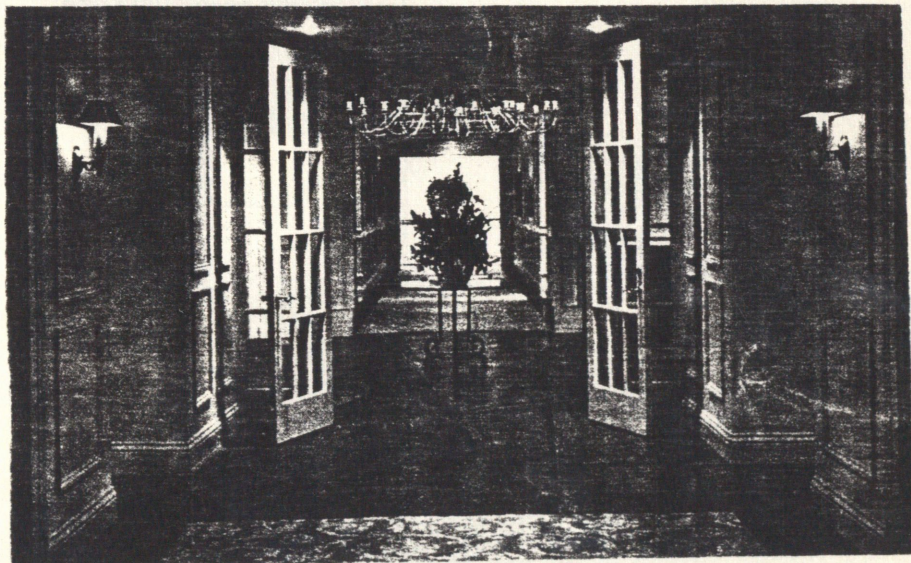
Designed By: Elliot Plus Associates

Publication: ABA Journal, June 1991, page 51.

1991 Law office design winner for Small Firm category.

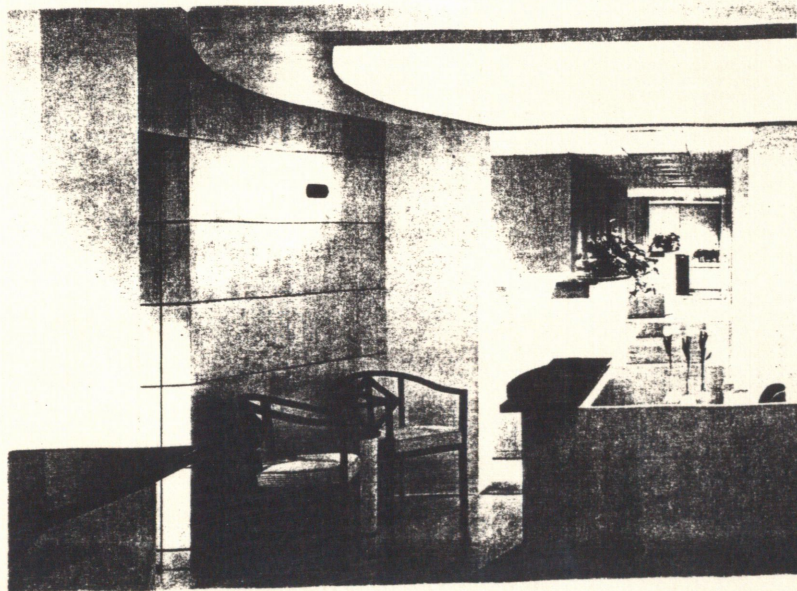
Analysis: The strong axial organization includes a great hall providing a dramatic link between reception and library. The secondary corridors are treated with the same attention to detail.

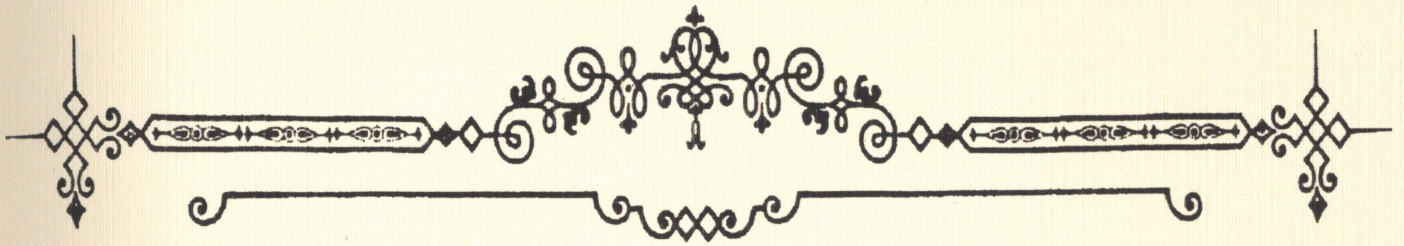
Application: The long hallways function to organize the circulation and provide a spatial link to the floor above. An effort has been made to continue the detailing existing in the main circulation into the secondary spaces as well.



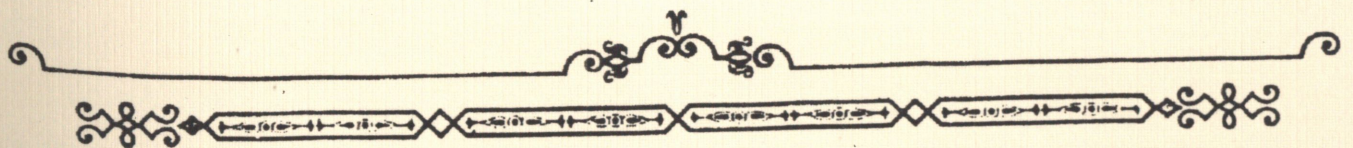
Case Study Three

- Name: Hangley Connolly Epstein Chicco Foxman and Ewing
- Location: Philadelphia, Pennsylvania
- Designed By: DDI team, William Bradley as Project Designer
- Publication: Interiors, January 1990, page 116.
- Analysis: Horizontal banding and soothing soft curves provide the environment with a relaxing, comfortable feeling. Circulation surrounds a central core. Fold away doors secure the offices at night. An open window wall brings light in and a close up view of city hall.
- Application: Horizontal banding has been used in the circulation spaces to relax the atmosphere. The exposure of the curtain wall in the waiting area allows light to seep into the reception/entry space.





INTERVIEWS



Interview With Greg Morgan

Attorney

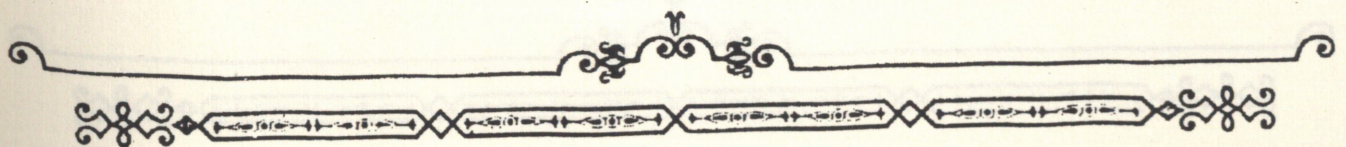
Bozeman, Montana

Greg Morgan was the first attorney I interviewed. He was very patient with my elementary questions about law firms. The firm that he is currently in is a relatively small one, but his previous experience in larger firms provided for some much needed information.

In Mr. Morgan's office, there is a large desk where he receives clients. He has renovated a double closet to function as a work station. This work station was quite messy and I wondered what clients must think when they see this. He explained that he needed more work space. Within this work space, there is a computer that he uses to compose monthly letters to his clients. I was told that every lawyer needs a computer. He also uses a dictaphone, telephone, and several books. His book shelves house a personal copy of the Montana State Statutes, they take up two shelves, about ten linear feet total.

The office as a whole has one copy machine and one fax. They have a separate area within the secretarial area that functions as a mail and supply room. This area needs plenty of counter space. A postage weighing machine is also located in this area. The secretarial area has lateral files, sorting boxes, a notary stamp, a computer, telephone, type writer. It was noted that they need storage space to house computer reference books.

The library in Mr. Morgan's firm is small. They have one row of books, about 240 linear feet. One table is located in the library room. This table had



been used the night before, and books were stacked up along with pop cans. This room is not visible to clients and is more private for the attorneys. I believe this privacy would make the library a more comfortable space to work in.

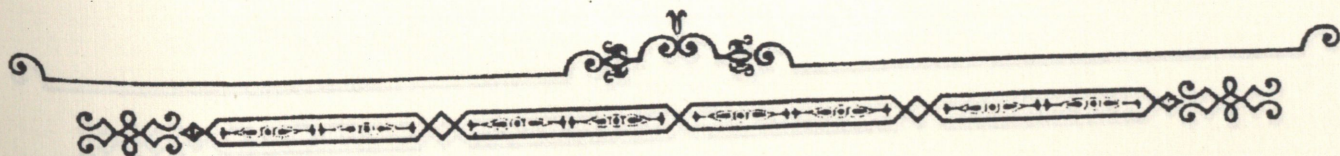
Mr. Morgan helped me understand some of the basic physical needs of the law firm.

Mike Lilly helped me to understand the different levels of hierarchy within a law firm. He explained the amount of support staff that would be appropriate for each level. Associates are responsible in both terms Practice and Principles. Within the Associate level there are five separate groups: Litigation, Tax, Bankruptcy, Probate, and Real Estate. In most firms a new Associate would have the opportunity to float through each of the groups to learn which would be most comfortable to work in. Eventually the new Associate would then be " pigeon-holed" into one particular group practicing that particular law only.

Mr. Lilly explained the need for books experts. They would need their own space requiring little contact with the other personnel. Mr. Lilly thought a ratio of one to five would be appropriate but a team of ten should suffice for 50 people.

Mr. Lilly requested one office manager with a few support staff to help run the office. Mike Lilly suggested the idea of one main reception and receiving area where a Junior Partner's support personnel could greet and escort clients back to the appropriate office. Within the library several publications were suggested: Pacific Reporter, State Reporter, Tax Reporter, and the American Journal of Law.

Mike Lilly explained that most law firms are messy people. He thought a



Interview with Mike Lilly

Attorney at Law

Bozeman, Montana

Mike Lilly helped me to understand the different levels of hierarchy within a law firm. He explained the amount of support staff that would be appropriate for each level. Associates are responsible to both Junior Partners and Principals. Within the associate level there are five separate groups: Litigation, Tax, Bankruptcy, Probate, and Real Estate. In most firms a new Associate would have the opportunity to float through each of the groups to learn which would be most comfortable to work in. Eventually the new Associate would then be "pigeon-holed" into one particular group practicing that particular law only.

Mr. Lilly explained the need for bookkeepers. They would need their own space requiring little contact with the other personal. Mr. Lilly thought a ratio of one to five would be appropriate but a team of ten should suffice for 80 people.

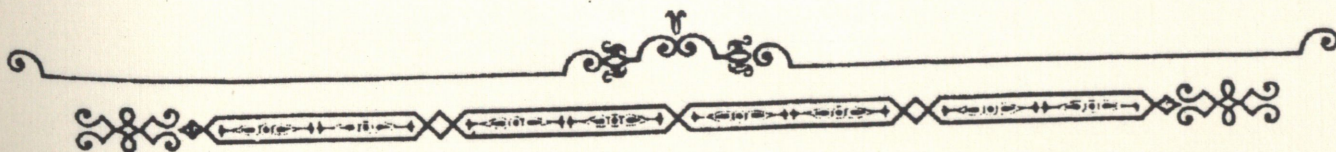
Mr. Lilly requested one office manager with a few support staff to help run the office. Mike Lilly suggested the idea of one main reception and receiving area where a Junior Partner's support person could go to greet and escort clients back to the appropriate office. Within the library several publications were suggested: Pacific Reporter, State Reporter, Tax Reporter, and the American Journal of Law.

Mike Lilly explained that most lawyers are messy people. He thought a

separate work space for Associates and Junior Partners would be appropriate from where clients are received. Within Mr. Lilly's office he uses a personal computer which functions as a calendar, a phone/address file, individual case file, and a invoice file. The computer also performs some calculation and word processing. A printer, dictaphone, and a telephone were also part of his office equipment. Mike Lilly did have stand up desk for work, bookshelves and a nice desk to receive clients. These were all very essential to how his own office functioned.

Berg was employed five years ago, the firm had approximately no computers in use. It has been a struggle to modernize the old firm technically. Because of her position within the law firm, she was extremely helpful in bringing practical and realistic knowledge to mind from actual use. B&B occupies approximately 17,630 square feet of one floor. Part of that space is now being subleased. The firm expects to move to a larger area within the next year. There are seventeen Partners, nine Associates, and sixteen other support staff totaling fifty-two employees.

Of the fifty-two employees there is a small group that handles the administrative needs of the firm. Kathy has one part-time assistant who functions as a Network Administrator. There is only one Bookkeeper who works completely on the computer. The net effect of each page is fairly slow, so one bookkeeper is sufficient. A Senior Account Clerk assists the Bookkeeper by updating and posting the invoices. A part-time secretary is also employed there and is in charge of the computer systems. B&B also employs four Paralegal, each have their own private offices covering space for private files. The



Interview with Kathy Berg

Administrator

Bassford, Heckt, Lockhart, Truesdall and Briggs P.A.

Minneapolis, Minnesota

Kathy Berg is an administrator for BHLT&B, a medical malpractice and hospital defense law firm located in the Multi Foods Tower in downtown Minneapolis. The firm is over 100 years old and very conservative. When Kathy Berg was first employed, five years ago, the firm had absolutely no computers in use. It has been a struggle to modernize the old firm technically. Because of her position within the law firm, she was extremely helpful in bringing practical and realistic knowledge to mind from actual use. BHLT&B occupies approximately 17,630 square feet of one floor. Part of that space is now being subleased. The firm expects to move to a larger area within the next year. There are seventeen Partners, nine Associates, and sixteen other support staff totaling fifty-two employees.

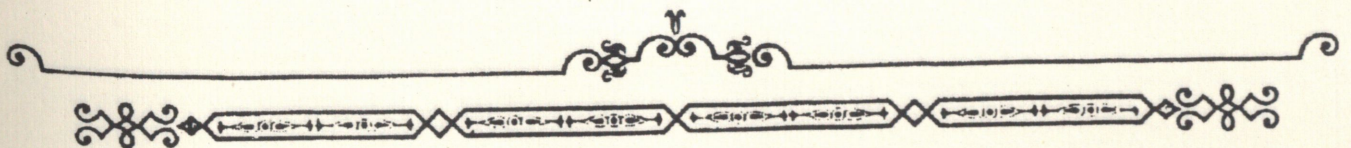
Of the fifty-two employees there is a small group that handles the administrative needs of the firm. Kathy has one part-time assistant who functions as a Network Administrator. There is only one Bookkeeper who works completely on the computer. The movement of each case is fairly slow, so one bookkeeper is sufficient. A Senior Account Clerk assists the Bookkeeper by updating and posting the invoices. A part-time secretary is also employed there and is in charge of the computer systems. BHLT&B also employs four Paralegal, each have their own private offices containing space for private files. The

Paralegals are shared and their individual work load varies. One secretary provides ample service for two attorneys. Four people are hired as legal assistants who function first as registered nurses, secondly as legal assistants.

Their library consists of book shelving along the walls, basically forming a U-shape. The books are mostly used within the private offices and are returned to the shelving when finished. The system allows for extra shelving for new periodicals and, according to Kathy Berg, works fine. BHLT&B utilizes two computer systems for research: one West Law computer and one Lexus computer.

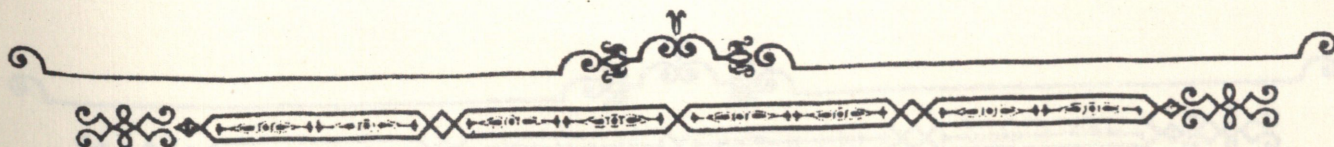
At the moment the firm is getting by with three conference rooms. The largest conference room is located near the main reception area for show. This conference room seats twelve but does not have the capability of seating all of the seventeen Partners. This makes it important to arrive at the meetings early, or one would have to bring their own chair in. Staff meetings are held in the conference room, twenty people may be present. On such occasions the window ledge is more popular. Of the other conference rooms one seats ten and the other one seats seven. These conference rooms are used for depositions and private meetings between attorney and client. For the size of the firm Kathy Berg works in she would like one large conference room to seat twenty, three mid-sized conference rooms to seat ten, and two smaller conference rooms to seat five.

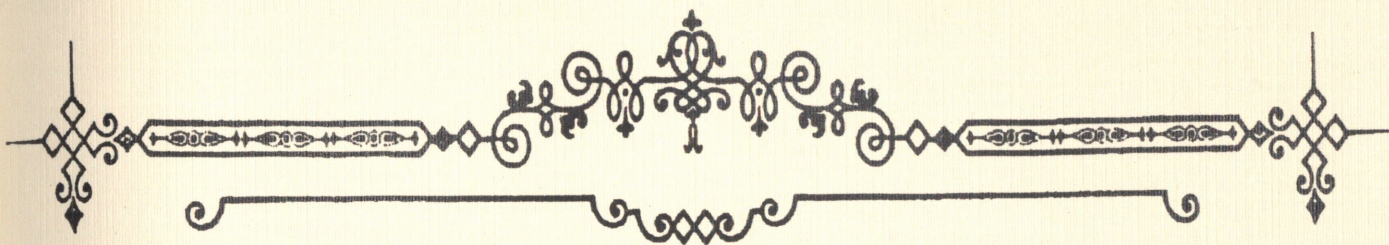
Kathy Berg suggested having the mail room located near the mechanical storage room to be better situated to receive packages and supplies from the service elevator. She also requested the desire for ample space for this room. The mail room needs to house a large copier, and two smaller copiers as requested. An enclosed storage area for supplies is also needed. Ample counter space is needed



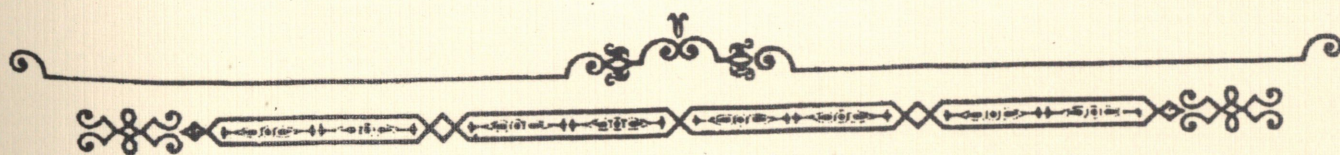
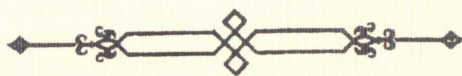
for mailings and for the one fax machine used. Individual mail slots are needed for the employees.

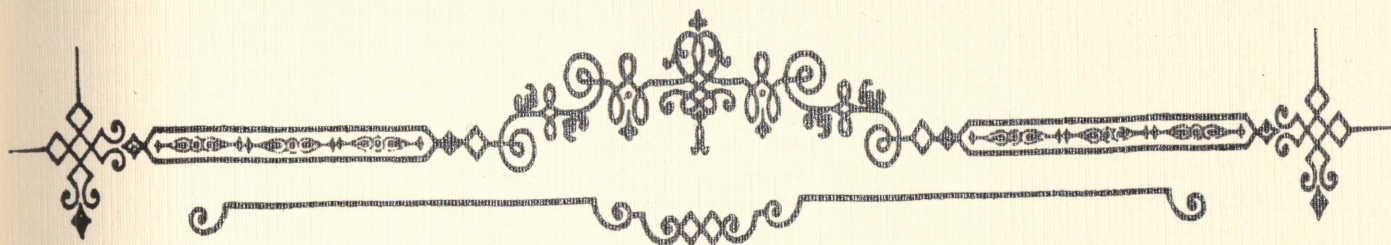
The filing system in use now is not as efficient as it could be. Lateral files are used taking up too much space. This type of filing system is not fireproof. Kathy suggested a moveable file system. This system would be fireproof and would require less square footage. It would only need one single circulation area in front of the apparatus.



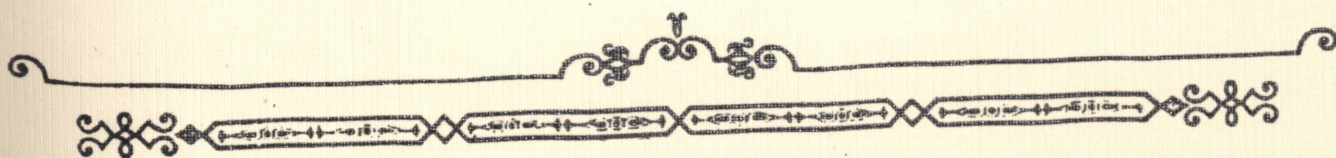


SLIDES





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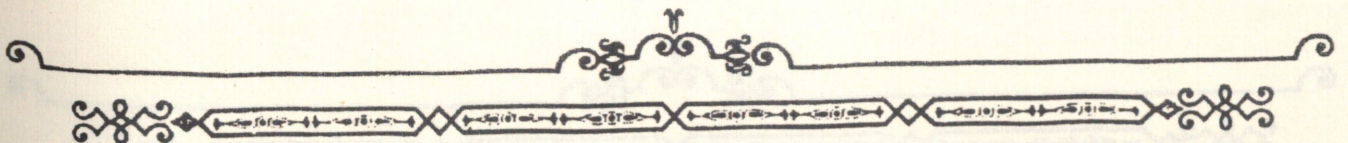
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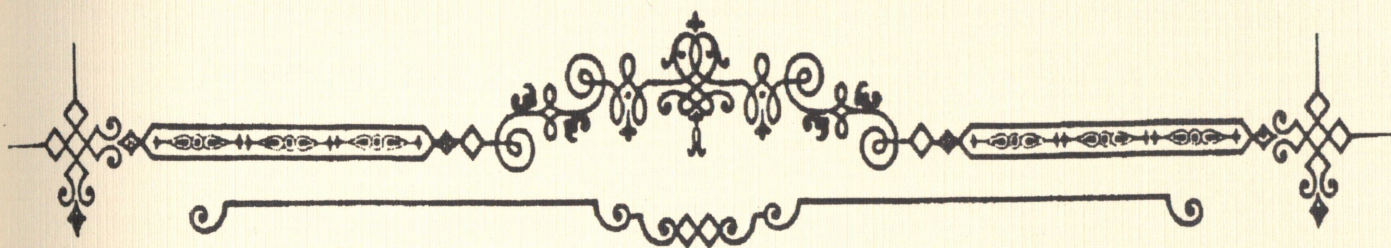
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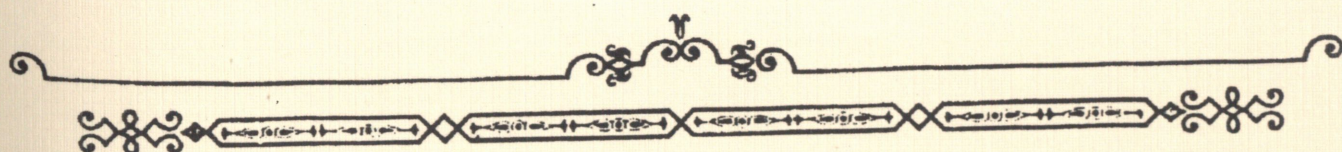
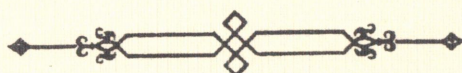
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GLOSSARY



Bankruptcy: A process for freeing persons from some liability for debts. Bankruptcy proceedings are governed by federal law, specifically the Bankruptcy Act and amendments to it. Commencement of the bankruptcy process may come at the initiative of the debtor or a group of creditors. Such proceedings are conducted by bankruptcy courts, which are an arm of the United States district courts (Renstrom, 42).

Litigation: A lawsuit that is contested in court. Litigation is a civil legal action initiated for the purpose of enforcing a legal right or securing some kind of legal remedy. Litigation is a controversy that is taken all the way to trial and is decided on the basis of evidence presented to judge or a jury. The objectives of litigation are reflected in the kinds of relief or remedy sought in court. A large number of litigants want to restore something to a previous status. Such litigation typically involves return of money or property that previously belonged to the plaintiff (Renstrom, 24).

Probate: Probate court is a state court with jurisdiction over wills and estates. Probate courts operate at the county level and can be found in most of the larger states.

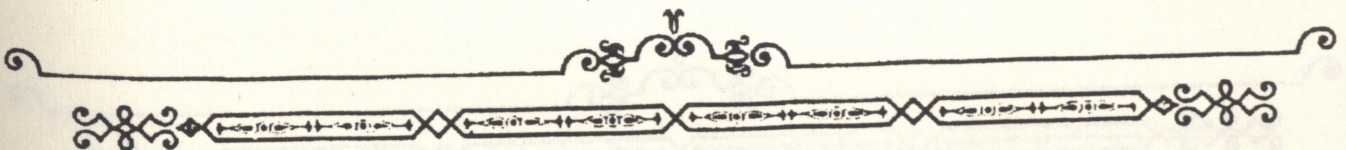
Probate courts are occasionally called surrogate courts.

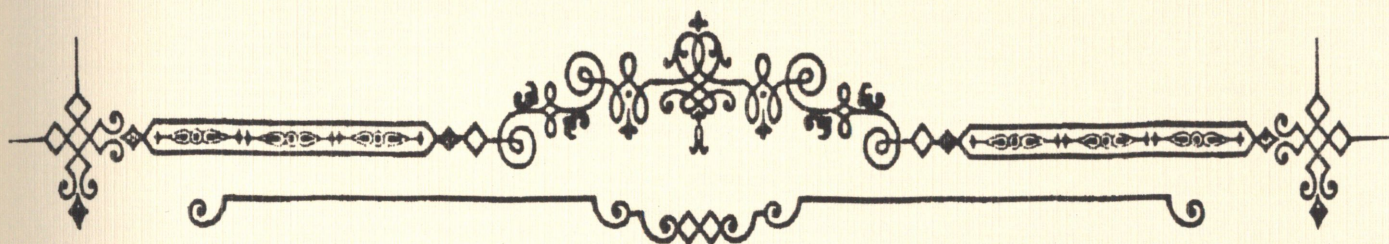
The principal concern of probate courts is the proper Probate distribution of assets from an estate (Renstrom, 63).

Real Estate: Property permanently affixed to the land, such as buildings, fences, and those things attached to buildings, such as light fixtures, plumbing and heating fixtures, or other such items which would be personal property if not attached. The term is generally synonymous with real property (Black, 1137).

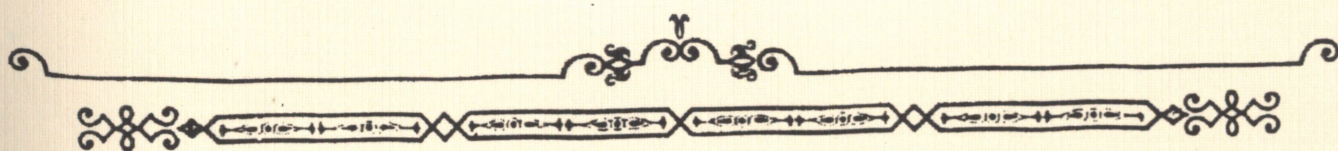
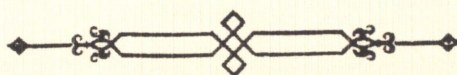
Real Property: A general term for lands, tenements, and hereditaments; property which, on the death of the owner intestate, passes to their heir. Land, that which is affixed to land, that which is immovable by law, except that for the purposes of sale, emblements, industrial growing crops and things attached to or forming part of the land, which are agreed to be severed before sale or under the contract of sale, shall be treated as goods and be governed by the regulating the sales of goods (Black, 1096).

Tax Court: The tax court tries and adjudicates controversies involving the existence of deficiencies or over-payments in income, estate and gift determined by the Commissioner of Internal Revenue. (Black, 1310).





Appendix



Climatic Information

This information has been gathered for both Minneapolis, Minnesota and Bozeman, Montana to provide a base for comparison of each other. The use of the outdoor terraces has been implemented within the law firm's design. The following data shows the average weather conditions throughout the year, indicating the ratio of time the terraces could possibly be used.

Mean Temperature Degree F

	J	F	M	A	M	J	J	A	S	O	N	D
B.	19	24	26	35	44	52	58	57	49	41	29	23
M.	11	18	29	46	59	68	73	71	61	49	33	19

Degree Days Heating-Base 65F

	J	F	M	A	M	J	J	A	S	O	N	D
B.	1426	1156	1212	903	648	402	219	259	489	760	1089	1308
M.	1668	1330	1110	570	238	41	12	16	160	488	954	1420

CLIMATIC INFORMATION

Degree Days Cooling-Base 65F

	J	F	M	A	M	J	J	A	S	O	N	D
B.	0	0	0	0	0	0	8	8	0	0	0	0
M.	0	0	0	0	36	134	263	190	28	11	0	0

Mean Snow

	J	F	M	A	M	J	J	A	S	O	N	D
B.	41	32	39	26	10	2	0	0	3	12	25	35
M.	33	18	28	18	3	0	0	0	2	4	23	25

Precipitation

	J	F	M	A	M	J	J	A	S	O	N	D
B.	2.9	2.1	2.7	3.1	4.3	4.6	1.9	2.3	3.0	2.7	2.5	2.6
M.	.8	.9	1.7	2.1	3.2	4.1	3.5	3.6	2.5	1.9	1.3	.9

Climatic Information

Latitude

B. 45 degrees 49'N

M. 44 degrees 53'N

Longitude

B. 110 degrees 53'W

M. 93 degrees 13'W

Elevation

B. 5950 Ft.

M. 834 Ft.

Sun Angle Because Minneapolis and Bozeman are nearly the same latitude the following information is relatively true for both locations.

June 21 Sun rise: 36 degrees NE

 Sun set: 36 degrees NW

December 21 Sun rise: 36 degrees SE

 Sun set: 36 degrees SW

Climatic Information

<u>June 21</u>	<u>Degree</u>	<u>September or March 21</u>	<u>Degree</u>
5am	7		
6am	18		
7am	27		
8am	37		6
9am	47		10
10am	56		28
11am	63		38
12noon	65		43
1pm	63		38
2pm	56		28
3pm	47		16
4pm	37		5

Library Publications

The following is a suggested list of national publications BHL&T may use.

Several state publications would need to be added to fully complete their collection. Law in particular specialized areas such as Tax or Bankruptcy, will have quite an array of essential publications. These publications would need to be added to fully complete BHL&T's collection. In addition BHL&T will utilize one Lexus computer and one West Law computer.

American Bar Association Journal

United States Reports

United States Supreme Court Reports

American Digest System

Federal Reporter

North Western Reporter

Supreme Court Reporter

Citator

Congressional Record

Sheppard's Federal Citator

Sheppard's United States Citator

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