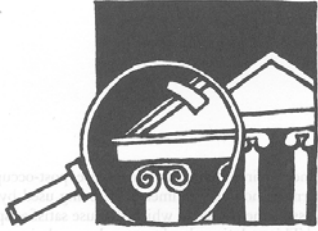


POST OCCUPANCY EVALUATION FOR BUILDING PROJECTS



A five day seminar for people who make significant, high risk decisions about the cost and management of complex projects

Date: To Be Determined
Location: To Be Determined

Seminar Leader: Stephen J. Kirk, Ph.D., FAIA, CVS



Seminar Description

Post occupancy evaluation (POE) is the process of systematically evaluating the performance of buildings after they have been built and occupied for some time. POEs can focus on the performance of the architectural & engineering systems, the management process used to deliver the design & construction, as well as focus on the requirements of building occupants, including health, safety, security, functionality and efficiency, psychological comfort, aesthetic quality, and satisfaction.

“Lessons learned” refers to programs aimed at collecting, archiving, and sharing information about successes and failures in processes, products, and other building-related areas for the purpose of improving the quality and life cycle cost of future buildings. Ideally, the information gained through POEs is captured in lessons-learned programs and used in the planning, programming, and design processes for new facilities to build on successes and avoid repeating mistakes.

In this seminar participants learn the process of conducting a POE for buildings leading to lessons learned for future project applications. Evaluation methods currently in use are explained, Data collection & analysis techniques are then presented. Once “key issues” are identified from the data collected and analyzed, a study team is formed to evaluate the key issues and make recommendations. Attendees will participate in an “Evaluation/ Recommendations Workshop” for a building project. Participants will study data collected, identify “key issues,” formulate lessons learned, and propose recommendations to improve the planning, and design of the current as well as future buildings.

By the end of the seminar, attendees will be able to:

- Identify study issues to be investigated using POE
- Utilize the methodology of POEs to gain “lessons learned” for future projects
- Know and use techniques for data collection and analysis
- Use a workshop approach to evaluate key issues and make recommendations

Certificate

Upon completion of the seminar, each participant will be awarded a certificate of completion.

5-DAY WORKSHOP AGENDA

Introduction to POE's

- Definition of Post Occupancy Evaluation (POE)
- Benefits of conducting POEs
- POE Process, Cost and Schedule
- Fundamental POE Techniques
- History of Building Evaluations

Case Studies of Buildings Using POE

- Commercial Buildings
- Industrial Buildings
- Government Facilities

Evaluation Methods

- Identification of Study Issues
- Observation Techniques
- Archival Research Methods
- Survey Research
- Case Study Examples of Questionnaires
- Exercise: Conducting an Interview
- Exercise: Preparing an Occupant Questionnaire

Data Collection & Analysis

- Data Theory
- Data Collection
- Statistical Methods
- Case Study Examples
- Exercise: Occupant Questionnaire Analysis
- Identification of “Key Issues” for Evaluation

“Evaluation/ Recommendations” Workshop

- Formation of Evaluation Teams
- Review of POE Data & Analysis
- Brainstorm solutions to “Key Issues”
- Evaluate Alternative Solutions
- Formulate Recommendations to Modify the Current Building and/ or For Use in Future Projects

Lessons Learned

- Formatting a POE Report
- Document Lessons Learned for Future Use by Others
- Summary/ Next Steps
- Questions/ General Discussion

REGISTRATION FORM: POST OCCUPANCY EVALUATION

Check the appropriate boxes:

Individual: \$1200

Location: TBD

Send more information about post occupancy evaluation and value management

Send this form with your check to:
KIRK Associates, LLC
1177 Berkshire Road, Suite 100
Grosse Pointe Park, MI 48230

Tel. 313.823.7330

Fax 313.823.7332

E-mail: kirkassociates@aol.com

Name (Will be used on certificate)

Name of Company, Agency or Institution

Preferred Mailing Address

City/State/Zip

Phone during office hours

Fax Number

E-mail

The Instructors

Stephen J. Kirk, PhD, FAIA, CVS, has a diversified background in post occupancy evaluation, facility economics, and value management. He has over 20 years of experience devoted exclusively to building evaluation and VM. The American Institute of Architects recognized Steve for his contributions to architecture and value management by electing him to the prestigious College of Fellows. Dr. Kirk, a life certified value specialist and a registered architect, has served as president of SAVE International (Value society). He received his doctorate in architecture from the University of Michigan specializing in design decision making, building evaluation, and computer simulation.

Author of 7 books on building evaluation techniques, including the text for this course, Dr. Kirk has also taught courses at Harvard University, Catholic University, University of Michigan, Lawrence Technological University, King Saud University in Saudi Arabia and Yamouk University as a Senior Fulbright Scholar.

He has personally led over 400 building evaluation studies including POEs for corporate office and research facilities, retail stores, hospitals, manufacturing plants, military installations and projects involving environmental, transportation and civil engineering issues.

Examples of Dr. Kirk's experience in conducting POEs include:

- Data Processing Center/ Office for ADP Corporation
- Regional Office Complex for Mountain Bell Telephone
- Engine Assembly Plant for General Motors
- Truck Assembly Conversion Project for General Motors
- Engineering Office Complex for General Motors
- Office renovation for United Technologies Corp.
- Warehouse Building for Carrier Corporation

Registration

Advance registration is required and must be accompanied with payment. Fee includes LCC text (\$50 value), LCC software, refreshment breaks, lunch and certificate.

Cancellation Policy

Full refund is notice is received more than 15 business days before classes; \$50 fee if received 5-15 business days before classes, and no refund if received any closer to the beginning of the seminar.

Text: *Enhancing Value in Design Decisions*, by Dr. Stephen Kirk & Kent Spreckelmeyer

Time: 8:00 - 2:00

KIRK Associates, LLC, is a leader in value management project applications and training and specializes in:

- Post Occupancy Evaluations
- Strategic Value Planning/ PRECiSE
- Life Cycle Cost Analysis
- Value Management Workshops
- Budget Cost Modeling and Cost Management
- Risk Modeling and Mitigation Analysis
- Program Value Management