HSC OP: 61.19, Furniture, Floorcovering, Window Treatments, and Wallcovering – Requests for Interior Design Services

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the review and design process for floorcovering, furniture, window treatments and wallcovering interior design services. This HSC OP applies to all TTUHSC campus locations. Installations not complying with this HSC OP are subject to removal at the user's expense. This HSC OP is intended to ensure that projects comply with the TTUHSC Design and Construction Manuals and Guidelines, life safety codes, ADA/Accessibility Requirements, building codes, and other administrative procedures as mandated by the State Legislature and the Board of Regents of Texas Tech.

REVIEW: This HSC OP will be reviewed on September 1 of each odd-numbered year (ONY) by the Assistant Vice President for Physical Plant and Support Services (AVPPPSS), with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration by September 15.

POLICY/PROCEDURE:

1. Employees and TTUHSC departments are strictly prohibited from selecting, purchasing and installing interior finish items to include carpet, floor coverings, wallpaper, wallpaper borders, drapery, window treatment and other related items.

2. TTUHSC Planning, Design, and Construction (PD&C) consists of a staff of knowledgeable and licensed professionals experienced in the design and construction of health care facilities and whose function is to assist the user from the development stage to the completion of projects. These professionals are familiar with the codes and standards that apply, the various alternatives and options available for moving through the project, and will assist the user in the development of a schedule for the project.

   PD&C staff will assist the user in developing project costs and will evaluate the resulting infrastructure costs - life cycle, repair, replacement, and maintenance requirements. The evaluation will include impact to adjacent users and facilities. All departmental requests for floorcoverings, furniture, windows, and wallcovering must be reviewed by the assigned staff for compliance with Chapter 8 (Interior Finishes) of the International Building Code (relating to ASTM and NFPA requirements). Requests which require building construction and renovation must comply with the procedures that follow.

3. When a department requires furniture other than that available on state contract or wishes preliminary design services, a New Construction Request Form (NCRF) should be submitted in writing to TTUHSC PD&C. Furniture projects costing less than $1,000 will be returned to the department with recommendations for department implementation. All projects involving upholstery, regardless of cost, will comply with California Bulletin #117 for flammability standards. Furniture projects in excess of $1,000 and all window, wallcovering, and floorcovering projects will be handled as follows:

   a. An acknowledgment/informational memo will be returned to the requestor by PD&C assigning a project manager who will be the principal contact for information. All requests will be prioritized. Consideration for special processing must be obtained by directing a request to the AVPPPSS.
b. An initial meeting will be scheduled with the requestor to initiate the design process. This phase will include the review of available funds and the determination of probable project cost. It is the responsibility of the requesting department to assure adequate funds are available to meet the project's cost requirements, and that the user's supervisor has approved the expenditure of such funds for said purposes.

c. The Facilities Project Manager will provide a palette of material and finish selections and will assist the user in selecting from this palette, appropriate materials for each project’s application.

d. At the completion of the selection phase, the Facilities Project Manager will begin the state's required bidding/proposal process and will prepare and complete all necessary requirements. The time period for bidding/obtaining proposals will be dependent on best value including the dollar amounts involved and the source of funds.

e. After pricing/bids have been received, the Facilities Project Manager will contact the requestor for approval prior to awarding to the successful bidder/proposer.

f. Upon arrival of furniture, floorcoverings, blinds, window treatment or wallcoverings, the project manager will schedule installation with users and supervise said installation. The project manager has the authority to accept/reject goods as per TTUHSC standards and will approve all payments to vendors.

g. The installer will be responsible for protection of TTUHSC property, repair and replacement of damaged property, and responsible for leaving the project site clean and free of construction debris.

4. The Board of Regents has mandated that TTUHSC shall comply with applicable codes and the administration has approved certain design standards. It will be the responsibility of the department to fund the replacement of carpet, blinds, draperies, painting, wallcovering or wallpaper borders that have not been submitted for proper review and do not comply with the applicable codes and the TTUHSC Design and Construction Manuals and requirements. Furnishings that do not comply must be removed and disposed of according to the TTUHSC policy.

5. **Selections.** To provide the TTUHSC with carpets and floor coverings that meet both functional and aesthetic needs, selections will be made from materials evaluated and proposed by the project manager. The project manager, in consultation with the TTUHSC Director of Environmental Services, is responsible for selecting carpets and other floor coverings suitable for each project’s specific needs. Criteria for selection includes infrastructure costs, code requirements, performance and aesthetic evaluation.

6. **Carpet Requirements and Installation.** All carpets will meet the following requirements:

   a. **Flame Spread Rating.** Carpeting materials must have been tested and meet or exceed the Federal Flammability Standard (DOC-FF-1-70) Pill Test in rooms and compartments, and the requirements of the Flooring Radiant Panel Test (NBSIR 75-950) for exit ways and corridors. The minimum critical radiant flux limits (based upon the average of three replicate tests 11,12) is 0.45 watts/cm squared.

   b. **Guarantee.** Industry standard of a ten-year guarantee for materials will prevail. All workmanship and installation will be guaranteed for a period of one year.

   c. **Installation.** Installation of carpet will be direct glue.

      (1) Direct glue application can be used in both heavy and light traffic areas. Carpet adhesives shall be asbestos free and specific for carpet installations.

      (2) Carpet over pad can be used in light traffic areas. When pad is used (only in light traffic areas), it will be funded by the requesting department.
7. All wall and ceiling finishes shall pass ASTM E-84 and be Class A rated.

8. All drapery and other window treatments shall pass NFPA 701.

9. **Maintenance.** The Facilities Project Manager will submit to TTUHSC Director of Environmental Services the manufacturer's printed instructions for maintenance of installed work including methods and frequency recommended for maintaining optimum condition under anticipated traffic and use conditions. Information shall include precautions against materials and methods which may be detrimental to finishes and performance.

The Facilities Project Manager will provide TTUHSC Director of Environmental Services with floorcovering specifications and a sample for each new installation. Environmental Services will be notified, prior to installation, of the area, the type of floorcovering selected, and the projected date of installation and any changes in installation dates. Environmental Services will inform and provide/revise cleaning instructions to the in-house or contracted custodial staff regarding proper care to the installed finishes.