
PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to specify the procurement and approval process for donated and new floorcoverings, furnishings, window treatments and wallcovering interior design services. This HSC OP applies to all TTUHSC campus locations. 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 Director of Planning, Design and Construction (PD&C), with recommendations for revisions forwarded to the Vice President for Facilities and Safety Services by September 15.

POLICY/PROCEDURE:

1. Employees and TTUHSC departments are prohibited from independently 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 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.

   A. New Construction - 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.

      New departmental furniture requests shall be submitted to via the TTUHSC Work Request system http://app4.ttuhsc.edu/Facilities_Apps/default.aspx. Procedures for designing, ordering, and procuring furniture will follow the TTUHSC Facilities Management Operating Policies.

   B. Donated Materials - Any department receiving furnishings, draperies, carpet or other interior finish materials through a donation or some other direct means, is to submit to TTUHSC PD&C, fabric samples and manufacturer’s data giving information on flame spread, smoke contribution, fabric grade, fiber weight, pattern, color or other applicable information. For flammability standards, all upholstery will comply with California Bulletin #117, and wallcoverings and borders shall be Class A and pass ASTM-E84.

      The assigned Facilities Project Manager will respond related to the acceptability of the item. If the item is not acceptable, or if it presents a cleaning or maintenance problem for TTUHSC personnel, the project manager will assist the department in finding an acceptable alternative. Even though an item is fully or partially donated, it cannot be accepted if it does not meet the requirements.
applicable code requirements or Texas Tech standards, if it poses a threat to occupants of a building, or if it will be a potential liability to TTUHSC. Refer to HSC OP 02.03 for compliance to additional property inventory requirements.

3. 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 TTUHSC policy.

4. Selections. TTUHSC carpets and floor coverings selections will be made from materials evaluated and proposed by the project manager. The project manager, in consultation with safety and compliance officials, 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.

5. 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.

6. All wall and ceiling finishes shall pass ASTM E-84 and be Class A rated.

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

8. Maintenance. The Facilities Project Manager will archive all relevant Operation and Maintenance documentation in accordance with archiving process.