

Facilities Planning and Construction Design and Construction Standards

DIVISION 12 - Furnishings

12 20 00 Window Treatments

12 22 00 Curtains and Drapes

- All drapery fabric must meet or exceed NFPA 701.
- Drapes should only be used if specifically requested and approved by TTUS FP&C and the Owner.

12 24 13 Roller Window Shades

- Solar shades shall be specified 3% open unless otherwise directed and approved by TTUS FP&C.
- Consider dual shades (solar + blackout) for exterior windows if budget allows. At a minimum, windows in all classrooms, conference rooms, or other spaces with AV integration must have dual shades (solar + blackout).
- Acceptable manufacturers for roller shades include Draper, Mecho, Lutron, Hunter Douglas, or equal.
- Unless otherwise required in the contract documents, all products shall carry the standard manufacturer's warranty or a 1-year replacement warranty, whichever is longer.
- Shadecloth material must meet NFPA 701 and ASTM E84.
- Shadecloth must be attached to the roller via spline attachment- no tape or adhesive attachments are acceptable.
- Electrical components for motor-operated roller shades must meet NFPA 70 and be UL certified.
- Railroad shade material where the material roll width is less than the

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12 30 00 Casework

€ All laboratory casework shall be of quality wood or steel construction and meet the



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12 50 00 Furniture

General Requirements

All furniture shall be selected and specified per TTUS FP&C's process outlined in the FF&E Manual.

Furniture shall be selected and specified based on performance standards, appropriateness of application related to project criteria, quality, cost, aesthetics, warranty, and reputation of the furniture manufacturer.

All items shall be ANSI/BIFMA tested for their product category.

<https://www.bifma.org/page/standardsoverview>

All upholstered furniture shall comply with California Technical Bulletin #117 flammability standards. All open-office systems furniture shall comply with ASTM E-84 flammability standards.

All product shall have a minimum ten (10) year warranty unless otherwise noted.

All systems furniture, seating and associated storage units to be Greenguard or SCS certified to comply with LEED 2009 Low Emitting Materials- Systems Furniture and Seating requirements.

Furniture Installation Requirements

- € All installations shall be performed by qualified and factory authorized personnel with consistent level of quality and attention to detail throughout the installation. All work shall be executed in accordance to factory directive.

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- € Furniture vendor shall provide a project manager as the single point of contact who must be readily available for the entire project duration. A lead installer shall be at the site for all installation phases of vendor's products.
- € The furniture vendor's project manager and lead installer must attend TTUS FP&C's FF&E Pre-Installation Meeting. The meeting will be conducted by FP&C and the Design Professional at the project site with the Owners Representative and General Contractor's representative in attendance.
- € If products are direct-shipped to the site, they must arrive in dedicated trucks. Any LTL shipments must be received at the vendor's warehouse and brought to the site in their trucks in order to maintain delivery control at the site. While construction is in progress, all truck arrivals must be scheduled with the General Contractor through the Design Professional and TTUS FP&C. Vendor shall submit estimated quantities of truck deliveries by manufacturers per floor. Specify if trucks are dedicated direct-ship trucks or vendor trucks.
- € Loading docks and elevator availability are to be determined on a project specific basis. Elevators that are available to vendors for vertical transportation will need to be shared with the General Contractor and scheduled through the Design Professional and TTUS FP&C
- € Any wall mounted items shall be installed with toggle bolts; no blocking is provided for FF&E products unless specifically requested by the design professional during the design process. Three quarter inch (3/4") drill stops shall be used for all wall penetrations.
- € The furniture vendor/installer is responsible for protecting all interior building finishes, including walls and elevators, during the time of product delivery and installation. Any damages to building finishes shall be repaired by professional and/or licensed craftsman approved by TTUS FP&C and paid for by the vendor. Floor protection during construction and FF&E installation is to be coordinated with the Design Professional, Contractor, and TTUS FP&C.
- € All installed furnishings shall be protected by the furniture vendor/installer until the last

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week of the installation. Removal of the protective materials shall be included in the installation schedule.

- € All items with plug-in electrical devices shall be plugged in and tested by the furniture vendor/installer during the installation. The electrical connections will be hardwired by the General Contractor's electrical subcontractor and will be scheduled through the Design Professional, General Contractor, and TTUS FP&C.
- € Vendors are required to remove trash and debris caused by installation from the campus/project job site daily. Consult with the General Contractor and Design Professional for proper trash disposal on LEED Accredited jobs. Installation must include proper cleaning/wiping down of all surfaces to leave product in a "move in" state. General Contractor's dumpsters may not be used.
- € No custom cuts or product modifications, including any gluing or re-finishing of products may be performed inside the building unless approved by TTUS FP&C. Any such work shall be performed outside the building or at the vendor's warehouse.
- € No high VOC products may be used at the site at any time. Refer to the Design Professional's indoor air quality LEED specifications and obtain approval for products to be used on site prior to using.
- € TTUS FP&C and the Design Professional will schedule a punch list walk-through with the furniture vendor/installer at least three (3) days in advance and shall be conducted at completion of each phase. These will be attended by the Design Professional, TTUS FP&C, and the client. Warranty and missing items shall be identified during each walk through and shall be ordered immediately for completion of respective phases.
- € TTUS FP&C requires a 10 year warranty that guarantees product shall be free from defects in materials and workmanship and a 1 year warranty on all labor. All furniture is to meet or exceed BIFMA (Business and Institutional Furniture Manufacturer's Association) Testing Standards.

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- x All drawer/door pulls should be consistent throughout the project unless specified otherwise.

- 1) All exposed metal shall be extruded aluminum or have baked enamel finish.

- x All electrical items shall be UL listed.

Storage

- x All storage units shall be locking. The user should have (1) key that opens all storage components in an office or at a workstation.
- x All file drawers shall include hardware to accommodate legal and letter size files, shall be of one-piece frame construction, have leveling glides, and shall be locking. Files shall feature compressors, dividers, and labeling system as available option.
- x All drawer/ door pulls of storage components shall be consistent throughout project unless specified otherwise.



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12 52 00 Seating

General

- € Glides and casters for furniture items should be specified appropriately for the flooring type where the item is located.

Task Seating

- € Task seating should be specified with all available adjustments unless otherwise requested by TTUS FP&C.

Classroom Audience Seating

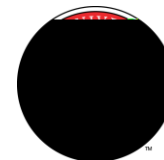
- € Classroom audience seating shall meet Texas Accessibility Standards (TAS) and Americans with Disabilities Act (ADA) requirements. For tablet type desks, provide a minimum of 10% left-hand oriented desks in each classroom.
- € Tablet surfaces shall be polyurethane or high-pressure laminate only. Low pressure laminate, thermally fused laminate and self-edged laminate is not acceptable.
- € Upholstery for fixed seating should be durable (minimum of 100,000 double rubs), bleach cleanable, and meet NFPA 260 and ANSI/BIFMA X6.1.
- € Acceptable manufacturers include KI, Sedia, or equal.

Upholstered Seating

- € All fabrics and finishes should meet or exceed the requirements listed in General Requirements for Furniture above.
- €

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- € Vinyl/polyurethane/silica should be strongly considered for any public furnishings with heavy student use.



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Preface

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Facilities Planning and Construction, are intended to serve as guidelines to the Design Professional and Construction Management teams for design development and construction administration of Texas Tech University System (TTUS) Capital Projects. They communicate the minimum expectations and requirements relative to specific building systems, design provisions, general specification requirements, and administrative procedures for new facilities being constructed on Texas Tech University System (ASU, MSU, TTU, TTUHSC, and TTUHSC El Paso) campuses. Several, but not all requirements for each component Institution or Agency

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minimum quality requirements. Design Professionals are encouraged to identify and include equivalent products and/or manufacturer TJ 4rm6tec2 n4 nufact TJ 4rm6tec2 n4 nufact 0.00000940094g5.32 Tr