



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

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

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish the review and design process for floorcovering, furniture, window treatments and wall covering interior design services. This HSCEP OP applies to all TTUHSCEP campus locations. Installations not complying with this HSCEP OP are subject to removal at the user's expense. This HSCEP OP is intended to ensure that projects comply with the TTUHSCEP 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 HSCEP OP will be reviewed on September 1 of each odd-numbered year (ONY) by the Managing Director for Physical Plant and Support Services (MDPPSS) or designees, with recommendations for revisions submitted to the Chief Operating Officer (COO) or designee by September 15.

### **POLICY/PROCEDURE:**

1. Employees and TTUHSCEP 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. TTUHSCEP Physical Plant/Office of Planning, Design, and Construction (OPDC) 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.

OPDC 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 TTUHSCEP OPDC. 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 OPDC assigning a project coordinator 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 MDPPSS or designee.

- 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 Facilities Project Manager will schedule installation with users and supervise said installation. The Facilities Project Manager has the authority to accept/reject goods as per TTUHSCEP standards and will approve all payments to vendors.
  - g. The installer will be responsible for protection of TTUHSCEP 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 TTUHSCEP 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 TTUHSCEP Design and Construction Manuals and requirements. Furnishings that do not comply must be removed and disposed of according to the TTUHSCEP policy.
5. **Selections.** To provide the TTUHSCEP with carpets and floor coverings that meet both functional and aesthetic needs, selections will be made from materials evaluated and proposed by the project coordinator. The project coordinator, in consultation with the TTUHSCEP Senior Director of Physical Plant/Facilities Operations and Maintenance, 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 TTUHSCEP Physical Plant/ Senior Director of Facilities Operations and Maintenance (FOM) 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 TTUHSCEP Sr. Director of FOM with floorcovering specifications and a sample for each new installation. FOM 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. FOM will inform and provide/revise cleaning instructions to the in-house or contracted custodial staff regarding proper care to the installed finishes.