

APPENDIX H

FURNITURE, FURNISHINGS, AND EQUIPMENT CRITERIA

1. RESPONSIBILITIES OF OFPC INTERIORS GROUP

a. Projects in which OFPC Interiors acts as Project Designer and Where Furnishings Production Work Is Performed In-house.

- (1) Where the furnishings production work is performed in-house by OFPC Interiors, the OFPC Interior Designer assigned to the project is responsible for the selection, specification and bidding process for all movable furnishings from programming through recommendation for contract award. That Designer serves as the main contact in OFPC with the Institution.
- (2) The OFPC Interior Designer, in conjunction with the Senior Interiors Coordinator, shall handle all contract administration activities. The OFPC Interior Designer shall lead the installation oversight, inspection, punchlist follow through and acceptance of furnishings. The Senior Interiors Coordinator shall handle the issuance of purchase orders, and the processing of payments to furniture contractors.
- (3) The Senior Interiors Coordinator will help determine building readiness for the start of furniture installation and set the schedule for the installation of furnishings in conjunction with the Resident Construction Manager, the Construction Contractor Project Manager, and the Head of the Building and Furnishings Committees.

b. Outsourced Interior Design Firm with Management by OFPC Interiors Project Manager

- (1) Where the furnishings design work for a project is outsourced to an outside Interior Design Professional, that firm shall be responsible for the furnishings selections, presentations, specifications and bid documents. This work shall be managed by the OFPC Interior Designer, acting as OFPC Interiors Project Manager. The Interior Design Professional will further be responsible for the primary contract administration tasks including installation and inspection, and acceptance of the furniture under the guidance of the OFPC Interiors Project Designer and the Senior Interiors Coordinator.

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- (2) The OFPC Interior Designer/ Project Manager, in conjunction with the OFPC Interiors Senior Interiors Coordinator shall oversee all other facets of the Interior Design Professional's contract administration activities including the installation, inspection and acceptance of furnishings. The Senior Interiors Coordinator shall process payments to furniture contractors.

c. In all projects

- (1) The OFPC Interior Designer shall participate in the building design and construction, Programming and A/E document review processes for the purpose of providing consultation and advice to the Design Team on matters related to interior furnishings, A/E layouts, System and campus standards, a building's interior finishes and materials, and ADA compliance.

2. RESPONSIBILITIES OF THE A/E, OR CM@R TEAM

The A/E or Construction Manager at Risk (CM@R) Team shall prepare Furniture Layouts to demonstrate that Programming requirements have been met.

a. Preliminary Furniture Layouts

The A/E or CM@R Team shall provide preliminary furniture layouts for the entire building during the Design Development stage to substantiate and verify that program space requirements are being met, and to confirm electrical, telecommunication, and audio/visual locations. While the A/E's or CM@R Team's furniture layouts may be further refined during the design and production process, the A/E or CM@R Team's preliminary furniture layouts shall be both well resolved and workable, and must conform to ADA standards.

Layouts shall be based on Owner input via either the furniture committee, if one is in place during this phase, or from representation of the various User groups through the Ad Hoc building committee and the building program.

Planning by the A/E must be provided for furniture items as they relate to doorways, circulation, windows, electrical outlets,

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communications system outlets, mechanical and plumbing coordination and ADA clearances.

b. Final Furniture Layouts

Requests for revisions to the Preliminary Furniture Layouts, which are specifically identified by the User groups or OFPC Interiors Group during the Design Development review period, shall be incorporated into the layouts as part of the Design Development effort. The resulting furniture layouts developed by the A/E or CM@R Team shall receive the approval and sign-off of the Owner. Construction documents shall not be required to show furniture layouts. However, the A/E or CM@R Team shall convey its Final Furniture Layouts to all of its trades so that all work is coordinated.

These layouts prepared by the architectural design team may be further refined when the Furnishings design team or OFPC Interior Designer meets with the Ad Hoc furniture committee. OFPC Interiors shall make these revised layouts available to the architectural design team for coordination purposes. If the Interior Design Professional and Ad Hoc committee is in place, Interiors Programming shall be completed and final floor plans presented to the architectural design team early on for coordination purposes.

When final revised layouts have been completed, a clean set of floor plans for both base bid and alternates that includes walls, windows, doors, room numbers, built-in cabinetry, and equipment shall be sent to OFPC Interiors. If transmitted electronically, the A/E shall advise the designer of software type and version used prior to sending (dwg format is preferred). This set of layouts shall include a site/project location map as well as electrical/data layers for each floor.

c. Revisions to Floor Plans During Construction

The A/E, CMR, or CM@R Team shall immediately notify the OFPC Interiors group of any revisions made to the floor plans during construction through the Resident Construction Manager.

3. FIXED OR BUILT-IN FURNISHINGS AND ACCESSORIES THAT ARE THE RESPONSIBILITY OF THE A/E OR CM@R TEAM

Items that are built-in or affixed to the structural, mechanical or plumbing members of a building fall under the design and specification responsibility of

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the A/E or CM@R Team and are to be procured through the Construction Contract. Those items include but are not limited to:

- Built-in dishwashers, refrigerators, and icemakers
- Exterior benches and waste receptacles
- Fixed auditorium, lecture hall, and gymnasium seating
- Fixed classroom seating and tables
- Fixed laboratory casework and equipment
- Food service equipment
- High density files, shelving and floor tracks (motorized or manual)
- Utility-type shelving attached to wall by brackets in standards
- Laboratory Benches and Tables
- Lecterns tied-in to building's A/V data and/or electrical systems
- Lockers
- Mailboxes and mail centers
- Projection screens
- Wall clocks
- Building finishes and items as noted in Appendix I

4. ADHERENCE TO FURNITURE STANDARDS:

- a. Maximizing Space and Following Requirements
Space Planning shall reflect both OFPC's and the Institution's requirements. The A/E or CM@R Team shall be sensitive to OFPC's need to maximize space and shall assist in that regard wherever possible.
- b. Following Standards in Design
The following typical OFPC standards for furniture dimensions are outlined for the benefit and coordination of the A/E or CM@R Team in space planning. Wherever an item under consideration is not covered by the minimum standards outlined below, the latest editions of the *Texas Accessibility Standards (TAS)*, *ADA*, and *IBC*, shall be used in setting forth minimum standards.

5. BUILT-IN CABINETS:

- a. Shall meet ADA accessibility requirements. Where knee spaces occur, it is suggested the counter height be further dropped to 30" (with a knee space height clearance of 27 inches) so that a standard task chair may also be used. Attention shall be paid to the depth of aprons or pencil drawers in order to allow maximum leg space for occupant.

6. SAMPLE OFFICE LAYOUTS

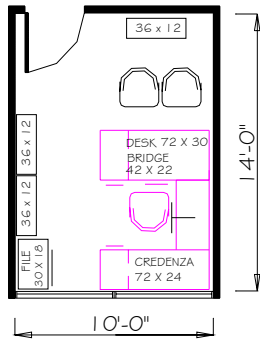
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Following is a collection of suggested office layout approaches. These layouts are included to provide a catalyst for ideas in developing the offices in any given project. The A/E, or CM@R Team is charged with developing layouts based on Programming material, User input and Owner input and may vary significantly from what is presented here.

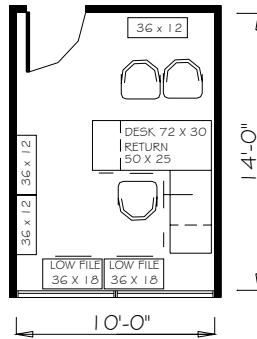
a. Office Standards:

Standard faculty office size is 140 square feet. 130 square feet may be used only if the Ad Hoc committee understands that fully furnished office space may be compromised. Private offices should be a minimum of 10'-0" wide.

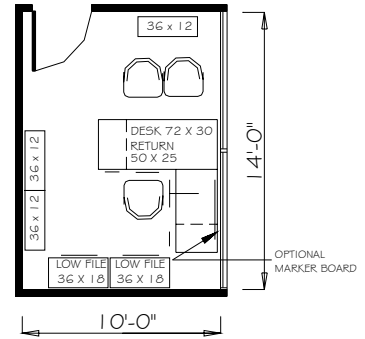
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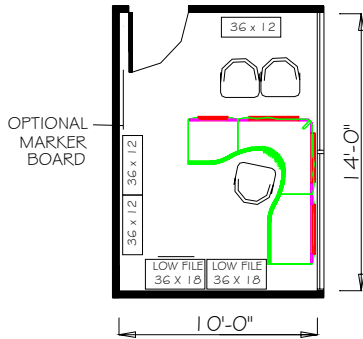
A FACULTY OFFICE
140 sq. ft. RECOMMENDED



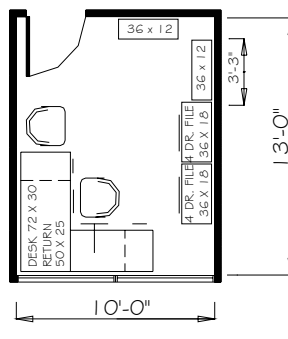
B FACULTY OFFICE
140 sq. ft. RECOMMENDED



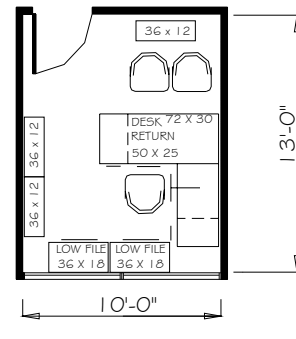
D FACULTY OFFICE
140 sq. ft. RECOMMENDED



F FACULTY OFFICE
140 sq. ft. RECOMMENDED



E FACULTY OFFICE
130 sq. ft. MINIMUM

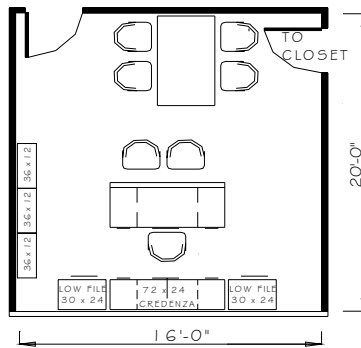


C FACULTY OFFICE
130 sq. ft. MINIMUM

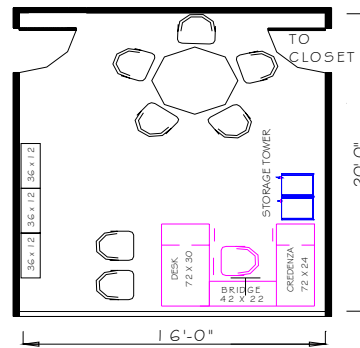
THE UNIVERSITY OF TEXAS SYSTEM
FACILITIES PLANNING AND CONSTRUCTION
A/E GUIDELINES

NOT TO SCALE

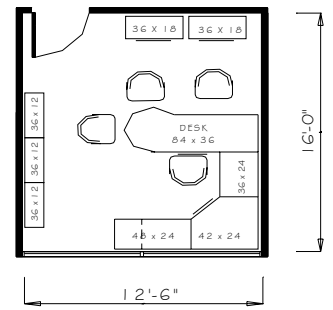
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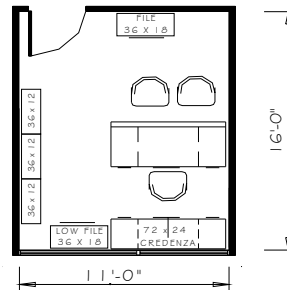
G DEAN
320 sq. ft. RECOMMENDED



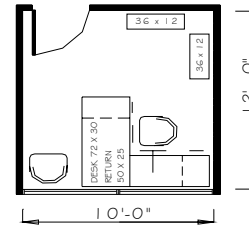
H DEAN
320 sq. ft. RECOMMENDED



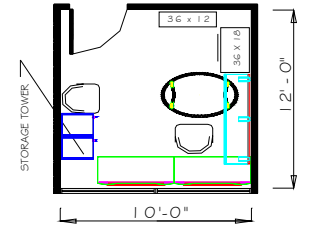
I DEAN
200 sq. ft. MINIMUM



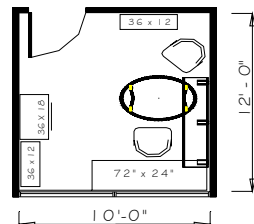
J DEPARTMENT HEAD
176 sq. ft. MINIMUM



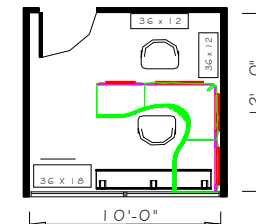
K NON-FACULTY SMALL OFFICE
120 sq. ft. MINIMUM



L NON-FACULTY SMALL OFFICE
120 sq. ft. MINIMUM



M NON-FACULTY SMALL OFFICE
120 sq. ft. MINIMUM



N NON-FACULTY SMALL OFFICE
120 sq. ft. MINIMUM

NOTE: RECOMMENDED CHOICES OF ROOM LAYOUTS
DEPENDENT UPON SQUARE FOOTAGE AVAILABLE

THE UNIVERSITY OF TEXAS SYSTEM
FACILITIES PLANNING AND CONSTRUCTION
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7. CLASSROOM RECOMMENDATIONS

- a. Teaching space at the front of classrooms shall be not less than 8'-0". If an Integrated Teaching Station is to be provided, and allow 5' minimum behind unit to wall and 3 feet in front of unit to the first row of students. Where demonstration tables are to be used, clear space shall be increased to 11'-0" minimum.
- b. No person should be further from the screen than 7 times the height of the screen, nor closer than 2 times the height of the screen.
- c. Classrooms with tablet arms: Allow a minimum of 18 sq. ft. per student **in addition to the teaching space in front of the room.**
- d. Classrooms with tables and chairs: Allow a minimum of 20 sq. ft. per student **in addition to the teaching space in front of the room.**
- e. Computer classrooms with tables and chairs: Allow a minimum of 30 sq. ft. per student **in addition to the teaching space in front of the room.**
- f. Computer classrooms shall have a minimum work surface of 36 inches wide (42 inches preferred) x 30 inches deep, where a regular sized PC is used. A lap top will require a 24" minimum deep work surface. Table depth may be achieved by using an OFPC Interiors approved attached adjustable keyboard platform. **In rooms where a keyboard platform is used, row space shall be increased to 42 inches.** Provide the appropriate number of circuits for each power entry, with a maximum of 3 full size computer stations sharing one circuit. Coordinate and provide telecommunications/networking cable directly next to the power entry as required.
- g. Faculty typically prefer wide over deep classrooms. It keeps the teacher closer to the furthest student and there is more presentation space in the front of the room.
- i. In classrooms or auditoriums with swinging with tablet arms, minimum back-to-back spacing: 42" when the tablet arm is in a raised position. In classrooms or auditoriums without tablet arms: 36" minimum back-to-back spacing, 42" ideal.
- j. Minimum clearance between top back of chair and rear wall: 6"
- k. If screens are to be recessed in a ceiling pocket, width of pocket shall be 30% wider to accommodate future wide screen technology. Rear screen projections shall also be sized for this wider technology.
- l. Whiteboards or chalkboards shall be mounted with bottom at 34" AFF. Screens shall be mounted with bottom at 48" AFF. If the whiteboard is to double as a screen, the bottom should be mounted at 34" AFF and the whiteboard made taller.
- m. Provide ceiling mounted video/data projectors.
- n. Curved rows (over straight) with no teacher's platform is typically preferred.
- o. Create a minimum of 3 lighting zones in medium/large classrooms: 1) back row, 2) center seating area, 3) front presentation area. Large

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classrooms and auditoriums provide dimmers. Label or engrave switch cover plates to identify lighting zones.

- p. Provide display surface for faculty to post announcements or room changes outside door. Provide an “Occupied” sign or vision panel to check whether a classroom is in use.

8. RESPONSIBILITIES OF THE INSTITUTION

- a. The project’s Ad Hoc Building Committee shall provide the A/E or CM@R Team with information regarding general room furniture requirements for inclusion in Design Development documents.
- b. The Institution’s Furniture Committee shall provide the OFPC Interior Designer with specific detailed and refined information relating to the furnishing needs for each space in the project.
- c. The Institution shall procure and arrange for the installation of all specialized audio-visual, office, lab, janitorial, laundry, medical, kitchen and gymnastic equipment as well as pianos and other musical instruments, computers and copier machines. Institutional funds separate from the OFPC Interiors’ Moveable Furnishings budget shall be used to procure these items.
- d. The Institution shall provide for the hard-wiring of locations that are need to support any furnishings with electrical systems requiring connection to the building power source. Adjacent network connections shall also be provided if a network connection is required. The Institution shall arrange for telecommunications/network cabling of any furnishings to the building power source.
- e. The Institution shall arrange for a staff member to oversee building access on an as needed basis during the course of the OFPC managed furnishings installation, lock up the building if the contractor is no longer on the job site, and generally assist the OFPC Interiors Contract Manager during this phase of the project.