



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 61.32: Donated and Used Furnishings and Interior Finish Materials - Design and Code Review**

**DATE:** May 4, 2020

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish the review and design process for donated and used furnishings, draperies, carpet, and all other interior finish materials. This OP applies to all university users—academic, administrative, and auxiliary. Installations not complying with this OP are subject to removal at the user's expense. This OP is intended to ensure that projects comply with the campus design and construction manual, life safety codes, handicapped accessibility, building codes, and other administrative procedures, as mandated by the state Legislature and the Board of Regents of Texas Tech University.

**REVIEW:** This OP will be reviewed in September of each year by the Manager for Furniture, Fixtures & Equipment of Facilities Planning and Construction and the Associate Vice President for Operations with substantive revisions forwarded to the Vice Chancellor for Facilities Planning and Construction.

#### **POLICY/PROCEDURE**

The Office of Facilities Planning and Construction (FP&C) and Operations Division Engineering Services (ODES) have staff professionals who are experienced in the design and construction of university facilities and whose function is to assist the user with his/her interior design needs. These professionals are familiar with applicable codes and standards as well as the various alternatives and options available for each project. FP&C and ODES will assist the user in developing project cost and will evaluate the resulting infrastructure costs—life cycle, repair, replacement, and maintenance costs. FP&C and ODES will evaluate the project regarding impact to adjacent users and facilities.

When a department anticipates that it will receive furnishings, draperies, carpet, or other interior finish materials through a donation or some other direct means, it should, at the earliest opportunity, submit information such as fabric samples and manufacturer's data providing information on flame spread, smoke contribution, fabric grade, fiber weight, color, or other applicable information to the Interior Design Office of FP&C or ODES. For flammability standards, all upholstery will comply with [California Bulletin #117](#). All open-office systems furniture shall comply with [ASTM E-84 flammability standards](#). Wall covering and borders shall be Class A and pass [ASTM E-84](#), and draperies and window treatments must pass [NFPA-701](#). FP&C/ODES will respond within 10 working days on the acceptability of the item. If the item is not acceptable or if it presents a cleaning or maintenance problem for university personnel, FP&C and ODES will assist the department in finding an acceptable alternative. Even though an item is donated fully or partially, it cannot be accepted if it does not meet applicable code requirements, poses a threat to occupants of a building, or will be a potential liability to the university.

The Board of Regents has mandated that the university shall comply with applicable codes, and the administration has approved certain design standards. Therefore, it will be the responsibility of the department to fund the replacement of carpet, wall covering, borders, blinds, draperies, and other interior finish materials that have not been submitted for review to FP&C or ODES and do not comply with the applicable codes and the university design and construction manual. Furnishings that do not comply must be removed and disposed of according to university policy at the department's expense.