

Finish Material Applications by Specification Division:

The University Architect should approve all interior finish schemes that deviate from these standards outlined below:

I. Division 6: Wood, Plastics & Composites

A. Millwork

- a) Doors: Clad in high pressure plastic laminate
- b) Countertops: Solid surface is preferred, particularly in wet areas with a lip at front and side edge to catch water. Plastic Laminate countertops can be considered in back of house areas if installation costs are critical.
- c) Backsplash: Locations with water should have an appropriate backsplash, typically ceramic wall tile. This is also an opportunity for an accent tile.
- d) Sinks: Restroom counters shall have an integral bowl while breakroom sinks should be stainless steel with a large 1-compartment shallow basin to allow ADA clearance beneath.
- e) ADA: should be addressed as universal design as often as possible. All public spaces should have ADA access (ex. ADA height transaction counter should be incorporated into all reception desks).
- f) Wall shelving cabinetry: should have a 12" inside depth clearance.

II. Division 8: Windows & Doors

- A. **Doors** - Interior Doors shall be solid wood core doors with vision light either in the door or adjacent side light for private faculty office spaces to provide accountability for all parties. Hardware shall comply with university standards as managed by the OSU Key Shop
- B. **Lock indicators:** single occupancy restrooms as well as wellness rooms should all have an occupancy indicator on the door lock.
- C. **Window Frames:** Shall be campus standard Manor White. Deviations must be approved by the University Architect.

III. Division 9: Finishes

A. General Considerations:

- 1) Shall comply with local building and fire codes.
- 2) Interior materials should be durable, low maintenance, and have a proven track record of performance. Interior projects should use approved campus standard carpets, LVT, VCT, paint colors, rubber base, window shades, ceiling tiles, and LED light fixtures. Any deviation of these materials shall be approved by the Office of the University Architect. Typical academic spaces should have a finish level that is durable, yet not extravagant.
- 3) **Attic Stock:** the university has limited storage for attic stock. Duplication of finishes can aid in managing the amount of space required for attic stock. FM building manager, ~~it~~ Coordinate with the college Facilities Manager or the Project Manager.
- 4) **USA Made:** It is preferred for materials to be made in USA and/or locally sourced as often as possible with regards to sourcing, lead times, and unforeseen delays we have seen with products made outside of the US.

- 5) **Existing Building/Small renovations:** maintain established color palettes.

B. Flooring

- 6) **Carpet Tile** shall be solution dyed (Type 6 preferred) nylon and meet or exceed the following TARR ratings by application: 2.5 TARR Moderate Traffic (Upper Administration Offices or Executive Conference Rooms), 3.0 TARR in Heavy Traffic Spaces (Conference Rooms, Lecture Halls, Classrooms, Libraries, Lounges), 3.5 Severe Traffic (Corridors). OSU's pre-approved list of carpets that have already been bid with an established contract can be found here: ***link will be listed here once live on website***
- 7) **Luxury Vinyl Tile (LVT)** shall have a minimum 30-mil wear layer with a minimum 2.5mm thickness in new construction and preferred 5mm in renovations to avoid telegraphing. It should be noted that LVT is sensitive to moisture content in substrate. It is not recommended for areas that are routinely wet.
- 8) **Vinyl Composition Tile (VCT)** shall be 1/8" thick; basis of design is Armstrong 12x12 Imperial with an upgraded option to be Armstrong Raffia Stream (large format). Please note that VCT is the preferred resilient flooring option by Operations & Maintenance for basement applications or any other area that may flood or become exposed to water.
- 9) **Porcelain Floor Tile:** shall be through-body for consistency even when chipped; surface abrasion shall meet codes for slip resistance in the assigned application. Grout shall be medium to dark grout in color for maintenance longevity. Large format tile is preferred to reduce grout joints. Grout joint width should be minimal yet comply with manufacturer's recommendation. Grout joints on floor should align with grout joints on the wall when possible.
- 10) **Epoxy Coatings:** may be used in areas where durability and ease of cleaning are needed, such as food service.
- 11) **Preferred Flooring by Area/Application:**
 - a) General Considerations related to durability and economy: LVT is suitable for medium to high foot traffic spaces, at an affordable price point, or areas that would be likely to frequently have food and drink. VCT may be used if installation costs are critical, or in an area where moisture at the floor is of concern. While VCT requires more maintenance on an annual basis, and often times LVT is the preferred material, VCT is more suitable to moisture variations and is a more manageable repair. Campus experience is such that LVT is not recommended in areas where furniture is routinely moved.
 - b) Entries: Walk off mats, when incorporated in projects, should be carpet tile with a minimum 3.5 TARR rating. Recessed floor mats require excessive maintenance and are not desired. Loose floor mats often present tripping hazards.
 - c) Classrooms: Carpet tile
 - d) Lobbies, Common Spaces: Dependent on finish of the space, acoustics and amount of traffic. Porcelain Tile is suitable for high foot traffic spaces. In areas where reducing footfall acoustics is desired, products equivalent to carpet tile are acceptable.

- e) Hallways & Corridors: Porcelain Tile is suitable for high foot traffic spaces. In areas where reducing footfall acoustics is desired, products equivalent to J&J Kinetics or LVT may be considered.
- f) Elevator Lobbies: Need to match the finishes of the ground floor lobby. On the upper level, elevator lobbies can match the elevator cab or the interior finishes in the corridors.
- g) Elevator Cabs: match main lobby flooring
- h) Private Offices & Conference Rooms: Carpet tile; LVT is not recommended due to scraping of the top wear layer with moving furniture.
- i) Restrooms: through-body porcelain floor tile with sanitary cove base.
- j) Stairways: Sealed concrete or flooring continued from adjacent common space such as porcelain tile. Basis-of-design for treads, risers and landings is rubber.

C. Wall Finishes

- 1) **Typical Application**: Walls are typically painted gypsum board. Attention should be paid for areas that may need either wall protection or acoustic treatment (*see below*).
- 2) **Paint Sheens**:
 - a) Flat: ceiling
 - b) Egg-shell/Satin: Standard finish for walls for wipeable finish and ease of maintenance.
 - c) Semi-Gloss: Stairwells, metal doors, frames, bathroom walls
- 3) **Wallcovering**: Type II Commercial grade wallcovering may be used on accent walls at niches, reception and featured spaces in premium buildings to add visual interest. Graphic wallcovering applications should be used sparingly and must be approved by the University Architect on a case by case basis.
- 4) **Wall Protection** should be considered when furniture or equipment are expected to move adjacent to walls. Heavy protection shall be equivalent to MDC Duratec with manufacturer's recommendation of thickness for the specific application; moderate protection shall be equivalent to P3Tec or Koroseal Traffic Patterns with manufacturer's recommendation of thickness for the specific application. Chair rails, crash rails or rub strips may also be considered where applicable. Where tables meet gyp substrate, it is recommended that wall protection height start no lower than 27.5" to catch work surface height. It is the responsibility of the architect or interior designer to coordinate associated marker board and/or display mounting heights accordingly.
- 5) **Wall Base** - In order to facilitate regular maintenance of floors and protect walls, rubber base is the preferred wall base at a height of 4" with a sanitary cove toe. Toilet rooms should have a 4" minimum height tile wall base with sanitary cove.
- 6) **Wall Tile**: Wet walls in toilet rooms shall have tile full height.
- 7) **Corner guards** shall be applied to all high traffic corners; surface mounted mechanically attached method is preferred, basis-of-design is vinyl, color to match general paint color. Full height stainless steel with 1" leg may be used in areas requiring increased durability.
- 8) **Acoustic wall treatment** (Classrooms/Seminar/Lecture Halls): Wrapped panels are preferred with a minimum NRC of 0.75 and a preferred range of .90 to 1.10 for the

system. Preferred attachment method is continuous z-clip or comparable solution for ease of access beneath and/or future replacement.

- 9) **Door Handle Protection:** Built into the floor application is preferred to the wall mounted type.

D. Ceiling Finishes

- 1) **Acoustic Ceiling Tile:** Primary preferred application
 - a) All selection shall have Humiguard properties for humidity resistance.
 - b) Square Lay-in 24" x 24" tiles with a 15/16" grid is preferred. Grid shall be white or standard neutral in color, not custom or special order. Armstrong Second Look or equivalent puzzled in applications are prohibited as they are a prohibitive for ceiling access and a nightmare to maintain.
 - c) Corridors shall have a minimum NRC rating of 0.50 with a basis-of-design of Armstrong Dune. Performance should be within a 0.20 NRC variance of the acoustic ceiling products in the surrounding spaces.
 - d) Private offices shall have a minimum NRC rating of 0.65, basis of design is Armstrong Cirrus.
 - e) Open offices and classrooms shall have a minimum NRC rating of 0.8, basis of design is Armstrong Calla.
 - f) Media centers, libraries or quiet rooms/zones shall have a minimum NRC rating of 0.90, basis of design is Armstrong Optima. The same performance applies to cafeterias and social spaces with excess noise.
- 2) **Gypsum board, painted:** For restrooms and other rated spaces

IV. Division 10: Specialties

- A. **Marker Boards** – back painted white magnetic glass marker boards are standard in academic environments. Orange glass marker boards are discouraged as it is difficult to read writing with a darker marker, and limits the effectiveness of colored markers. Clear glass marker boards are also discouraged because shadowing makes lettering very difficult to read. Porcelain marker boards on steel substrate may be considered when budgets are of greater concern than performance. Basis-of-design models that have performed well on campus at competitive price points include: Quartet Infinity Magnetic Glass Series (available on the Staples OSU Punchout) and MooreCo Visionary Magnetic Glass Board Series.
- B. **Bulletin Boards** – Should be thoughtfully incorporated and coordinated with other signage/displays. Discouraged in high traffic areas adjacent to entrance/exits as it results in fluttering of papers each time doors are opened.
- C. **Toilet Compartments** - Toilet Partitions shall be constructed of phenolic material; floor mounted and overhead braced. It is preferred to have rabbeted hinges with continuous strike for increased privacy.
- D. **Toilet Accessories:** Refer to FM CCS for materials provided by university contracted vendor.
- E. **Signage**
 - 1) Exterior building signage (building name and any plaque) as well as interior signage (donor recognition and plaques) are specifically named in board policy as requiring approval by the LRFP University Architect as to location, size and material. When room

signage is required by building code (toilet rooms, lactation room, etc) or campus protocol (offices, conferences, etc.), it should include the appropriate wording, pictograms, and raised braille. In capital projects, the architect of record typically includes this in the construction drawings, and the OSU Sign Shop typically produces the signage in order to coordinate any future changes.

- 2) **Per A&M Board of Regents Policy:**
 - Names should be 40 characters or less, including spaces
 - Non-corrosive metal letters shall be used on building exteriors
 - Refer to Policy No. 2.16 for additional information
- 3) It is helpful to consult on departmental signage so all the signage is cohesive in style, size, material and locations do not conflict with donor signage, building information signage, planned building improvements, any planned artwork, or furniture placements. The less visual clutter, the more likely signage will be read and visitors will find their way.
- 4) To maintain consistency throughout campus, lettering should be all CAPS.

V. Division 11: Equipment

A. Appliances

- 5) Finishes to be stainless steel when economically possible.
- 6) Dishwashers: not permitted in breakrooms, shall only be considered in Dean's or President's suites where china is being used to entertain.
- 7) Ice machines: generally discouraged and can be approved similarly to dishwashers (see previous).

VI. Division 12: Furnishings

- A. **Light Filtering Shades:** In order to maintain an orderly exterior appearance, window shades will be the accepted standard for window treatments. Depending on room usage, and amount of required light shades can offer a 3%, or 1% openness factor or a blackout shade (with continuous side channels) if needed for thermal protection of equipment or to aid in projection visibility. Conceptually the window shade color, including the fascia shall match the general paint color for the project; basis-of-design is Mechoshade EuroTwill 6000 Series with ThermoVeil in areas with thermal concerns. The back side of blackout shades should match others in an existing building renovation to maintain architectural consistency from the exterior, or be gray for new construction and consistent throughout (basis-of-design is Mechoshade Chelsea Blackout). Motorized shades are discouraged.
- B. **Waste Receptacles:** refer to our pre-approved list of campus standards here: <https://fm.okstate.edu/about-us/osurecycles/binssystemstypesdualstream.pdf>. LRFPP recommends the Peter Pepper Products Reform RF36 model with aluminum top & white decals as a basis-of-design for lobby spaces requiring a 3-part unit.
- C. **Loose Furniture (currently under development, to be incorporated further in FY23)**
 1. Must be BIFMA compliant in construction per the application (Ex. student/public seating must comply with BIFMA X5.4 Lounge and Public Seating Test)
 2. Must meet all applicable fire codes.

3. Welded frame construction preferred when possible which will allow for reupholstering over time instead of “disposable furniture”.
4. **Wood Finish:** wood finishes and/or wood laminates in furniture are encouraged to match or coordinate with building wood finishes (ex. trim, millwork and wood doors)
5. **Upholstery:** Woven upholstery fabrics shall be rated at a minimum of 100,000 double rubs to be placed in public and student spaces; lower double rubs may be considered in private office applications for faculty, staff & upper administration. Vinyl upholstery that is bleach cleanable are typically preferred while polyurethanes are generally discouraged and will not be considered with anything less than 14 weeks hydrolysis rating due to issues with delamination in the past. Woven fabrics are recommended to have stain-resistant properties such as Alta Food and Beverage in student spaces that may be exposed to food or drink. Orange upholsteries are preferred on the back of a chair versus the seat due to dye transfer; for light colored coated fabrics on a seat application, non-crocking technology is required.
6. **Sofas:** sofas in student spaces are generally discouraged as it encourages napping, and for the footprint typically only one or two people will sit on it reducing optimal seating capacities.
7. **Accent Tables (including laptop tables & tablet arms attached to lounge furniture):** solid surface tops are preferred when possible, self-edged laminate tops are discouraged as they peel. Rated for 250-300 lbs as students frequently sit on them.
8. **Conference Tables:** a frequent request on campus is for PLAM flip-top nesting tables to allow for a flexible configuration. It is the interior designer’s responsibility to ensure there is ample knee space and leg clearance under the table when specifying both the seating and conference tables; it is encouraged to use appropriately scaled blocks in the drawing accordingly and list minimum requirements in the FFE specifications so those parameters are maintained throughout the bid process and award.
9. **Classroom Tables:** high-pressure laminate with matching PVC or vinyl edge band attached by hot melt or laser technology to ensure adhesion and prevent peeling; self-edged tables in classroom/seminar/lecture environments do not wear well and are prohibited. See conference table section above for specification requirements regarding leg spacing and seat clearance; minimum distance variance between table legs should be included/required in the specifications.
10. **Classroom Chairs:**
 - (1) **ADA Seating:** Ensure proper clearances and that ADA seating count meets minimum requirements per code and ADA guidelines. Footprints should be shown in presented classroom layouts as they directly impact registration capacities used by Registrar; this should be a priority when sizing all classrooms in Programming & Design Development as it is difficult to impossible to address later in the design process.
 - (2) **General university 1-hour course classrooms:** polypropylene shells on a welded metal frame are standard
 - (3) **Upper level classes with class-time above 1 hour:** upholstered padded seat may be considered for further comfort.
 - (4) **Professor Task Stools:** adjustable height with upholstered seat

11. Task Seating

- (1) Should be ergonomic, have a weight capacity above 275 (though above 300 is preferred), and be adjustable to accommodate varying body types.
- (2) Preapproved basis-of-design models that have tested well on campus include: Knoll Regen, Steelcase Amia Air, and Sit On It Novo.

12. Workstations/Systems Furniture

- (1) Metal Storage Solutions are much more durable than laminate, can substitute laminate fronts for a softer look in upper administration, the drawback which should be presented to the end-user is that the corners may chip.
- (2) Lateral Files: Steel lateral files and pedestals should have steel interiors and laminate storage should also have steel interiors, not laminate. Be aware that laminate is prone to stripping out much easier than steel. Counterweights should be added to prevent tipping and ensure safety for users.
- (3) Steel units should have welded steel construction, full backs and come standard with locks that are keyed alike by workstation.
- (4) Bookcases: metal construction is preferred for durability. When laminate cabinets are used in order to match the desk components, make sure the mechanism (runners, interior file bars, etc.) are superior and that the weight capacity is adequate.
- (5) Drawers: The drawers should be five piece, so they are independent from the end panels of the desk.
- (6) Laminate Work surfaces: edges of laminate work surfaces should be a matching PVC or vinyl edge band. Self-edge is prohibited.
- (7) Connection points should have metal plates, especially if the pieces will be dismantled and moved at any point in the future. A couple of times installing and removing screws really eats up your substrate and makes for a potentially unstable product.

Contact

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