

SECTION 12391

MANUFACTURED CASEWORK

PART 1 – GENERAL

1.01 REFERENCES

- A. ANSI A208.1 – Mat Formed Wood Particleboard.
- B. AWI (Architectural Woodwork Institute) – Quality Standards.
- C. BHMA A156.9 – Cabinet Hardware.
- D. FS MMM-A-130 – Adhesive, Contact.
- E. HPMA (Hardwood Plywood Manufacture’s Association) HP – American Standard for Hardwood and Decorative Plywood.
- F. NEMA (National Electric Manufacturers Association) LD3 – High-Pressure Decorative Laminates.
- G. NHLA (National Hardwood Lumber Association).
- H. PS 1 – Construction and Industrial Plywood.
- I. PS 20 – American Softwood Lumber Standard.

1.02 SUBMITTALS

- A. Section 01330 – Submittals: Procedures for submittals.
- B. Shop Drawings: Indicate materials, component profiles and elevations, assembly methods, joint details, fastening methods, accessory listing, hardware location and schedule of finishes.
- C. Product Data: Include manufacturer’s published literature for specified products, including accessories, specifications, physical characteristics and performance data.
- D. Samples: Submit samples of all cabinet materials and hardware including:

1. 5 inch x 7 inch samples of each color/pattern selection of cabinet finishes.
2. Sample drawer illustrating all fabrication techniques and surface materials.
3. Hardware: Locks, hinges, pulls, drawer glides, door catches, coat hooks, shelf supports, grommets, coat rod and hanger, and sliding glass door track assembly components.

1.03 QUALITY ASSURANCE

- A. Perform Work in accordance with AWI Premium quality.
- B. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this Section with minimum three (3) years documented experience.

1.04 DELIVERY, STORAGE, AND PROTECTION

- A. Section 01600 - Product Requirements: Transport, handle, store, and protect products.
- B. Protect units from moisture damage.

1.05 ENVIRONMENTAL REQUIREMENTS

- A. Section 01600 – Product Requirements: Environmental conditions affecting products on site.
- B. During and after installation of Work of this Section, maintain the same temperature and humidity conditions in building spaces as will occur after occupancy.

1.06 COORDINATION

- A. Coordinate with the mechanical and electrical subcontractors for location, number, size, and shape of cutouts for mechanical and electrical fixtures and fittings. Coordinate with Contractor for location of backing between studs in walls required for casework installation and anchorage.
- B. Coordinate with Owner where equipment to be furnished and installed by Owner may affect casework dimensions.

1.07 **COLORS**

- A. Colors are specified in Colors/Materials Schedule.

1.08 **ALTERNATES**

See Section 01230 for bidding alternates affecting Work in this Section.

1.09 **SUSTAINABLE BUILDING REQUIREMENTS**

See Section 01011 for sustainable building requirements affecting the Work of this Section.

PART 2 – PRODUCTS

2.01 **MANUFACTURERS**

- A. The following manufacturers are approved to produce product in full compliance with this specification. Approval does not relieve manufacturers from strict compliance with materials and details listed herein.

1. Westmark Products, Inc.
2. Cabinetmakers, Inc.
3. Ritter Cabinet Manufacturing, Inc.
4. ISEC, Inc. Bothell, WA (425) 488-1333
5. Corporate Casework, Inc., Lakewood, WA (253) 582-2522
6. Advanced Woodworking, Inc., Puyallup, WA (253) 531-6965
7. Pacific Cabinets, Inc., Ferdinand, Idaho (208) 962-3038

- B. Substitutions: Under provisions of Section 01600.

2.02 **MATERIALS**

- A. Comply with “Quality Assurance” provisions, “References, Specifications and Manufacturer’s Data”.

1. Conform to referenced AWI standards, Section 400, casework, for "Premium Grade" product.
- B. Laminated Plastic: Colors as selected by the Architect.
2. Vertical high-pressure plastic laminate to be 0.028 inches thick and have textured surface.
 3. Countertops to be 0.050 inches thick with textured finish. Balancing sheet a minimum 0.020 inches thick required on countertops.
 4. Balancing sheet on inside of doors 0.028 inches thick high-pressure plastic laminate, neutral color and shall meet NEMA standards for vertical grade, matte finish.
 5. Neutral color melamine overlay shall be factory bonded with heat and pressure (thermo-fused).
 6. Edge banding shall be plastic laminate.
- C. Wood Veneer: Lamin-Art, Veneer Art, pre-finished wood veneer.
- D. Wheatboard: Environ Bicomposites, "Microstrand"
- E. Tackable Wall Surface: Interface Fabric, Cross town over ¼ inch thick tackable substrate.
- F. Hardware:
1. Keyed Locks:
 - a. Hinged Doors and Drawers: Best, RIM 5L Series five (5) pin tumbler dead bolt. Provide positive concealed catch or bolt on inactive leaf of pair of doors.
 - b. Locks shall be master keyed alike in all rooms.
 - c. Finish: Satin chromium plate finish.
 - d. Provide where indicated on drawings. Coordinate with building keying system. Olympus or A8 approved by PLU Locksmith.

2. Hinges:
 - a. European Style Concealed Hinge: Blum Clip Top #75T1550.
3. Pulls for Doors and Drawers: Provide one (1) pull of each door or drawer. 5/16 inch diameter, 4" long (stainless steel finish).
4. Adjustable Shelf Supports: Nickel-plated steel or injection molded A.B.S. Plastic, champagne color friction fit into end panels and vertical dividers. Provide with integral bearing plate to prevent rotation failure. Knappe & Vogt #346.
5. Drawer Slides:
 - a. Drawer Slides: Knappe & Vogt #1284 nylon roller.
 - b. Full Extension Drawer Slides (for File Drawers): Knappe & Vogt #8405 ball bearing, 100-pound rated.
6. Furniture Foot: Hafele No. 634.16.001
7. Sliding Glass Door System: Similar to Hafele Regal-C 25 aluminum frame door system. Provide all components for a complete system including locking hardware to match building keying system.

2.03 ACCESSORIES

- A. Keyboard Tray: Knappe & Vogt #5700.
- B. Knee Brace: 1 – ½ inch square tube steel support brackets, powder-coated.
- C. Grommets:
 1. Wire Grommets: 2 – ½ inch diameter PVC with removable cover.

2.04 FABRICATION AND WORKMANSHIP

- A. All exposed surfaces to be finished with 0.028 inches high-pressure plastic laminate.
- B. All parts machined for accurate fit and assembled with appropriate fastenings and adhesives to result in true, square, level, rigid, and plumb units.

- C. Bases: Unit bases of $\frac{3}{4}$ inch thick wheatboard. Provide $\frac{3}{4}$ inch recessed toe space at exposed cabinet ends.
- D. Cabinet Interior Finish, Bottom, and Partitions: $\frac{3}{4}$ inch thick wheatboard. Solid subtop for all lower base cabinets. Plastic laminate edges unless noted otherwise.
- E. Cabinet Ends: Wheatboard, $\frac{3}{4}$ inches thick with holes drilled for adjustable shelf clips at 2 inches on center. Plastic laminate edges at exposed top, bottom, and side edges, unless noted otherwise. Machine ends to accurate configuration for joining to top and bottom.
- F. Support Panels and End Panels Exposed to View (at open knee spaces): Edges to be plastic laminate self-edge to match adjacent plastic laminate color.
- G. Fixed and Adjustable Shelves: Wheatboard, unless noted otherwise; plastic laminate edges. Shelves to be $\frac{3}{4}$ inch thick for shelving up to 36 inches wide and 1 inch thick if span is over 36 inches wide.
- H. Semi-Exposed Cabinet Interiors and Shelves: Thermo-fused polyester overlay with plastic laminate or PVC shelf edges to match adjacent plastic laminate color.
- I. Cabinet Back: $\frac{1}{2}$ inch thick wheatboard.
- J. Cabinet Doors, Hinged: High-pressure plastic laminate factory bonded to face of $\frac{3}{4}$ inch wheatboard with neutral color balancing sheet on inside face matching cabinet interior color; plastic laminate edges flush overlay.
- K. Dividers and Standards: Wheatboard $\frac{3}{4}$ inch thick, plastic laminate edges unless noted otherwise.
- L. Drawers: Applied front, wheatboard $\frac{3}{4}$ inch thick, faced with high-pressure plastic laminate. Plastic laminate edges as specified. Connect front to drawers in accordance with manufacturer's standards. Bottoms shall be $\frac{1}{2}$ inches. Sides, subfront, and backs shall be $\frac{1}{2}$ inch wheatboard surfaced with neutral color polyester overlay.
- M. Plastic Laminate Countertops and Backsplashes: 0.048 inches thick, high-pressure plastic laminate factory bonded to $\frac{3}{4}$ inch thick wheatboard with balancing sheet on opposite side. Exposed edges shall be matching high-pressure plastic laminate, self-edged. Countertop edges shall be matching high-pressure plastic laminate, self-edges over two (2) layers of $\frac{3}{4}$ inch thick wheatboard for 1 – $\frac{1}{2}$ inch countertop edges. Provide continuous top for counter-type cabinets fixed in a line. Include returns at ends of counter where abutting walls. Tops of

backsplash shall be scribed and sealed to walls. Seal juncture between countertop and backsplash/sidesplash watertight. Provide 4 inch high backsplash and sidesplash unless noted otherwise.

1. Coordinate with other trades for cutouts, including electrical for boxes and other devices.
- N. Mechanical and Electrical Penetrations: Coordinate locations and provide finished openings to accommodate mechanical and electrical penetrations. Finish openings shall consist of grommets, plastic laminate, or materials approved by Architect.

PART 3 – EXECUTION

3.01 PREPARATION

- A. Obtain dimensions affecting Work of this Section from the site.

3.02 EXAMINATION

- A. Section 01310 – Coordination and Meetings: Verification of existing conditions before starting work.
- B. Verify adequacy of backing and support framing.
- C. Verify location and sizes of utility rough-in associated with Work of this Section.

3.03 INSTALLATION

- A. Set and secure casework in place: rigid, plumb, and level.
- B. Use fixture attachments in concealed locations for wall-mounted components.
- C. Use concealed joint fasteners to align and secure adjoining cabinet units and countertops.
- D. Carefully scribe casework abutting other components, with maximum gaps of 1/32 inch. Do not use additional overlay trim for this purpose.
- E. Secure cabinet and counter bases for floor using appropriate angles and anchorages.

- F. Countersink anchorage devices at exposed locations. Conceal with solid wood plugs of species to match surrounding wood; finish flush with surrounding surfaces.
- G. No continuous bases permitted, unless specifically shown otherwise.
- H. Where several units are installed in-line, drill through end panels and secure by bolting using "T" nuts, bolts and finishing washers or hex bolts with finishing washers, or approved connection system. Countertops shall be continuous over units below.
- I. Permanently fix cabinet and counter bases to floor using appropriate angles and anchorages, unless specifically shown on drawings or provided otherwise hereinabove.
- J. Install cylinder locks on doors. Install strike trim. Do not cut into edge trim. Furnish four (4) keys for each room with cabinet locks, properly numbered; furnish three (3) master keys.
- K. Install and adjust cabinet hardware to ensure smooth and correct operation.
- L. No splices in continuous countertops over knee spaces, or otherwise not directly over casework, permitted, unless splices occur directly over wall bracket. Joints, where approved, are to be tight, in perfect alignment, with invisible seams, and not allowing of excessive deflections.

3.04 **ADJUSTING**

- A. Adjust moving or operating parts to function smoothly and correctly.

3.05 **CLEANING**

- A. Clean casework, counters, shelves, hardware, fittings, and fixtures.

END OF SECTION

SECTION 12494

ROLLER SHADES

PART 1 – GENERAL

1.01 SUMMARY

- A. This Section includes manual roller shades.
- B. Related Sections include the following:
 - 1. Division 6 Section “Miscellaneous Carpentry”: Wood blocking and grounds for mounting window treatment.
 - 2. Division 9 Section “Gypsum Board Systems”: Coordination with gypsum board assemblies for installation of shade pockets, closures and related accessories.
 - 3. Division 9 Section “Suspended Acoustical Ceilings”: Coordination with acoustical ceiling systems for installation of shade pockets, closures and related accessories.

1.02 SUBMITTALS

- A. Submit for approval shop drawings, product data, and samples for selection.
- B. Schedule: Include roller shades in schedule using same room designations indicated on Drawings.

1.03 QUALITY ASSURANCE

- A. Comply with governing codes and regulations. Provide products of acceptable manufacturers which have been in satisfactory use in similar service for three (3) years. Use experienced installers. Deliver, handles, and store materials in accordance with manufacturer’s instructions.
- B. Fire-Test-Response Characteristics: “Pass” rating per NFPA 701 for louver blinds.
- C. Field Measurements: Check actual window treatment dimensions by accurate field measurements before fabrication.

- D. Space Enclosure and Environmental Limitations: Do not install window treatment until space is enclosed and weatherproof, wet-work in space is completed and nominally dry, work above ceilings is complete, and ambient temperature and humidity conditions are and will be continuously maintained at values near those indicated for final occupancy.

1.04 **WARRANTY**

- A. Roller Shade Hardware and Chain Warranty: Manufacturer's standard non-depreciating twenty-five (25) year limited warranty.
- B. Blackout Shade Cloth: Manufacturer's standard twenty-five (25) year warranty.
- C. Ecoveil Shade Cloth: Manufacturer's standard ten (10) year warranty.
- D. Roller Shade Installation: One (1) year from date of Substantial Completion, not including scaffolding, lifts or other means to reach inaccessible areas.

1.05 **SUSTAINABLE BUILDING REQUIREMENTS**

See Section 01011 for sustainable building requirements affecting the Work of this Section.

PART 2 – PRODUCTS

2.01 **MATERIALS**

- A. Furnish and install Mecho Shade, "Mecho / 5 Double Shade Bracket #15 with fascia at exterior windows of all Air Control and Production Rooms.
- B. Colors and Patterns: Provide Architect's selections from manufacturer's full range of colors and patterns for shade band material and factory finishes. See Drawings.
- C. Roller Shades:
 - 1. Configuration: Double Solar and Blackout Shade Cloth
 - 2. Solar Shade Cloth Material:
 - a. Material Openness Factor: Provide Mechoshade 1550 Ecoveil 3%, as selected by Architect from manufacturer's full range. See Drawings.

- b. Material Color: Provide Mechoshade 1570 Shadow Grey, as selected by Architect from manufacturer's full range. See Drawings.
3. Blackout Shade Cloth Material:
 - a. Material Openness Factor: Provide Mechoshade 0100 Equinox Series, Opaque, as selected by Architect from manufacturer's full range See Drawings.
 - b. Material Color: Provide Mechoshade 0107 Stone, as selected by Architect from manufacturer's full range. See Drawings.
4. Rollers: Extruded-aluminum tube of size required to support shade band material without sagging; designed to be easily removable from support brackets.
5. Mounting: Recess mounted with ceiling pocket and fascia.
6. Ceiling Pocket: Provide either extruded aluminum and or formed steel shade pocket, sized to accommodate roller shades, with exposed extruded aluminum closure mount, tile support and removable closure panel to provide access to shades.
7. Fascia: Snaploc, L-shaped, formed-steel sheet or extruded aluminum; continuous panel concealing bottom of shade roller and hardware. Provide mounting brackets that allow fascia to run continuously across multiple shades.
8. Room Darkening Channels: Extruded-aluminum with polybond edge seals and mounting brackets and with concealed fastening. Exposed fastening is not acceptable. Units 1 – 15/16 inches (49.2 mm) wide by 1 – 3/16 inches (30.1 mm) deep, two-band center channels, 2 – 5/8 inches (66.6 mm) wide by 1 – 3/16 (30.1 mm) deep.
9. Manual Shade Operation: With continuous loop bead chain, clutch, and cord tensioner and bracket lift operator. Coordinate handling of operations upon installation of studio furniture.
10. Finishes: Provide exposed parts with satin anodized aluminum finish.

PART 3 – EXECUTION

3.01 **INSTALLATION**

- A. Install materials and systems in accordance with manufacturer's instructions and approved submittals. Install materials and systems in proper relation with adjacent construction and with uniform appearance. Coordinate with work of other sections.
- B. Isolate metal parts of window treatment hardware from concrete or mortar to prevent galvanic action. Use method recommended by manufacturer.
- C. Install roller shades level, plumb, and located so shade band in any position are not closer than 2 inches (25 mm) to interior face of glass lites.
- D. Restore damaged finishes and test for proper operation. Clean and protect work from damage.

END OF SECTION

SECTION 12512

HORIZONTAL LOUVER BLINDS

PART 1 – GENERAL

1.01 DESCRIPTION

- A. 11" Horizontal Vinyl Blinds

1.02 SUBMITTALS

- A. Manufacturer's complete CSI 3-part specification sheet.
- B. Product Sample: Submit working hand sample or mock-up blind as required.
- C. Color Sample: Submit two (2) 6" samples of vinyl slat indicating color and dimensions.

1.03 DELIVERY, STORAGE AND HANDLING

- A. Product to be delivered in manufacturer's original packaging.
- B. Deliver products to site under provisions of Section 01600.
- C. Products to be handled and stored to prevent damage to materials, finishes and operating mechanisms. Store in a clean, dry area, laid flat to prevent sagging and twisting of packaging.
- D. Store and protect products under provisions of Section 01600.

1.04 ALTERNATES

See Section 01230 for bidding alternates affecting the Work of this Section.

1.05 COLORS

- A. Colors are specified in Colors/Materials Schedule.

1.06 SUSTAINABLE BUILDING REQUIREMENTS

See Section 01011 for sustainable building requirements affecting the Work of this Section.

PART 2 – PRODUCTS

2.01 ACCEPTABLE MANUFACTURERS

- A. Springs Window Fashions or approved equivalent.
- B. Substitutions Request: Submit for approval under provisions of Section 01600.

2.02 HORIZONTAL BLINDS

- A. Product: Bali 11" Designer Aluminum Blinds
- B. Headrail: Shall be 1" high by 1 1/2 1 1/2" wide, U-shaped, with 1/8" light blocking lip, on the bottom center line, made of phosphate treated steel, finished with a polyester baked enamel paint finish and shall measure .022" thick.
- C. Bottomrail: Shall be made of phosphate treated steel, finished with a polyester baked enamel paint finish 3/8" high by 1" wide.
- D. Cord: Color to match.
- E. Slats: Slats shall be Aluminum, nominally 1" wide and 8 gauge thick. Slat edges are straight cut.
- F. Cord tilter shall be a snap-in component incorporating a worm and pulley of low friction thermoplastic and a gear of nylon. Tilt cords shall be secured to pulley and treated with tassels and tilt end.
 - 1. Cord tilter (standard).
- G. Cord lock shall be metal of a snap-in design incorporating a floating shaft-type locking pin. Cord lock shall incorporate a crash proof safety-feature that will lock blind automatically upon release of cord. End of lift cords will be treated with plastic tassels.

2.03 **FABRICATION**

- A. Prior to fabrication, verify actual opening dimensions by on-site measurement. Calculate blind dimensions to fit within specified tolerances.
- B. Fabricate blinds to fill openings from head to sill and jamb-to-jamb. Locate blind divisions at mullions.
- C. Fabricate blinds to fill all exterior window openings except at doors, door sidelights and transoms unless noted.

PART 3 – EXECUTION

3.01 **INSPECTION**

- A. Verify that the area in which the blinds are to be installed is free of conditions that interfere with blind installation and operations. Begin blind installation only when unsatisfactory conditions have been corrected.
- B. Verify that openings are ready to receive the Work.
- C. Do not commence fabrication until field measurements of finish opening are confirmed.
- D. Beginning of installation means installer accepts existing surfaces.

3.02 **INSTALLATION**

- A. Install blinds in accordance with manufacturer's instructions except as otherwise specified herein.
- B. Install blinds with adequate clearance to permit smooth operation of the blinds.
- C. Set tilt and lift controls. Demonstrate blinds to be in smooth, uniform working order.

3.03 **MAINTENANCE & CLEANING**

- A. Maintain and clean blinds in accordance with manufacturer's instructions.

3.04 **SCHEDULE**

- A. Location: All exterior windows except common areas (stairs, lobbies, and bathrooms) and studios.

END OF SECTION

SECTION 12600

FURNITURE, MODULAR OFFICE SYSTEMS, AND ACCESSORIES

PART 1 – GENERAL

1.01 FURNITURE AND MODULAR OFFICE SYSTEMS DESIGN, LAYOUT AND PURCHASES

- A. Furniture and modular office system purchases at Pacific Lutheran University are managed by Pacific Lutheran University Purchasing Department. A representative of Pacific Lutheran University's Purchasing Department will be designated to assist Architects, Pacific Lutheran University Project Managers, and personnel with operational authority in the coordination of the bid (if necessary), selection, ordering, and installation of the furniture. It is important that Pacific Lutheran University's Purchasing Department be involved in the early design stages.

- B. Safety requires that furniture and modular furniture systems be arranged to allow for access to unobstructed and wheelchair accessible aisles which lead to exits. All aisles will be of the appropriate widths that conform to the International Building Code as amended by Washington State. Pacific Lutheran University is committed to the goal of 100% accessibility for campus facilities. Impaired accessibility requirements are mandated by law and are prescribed in the ICC/ANSI A117.1-1998, and the Americans with Disabilities Act 1990 (ADA). Basic furniture and modular office systems approval requirements are roughly outlined, but are not limited to the following:
 - 1. Furniture and system layout plans and information submitted for approval shall include the campus building name, floor level, room number, contact person at Pacific Lutheran University, supplier, and manufacturer's system to be purchased.
 - 2. Exits shall be maintained to provide free and unobstructed egress from all parts of the building.
 - 3. Interior decorations shall not be permitted to obscure, conceal or confuse exit doors, signs or exit passageways.
 - 4. For typical office classification (Group B occupancy) main aisles between major floor and building exits shall be no less than 60" (5'-0") wide. These main aisles shall be as short and direct to an exit point as possible.

5. Secondary aisles (Group B occupancy) leading to main aisles will be no less than 44" (3'-8") wide.
6. Individual aisles to single user spaces will be no less than 36" (3'-0").
7. Doorways shall be no less than 32" (2'-8") wide. The maximum length for a 36" wide passageway shall be restricted to 24" (2'-0"). Ingress and egress to individual workstations should maintain a 32" width as a minimum.
8. Minimum width for two wheelchairs to pass is 60" (5'-0"), and the minimum space required for a wheelchair to make a 180° turn is a 60" (5'-0") square. This requirement should be met as the situation may dictate to accommodate individual personnel for areas other than main aisles. Panels or furniture should not encroach on the latch side of doorjambs. Required maneuvering space for negotiation of doors shall be maintained in strict accordance with the referenced codes and regulations.
9. Occupancies other than that indicated above should be reviewed by Project, Design and Construction as early as feasible in the planning process.

1.02 QUALIFICATION OF FURNITURE MANUFACTURERS

- A. Pacific Lutheran University has used reputable furniture manufacturers other than Herman Miller with installation through the specified preferred vendor. The Architect/Interior Designer needs to work with Pacific Lutheran University for a list of current manufacturers represented.
- B. All fabrics and furniture must meet current provisions of the International Building Code as amended by Washington State.
- C. Furniture may be purchased from mutually acceptable manufacturers. These manufacturers should be discussed with the Pacific Lutheran University Purchasing representative and project manager for acceptability and may be subject to a bid process.
- D. In all circumstances the total cost of furniture, including product, delivery, and installation will be established by Pacific Lutheran University's Purchasing Department in accordance with established Pacific Lutheran University policies and procedures. If a bid is required, the Architect is requested to plan adequate lead-time (12 weeks), and supply Pacific Lutheran University Purchasing with

proposed specifications for the bidding process. (See Paragraph 1.04.E for Design Deliverables)

1.03 **FINAL SPECIFICATIONS AND ORDER REQUISITION**

- A. After the completion of any required bid process, the architect/interior designer, project manager and purchasing representative will make the final selection of the furniture and accessories based on the best total value package.
- B. The architect/interior designer will work with the Pacific Lutheran University representative, and any other additional vendor representative needed, to finalize detail specifications by item. This will include quantity, manufacturer, complete descriptions, model numbers, colors, room numbers, installation instructions, bid number (if required), and any other information that may be necessary to place the order. (See Para. 1.04 Interior Design Deliverables to see the required format.)
- C. Pacific Lutheran University will prepare the quote(s) from the document as required in Paragraph 1.03B. The quote will be by room number.
- D. For projects where furniture is included within the project budget, the Project Manager will have the final quotes put into Pacific Lutheran University's Supply Management system, APPS.
- E. The Pacific Lutheran University department must put the furniture order in APPS if furniture is not included within the project.

1.04 **INTERIOR DESIGN DELIVERABLES**

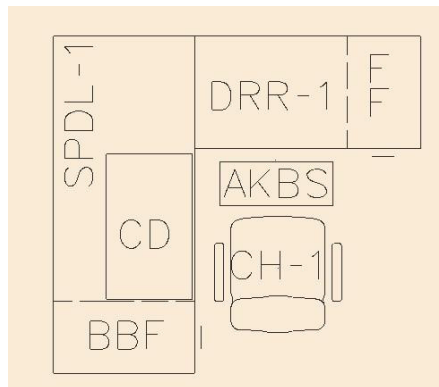
- A. These requirements are for interior design projects and for the interior design portion of architectural projects with the purpose of clarifying to the client what is being proposed.
- B. The project Interior Designer is to be NCIDQ (National Council for Interior Design Qualification) certified, and certified or licensed by the State in which the firm is located. Provide certification and license numbers.
- C. When requested, the Interior Designer is to develop an appropriate questionnaire or some other method to work with the end user representatives to establish the functional requirements of each space.

- D. Throughout the project only scaled CADD drawings of furniture layouts, with current building plans referenced, are acceptable.
- E. All furniture pieces must be shown on the drawings and are to be labeled with codes such as CH-1, etc. All furniture is to be drawn on the plans. For multiple applications of the same furniture grouping, a group code may be assigned, i.e., Office Type 1.
- F. Furniture pieces that are the same style and have the same features, but have different finishes or fabrics, are to receive distinct code numbers. For example, CH-1 with a different fabric is CH-1.A.

EXAMPLE of coded furniture:

A typical workstation would include the following pieces drawn to scale, labeled and placed in each space on the floor plan.

Single Pedestal Desk, Left	SPDL – 1
Desk Return, Right	DRR – 1
Center Drawer	CD of Office Type 1, TYP.
File Pedestal	FF
Box File Pedestal	BBF
Adjustable Keyboard Support	AKBS



- G. Final Furniture Specifications: A spreadsheet for all furniture pieces listed by codes shown on the drawings and furniture manufacturer with the description of the item, finishes, quantities, and locations.
- H. Furniture Color and Sample Boards are to be cross-referenced and labeled with the furniture codes shown on the drawings and in the final furniture specifications.

- I. Furniture Sample Boards are to be labeled by their furniture code. On the back of the sample boards provide a schedule which includes the code, a description, and a few typical locations where used.
- J. Architectural firms are not to contact furniture vendors unless asked by Pacific Lutheran University University's Interior Design Manager or Project Manager.
- K. After furniture is delivered and installed, the architect/interior designer will conduct a walk-through and punch list.
- L. Expectations/Requirements by Schedule.

FURNITURE	COLOR SCHEME
FEASIBILITY STUDY	- -
Needs assessment. Generic, scaled typical based on assessment.	
SCHEMATIC DESIGN/CONCEPTUAL DESIGN	- -
Review typical, change as needed	
Generic layouts for non-typical spaces	
Complete CU Spreadsheet (allows a comparison of costs with the furniture budget)	
Make selection adjustments as necessary.	
DESIGN DEVELOPMENT	
- -	1 st Presentation of interior building materials and finishes
	2 nd Presentation of interior building materials and finishes.
CONSTRUCTION DOCUMENTS	
Final furniture layouts, scaled specific to selected manufacturer, coded to spreadsheets and sample boards.	Final Presentation of interior building materials and finishes
	1 st Presentation of furniture color scheme.
	Final Presentation of furniture color scheme.
Sedgwick Business Interiors to prepare a Project Book consisting of the following:	
Spreadsheet with furniture code listed alphabetically and vertically cross referenced with PLU Facilities Inventory Group assigned room numbers shown horizontally.	
Furniture cut sheets with furniture code, specifications including manufacturer, warranty, finishes, fabrics, fabric suppliers (if not from the furniture company), and building locations.	
Coded Furniture Layouts by room number	
Pacific Lutheran University generated Proposals by room, number, tagged with the room number. Proposals are to include the manufacturer's name and Pacific Lutheran University's P.O. number as well as the PLU proposal number.	

Punchlist after installation.

END OF SECTION