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Section 6.1 General Design Guidelines

6.1.1 For wet areas or wash down areas the following wall system is preferred: Concrete masonry unit (CMU) wall, 1/8" fiberglass panel bonded to the CMU wall with mastic, and nylon anchors.

6.1.2 Stairwells and elevator shafts are preferred to have masonry or concrete construction. Floors in stairwells shall be hard surfaced with a slip resistant covering.

6.1.3 All mechanical rooms shall have concrete floors and masonry or concrete walls.

6.1.4 The designer shall carefully evaluate the need for sound proofing for all walls.

6.1.5 In corridors and other public areas, no wall covering shall be used.

6.1.6 Ceramic Tile shall not be used in restrooms.

6.1.7 All color selections for all materials shall be listed in the specifications.

6.1.7.1 Wall paint selections shall be made from the prison paint palette.

6.1.8 For conference rooms and similar areas the designer shall evaluate the need for chair rails to prevent wall damage.

Section 6.2 Floor and Room Numbering

6.2.1 The Division of Facilities Planning shall review and provide final approval of all newly assigned room numbers to match the standard University Numbering system. The designer shall use the University numbering system in lieu of the typical architectural system for numbering.

6.2.2 At the initial design development phase and throughout the design and construction phases, room numbers shall be altered only as needed to comply with the following guidelines.

6.2.3 Floors shall be numbered beginning with the lowest floor that has a grade level entrance. The floor that is immediately below the first floor shall be called the basement. Floors below the basement shall be called the first sub-basement, second sub-basement, etc., as needed.

6.2.4 Room numbering:

6.2.4.1 Sub-basement rooms shall be labeled by alpha indicators only.

6.2.4.2 Basement rooms shall be labeled with numbers 001-099.

6.2.4.3 First floor rooms shall be labeled with numbers 101-199, second floor rooms with numbers 201-299, etc.

6.2.4.4 For new buildings, or additions to existing buildings, with more than 100 rooms per floor, the numbering system shall consist of 4 digits.

6.2.4.5 The University numbering systems skip ending room numbers in 5’s and 10’s for future use.
6.2.4.6 Rooms that are not accessible from a corridor or common area shall be numbered by the use of an alpha suffix. The prefix and the number shall be the same as the room through which common access is available. For example, rooms accessible through room E101 shall be numbered E101A, E101B, etc. Do not use alpha prefixes for major room numbers.

6.2.4.7 Rooms that are not accessible from a corridor or common area and are at a different level than the room that provides access shall be called mezzanines. Mezzanines shall be numbered according to paragraph 6.2.4.6, above.

6.2.4.8 If a room is subdivided into more than one room and the new rooms created are accessible from the corridor or common areas, and if room numbers in the appropriate sequence are not available for use, the original room number shall be retained and numerical suffixes (-1, -2, -3, etc.) shall be used for each new room created.

6.2.4.9 For remodeling projects that require new room numbers: the new room numbers shall fall between room numbers not being remodeled. 5’s and 10’s can be used if needed.

6.2.4.10 Rooms that span more than one floor shall be numbered according to the main level entrance to the room if one entrance is on the main level. If no entrance is on the main level, the room shall be numbered according to the entrance closest to the main level.

6.2.4.11 The main corridor shall be numbered 100, 200, 300, etc. on the first, second, third, etc. floors. Other corridors, stairwells, vestibules, and elevators shall be numbered using the number of the main corridor with the addition of an alpha suffix, applies in a clockwise fashion.

6.2.4.12 Room numbers shall be applied by beginning at the Northeast corner of the building, numbering each room or area in a clockwise direction. Where corridors are present, even/odd numbers may be used to differentiate sides of the corridor. The same clockwise convention shall be used in applying the alpha suffix to rooms not directly accessible from a corridor or common area.

Section 6.3 Wall Types

6.3.1 Stud and drywall

6.3.1.1 For new construction and major renovations, studs for drywall construction shall be metal. For minor renovations, metal or wood studs may be used. When metal studs are used, 20 gauge shall be the minimum thickness of the metal.

6.3.1.2 Drywall shall be a minimum of 5/8” thickness. Always specify type “X” drywall as a rule. The need for water resistant type drywall should be considered. Water-resistant drywall shall be used in all rest rooms, wash rooms, custodial closets, animal rooms, etc.

6.3.1.3 The drywall shall be attached to the studs with screws and glue.

6.3.1.4 A minimum of three coats of drywall finishing material (tape and mud) shall be used.

6.3.2 Modular
6.3.2.1 The use of full-height-modular-wall systems is not preferred. This type of wall should be used only to match existing conditions.

Section 6.4 Wall Finishes

6.4.1 Facilities will provide prison paint to all contractors at cost to the project.

6.4.1.1 Flat paint may be used on walls. The preferred finish is “egg shell” or semi-gloss.

6.4.1.2 Flat paint may be used on ceilings.

6.4.1.3 Door and window trim shall be a minimum of oil base, stain finish. Semi-gloss may also be used.

6.4.1.4 For woodwork, the minimum finish shall be oil base, stain finish. Urethane is the preferred material for woodwork finishes.

6.4.1.5 If epoxy paints are needed, two-part epoxies are preferred.

6.4.1.6 For high-use areas consideration should be given to the use of modified acrylate copolymer multi-color coating similar to Zolotone, Polomyx, or Duroplex.

6.4.1.7 All walls shall be primed as required by the paint manufacturer.

6.4.2 Ceramic tile

6.4.2.1 The use of ceramic tile in new installations is not allowed.

6.4.2.2 Existing ceramic tile shall be restored if possible. If not possible, it is to be removed and replaced with other materials.

6.4.3 Wall covering

6.4.3.1 Wall covering shall not be used in public or high traffic areas. In general it should be used only in private offices, conference rooms, or other low traffic areas. In these places it should be used sparingly due to the high cost and difficulty of repair and maintenance.

6.4.3.2 All wall covering shall be easily cleanable. Highly textured wall covering or other types of designs that do not lend themselves easily to cleaning shall not be used.

6.4.3.3 The minimum grade of wall covering acceptable is commercial grade. If vinyl wall covering is used it shall be Type II.

6.4.4 Specialty finishes

6.4.4.1 Finish systems similar to Dryvit should not be used except at specific athletic facilities.

6.4.4.2 Thin coat veneer plaster is considered to be a good durable finish. It is particularly useful when matching existing plaster walls.
6.4.4.3 Acoustical panels shall be used sparingly due to the high initial cost and the difficulties of maintenance. If they are used, the need for a chair rail shall be considered. Acoustical panels shall be terminated a minimum of 4" above the finished floor level to prevent damage from vacuum cleaners.

Section 6.5 Ceilings

6.5.1 General requirements

6.5.1.1 No concealed spline or tongue-and-groove type ceiling tiles shall be used.

6.5.1.2 Suspended grid type ceilings are preferred. Avoid the use of drywall on ceilings.

6.5.2 Suspended grid

6.5.2.1 Ceiling tile of 2’ x 2’ size Armstrong 770 “Cortega” is generally preferred for the cost savings. Other sizes and types may be considered as required, but need prior approval of Facilities Planning.

6.5.2.2 If other design considerations do not apply, use Armstrong 755B ceiling tiles. Do not use Mylar or foil faced fiberglass unless matching existing tile. Consideration should be given to the use of tiles with non-sag warranties in high humidity or unconditioned spaces.

6.5.2.3 Suspend the ceiling grid directly from the building structure. Do not hang other objects from the ceiling support system. All light fixtures, HVAC boxes, speakers, etc. shall be supported independently of the ceiling support system.

6.5.2.4 The standard of quality for the grid system is the 15/16” wide Chicago metallic 200 snap grid system.

6.5.3 Drywall ceilings, when used, shall be a minimum of 5/8” Type “X” drywall, screwed to the support system, with a smooth finish.

6.5.4 Concrete, when exposed in occupied areas, shall be provided with a finish free of form defects, pitting, etc.

Section 6.6 Floors

6.6.1 General requirements

6.6.1.1 Do not mix types of floor covering within a room.

6.6.1.2 Use of carpet in high traffic or high abuse areas should be avoided.

6.6.1.3 The preferred floor covering for most areas is vinyl composition tile.

6.6.1.4 Particular attention shall be given to the preparation of the subfloor. Lack of good preparation often causes problems with floor coverings.

6.6.2 Carpet

6.6.2.1 Carpet tiles are generally not preferred. Use carpet tiles only if needed due to the physical aspects of the space.
6.6.2.2 If carpet is used in high traffic areas, the color shall be a dark color chosen to hide soil. The carpet for these areas shall be chosen for the ability to withstand traffic and abuse.

6.6.3 Vinyl composition tile (VCT)

6.6.3.1 All tile shall be minimum of 1/8” thick.

6.6.3.2 Particular attention shall be given to the preparation of the subfloor.

6.6.3.3 It is preferred that VCT be used in rest rooms.

6.6.3.4 Tile installed on slopes or inclines shall be slip resistant.

6.6.4 Ceramic tile

6.6.4.1 The use of ceramic tile in new installations is not allowed.

6.6.4.2 Existing ceramic tile shall be restored if possible. If not possible, it is to be removed and replaced with other materials.

6.6.5 Quarry tile is acceptable as the budget allows.

6.6.6 Vinyl sheet goods are acceptable in specific applications requiring prior approval. If used, particular attention shall be paid to the seaming method and the subfloor preparation.

6.6.7 Epoxy resin floors shall be trowel-applied, with a minimum thickness of 1/8” and integral curbs. The color shall be integral to the flooring material, not a surface coating.

Section 6.7 Signage

6.7.1 All signage shall meet the requirements of the current version of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the University Signage Standards.

6.7.2 The preferred color arrangement is light colored characters or symbols on a dark background. All signs within a building shall be the same color. The preferred colors are Coffee Bean for the background with white characters and symbols. Other colors may be considered on a case-by-case basis.

6.7.3 Placement

6.7.3.1 Signs shall be installed on the wall adjacent to the latch side of the door whenever possible. If wall space is not available on the latch side of the door, coordinate the placement of the sign with the project manager. Meet all other requirements of ADAAG when choosing an alternate placement.

6.7.3.2 Mounting height shall be 60” above the finished floor to the centerline of the sign. Mount signs flush with the door trim.

6.7.3.3 Do not mount signage on or above doors.

6.7.3.4 Consult with Mark Taussig (785) 532-6377 for the specifics of the signage design.

Section 6.8 Specialties
6.8.1 Rest room accessories

6.8.1.1 The preferred toilet paper dispenser is a lockable dispenser constructed of stainless steel. (That holds 2 rolls that are 5 1/2” or larger in diameter. A unit meeting these specifications is made by American Specialties, Inc.)

6.8.1.2 The sanitary napkin dispenser unit should be a wall-mounting type that is stainless steel. The dispenser shall measure 27" high x 17" wide x 4 1/4" deep. This unit must have fifty-cent coin units. A unit meeting these specifications is made by American Specialties, Inc.

6.8.1.3 The sanitary napkin disposal unit should be stainless steel with a hinged top lid. The receptacle is to be stainless steel with a satin finish. Receptacle size should be 11" high x 5 3/4" wide x 4 1/2" deep. A unit meeting these specifications is made by American Specialties, Inc.

6.8.1.4 Electric hand dryers that are automatic on/off are preferred for all restrooms. These units should have a durable enamel finish to resist chipping, measuring 9 5/8" high x 11 3/8" wide x 6 5/8" deep. A unit meeting these specifications is made by American Specialties, Inc.

6.8.1.5 Soap dispensers will be the type that are sanitary sealed refill pouch. The pouch must empty completely. The dispenser must have an anti-clog valve with each push-pack refill. Refills shall be disposable to eliminate messy reloading and clean up. The dispenser shall have a no-drip, no-leak valve tip. The dispenser shall have a concealed “lock”, virtually vandalism proof. The dispenser shall be of tough, high impact ABS construction. Liquid soap pouch must be an individual box. The measurements of the unit are 11 1/4" high x 5" wide x 4" deep. These dispensers are on current state contract and are Sani-Fresh sold by Massco.

6.8.1.6 All accessories must follow campus ADA standards.

Section 6.9 Custodial and Storage Rooms

6.9.1 Custodial Closet

6.9.1.1 Size: Minimum size requirements – 5' by 6' with door opening out or 5' by 8' with door opening into the room.

6.9.1.2 Ceiling Height: 8’ minimum ceiling height.

6.9.1.3 Doorways: Minimum measurement of 3’ wide by 6’-8” high. These measurements do not include a door sill or center post.

6.9.1.4 Custodial closets are not to be used for placement of other building systems, related equipment or services.

6.9.1.5 In larger buildings an office of 160-180 square feet is required to manage all custodial activities.

6.9.1.6 Review 8.2.6.2 for data on plumbing needs and equipment in custodial closets.

6.9.2 Storage Rooms/Closets

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6.9.2.1 Minimum of one closet per floor for filter and lights storage. Size should be adequate to accommodate the filters for all units and any lights on that floor.

6.9.3 Telecommunications Rooms

6.9.3.1 Location: A minimum of one telecommunications closet shall be located on each floor. Distance limitations or other considerations may require more than one closet on each floor. Closets should be located as close to the core of the structure as possible and should be stacked one above the other in multiple floor buildings.

6.9.3.2 Size similar in size to custodial rooms see 6.9.1.1 and 6.9.1.2