1. **GENERAL**
   
   A. Related sections:
      i. 01 35 46 – Indoor Air Quality Procedures – During Construction
      ii. 09 00 00 – General Finishes Requirements
      iii. 12 05 13 – Fabrics
   
   B. For OUA Projects, the Design Professional shall include the Project Manager and the OUA Assistant Director of Interiors in all decisions related to FF&E.
   
   C. For FMD Projects, the Design Professional shall include the Project Manager and the Interior Designer in the FMD Engineering Department in all decisions related to FF&E.
   
   D. Early in the programming and planning phase of a major renovation or new construction project, the method to be used for delivery of interior design services should be established. The Design Professional should come to an agreement with the Project Manager and the OUA Assistant Director for Interiors or the FMD interior designer to determine responsibility for furnishings, fixtures and equipment (FF&E): whether design is to be done under the Design Professional’s contract, whether a separate interior Design Professional will be contracted directly with the Owner, or whether OUA or FMD, will assume responsibility for the design and purchasing of furnishings under another arrangement.
      i. For most major construction and renovation projects, the Design Professional scope includes interior design, but does not include final selection and specification of the loose furnishings. The Design Professional may propose certain systems or styles that complement the architectural design, but typically the Design Professional will not prepare the full furnishings specifications.
   
   E. The scope and budget for furnishings must be established early in the design process so the furniture systems will fall into its proper sequence in the project schedule. A first step in the process may be conducting an inventory of the End-User’s existing FF&E, with an evaluation recommending re-use or replacement. Design Professional shall coordinate with the Project Manager to finalize scope of work (if any) regarding inventorying of existing FF&E.
   
   F. Prior to the end of schematic design, the Design Professional shall schedule a meeting to initiate the design and proposal process for related interior FF&E.
   
   G. For schematic design and design development the Design Professional shall indicate preliminary furniture layout on the floor plans. These preliminary furniture layouts are to assist with confirmation of function and size of space and are place holders for the final furnishing selections. The Design Professional is required to use furniture templates that are realistic and do not make the spaces appear larger than they are by using furniture templates that are too small to be functional. The Design Professional, if not using actual manufacturer furniture templates, shall insure that the following minimum overall footprint sizes are used. If the Design Professional utilizes furniture floor plan templates that are smaller than the sizes listed below, the Design Professional is responsible for re-design as required without additional compensation:
      i. Guest Chair: minimum 24” D x 24” W
      ii. Task Chair: minimum 30” D x 30” W
      iii. Typical Desk: minimum 36” D x 72” W
iv. Conference Table: 2’ of length per each chair, width: length of table should seat equal number of occupants; i.e. 20’ table seats 20 occupants
v. Typical Credenza: 24” D x 72” W
vi. Fixed Auditorium Seat: minimum of 4 seat spacing 20”, 22”, 23” & 24” to accommodate range of shapes and sizes

H. After the proposed products are reviewed and approved, the OUA Assistant Director for Interiors or the FMD interior designer will review all related space plans, concept layouts and assist the Design Professional with coordination of the location of power/voice/data and any required utilities. The Design Professional shall provide an electronic background floor plans that shows power, voice, and data on one floor plan and shall relocate power/voice/data locations as requested by the Project Manager as part of the Design Professional’s Basic Design Services Fee.

I. The OUA Assistant Director for Interiors or the FMD interior designer will typically coordinate receipt of FF&E samples, approval by End-Users, verification of FF&E space plans, procurement, delivery, installation, punch list generation and warranty supervision for the project furnishings.

J. Contract Documents and submittals must clearly identify and note specialty items, including their locations and installation requirements.

2. PRODUCTS
   A. Low volatile organic compound (VOC) materials shall be used within the interior weatherproofing of the facility; zero when available. Refer to section 01 35 46 Indoor Air Quality – During Construction.
   B. All FF&E items selected shall meet the Business and Institutional Furniture Manufacturers Association (BIFMA) Business and Institutional Furniture Sustainability Standard, E3-2008. Provide documentation to the Project Manager as requested.
   C. The State of Georgia, Department of Administrative Services (DOAS) State Purchasing Division, has established a statewide contract for a variety of products, services, and equipment which leverages the state’s purchasing power. These contracts cover commonly specified, moveable and fixed furnishings commodities such as those required for office, conference, classrooms and public spaces. This contract is available for use by all state, city and county public entities within the state of Georgia. Currently approximately seventy-five (75) approved furniture vendors / manufacturers are accessed via the Team Georgia Marketplace website:
      http://doas.ga.gov/StateLocal/SPD/Pages/StatewideContractIndex.aspx
         i. The key benefits to specifying product from this contract include:
            a. Multiple authorized dealers for the varied manufacturers
            b. Pre-negotiated manufacturers’ discounts
            c. Additional Discounts with increased purchase volume
            d. Guaranteed pricing discounts for additional post occupancy purchases
            e. 24-Hour Access Online Catalog
            f. Guaranteed On-time Delivery and Installation
            g. Workplace Setting Consultation via Network of Authorized Dealers
            h. Minimum 10 year product warranty
            i. Tax-exempt purchase
   D. All FF&E items selected, by virtue of meeting the DOAS State Contract requirements, shall be tested and rated by the Business and Institutional Furniture Manufacturers Association (BIFMA) for structural integrity and static weight capacity.
E. For all furniture, including but not limited to seating, desk systems, moveable, fixed and/or powered wall panel systems, etc., the Design Professional shall only specify products that are available on Statewide Contract.

F. For laboratory, audio visual and other specialty equipment, the Design Professional shall coordinate with the Project Manager to determine which items should be procured through statewide contract and which items should be included in the Contractor’s scope of work. All FF&E items will be reviewed to determine which items are to be dock delivered, and which require more detailed installations involving mechanical, electrical, or plumbing hard connections.

G. All specified FF&E should have a demonstrated history in a similar higher education institutional setting, with similar regularity of cleaning and maintenance.

H. Custom materials or materials that require significant specialized maintenance should be avoided.

3. EXECUTION
   A. Requirements for FF&E Attic Stock should be coordinated with the Project Manager.
1. **GENERAL**
   A. Related sections:
      i. 09 80 00 – Acoustical Treatment
      ii. 12 00 00 – General Furnishings Requirements

2. **PRODUCTS**
   A. All fabrics shall be evaluated and approved by the OUA Assistant Director for Interiors or the FMD Interior Designer based on intended use and location, fiber content, Wyzenbeek Wire screen and/or Cotton Duck abrasion rating, protective finish/coating, pattern and required maintenance.
   B. Finishes of all FF&E items shall reflect the nature of the building’s architectural aesthetic and documentation, if requested, shall be provided to demonstrate minimum compliance with BIFMA Class A, UFAC Class #1 and CAL #117, compliance, California Technical Bulletin, Fabric Open flame Burn Test.
   C. As part of the submittals, provide flame spread documentation demonstrating compliance of fabrics with code requirements. State the minimum requirements per the applicable codes and the flame spreads of the products.
1. GENERAL
   A. Related Sections:
      i. 12 21 00 – Window blinds
   B. Consider the exterior façade of the building and coordinate window treatments to provide a uniform look. Do not mix vertical blinds and horizontal blinds in the same facility.

2. PRODUCTS
   A. Plastics blinds are prohibited.
   B. Metal mini blinds, with 1” or 2” slats, are generally preferred and are acceptable; metal micro blinds are prohibited.
   C. Wood blinds may be utilized in specialty areas or as appropriate to a specific building.
1. **GENERAL**
   
   A. Related Sections:
      
      i. 12 20 00 – Window Treatments
   
   B. Do not use plastic blinds.
   
   C. Prefer horizontal blinds over vertical blinds.
   
   D. Mini blinds are acceptable; micro blinds are not allowed.
1. **GENERAL**
   A. **Related Sections:**
      i. 01 35 46 – Indoor Air Quality – During Construction
      ii. 06 61 16 Solid Surface Fabrications

2. **PRODUCTS**
   A. Low volatile organic compound (VOC) materials shall be used within the interior weatherproofing of the facility; zero when available. Refer to section 01 35 46 – Indoor Air Quality – During Construction.
   B. **For UGA Housing only (New Construction)**
      i. Synthetic solid surfacing for:
         a. Countertops and lavatory tops
      ii. Synthetic solid surfacing material shall be solid acrylic or polyester and acrylic resin based solid, structural surfacing material
         a. Material shall be through-patterned and homogeneous. No coated materials or non-homogeneous materials allowed.
         b. Materials shall be 100% repairable
      iii. Synthetic solid surfacing material shall be matte finish
      iv. **Thickness**
         a. Lavatory tops and counter tops: 1/2".
      v. **Tops**
         a. Tops shall be provided as full-length units
         b. Bowls for bedroom lavatory tops shall be integral type with and same material and appearance as surrounding tops.
1. GENERAL
   A. Ribbon Rack Placement Considerations
      i. If racks are to be placed in ‘parallel,’ allow 12’ (feet) on center of spacing between the racks. This permits 4½’ (feet) clearance for bicycles on each rack with a 3’ (feet) common area in between for ingress and egress.
      ii. If racks are to be placed in ‘series,’ allow a minimum of 2’ (feet) on center to achieve maximum rack capacity. Note: The racks can be placed 1’ (foot) on center to achieve a ‘continuous’ look but will result in a loss of one space as the end position counts as a space.
   B. Ribbon Rack Clearances
      i. If mounting rack ‘parallel’ to a wall, leave 2½’ (feet) from the wall and 4½’ (feet) on the other side of the rack for bicycles.
      ii. If mounting rack ‘perpendicular’ to a wall, leave a minimum of 1½’ (feet) from the wall as the end counts as a space.

2. PRODUCTS
   A. Acceptable Manufacturer:
      i. Equal to AAA Ribbon Rack Company, Division of: Brandir International, Inc.
         a. Address: 521 Fifth Avenue, 17th Floor, New York, NY 10175-1799
         b. Website: www.ribbonrack.com
   B. Model
      i. Ribbon Rack – Equal to 7 Bicycle, #RB-07IG
   C. Size
      i. 62.375” Length
   D. Finish/Color
      i. Hot-Dipped Galvanized.
   E. Special Features
      i. Inground anchor mount
   F. Technical Specifications
      i. All standard units made from: ASTM A53 Schedule 40 Steel Pipe (2.375” OD x 0.154 Wall), hydraulically bent with a mandril, hot dipped galvanized after fabrication.
   G. Installation Options
      i. Inground Anchor Mount (Standard)
      ii. Freestanding Mount (Optional & Extra)
      iii. Surface Flange Mount (Optional & Extra)

3. EXECUTION
   A. Mounting Instructions
      i. Measure centerline of end post to centerline of end post to determine spacing for footing (holes). (For model RB-05, spacing is 3’; RB-07, spacing is 5’; RB-09, spacing is 7’; RB-11, spacing is 9’).
      ii. Prepare footings (holes) approximately 8” wide by 12” to 48” deep depending on frost conditions.
      iii. Use 1½” high wood block for spacing between lower U-bends of rack and the ground.
iv. Place anchoring bolts through the holes near the bottom of each end of the rack.

v. Place 'Ribbon' Rack in prepared holes, making sure lower U-bends are resting on the 1 ¾” high wood block.

vi. Pour cement and level rack.

vii. Support until dry and remove wood block.

B. Installation Instructions

i. Measure centerline of end post to centerline of end post to determine spacing for footings (holes). For model RB-071G, spacing is 5'-0”.

ii. Prepare footings (holes) approximately 12” x 12” by 18” deep.

iii. Use 3½” high wood block for spacing between lower U-bends of rack and the top of concrete.

iv. Place anchoring bolts through the holes near the bottom of each end of the rack.

v. Place Ribbon Rack in prepared holes, making sure lower U-Bends are resting on the 3½” high wood block.

vi. Pour cement and level rack.

vii. Support until dry and remove wood block.
1. **GENERAL**

2. **PRODUCTS**
   
   A. **Manufacturer/Vendor**
      
      i. Equal to TimberForm by Columbia Cascade
         
         a. Slagley Architectural & Recreational Products
         
         b. Address: P.O. Box 496, Greenville, AL 36037
         
         c. Office Phone: 800-753-8707 or 334-382-7789
         
         d. Fax: 334-382-9847
   
   B. **Model**
      
      i. Equal to Renaissance Litter Container, #2811-OT
   
   C. **Finish/Color**
      
      i. Color-Coated Steel/Black Suede
   
   D. **Special Features**
      
      i. Open Top
1. **GENERAL**

2. **PRODUCTS**
   
   A. **Manufacturer:**
      
      i. Equal to TimberForm by Columbia Cascade
         
         a. Palmetto Recreation Equipment, LLC.
         
         b. Address: 1052 Peninsula Drive, Prosperity, SC 29127
         
         c. Office Phone: 888-214-5253
         
         d. Email: sam_woods@bellsouth.net
         
         e. Website: www.timberform.com
   
   B. **Model**
      
      i. Equal to Model Number: 2806-6 - Renaissance Bench with Armrests
      
      ii. “Backless” Renaissance bench may be used where appropriate. Coordinate with Project Manager.
   
   C. **Size**
      
      i. Length: 6 Feet
   
   D. **Finish/Color**
      
      i. Color-Coated Steel/Black Suede
   
   E. **Special Features**
      
      i. Permanent Surface Mount
   
   F. **Note**
1. GENERAL

2. PRODUCTS
   A. Manufacturer:
      i. Equal to Athens Design Development, LLC
      ii. 585 Barber Street, Studio B, Athens, GA 30601
   B. Model
      i. Equal to CLR (Cigarette Litter Receptacle)
         a. Unit comes with a stainless steel key lock with 2 keys per unit provided.
         b. The unit is 17” tall, 4” wide and 4” deep. Mounted on the pole, the total height is 50”.
         c. The weight of the unit is 16.6 lbs., the total weight with the pole is 26 lbs.
         d. The foot at the base of the pole is a 6” diameter with 3 – 5/8” holes.
         e. The CLR is powder coated steel.
         f. Color: Black interior with a silver exterior.

3. EXECUTION
   A. Full unit mounted on a pole and ready for installation. Installation requires bolting the unit’s footing into an existing walkway of an appropriate surface or a concrete footing.