

**FURNISHINGS, FITTINGS,  
FINISHES and ARTWORK****University Policy No.:** BP3130**Classification:** Buildings and Properties**Approving Authority:** Vice President Finance  
and Operations**Effective Date:** April, 2015**Supersedes:** September, 2013**Last Editorial Change:** April 2012**Mandated Review:** April, 2022**PURPOSE**

- 1.00 The purpose of this policy is to ensure all furnishings, fittings and finishes conform to standards, codes and regulatory requirements.

**DEFINITIONS**

For the purposes of this policy:

- 2.00 **Interior furnishings, fittings and finishes** include:

- Furniture
- Security Safes
- Window treatments
- Paint and wall treatments
- Flooring materials
- Whiteboards, chalkboards, tack boards and bulletin boards
- Millwork and casework
- Task lighting
- Waste and recycling receptacles
- Student lockers
- Move management
- Artwork and displays
- Interior directional and room identification signage

- 3.00 **Exterior furnishings and fittings** include:

- Outdoor seating, benches, planters and tables
- Outdoor waste and recycling receptacles
- Bike racks and lockers
- Other fixed and non-fixed site fittings and improvements

- 4.00 **Furniture Matrix** outlines basic complements/quantities of furniture for general use based on function. The [matrix](#) is available on the Facilities Management website.

## **POLICY**

- 5.00 The Executive Director of Facilities Management will review and recommend interior and exterior building furnishings, fittings and finishes standards for all assigned and non-assigned space to meet the needs of the University faculty, staff, researchers and students. All non-assigned space is under the stewardship of Facilities Management.
- 6.00 Facilities Management is responsible for developing and maintaining standards for commercial grade furnishings, fittings and finishes that ensure a high level of quality, manufactured with sustainable practices and materials, and that perform their function safely.
- 7.00 Areas where special provision of furnishings, fittings and finishes are required must be approved by the Executive Director of Facilities Management or designate.

### Furniture – Interior and Exterior Quality Standards

- 8.00 The quality standards for furniture shall be those approved by the Executive Director of Facilities Management. These standards shall be reviewed at least annually.
- 9.00 All furnishings on campus shall conform to the approved standards. Where the standard does not align with requirements of the department, the department must request approval of a variation approval by the Executive Director, Facilities Management, based upon written justification as submitted by the appropriate department head. The department requesting non-standard furniture is responsible for payment for same in full.
- 10.00 Approved standards shall:
  - 10.01 Be of high commercial quality, commensurate with the intended function, user comfort and ergonomics.
  - 10.02 Recognize the University interest of flexibility, re-use and durability.
  - 10.03 Meet all applicable Codes and Regulatory requirements
  - 10.04 Conform to strict furniture testing, evaluating physical characteristics, construction properties, performance, and labelling, in accordance with recognized industry standards.
  - 10.05 Support the University's Sustainability Policy, and adhere to high performance green building initiatives.
  - 10.06 Meet stringent requirements for low chemical emissions and toxicity.

### Furniture – Interior Non-Standard

- 11.00 If approved by the Executive Director Facilities Management all special non-standard furniture must be requested, reviewed, approved and supplied through Facilities Management. Non-standard furniture must not be brought to campus through other means.

- 12.00 When non-standard furniture is found on campus it will be reviewed by Facilities Management and, if determined to be unsafe or not meet the University's minimum standards, the furniture will be removed at the owner's expense. No compensation will be made to a purchaser of non-standard furniture.

Furniture – Barrier Free

- 13.00 Barrier free furnishings for reception areas, offices, classrooms and lecture halls are available within the approved standards.
- 14.00 On request Facilities Management will provide assistance with sourcing, specifying and arranging trials for accessible furniture.

Furniture – Supply, Repair and Surplus Removal

- 15.00 The appropriate basic complement of standard furniture shall be provided for the intended use and occupancy of each university room or area within buildings.
- 16.00 The repair and replacement of standard furniture throughout campus, except those administered as ancillary enterprises, shall be the responsibility of Facilities Management.
- 17.00 Surplus furniture must be declared to Facilities Management who will assess for reuse. Surplus furniture that is not suited for reuse will be disposed of, sold or donated as a surplus asset, through the partnership with Purchasing Services and the Facilities Management Waste Management Program.

Furniture – Seismic Restraint

- 18.00 All loose storage and filing units with a height that exceeds (1065mm) 42" must be seismically restrained.
- 19.00 The owner of the furnishings is responsible for identification of non-structural seismic restraint needs and for requesting and paying for the necessary restraints through Facilities Management.

Window Treatments

- 20.00 Exterior window treatments
- 20.01 Roller blinds are the standard means of window shading for exterior windows in university buildings.
- 20.02 Facilities Management maintains standards and guidelines as to the application of exterior window treatments which consider building design, configuration and solar exposure. As a general rule, blinds are provided on south facing and west building exposures only, and are not provided for spaces facing north and east.
- 20.03 Special window covering requirements are reviewed and evaluated by Facilities Management on an individual basis.

20.04 Existing exterior window treatments are replaced when the condition of the window treatment does not meet minimum standard as determined by Facilities Management.

21.00 Interior window treatments

21.01 Surface applied window film is the standard for providing privacy for interior windows, sidelights and glazed partitions across campus.

21.02 Existing interior window treatments will be replaced with window film when the existing conditions do not meet minimum standard as determined by Facilities Management.

Paint and Wall Treatments

22.00 Facilities Management maintains standardized paint types and colours for buildings in university buildings.

23.00 All paint must be coordinated and maintained by Facilities Management.

24.00 Requests for alternative paint types and colours must be submitted in writing with justification from the appropriate department head for review and approval by Facilities Management. Alternative paint colours must be maintained by Facilities Management.

25.00 All surface applied wall treatments must be low or no VOC in support of the university's Sustainability Policy.

Flooring Materials

26.00 Area Rugs

26.01 Loose area rugs are considered a hazard to public safety and must not be used on campus.

26.02 Departments must remove rugs within 2 weeks following identification of its presence by Facilities Management, or Facilities Management will dispose of the rug at the expense of the department.

26.03 Standard entrance walk off matting will be pre-approved, supplied and maintained by Facilities Management.

27.00 Carpeting, Resilient Flooring and Tile

27.01 Facilities Management maintains and uses standardized carpeting, resilient flooring and tile, and all requests for repair or replacement must be sent to Facilities Management.

27.02 Existing floor finish materials will be replaced or repaired when the condition does not meet minimum standards as determined by Facilities Management.

Whiteboards, Tackboards, Chalkboards and Bulletin Boards ("Boards")

- 28.00 All Boards will be supplied and installed by trade persons arranged by Facilities Management. The cost of Boards will be borne by either the capital construction project or requesting department as applicable.
- 29.00 Quality, type, size, location and placement of Boards within all buildings will be reviewed and approved by Facilities Management prior to installation.
- 30.00 Unauthorized and non-standard Boards will be removed and damage to existing wall surfaces repaired under the direction of Facilities Management at the expense of the user department.

Millwork and Casework

- 31.00 All millwork and casework which includes counters, cabinets, display cases and wall shelving will be designed by Facilities Management and installed by trade persons as arranged by Facilities Management. The cost will be borne by either the capital construction project or requesting Department as applicable.
- 32.00 All millwork and casework must be seismically restrained.
- 33.00 Unauthorized and non-standard millwork and casework will be removed and damage to surfaces will be repaired under the direction of Facilities Management at the expense of the installing department.

Task Lighting

- 34.00 Compact energy efficient lamps with ballast integral to the lamp base are standard in support of the university's Sustainability Policy. Task lighting serves a limited area where a person's work is concentrated.

Waste and Recycling Receptacles

- 35.00 The type and installation location of exterior and common area interior waste and recycling receptacles must be reviewed, coordinated and installed, by Facilities Management.

Student Lockers

- 36.00 The type and installation location of all student lockers must be reviewed, approved, purchased and installed by Facilities Management.

Move Management

- 37.00 All moves must be planned, coordinated and managed by Facilities Management and conform to local bylaws and transportation safety regulations. Move costs to be borne by project or department.

Artworks and Displays

- 38.00 Artworks and displays of a permanent nature shall be coordinated between the university Art Collection, Facilities Management and the receiving department to ensure acceptability of type, location, security, and means and methods of installation.

- 38.01 Quantities, locations, materials, structural support and seismic restraint shall meet all applicable Codes and Regulatory requirements.
- 38.02 When artwork is removed by a department, damage to existing surfaces must be repaired under the direction of Facilities Management at the expense of the user department.
- 38.03 Private offices are generally considered to be work spaces for one person or a small group of employees with limited visitors from off campus. For artwork in private offices:
- 38.03.01 The “appropriateness” will be assessed by a person in the unit having Administrative Authority.
  - 38.03.02 The University will not pay for artworks for private offices.
  - 38.03.03 For the safe installation of Artwork in private offices please refer to [Appendix A: Safe Installation of Artwork by Occupants](#).
- 38.04 UVic owned artwork that is not managed by the Legacy Collection is not insured unless it is identified to the Risk and Insurance Analyst. Personal artwork is not insured by the University and is at the risk of the owner.

#### Security Safes

- 39.00 The type, location and installation of security safes must be reviewed and approved by Facilities Management and Campus Security. Purchases of safes will be processed and installed by Facilities Management. Costs of purchase and installation will be borne by the project or department.

#### Bike Racks and Lockers

- 40.00 The type and location of bike racks and lockers on campus must be reviewed and coordinated by the Campus Planning and Sustainability and Facilities Management prior to installation.

#### Benches and Planters

- 41.00 The type and location of outdoor seating, benches, memorial benches and other exterior infrastructure located on the campus grounds must be reviewed and coordinated by Campus Planning and Sustainability and Facilities Management prior to installation.

### **AUTHORITIES AND OFFICERS**

- i. Approving Authority: Vice President Finance and Operations
- ii. Designated Executive Officer: Executive Director, Facilities Management
- iii. Procedural Authority: Vice President Finance and Operations
- iv. Procedural Officer: Executive Director, Facilities Management

## **LEGISLATION**

[University Act \[RSBC 1996\]](#)

## **RELATED POLICIES AND DOCUMENTS**

[Art Collection Policy and Procedures \(BP3310\)](#)

Guidelines for Moving Artwork when Maintenance or Renovation is planned on Campus

[University Signage Policy \(BP3140\)](#)

[Building and Grounds Usage Policy \(BP3105\)](#)

[Furniture Matrix](#)

## Appendix A

### Safe Installation of Artwork by Occupants

The installation of private art in all buildings not listed below may be done by the occupants. Should you require assistance or should your art piece be large or heavy, please contact Facilities Management.

The occupants of the following buildings must contact Facilities Management for all installation of private art as asbestos containing material in walls may be disturbed during the installation.

- Hut A
- Hut B
- Hut E
- Hut R
- Hut Y
- Clearihue Building – C and D Wings only
- McPherson Library/Mearns Centre for Learning
- Cornett Building
- Ian H. Stewart Complex
- Sedgewick Building
- Cadboro Commons
- Jack Peterson Health Centre
- Saunders Building
- McKinnon Building
- University Centre – Room A005
- Roderick Haig-Brown Hall
- University Club – Kitchen

The [Summary Report on Asbestos-Containing Materials for Building Occupants](#) provides a summary of asbestos safe work practices as well as a summary of the known asbestos in our buildings/and buildings without asbestos.