

## 1.0 **GENERAL**

### 1.1 **Related Work and UBC Guidelines**

- .1 Section 06 40 00 Architectural Woodwork
- .2 Section 12 20 00 Window [Treatments](#)
- .3 Section 12 30 00 Fabricated Casework
- .4 Section 12 35 53 Laboratory Casework
- .5 Section 27 05 28 Pathways for Communications Systems
- .6
- .7 Learning Space Design Guidelines
- .8 UBC LEED Implementation Guide
- .9 UBC Guidelines for Seismic Protection of Building Contents

### 1.2 **Related External Documents**

- 1. Latest edition of the British Columbia Building Code (BCBC)
- 2. Latest edition of the British Columbia Fire Code
- 3. Relevant CSA Standards for various furnishing types

### 1.3 **Description**

- .1 Furnishings for various UBC space types.

### 1.4 **Coordination**

- 1. The Guidelines apply to all work completed within buildings on both UBC Vancouver and UBC Okanagan campuses unless stated otherwise.
- 2. In instances where conflicts are found between these guidelines and provincial regulations or codes, please notify the UBCV Technical Review Team Architect and UBCO Facilities Management.
- 3. These guidelines are intended to be read by design consultants and their content integrated into construction drawings and specifications. Construction documents are not to reference the technical guidelines directly.
- 4. The Coordinating Registered Professional (CRP) is required to coordinate these requirements with other disciplines.
- 5. The UBCV Facilities Technical Review Team or UBCO Facilities Management is to be contacted for assistance with coordination of furnishings review by UBC Facilities staff when the furnishings package is available. UBC Facilities staff involved in the review would include at a minimum; UBC Facilities Planning, UBC Building Operations Electrical, Accessible Buildings Planner and UBC IT.

### 1.5 **Submittals and Handover**

- .1 Submittals
  - .1 Shop Drawings
    - .1 Provide final reviewed shop drawings in O&M manual at project completion. Shop drawings to include product and colour specifications and maintenance requirements.
  - .2 Warranty
    - .1 Furniture (hard goods) shall have a standard minimum 10-year written manufacturer's warranty on all components.

- .2 Electrical components shall have a standard minimum 5-year written manufacturer's warranty on all components.
  - .3 Upholstered furniture (soft seating) shall have a standard minimum 5-year written manufacturer's warranty, fabric included.
  - .4 Learning Spaces furniture shall have a minimum standard 10-year written manufacturer's warranty
- .3 Handover/Turn-Over
- .1 Provide a walkthrough for UBC Facilities prior to handover.

## 2.0 **DESIGN AND PERFORMANCE REQUIREMENTS**

### 2.1 **Design Requirements**

- .1 Contact Facilities Planning for furnishings guidelines.
- .2 Ensure all products comply with CSA Standards, latest edition of the BC Building Code, and BC Fire Code.
- .3 Ergonomics: Furniture should meet current ANSI/BIFMA and CSA standards.
- .4 Specify durable materials for long-term, institutional use. . Residential quality furniture is not permitted due to concerns over fire safety and durability standards.
- .5 Specify products with reduced environmental impact. Consider items with certifications such as Greenguard, [BIFMA Level](#), Cradle-to-Cradle (C2C), Green Seal, and FSC Chain of Custody. Specify locally manufactured products whenever possible (within 500km radius).
- .6 Coordinate furniture [layout](#) with electrical and communications outlets.
- .7 [At a minimum](#), design for the seismic restraint of shelves, cabinets, fixtures and vending machines, according to BC Building Code Part 4 and CSA S832-06 'Seismic Risk Reduction of Operational and Functional Components (OFCs) of Buildings'.
  - .1 Lobby areas to include seismic restraint for vending machines.
  - .2 Seismic restraint of artwork (where provided) is required.

### 2.2 **Office Spaces:**

- .1 Office furniture: Design desks and workstations to support the work tasks of the user(s). Configurations may include a [height-adjustable desk](#), a lockable box/file pedestal and/or a lockable 2-drawer file pedestal (keyed alike); a task light; a tack board; overhead storage or shelving; an adjustable keyboard tray with provision for computer mouse; an adjustable task chair; and one or two guest chairs as required.
- .2 Office shelving: Typical enclosed offices shall have wall-mounted or freestanding shelving to meet user requirements. Install wall-mounted shelves utilizing slotted vertical standards securely fastened to reinforced walls, laid out in +/-800 mm bays, complete with +/-300 mm deep adjustable shelves. Alternately, provide freestanding bookcases securely fastened to the wall.
- .3 Filing: File cabinets shall meet current ANSI/BIFMA and CSA standards. Securely fasten filing cabinets that are 3-drawers high or taller to walls and adjacent cabinets (where present).

- .4 Seismic [Restraint](#): Securely fasten all taller loose furniture such as shelving and cabinets to floors or walls to meet seismic requirements as per 2.1.7.
- .5 Where feasible, re-use or re-furbish existing furniture. Alternately, specify new furniture that is durable and provides an extended service cycle that will also provide future opportunities to be re-purposed or recycled.

### 2.3 Conference Rooms

- .1 Seating in [meeting](#) and [conference](#) rooms should be upholstered and height-adjustable with fixed arms. Specify to meet user requirements.
- .2 Tables shall be easily movable.
- .3 Table edges should be durable and scratch resistant.

### 2.4 Learning Spaces:

- .1 Coordinate design of learning spaces with the [Learning Space Design Guidelines](#).
- .2 Provide designs suitable for appropriate quantities of left-handed people.
- .3 If specifying upholstery, ensure it is durable and easy to clean.
- .4 Specify frame finishes for durability.

### 2.5 Drapery

- .1 Where drapery is required to be fire retardant [such as at stage openings](#), use only inherently permanent fire-retardant fabrics. (Fabrics manufactured utilizing Trevira and/or Avora polyester fibers are considered inherently fire-retardant).
- .2 [Window drapery is not permitted. Where required under special circumstances, a variance request will be required for approval. Refer to section 12 20 00.](#)

### 2.6 Laboratories

- .1 Refer to Section 12 35 53, Laboratory Casework for additional information.
- .2 Laboratory chairs and stools shall be durable, easy-to-clean seats in a non-absorptive material. Where appropriate and applicable, consider ergonomic task seating.

### 2.7 Libraries

- .1 Contact
- .2 Provide seismic restraint [as per BCBC requirements and coordinate with the UBC Guidelines for Seismic Protection of Building Contents](#).
- .3 Tables shall be easily movable.
- .4 Edges of tables and other furniture shall be durable and scratch resistant.
- .5 Coordinate [furniture](#) layouts with electrical and communications outlets.

### 2.8 Performance Requirements (Not Used)

3.0 MATERIALS (Not Used)

\*\*\*END OF SECTION\*\*\*