



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

- HSC OP:** 61.19, Furniture, Floorcovering, Window Treatments, and Wallcovering Approval Process – Interior Design Services and Code Review
- PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to specify the procurement and approval process for floorcoverings, furnishings, window treatments and wallcovering interior design services. This HSC OP applies to all TTUHSC campus locations.
- REVIEW:** This HSC OP will be reviewed on September 1 of each odd-numbered year (ONY) by the Director of Planning, Design and Construction (PD&C), with recommendations for revisions forwarded to the Vice President for Facilities and Safety Services by September 15.

### POLICY/PROCEDURE:

1. Employees and TTUHSC departments are prohibited from independently selecting, purchasing and installing interior finish items to include carpet, flooring, wallpaper/ decorative vinyl, wallpaper borders, drapery, window treatment; window vinyl film; accent paint colors and other related items. The Board of Regents has mandated that TTUHSC shall comply with applicable codes and the administration has approved certain design standards. It will be the responsibility of the department to fund the replacement of carpet, blinds, draperies, painting, wallcovering or wallpaper borders that have not been submitted for proper review and do not comply with the applicable codes and the TTUHSC Design and Construction Manuals and requirements. Furnishings that do not comply must be removed and disposed of according to [HSC OP 02.03](#).
2. TTUHSC Facilities & Safety Services - Planning, Design, and Construction (PD&C) is charged with supporting selection, procurement and approval of all products within our facilities to meet the mission of the institution and its employees. Requests for this support function fall into the following categories and will be supported as described.
  - A. **New Construction** - All new construction requests shall comply with [HSC OP 61.20](#). Please refer to it for further guidance.
  - B. **Donated Materials** - Any department receiving furnishings, window coverings, carpet or other interior finish materials through a donation or some other direct means, is to submit a request for departmental furniture to TTUHSC PD&C [HERE](#).  
Furnishings & Building materials purchased with donated money must also comply. The assigned Facilities Project Manager will respond related to the acceptability of the item. If the item is not acceptable, or if it presents a cleaning or maintenance problem for TTUHSC personnel, even though an item is fully or partially donated, it cannot be accepted if it does not meet applicable code requirements or Texas Tech standards, if it poses a threat to occupants of a building, or if it will be a potential liability to TTUHSC.
  - C. **Updating Departmental Furnishings** - New departmental furniture requests shall be submitted to via the TTUHSC Work Request system <https://app4.ttuhscc.edu/FacilitiesApps/default.aspx>. Procedures for designing, ordering, and procuring furniture will follow the TTUHSC Facilities Management Operating Policies. Furniture requests shall meet the standards for quality, durability & safety, via the facility standard.

End of year requests shall be submitted according to the following guidelines:

1. A request must be submitted through the work request system. Requests are completed in the order that they are received
2. Requests for contract custom furniture orders must be submitted NLT than June 15th.

3. Requests for Quick-ship furniture orders must be submitted NLT July 15<sup>th</sup>. (After July 15<sup>th</sup>, furniture purchases must be made on the punch out).
- D. Updating Departmental Finishes – Requests for updating fixtures, furniture, equipment, or window coverings within departmental areas shall be submitted as a Refresh Work Request [HERE](#).
4. Selections - Facilities PD&C is charged with selection of finishes flooring, furnishings, window coverings and wallcoverings to meet applicable building code requirements. Therefore, any materials not approved shall be removed at the expense of the department.