

Facilities Management Guidelines for Interior Standards

Interior Design

The Interior Designer coordinates and assists interior projects throughout all UNTHSC facilities; encompassing - furniture, artwork, accessories, painting, flooring, renovations, etc. This includes implementing campus standards for interior projects.

Standardizing furniture, finishes, fixtures, and equipment on the UNTHSC campus aids with maintenance, costs, and aesthetics for students, faculty, staff and campus visitors. Standards are established by UNTHSC Facilities Management and/or by a third party vendor with appropriate approval and consultation from the Executive Team. UNTHSC Facilities Management works with departments to find the best solution for all UNTHSC facilities.

The facilities are the property of the University of North Texas Health Science Center at Fort Worth and the State of Texas.

Please complete the necessary form or work order to begin planning your project.

Furniture, Artwork, Accessories

<http://www.hsc.unt.edu/departments/facilities/forms.cfm>

- Complete and return the Interior Designer Project Form, including the account number for funding and the maximum budget allowed for the project, via email (maria.angel@unthsc.edu), inter-office mail or fax to 817-735-2335. In order to make the first meeting as productive as possible, this form must be completed in its entirety.
- After receipt of form, an initial meeting will be scheduled to discuss needs. Subsequent meetings may be necessary depending on the scope of the project.
- A drawing(s) is then produced and sent for approval. Once the final drawing has been approved a price quote will then be obtained.
- After departmental approval – a copy of the quote with signature, date, and account number to be charged, must be returned via email (maria.angel@unthsc.edu), inter-office mail or fax to 817-735-2335.
- The order is then processed by Facilities Management through Purchasing.
- Once the vendor receives the Purchase Order, the shipping and installation dates will be scheduled.
- At the time of install, the Interior Designer will inspect all work and a punch list will be generated, if needed.
- ***A typical project takes approximately 8-14 weeks from the date of the initial consultation meeting.*** A break down of the estimated timeframe is below.
 - Project Development: 1-4 weeks
 - Vendor Quote: 1 week
 - Purchasing: 1 week
 - Manufacturing: 4-7 weeks
 - Delivery & Installation: 1 week

Painting and Flooring

<http://intranet.hsc.unt.edu:90/home.html>

After receipt of an approved work-order, an initial visit will be made by a Facilities Management team member. Subsequent meetings may be necessary depending on the scope of the project.

- **Paint**

- There is a standard Field Paint for all buildings: Silvery Moon (also known as Sleek White)
- There are six (6) approved Accent Paints that can be painted in offices however, if an accent color is chosen for an office there will be a charge back to the department. These Accent Paints are reserved for the private offices of the University President, University Deans, and University Vice Presidents, as well as departmental public/common areas on select walls at the discretion of Facilities Management. Exceptions must be approved by the Associate Vice President of Operations. (Example exceptions could include darkrooms, specific pediatric rooms, etc.)
 - Pony Tail
 - Photo Gray
 - Toasted Almond
 - Stonehenge
 - Slate Pebble
 - Quicksilver
- Individuals cannot paint UNTHSC spaces on their own. This is considered destruction of **property owned by the University of North Texas Health Science Center at Fort Worth and the State of Texas**. Individuals and/or departments could be held liable for such destruction.

- **Flooring**

- There are building-by-building standards for all hard and soft flooring materials
- Facilities Management provides appropriate building samples to the requesting department
- With guidance from the Interior Designer, the requesting department reviews provided samples and approves final selection