PART 1 - GENERAL

1.01 OVERVIEW

A. The following information and specification details are designed to aid the A/E in understanding what falls into its scope of responsibility applicable to interior finishes. The categories listed within this Design Guideline Element define those key areas of responsibility.

PART 2 - RESPONSIBILITIES OF THE A/E TEAM

2.01 INTERIOR BUILDING FINISHES AND MATERIALS

A. Design Development:

1. At the Project onset, the A/E shall meet with Facilities Interior Team (FIT) to clarify all finish standards and applications that apply to specific project.

B. Construction Documents:

1. By the 50 percent Construction Documents Submittal, the A/E shall prepare a presentation of previously approved interior finishes and design details to include proposed color schemes and material samples for Owner’s approval of same and incorporate any changes required. A/E shall alert Owner of discontinuation or substitution of finish materials or products

2. By the 95 percent Construction Documents Submittal, the A/E shall provide Owner with a final Finish Legend and Finish Schedule to represent those finishes approved by Owner.

3. Provide minimum three sets of finish boards to be distributed to construction site, to Project Director/Manager and Facilities Interior Team (FIT). Clearly label finishes and materials displayed on boards.

C. Product Submittals:

1. Immediately notify Owner of any changes (including value engineering) in Contractor submittals through the Owner’s Project Director/Manager/Planner Designer.

2. Forward Contractor submittals through the Project Director/Manager to the designated Facilities Interior Team (FIT) member for approval.

D. Built-in Accessories and Equipment Specifications that are the Responsibility of the A/E:

1. Finishes for these items shall be presented and approved with the rest of the building interior finishes. Those items include but are not limited to:

   a. Doors, including specialty doors such as Accordion Folding Doors, Glass Sliding Doors, etc.

   b. Architectural Woodwork
c. Acoustical Wall Panels  
d. Shelving  
e. Building Directories and Mailboxes  
f. Bulletin Boards in Public areas  
g. Dry Erase Marker Boards  
h. Fixed Furniture and Furnishings (auditorium seating, dining seating, benches, lockers, headwalls)  
i. Fixed Lighting Fixtures  
j. Framing (doors and windows)  
k. Handrails  
l. Millwork  
m. Raised Flooring  
n. Operable Partition Walls  
o. Plumbing Fixtures and Trim  
p. Projection Screens  
q. Toilet Partitions  
r. Toilet Accessories  
s. Wall and Door Protection  
t. Interior and Exterior Window Blinds, Drapery, Shutters, and Shades
PART 3 - DOCUMENT REVISION HISTORY

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