PART 1 - REQUIREMENTS FOR WORKING WITH MD ANDERSON PLANNER/DESIGNER

1.01 OVERVIEW

A. The MD Anderson Planner/Designer shall participate in the space, furniture and equipment programming, building design and space planning, A/E document review processes and construction phase for the purpose of providing consultation and advice to the A/E on matters related to the Owner's Integrated Space and Furniture Planning Standards (ISFPS), A/E layouts and the Owner's interior finish material types and application standards.

B. Moveable furnishings budgets identified as "Owner Managed" are the responsibility of the Owner's Planner/Designer. Furniture planning and production work for the Project may be outsourced to an Interiors Design Firm or "Service Provider". Where the furnishings design work for a project is outsourced, the Planner/Designer assigned to the Project shall serve as the coordinator for the institution during the selection, specification and bidding process for all moveable furnishings.

C. Where the furnishings design work for a project is outsourced to a Service Provider, that firm shall be responsible for using the Owner's standard furniture items and finishes, specifications and deliverables. Proposals for alternate furniture selections shall be presented using the Owner's Process for Standard Furniture/Finish selection. This work shall be guided by and overseen by the Planner/Designer.

D. The Planner/Designer's roles and responsibilities include, but are not limited to, the following areas described within Part 1 of this Design Guideline Element.

1.02 PROGRAMMING

A. Participate in programming information meetings with A/E, Department Contact and Service Provider (when used).

B. Verify that department's programming requirements are being met where applicable.

C. Verify initial furniture plans meet programming space requirements.

D. Verify that room assignments meet Owner’s Integrated Space and Furniture Planning Standards (ISFPS). All variances should be noted and reported to the Project Director/Project Manager. Approvals must be obtained at appropriate level of authorization.

1.03 PLANNING

A. Verify A/E and Service Provider's (when used) application of the Owner’s Integrated Space and Furniture Planning Standards for Offices (ISFPS).

B. Prepare existing furniture and equipment inventories for re-use, or if Service Provider is used, participate and review existing equipment and furniture inventories for accuracy.
C. Participate in furniture planning meetings with department contact and Service Provider (when used):
   1. Meeting #1 – initial review of proposed typicals with discussion of end-user needs, verification that MD Anderson standards are used accordingly (product and application)
   2. Meeting #2 – verify revisions, if any, are completed.
   3. Meeting #3 – review final plans with end-user from approval and sign-off.

D. Communicate all furniture questions and issues that are addressed at meetings and/or by end user to appropriate Lead Planner/Designer for the Project. Service Provider (when used) will add and maintain all questions and/or issues to a cumulative spreadsheet referencing answers and solutions.

E. Participate in the medical and/or office equipment planning meeting with Move Coordinator for Information Services Support and Designated Department Contact, and Service Provider (when used) as needed.

F. Communicate any revisions to furniture plans after final sign-off to Project Director/Project Manager, and Planner/Designer for Project and Service Provider (when used). Project Director/Project Manager must approve all revisions prior to Service Provider updating drawings.

G. Verify the Room by Room and Product Summary Lists reflect new vs. existing product to be used.

H. Verify electrical and data outlets, thermostats and strobe lights are placed in locations, which do not interfere with furniture/accessories. Refer to Part 4 of this Element for the Owner’s Room Device Mounting Guideline. All discrepancies should be noted and provided to Project Director/Project Manager. Project Director/Project Manager will approve relocations as appropriate and then Planner/Designer shall advise Service Provider (when used) to make revisions to drawings.

I. Verify medical and/or office equipment and the furniture needs to accommodate such equipment has been noted on furniture plans.

1.04 FURNITURE ORDERING/INSTALLATION

A. Verify Room by Room and Product Summary Lists are correct, matching to furniture plans. Communicate any discrepancies to Planner/Designer for the Project and Service Provider (when used) for resolution.

B. Prepare purchase requisitions for all new furniture orders using a standard template for the Project. Template will include process and information to be indicated on the requisition (i.e., dept name, org code, cost center, delivery info, etc.).

C. Participate in installation of new furniture and compile punch-list walk-throughs as required. Identify and follow-up with status of product and installation punch-list issues to verify that all have been completed prior to move-in.
D. Verify completion of installation to Planner/Designer for the Project for approval of invoices.

E. Verify delivery of equipment prior to move-in.

1.05 CONSTRUCTION

A. Complete walk-throughs as required to identify areas of concern/issues regarding space build-out, electrical and data connectivity for equipment. All areas of concern and issues should be noted and provided to Project Director, Project Manager, and Project Manager Activation/Deactivation. Project Director/Project Manager will approve relocations/additions/changes as appropriate.

B. Field verify spaces for furniture and equipment fit as needed and note all critical dimensions. Provide critical clearance dimensions where required to Project Director/Project Manager.

C. Be prepared to resolve issues relating to furniture and equipment as they arise.

D. Provide department tours of the new space as requested, but only after Project Director/Project Manager provides approval and directions for tours so that tours may commence. Ensure tour participants wear the appropriate safety equipment (hard hats and safety glasses, closed toe shoes) as required.

1.06 MOVE RELATED

A. Participate in move planning meetings and walk-through of origin and destination spaces with Project Manager Activation/Deactivation, Project Manager Move Management, Move Coordinator for Information Services Support, Designated Departmental Contact, and Service Provider (when used).

B. Complete minor adjustments to furniture plans and listings as required by the change management process prior to established deadline.

C. Review New and Existing Furniture and Equipment List from Service Provider (when used) with departmental contact.

D. Assist departmental contact with proper completion of Asset Transfer Forms prior to move and provide copies of ERN’s to Project Director/Project Manager for filing.

E. Participate in pre-move walk through with Project Manager and/or Construction Coordinator to verify space is ready for move in and confirm deadline completion.

F. Post furniture and equipment plans as required for accurate placement of existing furniture.

G. Participate in actual move including walk-throughs of origin and destination space on move weekend with Project Manager Activation/Deactivation, Project Manager Move Management, Designated Departmental Contact, and Service Provider (when used).

H. Complete post move customer service walk through with departmental contact to address punch list items as well as additional needs.

I. Verify that origin space has been locked down.
1.07 DEACTIVATION

A. Complete minor adjustments to furniture plans and listings as required due to changes as part of the actual move. Forward any changes to Planner/Designer and Data Management’s Asset Management group for FM Space updating.

B. Participate in De-activation planning for furniture and equipment.

C. De-Activate the move from space as the Project requires.

D. Ensure all origin areas are clear of patient information.

E. Confirm all keys to origin space have been returned.

PART 2 - RESPONSIBILITIES OF THE A/E

2.01 GENERAL

A. The A/E shall prepare Furniture Layouts utilizing Owner’s typical furniture standards to demonstrate that Programming requirements have been met.

2.02 GUIDELINES FOR FURNITURE PLANS / CAD FILES

A. All Drawings shall use Owner’s CAD standards provided by Planner/Designer at the onset of the Project.

2.03 PRELIMINARY FURNITURE LAYOUTS

A. The A/E shall provide preliminary furniture layouts for the entire building during the Design Development stage to substantiate and verify that program space requirements are being met, to identify critical dimensions are noted and to confirm electrical, telecommunication, and audio/visual locations (refer to Room Device Mounting Guideline). While the A/E’s furniture layouts may be further refined during the Construction Document phase, the A/E’s preliminary furniture layouts shall be both well resolved and workable, and must conform to Texas Accessibility Standards (T.A.S).

B. Planning by the A/E shall be provided for furniture items as they relate to doorways, circulation, windows, electrical outlets, communications system outlets, mechanical and plumbing coordination and T.A.S. clearances. Also included are proper location/placement of temperature sensors, light switches, fire alarm strobes, and signage in conjunction with furniture planning. Refer to Owner’s Room Device Mounting Guideline.

C. The Owner’s Integrated Space and Furniture Planning Standards (ISFPS) be distributed to the A/E during the initial planning meeting.

D. Preliminary furniture layouts shall include an indication of all major artwork locations as identified by the Owner. The A/E is responsible for coordinating wall and ceiling mounted items with planned artwork, as well as providing appropriate lighting design at these locations.
2.04 FINAL FURNITURE LAYOUTS

A. Requests for revisions to the Preliminary Furniture Layouts, which are specifically identified by Planner/Designer during the Design Development review period, shall be incorporated into the layouts as part of the Design Development effort. Construction documents shall be required to show furniture layouts. In addition, the A/E shall convey its Final Approved Furniture Layouts to all of its trades so that all work is coordinated.

B. The layouts prepared by the A/E Team may be further refined when the Outsource Interior Design (when used) firm and Planner/Designer meets with the end user group. Planner/Designer shall make these revised layouts available to the A/E Team for coordination purposes.

C. When final revised layouts have been completed, a clean set of floor plans that include walls, windows, doors, room numbers, built-in cabinetry, millwork, fire and safety control devices, mechanical and electrical control devices, artwork locations, and equipment (in their individual associated layers) shall be sent to Planner/Designer. In addition to the floor plans indicated above, a site/project location map shall be included for purposes of coordinating move efforts. All Drawings and related information shall be transmitted electronically, the A/E shall advise the Planner/Designer of software type and version used prior to sending (drawing format is preferred).

2.05 REVISIONS TO FLOOR PLANS DURING CONSTRUCTION

A. The A/E shall immediately notify the Planner/Designer of any revisions made to the floor plans during construction through the Owner’s Project Director and/or Owner’s Project Manager.

2.06 FIXED OR BUILT-IN FURNISHINGS AND ACCESSORIES THAT ARE THE RESPONSIBILITY OF THE A/E

A. Items that are built-in or affixed to the structural, mechanical or plumbing members of a building fall under the design and specification responsibility of the A/E and are to be procured through the Construction Contract (refer to attachment citing minimum clearance). Those items may include but are not limited to:

1. Built-in dishwashers, microwaves, and refrigerators
2. Fixed auditorium and lecture hall seating
3. Fixed classroom seating and tables
4. Fixed laboratory casework and equipment
5. Food service equipment
6. High density files, shelving and floor tracks (motorized or manual)
7. Laboratory benches and tables
8. Lecterns tied-in to building’s A/V data and/or electrical systems
Element Z  General Design Requirements
Owner Standards and other Requirements
Z2020 Furniture and Accessories Planning

9. Lockers
10. Mailboxes and mail centers
11. Projection screens
12. Dining Room built-in seating
13. Moveable partitions
14. Reception and Waiting Room TV and Beverage Stations, Conference Room TV Monitors
15. Workroom and Storeroom millwork

PART 3 - ADHERENCE TO FURNITURE AND SPACE STANDARDS

3.01 MAXIMIZING SPACE AND FOLLOWING REQUIREMENTS

A. Space Planning shall reflect the Owner’s Integrated Space and Furniture Planning Standards (ISFPS). This information will be distributed to the A/E during the initial planning meeting.

B. A database with ID description of each piece of furniture will be forwarded with the latest version electronically upon request. A/E will indicate standard ID code on furniture plan.

3.02 FOLLOWING STANDARDS IN DESIGN

A. Typical Owner’s space standard guidelines for furniture dimensions and layouts are outlined for the benefit and coordination of the A/E in space planning.

B. The latest editions of the Texas Accessibility Standards (T.A.S.), TDH, NFPA, and IBC shall be used in setting forth minimum standards.

3.03 BUILT-IN MILLWORK/CABINETRY

A. Built-in millwork/cabinetry shall meet T.A.S. accessibility requirements.

B. Where knee spaces occur, it is suggested that the counter height be at 30 inches (with a knee space height clearance of 27 inches) so that a standard task chair may also be used.

C. Attention shall be paid to the depth of aprons or pencil drawers in order to allow maximum leg space for occupant.

D. Grommets and cable tray locations to be confirmed with Planner/Designer for quantity, placement and attachment method details.

E. Refer to Owner’s Design Guideline Element E2010 Fixed Furnishings for scope of work criteria for these items.
PART 4 - INSTALLATION EXAMPLE ILLUSTRATIONS

4.01 ROOM DEVICE LOCATION GUIDELINE

A. Diagram 4.01A

ROOM DEVICE LOCATION GUIDELINES

- Typical at workstations in multi-person offices - Quadplex electrical and dual data 18" A.F.F. to center line of back box unless noted otherwise.
- Typical at mobile workstation in 6-person offices - Quadplex electrical and dual data 18" A.F.F. to center line of back box unless noted otherwise (also typical at 3-person offices and every third workstation in large open work areas).
- Typical in 6-person offices - Quadplex electrical and dual data 18" A.F.F. to center line of back box.
- Typical in single occupant offices - Quadplex electrical and dual data 18" A.F.F. to center line of back box.
- Typical device - mounted at 58½" A.F.F. to bottom of finished floor.
- Temperature sensor - mounted at 48½" A.F.F. center line of back box, unless noted otherwise on the drawings.
- Light switch (typically with occupancy sensors) - mounted at 48½" A.F.F. center line of back box.
- Ceiling mounted occupancy sensor (applicable only if location of sensor location to be at least 5' from supply air grille, to avoid contact with air exhaust from supply air grille, and to avoid obstruction of sensor field by projection, coordinate location of sensor so as to achieve optimal sensor coverage in the room. Without interference from occupants in the corridor, in cases where doors remain open.
- Install temperature sensor to clear latch side of door when fully opened.
- Do not install through-the-wall sensors adjacent to operating room switches.
- Power and phone installed at belt line as requested and if furniture supports it. Belt line = 48½" A.F.F.
- Data outlet and duplex electrical in ceiling for A/V equipment.
- Test outlet and duplex electrical in ceiling for future A/V equipment. Confirm with program and controls project manager that these items are to be provided.
- Wall phone as requested. Mount top of phone at 48½" A.F.F.

GENERAL NOTES

1. Coordinate design of electrical and data receptacles with furniture and equipment layouts.
2. Typical mounting height for electrical and data outlets - 18" A.F.F. to center line of back box unless noted otherwise.
3. Refer to owner's design guidelines Element Z2020 for additional information.
## PART 5 - DOCUMENT REVISION HISTORY

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Revision Description</th>
<th>Reviser</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>00-00-07</td>
<td>Initial Adoption of Element</td>
<td></td>
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<tr>
<td>Rev. 1</td>
<td>05-17-07</td>
<td>Part 1: added Programming, Planning, Furniture Ordering/Installation, Construction, Move Related, and Deactivation requirements; Part 2: added Guidelines for Furniture Plans/CAD Files, revised Preliminary Furniture Layouts and Final Furniture Layouts.</td>
<td>JKT</td>
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<tr>
<td>Rev. 2</td>
<td>10-30-08</td>
<td>Changed document title. Made various revisions throughout document incorporating interior standards and eliminating project specific requirements.</td>
<td>LN</td>
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<tr>
<td>Rev. 3</td>
<td>08-02-12</td>
<td>Revised 2.03 B and C in reference to mounting guideline; Added 2.03 D; added 2.04 C artwork requirement; Revised 2.06 A14, and added 2.06 A15; Added reference to Project Manager Activation/Deactivation and Project Manager Move Management throughout document; Added Part 4.</td>
<td>JRC</td>
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<tr>
<td>Rev. 4</td>
<td>09-13-12</td>
<td>Revised room device location guideline; Part 4, 4.01 A.</td>
<td>JRC</td>
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<tr>
<td>Rev. 5</td>
<td>11-15-12</td>
<td>Added “Mount top of phone at 48” AFF.” On note 10 of Room Device Location Diagram. Paragraph 4.01 A.</td>
<td>JRC</td>
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END OF ELEMENT Z2020