# CCS Administrative Procedure
# 6.00.01 – D Construction Design Standards

**Implementing Board Policy 6.00.01**
**Contact: Facilities, 533-8630**

## 1.0 Improvement to Facilities and Sites Objective and Responsibilities (summary of Board of Trustees Policy 6.00.01)

Community Colleges of Spokane, recognizing the importance of providing and maintaining quality facilities and infrastructure to enhance the delivery of education and support services to the community, will provide for and operate its facilities in an effective and efficient manner. This includes establishing and implementing standards that ensure design and construction consistency, operational efficiency and maintainability, while ensuring first class teaching and learning facilities. These standards represent the best value for state expenditure and are aligned with the Community College of Spokane's mission, values and goals.

1.1 The district director of facilities is responsible for administrating this procedure.

1.2 All district owned and managed facilities are subject to this procedure without exception.

1.3 These standards are dynamic and are updated as needed to reflect CCS's needs. The current version of each design standard is attached to this administrative procedure and is incorporated by reference. As revisions and additions are made, a revised document will be posted at:

http://www.ccs.spokane.edu/About-CCS/admin-procedures/FACILITIES---SITES.aspx

Users are directed to use this link to ensure projects reflect the most current information available.

1.4 The standards do not diminish or eliminate the standard of care owed by a consultant to CCS or relieve, in any manner whatsoever, a consultant from any professional responsibility, duty or due diligence required toward the work.

## 2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

2.1 District Director of Facilities: the administrator responsible for Facilities Department.

2.2 Facility: a district owned or controlled property, building or component of that property/building.

2.3 Design Standards: directives and information intended to serve as a tool for design professionals, construction managers, planners, design committees and others participating in capital construction and renovation planning efforts.

2.4 Construction Specifications: provided for use by consultants in designing construction projects. Construction specifications are not subject to this procedure.

## 3.0 Design Standards Administration

These design standards serve to clarify direction and streamline project execution. They represent the District's standardized decision and should be applied, when possible, without compromising the

overall design. Each design standard includes direction on whether equivalent substitutes are acceptable.

3.1 The information within this document does not address every conceivable condition or occupant decision point. Rather, it attempts to provide guidance based upon industry standard or where experience has indicated a standard is appropriate and prudent.

3.2 In the absence of a written design standard, the Director of Capital Construction will present options to design committees during the schematic design or design development phases so that an informed decision can be made.

3.3 In cases where the consultant, design committee or college administrator determines that the written design standard is not appropriate for the project, and wishes to deviate from the standards, they must seek approval from the District Director of Facilities prior to deviating from the written standard.

3.4 Requests for clarification of and possible alternatives to design standards shall be forwarded to Facilities capital construction staff for consideration and response.

## 4.0 Design Standard Exceptions

Requested deviations from design standards are administered as follows:

4.1 Request for variance from design standards shall be sent to the District Director of Facilities, MS 1016 or facilities@ccs.spokane.edu,

4.2 Requests will be considered by the District Director of Facilities, in consultation with appropriate capital construction staff. Considerations/analysis shall include, but not limited to:

- 4.2.1 Have as many design standards as possible been incorporated into the proposed design in order to achieve the intent of design and construction consistency, operational efficiency and maintainability, ensuring first class teaching and learning facilities, bringing the best value for expenditure and alignment with the district's mission, values and goals?
- 4.2.2 Are requested design variances compatible with existing mechanical, electrical, plumbing, telecommunications, structural, architectural, life safety, building automated controls, security, finish and furniture systems.
- 4.2.3 Will design variances be serviceable by in-house maintenance personnel or outsourced service vendors, as appropriate?
- 4.2.4 Does the design variance create a safety, security or cost concern?

4.3 The district director of facilities will respond to the requestor and inform of decision.

4.4 If the request is not resolved to the satisfaction of the requestor, it can be appealed to the appropriate appointing authority as follows:

- 4.4.1 If the requested deviation involves a safety, security or cost concern the matter shall be appealed to the Chancellor for consideration and direction.
- 4.4.2 All other concerns will be appealed to the unit's appointing authority for consideration and direction.
- 4.4.3 The appointing authority/Chancellor's decision, respectively, will be implemented without further review.

**Originated:** April 2009
**Cabinet approval:** April 2009

**Appendix A**
**CCS Design Standards**

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In addition to the following standards, CCS will comply with federal requirements implementing:

**U.S. Department of Education regulations implementing**

- Section 504 of the Rehabilitation Act of 1973 (Section 504), 34 CFR Part 104
- Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap (Guidelines), 34 CFR Part 100 Appendix B

**U.S. Department of Justice regulations implementing**

- Title II of the Americans with Disabilities Act of 1990 (Title II), 28 CFR Part 35

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**1.0 <u>Access Control</u>**

1.1 Provide electronic access control to interface with college Intranet-based access control system

1.2 All entries that are normally unlocked during occupied hours will have electric strikes controlled by the access control system.

1.3 Selected major building entries will have proximity card access systems.

1.4 Selected interior high security areas will have proximity card access systems.

1.5 Use of stand-alone proximity card/key-pad programmable electro-mechanical locks (e.g., Omnilock) is not recommended. Consult with Facilities project manager for exceptions.

**2.0 <u>Artwork (State Funded)</u>**

2.1 Art selection committee will consult with college administration and Facilities Department project manager before making final selection.

2.1.1 Artwork will:

2.1.1.1 Conform to college master plan where applicable.
2.1.1.2 Meet applicable safety codes.
2.1.1.3 Be designed to be maintainable by college Facilities staff.
2.1.1.4 Not negatively impact project construction schedule.
2.1.1.5 Not restrict maintenance access to building systems, e.g., HVAC and electrical.

**3.0 <u>Baseboard</u>**

3.1 Baseboards will be pre-molded rubber.

3.2 Refer to the “Interior Colors”, section 11, for color selection.

**4.0 <u>Building Access</u>**

4.1 Standard is manual swing doors.

4.2 Automatic door operators for ADA access will be at a designated single door at major entries.

4.3 No sliding automatic doors.

4.4 Prefer vestibule entries for major building entries.

## 5.0 Clock Systems

5.1 Flush wall clocks will be analog.

5.2 Ceiling hung clocks (e.g., in hallways) will be digital

5.3 Recommended for teaching areas, conference and seminar rooms, building secretaries' offices and open office areas. Not recommended for private offices, storage and mechanical spaces.

5.4 Recommended room placement is above doorway (with fire alarm horn/strobe) so as to not interfere with other wall-hung devices such as white boards.

## 6.0 Door Hardware

6.1 Schlage locks and related hardware will be used.

6.2 Olympus cabinet locks

6.3 KABA lock cylinders will be used. Use removable core style for new construction.

## 7.0 Exterior Finishes and Colors

7.1 Shall be consistent with college master plans; recommendations to be made by project architect.

7.2 Masonry, concrete and pre-finished metal finishes are recommended.

7.3 Use of exterior insulation finish system (EIFS) and wood is not recommended; consult with Facilities project manager.

7.4 Finishes should have a 50 year minimum design life and be readily maintainable.

## 8.0 Exterior Signage

8.1 Follow district signage committee procedure and standards.

8.2 For capital projects, consult with project architect and Facilities project manager.

## 9.0 Exterior Windows

9.1 Operable windows are allowable
- 9.1.1 Follow LEED standards where applicable.
- 9.1.2 Follow recognized design standards. E.g., if there are three windows in a room, only one may need to be operable.
- 9.1.3 Consider building HVAC and security needs.

## 10.0 Furniture

10.1 For state funded capital projects, furniture (and portable equipment) may only be purchased, using capital funds, for growth, renovation and replacement major projects.

10.2 Portable Furniture
- 10.2.1 Follow college standards of type, quality, size and quantity allowed, including office furniture by function (e.g., clerical, faculty, counselor, administrative).
- 10.2.2 Colors should be standard for an extended area. Recommend consultation with project architect. Use of custom colors is discouraged.
- 10.2.3 Purchasing from Correctional Industries is encouraged.

10.2.4 Recommend portable over built-in when furniture can be provided either way.

10.3 Built-in Furniture

10.3.1 Adequate support backing required for wall anchored furniture. Address in design stage of construction projects. If adequate support backing is not provided, free standing furniture, e.g., shelving units, will be required.

10.3.2 Finish and color to be uniform for an extended area; Follow advice of project architect and Facilities project manager.

## 11.0 Interior Colors

11.1 Standard wall color is egg-shell off-white

11.2 Custom wall colors are available from the Facilities Department for use in offices and hallways when these colors are used for an extended area (e.g., building floor or wing). Consult with the project architect and receive approval from the Facilities project manager.[1]

11.3 High visibility spaces may have custom wall colors. Consult with the project architect and receive approval of the Facilities project manager.[2] "High visibility" spaces are entry areas, high-impact hallways, reception areas, and seminar/conference rooms.

11.4 Door frames are typically black or medium gray in color. Non-standard colors for an extended area (e.g., building floor or wing) or a high visibility space will be considered upon consultation with the project architect and approval of the Facilities project manager.

11.5 Rubber base colors should be compatible with wall and floor coverings and will be consistent for an extended area (e.g., building floor or wing). A non-extended area color may be considered to match custom colors of a high visibility space upon consultation with the project architect and approval of the Facilities project manager.

11.6 Carpet colors will be determined in the same manner as rubber base colors.

## 12.0 Interior Doors

12.1 Unless restricted by code, office and seminar/conference room doors, and classroom and laboratory doors that open to a corridor, will have a sidelite or a relite.

12.2 Door stops and wedges are not allowed on doors that have code required closers. When it is desirable to hold in the open position a door that has a code required closer, and if budget will allow, use a magnetic hold-open, connected to the building fire alarm system.

## 13.0 Interior Floor Materials

13.1 Use of stained concrete is discouraged. Consult with Facilities project manager for appropriate use.

13.2 Carpet is approved for offices, seminar rooms, conference rooms, theater/auditorium, rooms with access floor systems, and spaces with high acoustical demand (e.g., Library, music lab, computer lab – does not include standard classrooms)

13.3 Where carpet is used, carpet shall be carpet tiles rather than broadloom construction. Consult with Facilities project manager for exceptions.

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[1] The Facilities project manager will consult with the director of maintenance to determine if colors selected are appropriate for future re-painting.

[2] See footnote 1.

13.4 Classrooms, and labs that do not have high acoustical demand (see 13.2), will have smooth, maintainable surfaces such as vinyl composition tile (VCT) or rubber tile. Consult with Facilities project manager for exceptions.

13.5 Terrazzo or rubber tile are recommended for high traffic areas when budget allows. Consult with project architect or Facilities project manager.

## 14.0 Interior Signage

14.1 Follow district signage committee procedure and standards.

14.2 For capital projects, consult with project architect and Facilities project manager.

## 15.0 Interior Wall Finishes

15.1 Interior walls are typically painted gypsum wall board (GWB)

15.2 Vinyl surfacing should be considered for feature walls (high visual impact), for tack surfaces, and where physical protection is needed.

15.3 Consult with project architect or Facilities project manager for alternative interior wall finishes when there are special needs.

## 16.0 Landscape Materials

16.1 Will conform to college master plan and/or landscaping master plan where applicable.

16.2 Will lend itself to water conservation.

16.3 Use of native materials is encouraged.

16.4 Providing a sustainable and maintainable planting area with a minimum of a 20 foot set-back from turf grass around buildings is recommended.

## 17.0 Leadership in Energy and Environmental Design (LEED)

17.1 The use of LEED design, construction and operations standards for sustainability, including site development, water savings, energy efficiency, materials selection and environmental quality, are encouraged for projects. Consult with Facilities project manager.

17.2 Where required by RCW 39.35.D 030, major capital projects will be designed and constructed to LEED Silver standard. Generally, this process applies to all major facility new construction and renovation projects over 5,000 GSF.

## 18.0 Lighting

18.1 Light levels will conform to energy code and LEED standards where applicable.

18.2 Automatic light controllers (motion sensor switches), to conform to energy efficient design standards, are recommended for restrooms, offices, classrooms, seminar, conference, mechanical and custodial rooms.

18.3 Fluorescent lamps will have a color temperature of 3500K (“Natural White”) and a minimum color rendition index (CRI) of 75. Alternate color temperatures or CRI will be considered to meet established program needs. (“Warm White” lamps are 3000K, CRI = 70; “Cool White” lamps are 4200K, CRI = 62.)

18.4 Personal task lights are allowed. Compact fluorescent lamps are preferred. Halogen lamps are prohibited.

## 19.0 Remodel and Renovation Projects

19.1 Will consider the long term usage of the building.

19.2 Will conform to the building's master plan.

19.3 Will conform to code.

19.4 Will address needs of all systems, e.g., ADA access, HVAC, power, lighting, data and phone.

19.5 Where appropriate, adequately sized support space (e.g., telephone, data, power, custodial) will be provided.

## 20.0 Restrooms

20.1 Walls typically are ceramic tile, wainscot height. Full height is preferred when budget allows.

20.2 Treat as a "high visibility" space for colors.

## 21.0 Security Systems

21.1 Qwest/Valcom internal/external mass notification speaker system utilizing PBX telephone infrastructure.

21.2 Other security systems may be implemented specific to the facility purpose or program use. Such standards will be identified and communicated by capital construction staff.

## 22.0 Space Size (Hard Walls)

22.1 Standard single occupant office size is 120 square feet.

22.2 Larger sized offices should be considered for special requirements such as multiple occupants, conferencing, equipment needs and public access.