



POLICY TITLE	Standards for Campus Internal Materials, Finishes, and Furnishings	Policy Number	427
Section	Facilities, Operations, and Information Technology	Approval Date	January 12, 1995
Subsection	Facilities and Scheduling	Effective Date	January 12, 1995
Responsible Office	Vice President of Finance and Administration		

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 Utah Valley University has an approved master plan, which includes specifications for materials, furniture, and finishes for interiors as well as exteriors of campus facilities. This document outlines the specifications for interiors.

4.2. There are accepted standards for colors, styles, and designs for internal furnishings for the University. The basic designs and color schemes are kept in Purchasing and shall be used as guidelines. All metal desks, file cabinets, etc., shall be of A-grade line. Only furniture meeting the following standards will be allowed on campus (any variations to these standards require approval of the Vice President of Finance and Administration):

- 1) Desks shall be either natural oak finish or black steel with a putty top and shall be of A-grade line.
- 2) File cabinets shall be either natural oak finish or black steel finish and shall be of A-grade line.
- 3) Chairs and couches will have approved standard colors of natural oak wood or black metal.



4) Panels shall be black trim and Red Orange #5422 fabric, Avenir line as manufactured by Steelcase.

4.3 The following are standards for internal wall, floor, trim, and ceiling coverings:

- 1) All paint for walls shall match Fuller H10H white wing.
- 2) All hardware shall have US10 finish.
- 3) All wood shall be natural red oak or fir with clear varnish.
- 4) Carpet shall match existing patterns on campus—Mohawk 3005, RN 3005.
- 5) Metal trim shall be painted charcoal black S-4290 Benjamin Moore.

4.2.3 All standard furnishings and equipment shall be purchased through the campus purchasing procedure. Employees shall not furnish their offices with personally owned desks, files, chairs, and other non-standard furniture. Wall hangings and other items of decoration may be added by the occupant.

4.2.4 As funds allow, furnishings currently not meeting these standards shall be brought into compliance.

5.0 PROCEDURES

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity