

ESTATE SUPPORT SERVICE

Project Briefing Document

Section 1 – General Building Design Guide and Specifications

Issue 1

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Project Name

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1 INTRODUCTION

- 1.1. The purpose of this document is to outline the design standards that are acceptable to the University in terms of materials, methods of working and design criteria. The document does not cover all aspects of project design and is primarily concerned with those areas where the University wishes to express a preference and should be read in conjunction with further detailed specifications provided for a project.
- 1.2. Where products and suppliers are named in the document this is with the aim to achieve consistency of materials and components used which benefits future maintenance and replacement when required. Whilst there is a need to control the range of products used the University will consider the use of alternatives to those suggested provided they are of equal specification and approved by the Project Manager.
- 1.3. Designers should also refer to the University's project briefing document on Design and Construction Policy for Sustainable Buildings and Campus Environments.



Design Construction
policy Sept 2010 (2).c

- 1.4. All projects will also be subject to the general requirements of:
 - Equality Act 2010 (formerly DDA)
 - Current Building Regulations
 - Current Water Supply Regulations
 - CDM Regulations

2 COMMUNICATIONS

All communications by designers with University personnel must be agreed with the ESS Project Manager. Where references are made in this document regarding contact with ESS personnel, the ESS Project Manager will set up meetings and coordinate at each relevant stage of the RIBA Plan of Work.

3 SUSPENDED CEILINGS

- 3.1. Ceiling systems and components generally to BS EN 13964.
- 3.2. Suspended ceilings would normally be a 600 x 600 mm lay in grid type. Design of the ceiling grid needs to take into account access required to services above and clearance for integrated light fittings. The layout of the grid must align with the lighting design and choice of luminaries.
- 3.3. Concealed grids and ceiling plank systems with limited access should be avoided unless there is a specific design requirement.

- 3.4. Generally mineral ceiling tiles should be used as manufactured by Armstrong UK or equal and approved. Choice of tile for circulation areas, offices and teaching areas should be led by cost and future availability. Armstrong Dune tiles are commonly installed in these areas.
- 3.5. Laboratory areas, clean rooms, kitchens and humid areas will need to be assessed and an appropriate tile such as Armstrong Bioguard, Hygiene, Hydroboard or equal and approved specified. Acoustic properties may also need to be considered in some areas.

4 FLOOR COVERINGS

- 4.1. Carpets – in general carpet tiles are the preferred option. Designs and colours to be taken from an agreed range from the following manufacturers or equal and approved: Interface Europe Ltd, Forbo Flooring Ltd, Desso Ltd.
- 4.2. There is a NEUPC Framework in place for supply and installation of floor coverings that the University can access. The current supplier is Crown Flooring Limited, Unit 65, Burtonwood Industrial Centre, Phipps Lane, Burtonwood, Cheshire, WA5 4HX. Telephone: 01925 229772.
<http://www.crownflooring.co.uk>.
- 4.3. Heavy duty entrance matting to be considered for all main entrances and should extend a suitable travel distance, preferably a minimum of 5m, to prevent soiling to other floor coverings
- 4.4. Vinyl flooring or similar – generally sheet flooring is the preferred option. Designs and colours to be taken from an agreed range from the following manufacturers; Altro Ltd, Polyflor Ltd, Tarkett Ltd or equal and approved.
- 4.5. When specifying sheet flooring, stone or ceramic tiling etc, the areas should be assessed for slip hazards and a product selected with the manufacturers appropriate slip-resistance value.
- 4.6. Where sheet flooring is fitted in bathrooms, shower rooms, wet rooms etc. it should extend underneath all sanitary goods, baths, showers etc. and ideally have a coved or sealed skirting detail.
- 4.7. Where an underlay is required under carpet tiles or vinyl 6 mm plywood should be used.
- 4.8. Floors in plant rooms, subject to location in the building, should be tanked and have adequate drainage taking into account the equipment and services within the room.

5 PAINTING/CLEAR FINISHING

- 5.1 Standards generally to BS 6150 2006
- 5.2 Products generally are to match those already used on the University Campus and colours taken from an agreed palette from BS/Ral colour ranges.
- 5.2 Paint products to be obtained from Crown Paints Ltd, Dulux Trade Paint or other equal and approved manufacturer.
- 5.4 Walls in heavy duty areas requiring cleaning should be finished with acrylic eggshell, washable matt or similar products.
- 5.5 Colour contrasts should be considered by the designer to accommodate the requirements of the Equality Act (DDA).
- 5.6 Escape routes; linings on all circulation areas particularly means of escape should conform to class 'O' surface spread of flame.

6 WINDOWS

- 6.1 Performance
 - Provide independent certifications that all components comply with specified performance requirements
 - Replacement window installations to BS 8213-4
 - Wood windows to BS 644
 - Steel windows to BS 6510
 - Aluminium windows to BS 4873
 - PVC-U windows to BS 7412
- 6.2 Where possible all windows to be manufactured to the 'Secured by Design' standard BS 7950
- 6.3 Windows to be fitted with an integral adjustable restrictor to limit the opening width to max 100 mm.
- 6.4 Where possible window design is to allow for cleaning to be carried out from the inside.
- 6.5 Windows to be manufactured to achieve a minimum performance of Band C on the EU energy ratings scale or a U value of 1.6 W/m²K

7 AUTOMATIC DOORS

- 7.1 Standards generally to BS 7036.
- 7.2 Safety sensors to be installed to doors to detect any objects in the operating field and stop the motion of the door and return it to its original position.
- 7.3 Emergency stop devices and adequate means of isolation from sources of energy to be provided to all doors.
- 7.4 Full door height finger guards should be fitted on door leaves with auto operators.
- 7.5 Motion sensors for opening the doors on approach may be required when specific DDA requirements of BS 8300/2009 need to be met.
- 7.6 A break out facility should be included in the specification which allows doors to be opened manually in an emergency.

8 FIRE DOORS

- 8.1 Fire doors generally to comply with BS 8214/2008 and tested in accordance with BS 476-22
- 8.2 All fire doors should be clearly and permanently marked with their declared fire resistance with a colour coded label or plug.
- 8.3 Ideally all fire doors should be supplied as complete door sets. Test certificates should be provided and indicate that the door has been tested as a complete assembly.
- 8.4 Closing forces for fire doors should be in accordance with the recommendations set out in BS EN 1154.
- 8.5 Where there is a conflict between the closing force required for a fire door under BS EN 1154 and the opening force requirement of Approved Doc. M then consideration should be given to the use of electromagnetic hold open or low energy door operators.

9 IRONMONGERY

- 9.1 Generally all door furniture is to be in accordance with the Equality Act 2010 (formerly DDA), Approved doc M and BS 8300.
- 9.2 Choice of ironmongery is to be consistent with that already fitted on the campus and generally obtained from an agreed range from Assa Abloy, Laidlaw Solutions Ltd. Dorma UK, NHN or other equal and approved.

9.4 Locks and cylinders will be obtained from the University's list of approved suppliers and the manufacturer/lock suite will usually match that already installed in a building.

9.5 Cylinders for new projects would usually be obtained from ASL Master Locksmiths, or equal and approved contractors, and added to existing suites where appropriate. There will be exceptions to this where other manufacturers' suited cylinders are fitted in a building. In these cases the existing suites should be matched, Assa Abloy and Union are the other main cylinder manufacturers currently installed on Campus.

9.6 Common suites exist across the University campus for plant rooms, roof access, common user rooms etc. and any new provision must be added to this suite. Lock cylinders to be obtained from ASL Master Locksmiths.

10 GENERAL FIXTURES/PANEL CUBICLES etc.

10.1 Toilet cubicles, vanity units and IPS panelling to be manufactured from a moisture resistant MDF (or equivalent) core and faced with High Pressure Laminate (HPL).

10.1 Consideration to be given to manufacturing cubicles in a solid grade laminate in areas of heavy use or higher humidity such as sports area changing rooms.

10.2 Laboratory benches and similar to be manufactured from 22 mm Trespa solid laminate on metal frames.

10.3 Laboratory under bench and wall furniture generally to be manufactured from – carcass Melamine faced MDF, doors Laminate faced MDF.

11 FITTED KITCHEN UNITS

11.1 Units generally to be manufactured to BS 6222-2 and -3, and BS EN 14749.

12 SANITARY APPLIANCES AND FITTINGS

- 12.1 WC fittings are to be to DEFRA WC suite performance specification or equivalent approved by the relevant water company.
- 12.1 Generally sanitary ware should be manufactured by Armitage Shanks/Ideal Standard although other equal and approved will be considered.
- 12.2 Basin taps should be self closing or IR controlled and preferred manufacturers are Armitage Shanks, Dart Valley Systems, Reliance Water Controls or equal and approved.
- 12.3 Shower Units – shower pods are the preferred option to the installation of separate components and the units currently installed in the University are manufactured by either Taplanes of Harrogate, Douglas James Ltd, Hull. En Suite bathroom pods as manufactured by Taplanes of Harrogate or equal and approved.
- 12.4 Shower mixer valves to have thermoscopic controls as manufactured by Kohler Mira Ltd or Reliance Water Controls or other equal and approved.

13 PLUMBING WORK

- 13.1 All waste pipework from sanitary ware to have mechanical and not welded fittings.
- 13.1 Isolating valves to be fitted to all outlets or group of outlets.
- 13.2 All redundant pipework and equipment to be removed during refurbishment works.
- 13.3 Mains isolating valves serving a project area should be refurbished or renewed as required.
- 13.4 Access for future maintenance of services must be provided for in the design of systems and waste systems should have appropriate access points for cleaning.
- 13.5 Urinals to have flush control units fitted.

14 PORTABLE FIRE FIGHTING EQUIPMENT AND SIGNAGE

14.1 The University's current service provider for the supply and maintenance of portable fire fighting equipment is Safe and Sure Limited.

14.2 New projects should allow for a review of the provision. Plans should be provided to the University Fire Safety Officer who will advise on provision of equipment and position of signage. Revised details to be sent to ESS for inclusion on the maintenance schedule.

15 INTERNAL/EXTERNAL SIGNAGE

15.1 The University has an approved design and policy for internal and external directory and general signage which is to be used for new projects – details and suppliers can be found at **(add link)**.

16 LANDSCAPING/STREET FURNITURE

16.1 The University has a 'Coherent Campus' document which provides a definitive guide to approved palette of landscape, street furniture and paving materials which are to be used on all future projects. Details can be found at:



Landscape Element
Specification.pdf

17 ENVIRONMENTAL

17.1 The University has an Environmental Sustainability Policy and Strategy which focuses on energy, waste management, water and sustainability issues. This should be referred to by project designers, details can be found at <http://www.ncl.ac.uk/estates/environment/policy.htm>