

Section 11 Interior Design.



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Document Control

Revision History

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Key Updates from Previous Issue

Revision Item	Details
<i>11.2.2.2 Cultural Aspirations</i>	<i>Additional content</i>
<i>11.2.3 Warranties and Guarantees</i>	<i>New section</i>
<i>11.4.6 Student Heat & Serve, and Kitchenettes</i>	<i>Reference to bin requirements added. Carpet exclusion noted.</i>
<i>11.5.6 Cleaners Stores</i>	<i>Desks removed from cleaners' stores.</i>
<i>11.6.2 Floors</i>	<i>New content - specific flooring materials to be avoided</i>
<i>11.6.2.4 Carpet</i>	<i>Clarification of where carpet shall not be used.</i>
<i>11.7.6 Rubbish Bins</i>	<i>Requirement for Heat and Eat & Kitchenette bins added.</i>
<i>Appendix A</i>	<i>Zenith Interiors removed as preferred supplier.</i>

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11.1 Overview

11.1.1 Purpose

The Interior Design Section of the Design Standard Guidelines provides a reference document to support consistency in the design of interior spaces at the University of Canterbury.

The document provides guidance on minimum standards and expectations, as well as outlining preferences for particular aspects or concepts of interior design - where these have been established to date.

This section of the Design Standard Guidelines is intended to be read and applied in conjunction with **Section 01 – General** and any project specific brief and agreements.

Users of this document should also refer to **Section 02 - Architectural** in particular, which outlines requirements for many interfacing design aspects, such as wall construction, acoustics and vibration requirements.

11.1.2 Key Appendices

11.1.2.1 Furniture Procurement and Selection

Where already known to the University, detailed guidance on furniture preferences is provided in the subsequent sections of this design guide.

Key information is also held in the University of Canterbury Furniture Procurement guide. A summary introduction of this guide is provided in **Appendix A**, however the guide itself is an internet-based tool which cannot be directly output into the guideline.

Access to the web-based tool is available through the University of Canterbury Project Manager on a project-by-project basis.

11.1.2.2 Standardised Colours List

Standardised colours have been selected for common elements at the University to improve ease and quality of maintenance and repair.

The Standardised Colours List is provided in **Appendix B**

11.1.3 Effects on Other Aspects of Compliance

It is expected that this guideline will be applied during all projects which affect the interior fit out of spaces at the University, and it is noted that on projects with a small scale there may not be consultants from other disciplines engaged to provide advice. In this instance, the Interior Designer is to be particularly prudent in assessing the impact of their work on other trades, such as fire.

Where there is any doubt as to the effect of the proposed design on any area of building code compliance or the established protocols or policies at the university - the design consultant shall flag this to the University of Canterbury Project Manager at the earliest opportunity.

Of particular concern is the use of fabrics and linings in fitout projects which may affect fire compliance due to issues with spread of flame or smoke. However, this is only an example and the design consultant shall be aware as to the effects of their design.



11.2 Design Concepts

11.2.1 General

The following general design parameters should be considered during the design of any new fitout work or alterations undertaken at the University.

Key guidelines have been included wherever possible, however it is the responsibility of the design consultant to identify any areas of ambiguity or omission and ensure that the overall design meets the intentions identified in this guideline.

The subsequent sections of this report have been split into areas of public spaces, student focused spaces, and service spaces. For each type of space within these categories and indicative layout has been provided to help guide the design on the University's expectations - however this does not preclude the designer from providing bespoke design solutions where these are warranted on a project, provided these are clearly communicated and appropriately reviewed.

In all instances the general design principles outlined below shall be followed, and any compulsory requirements put forward in the subsequent sections of this guideline must be met.

11.2.2 Key Design Principles

The University of Canterbury aspires to create modern learning environments with spaces for both informal learning, blended with engaging faculty-led experiences, designed to enable, motivate and include diversity.

Our future focussed learning environments are designed to be flexible in space and time, permitting rapid changes in modes of teaching and learning that can be easily adapted to the changing demands of pedagogy, technology and our bi-cultural nation of Aotearoa New Zealand.

Typically teaching spaces will be designed to transition easily within one session between whole class lecturing, group and individual work including opportunities to blend virtual environments and remote participants, as well as archive good quality recordings for reuse/revision.

Specialist spaces shall be designed to meet the needs of specific disciplines where required. Flexibility of the height of worktops (standing, seated and wheelchair accessible) with easy access to power and the internet in surroundings with carefully designed lighting and acoustics should encourage students to use their own devices as well as specialist equipment where provided.

Entry spaces shall enable the overflow of group work while encouraging learning communities and strategically placed notice boards will be complemented by relevant cultural messages within the décor.

Designers should also pay due consideration whether the space to be fitted out or refurbished is; a staff space, student or public focussed space, or services space - and design a level of finish and fitting which reflects this.

11.2.2.1 Sustainability

A key outcome of interior design with respect to sustainability is to create a built environment which both implicitly and explicitly encourages and reinforces a wide range of day-to-day sustainable behaviours by its users over the lifetime of a building.

To support this goal, interior design should refer to the Office Interiors 2009 Green Star Rating tool, and **Section 09 - Environmentally Sustainable Design**.

11.2.2.2 Cultural Aspirations

Consultants working on the design of interior spaces at the University should refer in particular to the principles put forward in the University's **Cultural Narrative**, and the **Mataporore - Urban Design Guide**. These documents are referenced in Section 01 - General, and available from the University of Canterbury Project Manager on request.

This should include the consideration of the cultural acceptability of multi-purpose furniture.

11.2.3 Warranties and Guarantees

Selection of all Furniture, Fittings and Equipment should also be considerate of the Warranties and Guarantees available for the products. General expectations and requirements for this should be discussed with UC at the Developed Design Phase of the project.

11.2.4 Colours

The designer is required to submit to the University at Developed Design Stage sample boards that explain colour selections for all visible applied finishes. Further approvals will be required to sign off any alternatives/substitutions required at a later date.

11.2.5 Seismic Restraint to Furniture

The University requires seismic restraint of all furniture and joinery higher than 900mm.

11.2.6 Acoustics

Acoustic design is traditionally difficult to explain as the 'language' that attempts to describe it can be complex. In general, spaces are expected to fall into a few simple "real world" categories:

- No consideration required of noise transfer between spaces
- Normal conversation can be heard but cannot be understood
- Normal conversation cannot be heard at all. Raised voice can but cannot be understood
- Raised voice cannot be heard at all
- Spaces that generate unusual levels of noise pollution or which require unusual levels of acoustic isolation

All of the above will require consideration by an appropriately qualified professional who can apply a science-based performance benchmark that then drives material selection and construction methodology.

In all cases the design team must create presentation material that explains their acoustic design solution in both academic and real-life vernacular during the Developed Design stage of the project.

In all instances where internal spaces are being formed or altered, the effect of the works on the acoustic performance of the space shall be determined and communicated to the University of Canterbury Project Manager for approval. Further guidance on this is in **Section 02 - Architecture**.

11.2.7 Surface Finishes

New surface finishes are to meet with the requirements of C/ASx; and the fire compliance performance existing surface finishes is to be maintained as near as reasonably possible, unless deemed hazardous.



11.2 Design Concepts

The design consultant shall ensure that suitable advice is obtained to ensure that spread of flame and smoke is appropriately considered and that designs involving new surface finishes are compliant with building code requirements.



11.3 Public Spaces

11.3 Public Spaces

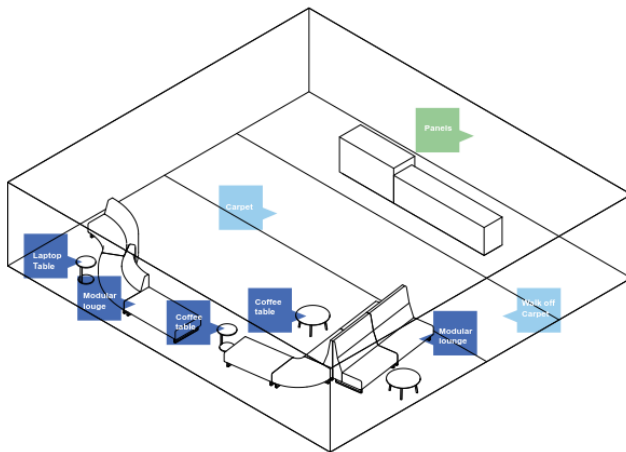
Indicative arrangements for the design of predominantly public spaces are provided below. The diagrams and discussion below are indicative only, not to scale, or all-encompassing. They are included here as an initial steer as to expectations around layout and content, and the University is open to further discussion and direction in these areas.

Where furniture is noted or referenced, the design shall refer to the Furniture Procurement Requirements in Appendix A for guidance.

11.3.1 Reception

Reception areas should consider carpet selection which is suitable for high traffic areas and have the same performance as entry mat products.

Generally, furniture should include modular lounge suites, coffee and laptop tables and reception desks, as per the following diagram:



11.3.2 Wide Corridors and Lobby's

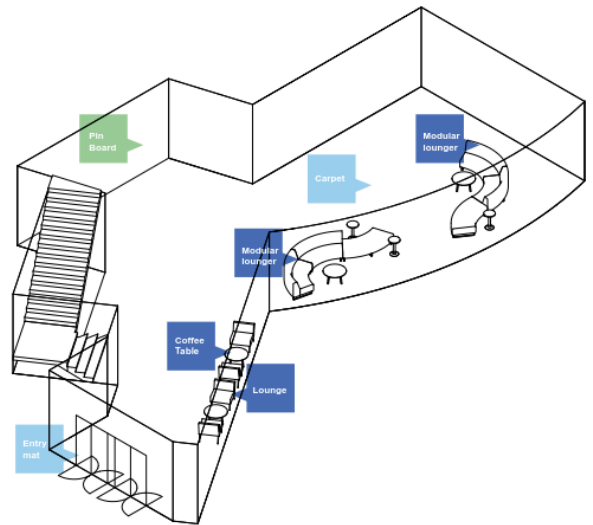
Generally, corridors and lobbies should be functional with respect to access and circulation, as well as look to provide engaging break-out space for students wherever possible. This should include provision for overflow of group work, and social discussion spaces, as well as strategically placed notice boards and cultural messages.

Entry mats should be used at building entrances, and lining and furniture selection shall consider the high traffic nature of these spaces and the need for maintenance, cleaning, and replacement.

An indicative wide corridor layout is provided in the diagram below:



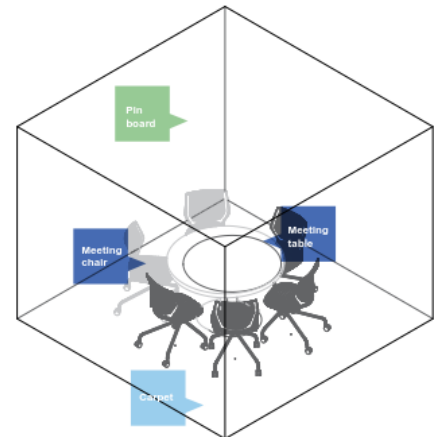
An indicative lecture theatre lobby is provided in the diagram below:



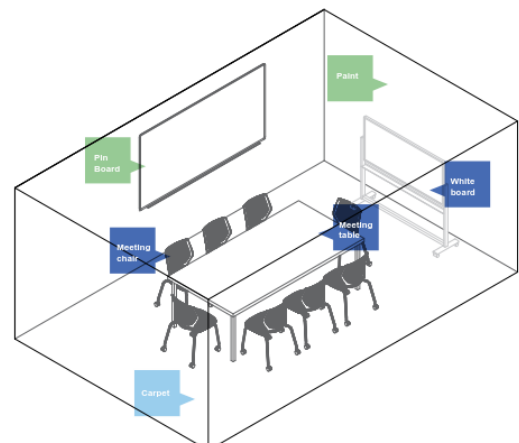
11.3.3 Meeting Rooms

Generally, furniture should include meeting tables and chairs, suitable provisions for pin boards and white boards, and have a strong functional relationship with IT and AV services.

An indicative layout for a 4-6 person meeting room is shown in the following diagram:

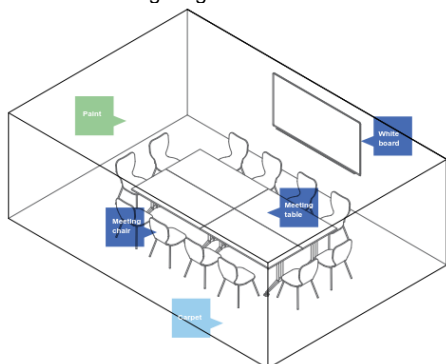


An indicative layout for a 4-8 person meeting room is shown in the following diagram:



11.3 Public Spaces

An indicative layout for a 4-8 person meeting room is shown in the following diagram:



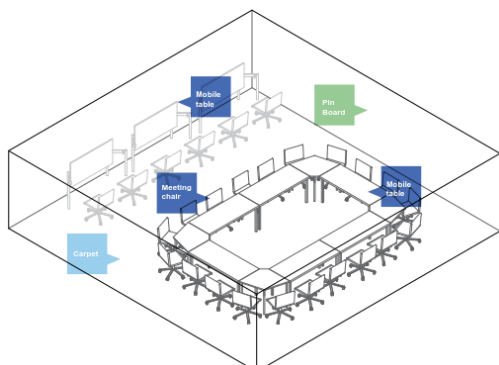
11.3.4 Adaptable Meeting/Bookable Room

In some instances, meeting rooms will be required to be highly adaptable spaces, with flexible arrangements which support meetings as well as informal and formal learning environments.

In these rooms chairs shall generally be of the stackable lightweight type, and tables of a reconfigurable system to allow additional flexibility to the space.

Higher levels of AV and IT provisions are also likely to be required, and the design should be carefully coordinated to ensure that the use of these technologies is supported through the design of the space.

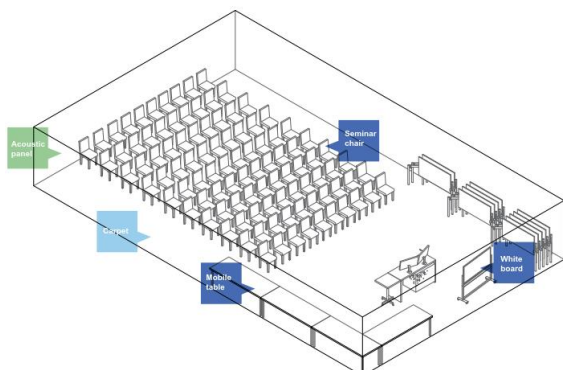
An indicative adaptable meeting/bookable room is provided in the diagram below:



11.3.5 Seminar Room

Seminar rooms should be designed to support their intended function and pedagogy and are required to be inherently flexible and adaptable in use. This may include both teaching and externally facilitated events.

An indicative layout is provided in the diagram below:



11.3.6 Front of House WC and Showers

Guidance on the design and layout of front of house bathroom areas is provided below. These areas should be distinguishable from back of house bathroom areas in respect to both scale and level of finish. Back of house bathroom areas are discussed in Section 11.5.

Toilet cubicle partitioning shall be used. The system shall comprise highly moisture resistant (HMR) laminate faced board carcass dividers and front blades with post-formed junctions and doors of similar construction with double bolt floor fixing and stainless-steel surround and with aluminium extrusion head-section and wall junction trim.

Low cost, readily procurable and replaceable sanitary fixtures and tap fittings are preferred to more expensive exotic selections.

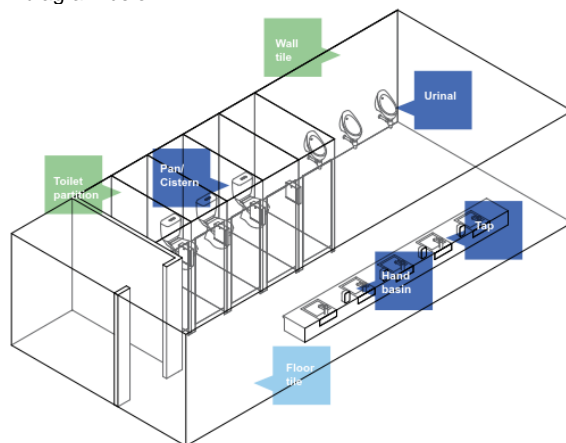
Pans shall be floor mounted Skirt P or S trap. Pans shall be white vitreous china. Seats shall be light weight, plain white double flap.

Basins incorporating soap tray shall be vitreous china, with three tap holes and brackets securely fixed to a bench or a wall.

Paper towel dispensers are generally preferred to electric hand dryers. Paper towel dispensers shall be stainless steel roll dispensers (not interleaving). Electric hand dryers may be accepted by the University in high traffic areas.

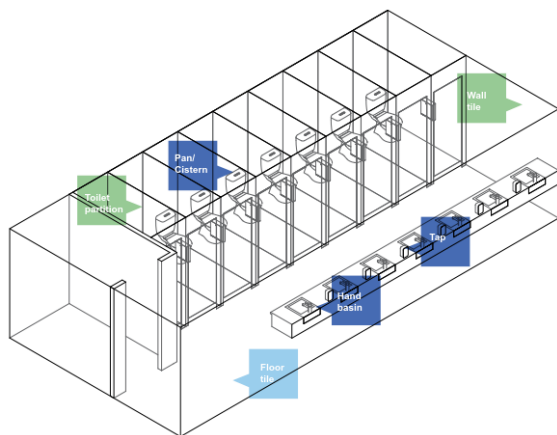
Shower recesses shall be stainless steel base type with integral upstand flashings or other University approved base. Shower heads shall be reduced flow fixed type. Soap holders shall be provided.

An indicative Male FoH WC layout is provided in the diagram below:

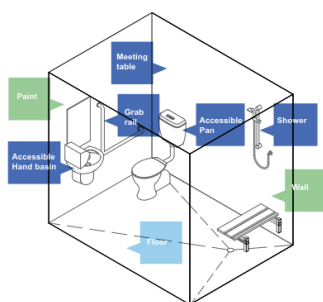


An indicative Female FoH WC layout is provided in the diagram below:

11.3 Public Spaces



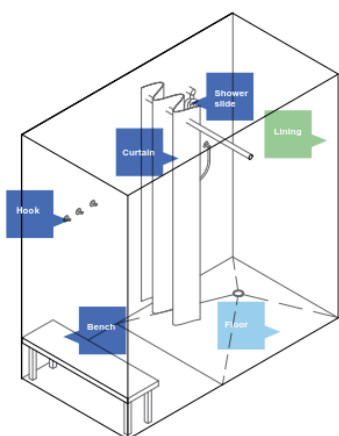
An indicative Accessible FoH WC layout is provided in the diagram below:



In each new building, provide a minimum of either one combined unisex shower or one separate male and female shower facility and one unisex water closet. Each shower facility is to have hot and cold water, a lockable door, bench, shower screen, and hooks. The facilities should be located at or near ground level.

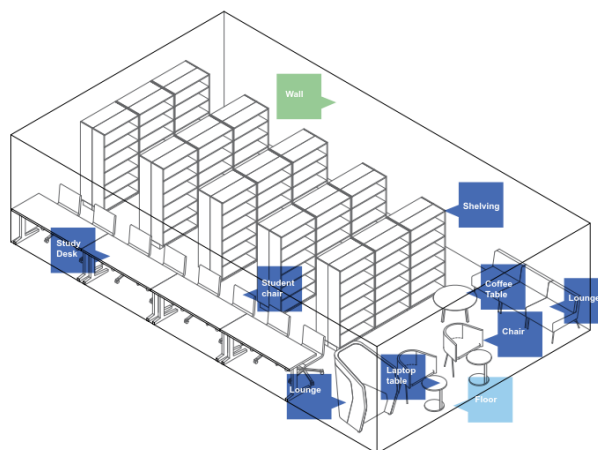
Floors in accessible toilets with showers shall have a fall across the full extent of the floor.

An indicative shower layout is provided in the diagram below:

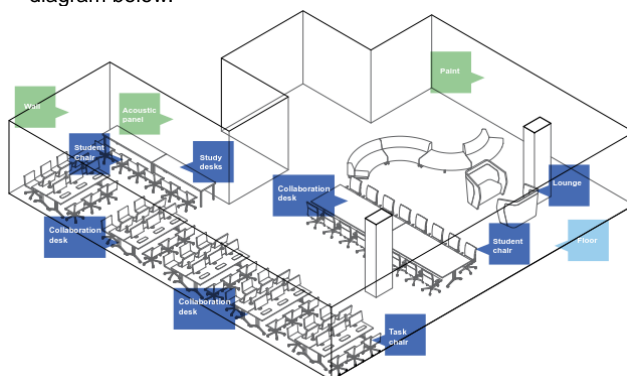


- The need to carefully distinguish between silent and noisy library spaces in a way which is inherent and instinctive to the users. This should be supported by furniture selection which is either collaborative or individual in nature.
- Provision of a combination of mobile and fixed furniture which supports the intended environment of the space, constraining use to designated activities in some areas, and allowing flexibility in use in others.
- Conveys a safe and comfortable atmosphere.
- Minimises input required to maintain the amenity of the space such as frequent cleaning and tidying.

An indicative "silent" library space layout is provided in the diagram below:



An indicative "noisy" library space layout is provided in the diagram below:



11.3.7 Library Spaces

The interior design of library spaces requires careful consideration and shall be discussed with the University on a case by case basis.

General requirements include:



11.4 Student Focussed Spaces

11.4 Student Focussed Spaces

Indicative arrangements for the design of student focused spaces is provided in this section. The diagrams and discussion below are indicative only, not to scale, or all-encompassing. They are included here as an initial steer as to expectations around layout and content, and the University is open to further discussion in these areas.

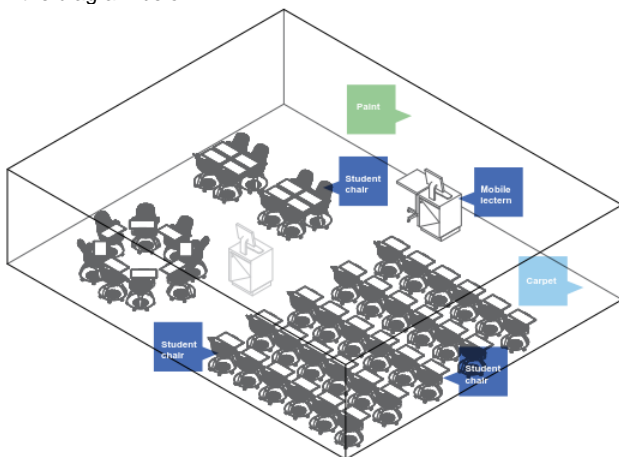
11.4.1 Teachings Spaces

As discussed in the key design principles section of this guideline, the University aspires to create modern learning environments with engaged and motivating spaces, which are designed with future pedagogical styles in mind, and are flexible to support varying modes of teaching and learning.

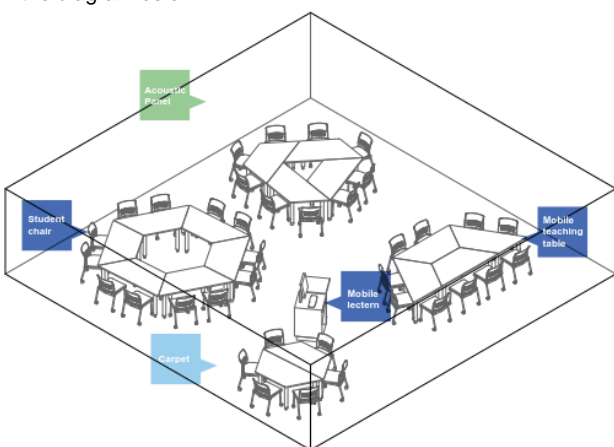
Generally, chairs should stackable, and desks, lecterns and other furniture should be mobile.

Three example layouts are provided below. These are denoted as type A, type B, and type C spaces for the purposes of discussion and comparison.

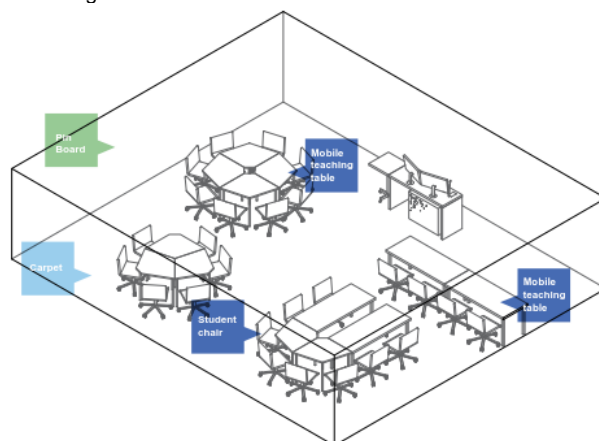
An indicative “type A” teaching space layout is provided in the diagram below:



An indicative “type B” teaching space layout is provided in the diagram below:



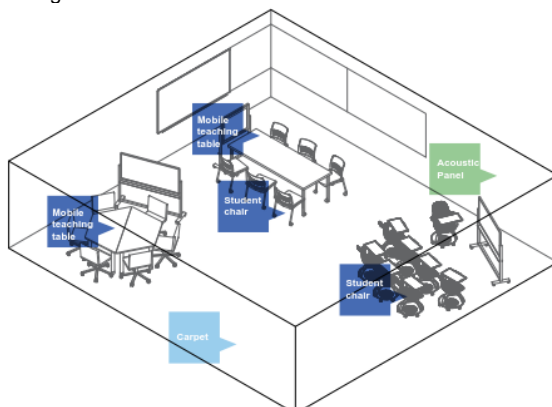
An indicative “type C” teaching space layout is provided in the diagram below:



11.4.2 Tutorial Rooms

Tutorial rooms at the University have an increasing focus on supporting teaching in both formal and informal environments. Therefore, the provisions of the previous section on Teaching Spaces shall apply.

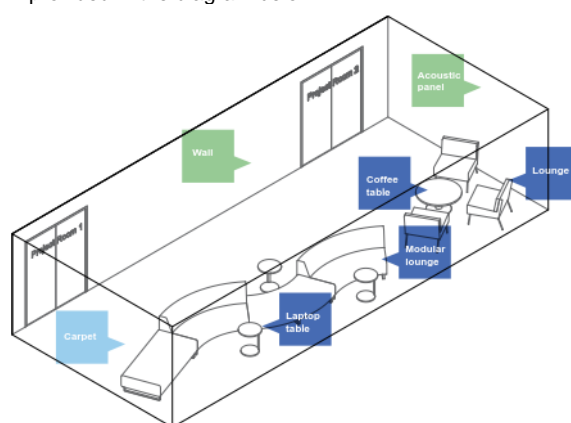
An indicative tutorial room layout is provided in the diagram below:



11.4.3 Break-out and Collaboration Space

The University has a strong desire to maximise use and functionality of space, opportunities for corridors and similar areas to provide break-out and collaboration space should always be considered. These areas should be student focused, engaging, collaborative, and functional.

An indicative break-out and collaboration space layout is provided in the diagram below:



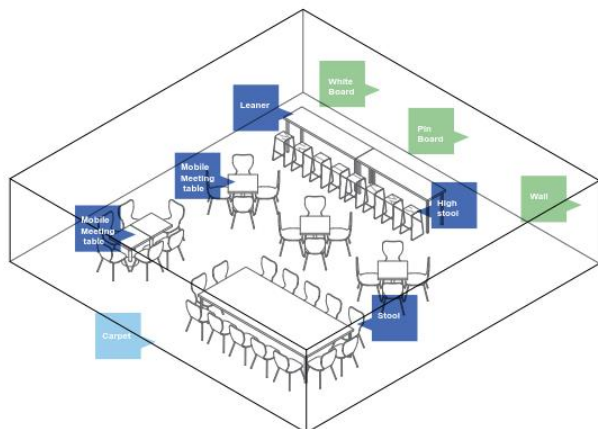
11.4 Student Focussed Spaces

11.4.4 Student Project Rooms

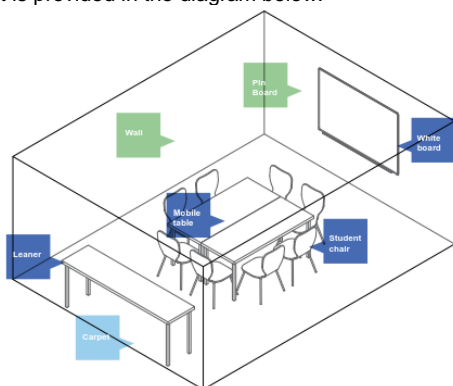
Student project rooms shall be designed as distinctly student driven areas, but not promote long term ownership of desk areas or separation. No 'front of room' or directionality is required.

Furniture and layout should encourage collaboration through various mediums and methods, in various group sizes, and have an inherent flexibility in use.

An indicative student project room layout is provided in the diagram below:

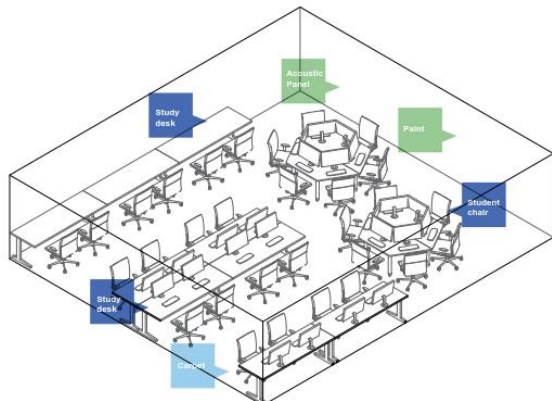


An indicative smaller, bookable student project room layout is provided in the diagram below:



11.4.5 Computer Labs

Computer Labs are to be designed in direct consultation with the University IT department. An indicative computer lab arrangement is provided in the diagram below:



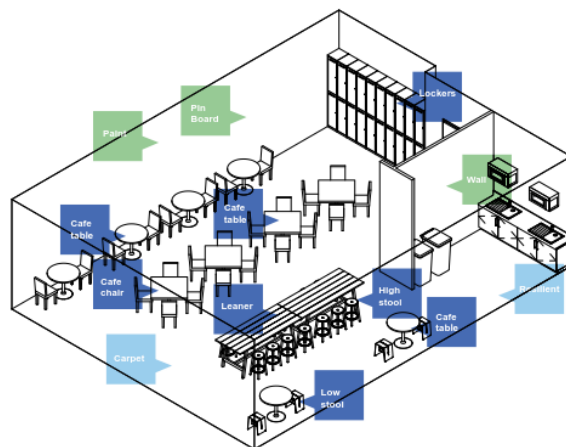
11.4.6 Student Heat & Serve, and Kitchenettes

'Fittings should include hot/cold and boiling water supplies, microwave ovens, rubbish bins, and general power outlets.

Refer to Section 11.7.6 for bin requirements.

Carpet is to be avoided in heat and serve areas.

An indicative heat and serve room layout is provided in the diagram below:



11.5 Service Spaces

11.5 Service Spaces

Indicative arrangements for the design of service spaces, including offices, administration, and utilities, are provided below. The diagrams and discussion below are indicative only, not to scale, or all-encompassing.

They are included here as an initial steer as to expectations around layout and content, and the University is open to further discussion and direction in these areas.

11.5.1 Offices

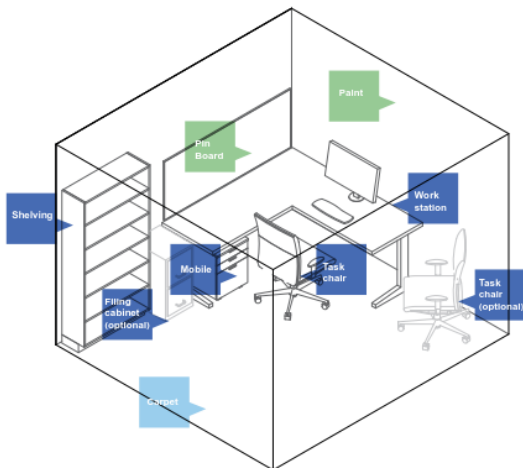
Office sizes and allocations are to be informed by the **Space Allocation Policy**, available from the UCPM.

Generally, furniture should include workstations and task chairs, shelving, filing cabinets, and pinboards.

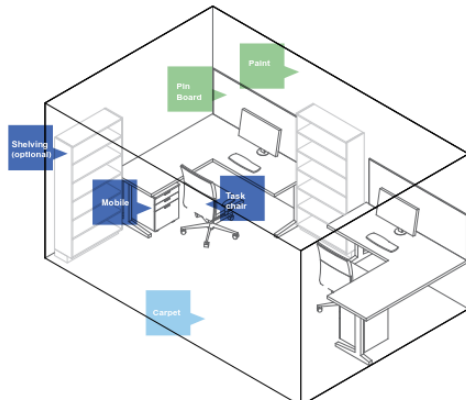
Enclosed offices are to be formed with floor to ceiling partitions as follows:

- Partitions to the front and sides of an enclosed office are to maximise the use of full height glazing. The front will be fully glazed with no blinds, film or un-authorized signage.
- The side partitions will be solid allowing the accommodation of building services where necessary.
- Where there is a requirement for a door, a full height, glazed sliding or hinged door should be used. Doors are to be free from blinds, film or un-authorized signage, and must meet the acoustic performance provided by the remaining construction of the room.
- Enclosed offices are to have no less than two double general power outlets (GPO) and 2 data outlets.

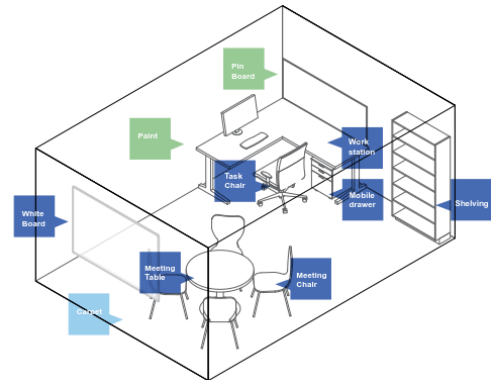
An indicative office layout is provided below:



An alternative, double office layout is provided in the diagram below:

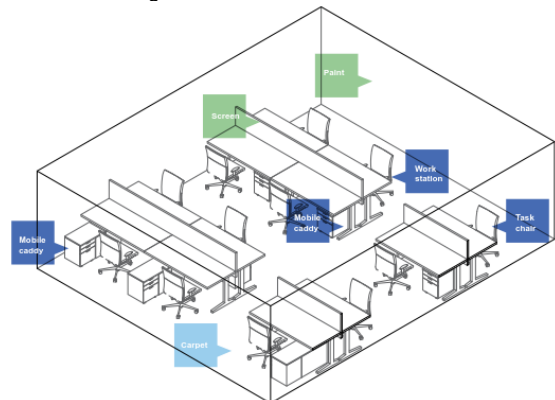


Executives and heads of department may have additional requirements in their spaces including meeting tables and additional chairs, white boards, and AV equipment. This is to be determined in consultation with the UCPM. An indicative head of department (or similar) form of office layout is provided in the diagram below:



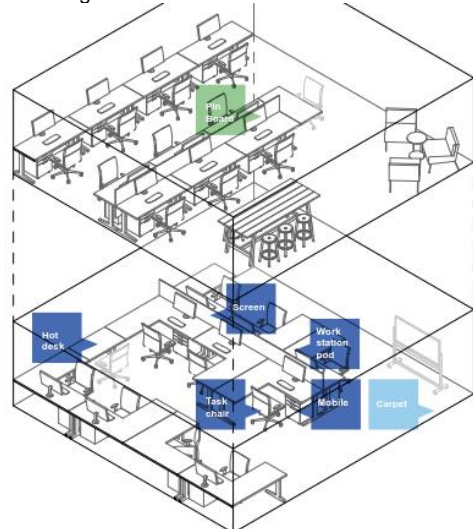
11.5.2 Open Plan Post-Graduate Office

Post-graduate offices are to be open plan study areas, acknowledging that post-graduate students are typically assigned a desk for the duration of their studies. An indicative open plan post-graduate office layout is provided in the diagram below:



11.5.3 Open Plan Administration Office

An indicative open administration office layout is provided in the diagram below:

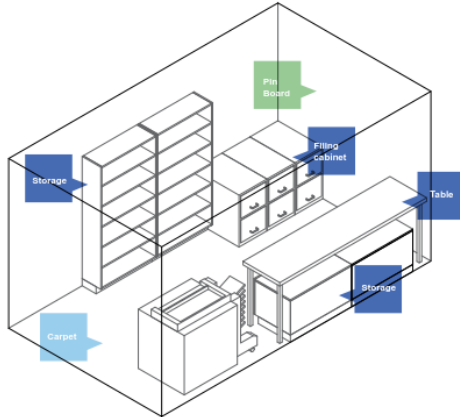


11.5 Service Spaces

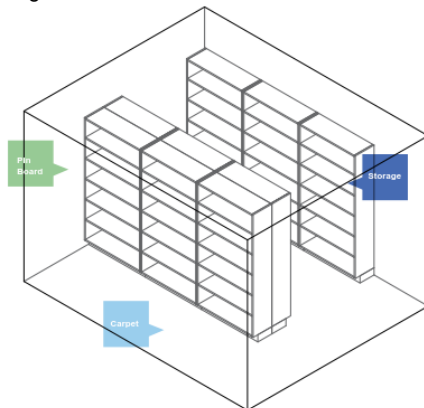
11.5.4 Utility and Storage Rooms

There are no specific requirements for the layout or size of storage or utility rooms. However, the designer shall ascertain if these areas have been included in the brief for a specific purpose - and if so, ensure that any project specific needs need.

An indicative utility room layout is provided in the diagram below:

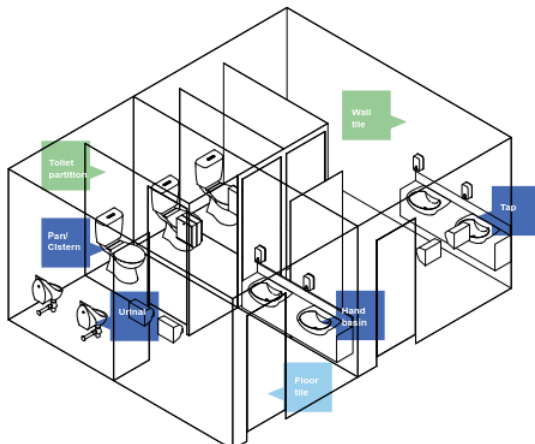


An indicative storage room layout is provided in the diagram below:



11.5.5 Back of House WC

Guidance on the design and layout of back of house bathroom areas is provided below. These spaces should primarily support function, as well as cleaning and maintenance considerations, but need not have the level of finish expected in public facing areas. An indicative back of house bathroom layout is provided in the diagram below:



11.5.6 Cleaners Stores

Substrate is to be waterproof plasterboard, villaboard or Hardies prefinished boards and must be supported in a manner that minimizes impact damage. Floor substrate is to be either concrete graded to a floor waste outlet or sheet vinyl that must be covered a minimum of 150mm up the wall. Finishes to walls and floor are to be impervious

Each cleaner's store is to have two joinery shelving units 1200mm wide x 600mm deep x 1000mm high fixed at 1000 above finished floor level with one adjustable shelf.

Where space will allow (and where specifically instructed by the University) make provision for one desk - 1000mm wide x 600mm deep.

Each cleaner's room to have one joinery shelving unit 1200mm wide x 600mm deep x 1000mm high fixed at 1000mm above finished floor level with one adjustable shelf. A 300mm high, 12mm thick 'signex' mounting board is to be fixed above the sink splashback for the fixing of the detergent dispenser. A rail for hanging cleaner's mops should be fixed over the cleaner's sink.

Should any controlled substances, such as chemicals and cleaning agents be stored inside the room, proper signage applicable to storage of hazardous materials shall be affixed to the entry door of the cleaner's store.

11.5.6.1 Fittings.

- One stainless steel cleaner's sink with stainless steel splashback to 1000mm minimum above finished floor level. Sinks shall be stainless steel trough type with hinged chrome plated grate fixed to the wall and supported with galvanised legs from the floor. The top of the rim shall be mounted at 620mm above finished floor level.
- Tapware shall be chrome plated Methven Kowhai laundry conversion taps with a 3 star WELS rating
- Separate hot and cold taps
- Four coat hooks
- One double general purpose outlet per cleaner's store and cleaner's room
- One floor waste outlet centrally located with floors graded to outlet
- Security lock to be fitted to door
- Statutory signage referring to chemicals and cleaning agents (hazardous materials).

11.5 Common Fitout Elements

11.6 Common Fitout Elements

11.6.1 Ceilings

Suspended ceilings shall generally be provided in all occupied areas in buildings on a two-way 1200 x 600mm grid of seismically restrained powder coated t-rails.

Ceiling tiles to be white 1200mm x 600mm acoustic type with the performance of the tile aligned with the acoustic requirements of the room both to address privacy issues and the ingress of noise from surrounding spaces.

Flush plasterboard shall be avoided unless required for specific applications such as Physical Containment (PC) Laboratories, food preparation or medical requirements.

11.6.1.1 Access hatches

Roof access door/hatches must be keyed alike to the Lockwood LOPA / Series 06.

All ceiling access hatches shall be of the hinged, drop down type with concealed fixing and a square drive cam lock. Minimum size shall be 600mm X 600mm.

11.6.2 Floors

Floor finishes must be selected to mitigate the risk of falling due to slippery surfaces. Slip resistance characteristics shall not be judged by the 'R' rating alone, but must include the classification of pedestrian surface according to the wet pendulum test to establish the contribution of the floor surface to the risk of slipping when wet. Refer to **Section 01 - Appendix A** for approved products for carpet, carpet tiles, and resilient vinyl flooring.

Selection criteria should include the items listed below and the subsequent sections of this document:

- Functional performance
- Ease of cleaning and maintenance
- Slip and wear resistance
- Hygiene and jointing technology
- Acoustics

Hard floor tiles or carpet tiles are a preferred option to rubber flooring. Regupol rubber floor should be avoided due to cleaning issues.

11.6.2.1 Foyers and Building Entries

All flooring to building entry points, and areas where it is reasonable to expect wetness, are to have a classification of contribution to the risk of slipping when wet of low (W) or very low (V) in accordance with AS/NZS 4586.

Foyers of buildings or other similar areas, where water may be tracked inside on rainy days, should allow for adequate drainage and slip resistant surfaces.

11.6.2.2 Communication Rooms

Communication Room floors are to be paint finish. Walls are to be full height extending to the underside of the floor above. Wall linings shall be screw fixed 12mm v-jointed plywood with a paint finish.

11.6.2.3 Laboratory floor finishes

Polyurethane seamless flooring shall be applied in all science laboratories where damage to floor finishes is likely due to spillage of water, chemicals or other materials likely to be used in laboratory classes or research spaces.

The seamless flooring application shall be covered up all walls, plinths and service pipes to a height of 150mm and shall finish above floor drains where applicable. The polyurethane material shall be UV stabilised.

11.6.2.4 Carpet

A standard range of resilient flooring, carpet and carpet tiles and accent colours has been established for use at the University.

Consultants are to select their preferred product from the approved range and finalise selection in consultation with the University of Canterbury Project Manager. Refer to **Section 01 - Appendix A**.

Carpet tile adhesive is to be a low Volatile Organic Compound (VOC), clear finish product. The clear finish is required to aid in crack detection if there is damage to the concrete slab.

Any alternatives must be submitted and agreed in advance with the University.

Installers are to provide a whole system guarantee using the recommended adhesive.

Carpet shall not be used in wet areas, *near heat and eat stations, kitchenettes* or around cold water drinking fountains.

5% spare material shall be provided of each colour, type, style of tile for maintenance of the building.

11.6.2.5 Sheet vinyl

Sheet floor coverings shall have welded joints and be fixed to floors using adhesives in accordance with the manufacturer's instructions. The floor vinyl shall be covered up all walls, plinths to a height of 150mm and then capped using a proprietary bead/extrusion.

Alternatively a black PVC skirting may be used. Sheet vinyl is to be used in wet areas.

Chemical resistant flooring is occasionally required - this will be determined by the specific requirements of each project.

Approved anti-static vinyl shall be installed in any areas subject to static electricity discharge such as data rooms, bio-boxes and other specialised areas.

11.6.2.6 Ceramic tiles

Any existing installations of porous unglazed tiles shall be replaced or cleaned and re-sealed as part of any refurbishment works and tested to ensure a suitable slip resistant result is achieved. However as a general rule ceramic tiles should not be used, as the University preference is for vinyl sheet flooring in all interior wet areas - exceptions to this would be atrium areas, entrances, food tenancies, foyers.

11.6.2.7 Concrete finish

Where appropriate, polished exposed concrete or epoxy finish to concrete will be acceptable for use. All concrete, if not being covered with vinyl or carpet finish, is to be sealed.

11.6.2.8 Timber floors

Timber floating floors are not approved for use.



11.5 Common Fitout Elements

11.6.2.9 Door Mats

Floor finishes at entrances shall be a durable non slip finish to reduce the risk of injury when surfaces are wet and shall be free of tripping hazards.

Mats shall be of a type and design that limits ingress of water, mud, ice etc. and be of light weight to enable easy removal and cleaning by one person.

They are to be provided in mat recesses at each entrance to the building formed by stainless steel angles set into the floor slab.

Mat recesses shall extend a minimum of 2 metres perpendicular to the face of the door.

Mat recesses for fire-isolated areas shall be external and shall be adequately drained if exposed to weather.

11.6.2.10 Joints

Joints of dissimilar floor finishes shall be achieved by using floor levelling compounds to achieve a constant finished floor surface height.

11.6.2.11 Sealants

All joints must be detailed to clearly define the dimensions of the sealant bead (width v depth) as defined as optimal by the manufacturer and must include reference to all preparation, primer/sealer and packing rods as required to create an optimal sealed joint.

Sealant joints must be designed to allow easy access for routine inspection and the periodic removal and replacement of seals and associated materials.

11.6.3 Internal Walls

11.6.3.1 Finishes

Generally, all internal walls, including plant room walls, are to be painted. Concrete walls in selected locations may be unpainted, but will still need to be sealed.

Internal finishes shall be designed for low maintenance with acoustically absorbent finishes where practicable.

Whilst it is desirable that surfaces be easily cleanable, they shall not be durable to the extent that they create a harsh environment.

The finish on internal walls shall follow the recommendations of the New Zealand Standard for Interior Lighting regarding the reflectance of surfaces.

If screen-based equipment is to be used it is recommended that the wall colours have a reflectance value between 30%- 50%.

The Consultant shall select materials and finishes which are readily available and preferably New Zealand Made.

11.6.3.2 Skirtings

Skirtings will vary depending on the flooring material. Where an applied as a separate element they shall be black vinyl feather-edge 100mm or 150 mm height and be provided to all internal partitions.

Negative skirting details are not acceptable at the University.

11.6.3.3 Operable Walls

For discussion on operable walls refer to **Section 02 - Architecture**.

11.6.3.4 Internal Doors

For discussion on internal doors and door hardware refer to **Section 02 - Architecture**.

11.6.4 Toilet and Shower Area Linings

Generally spaces containing toilet and shower facilities must be lined with moisture resistant wall linings mechanically fixed in accordance with the manufacturer's recommendations. Due consideration must be given to the appropriateness of wall linings that might be used as a substrate for an additional water/moisture barrier that might be applied over the top (e.g vinyl).

Prefinished boards specifically designed for use in wet areas may be used.

All wet areas where water might be expected to accumulate and pond or where the humidity level within the room is likely to encourage condensation must be designed with appropriate membranes and barriers to ensure that the wet environment is contained within the room. All such spaces must have appropriate building services to ensure a healthy and pleasant environment at all times.

Floor wastes shall be provided to mitigate any risk of localized flooding, damage to electrical wall mounted appliances (e.g. hand driers) and in consideration of cleaning and maintenance activities.



11.6 Furniture, Fixtures & Equipment

11.7 Furniture, Fixtures & Equipment

As discussed in Section 11.1, furniture selection and procurement is to be as per the requirements in the Furniture Procurement Guide (refer to Appendix A for details). General requirements, and items not covered in the Furniture Procurement Guide are discussed below.

11.7.1 Ceiling Fixtures

The University preference is for all ceiling fittings and fixtures such as light fittings, speakers, thermal alarms and the like to be fixed to the structure. If this is impractical the loads applied by fittings and fixtures are to be calculated and integrated into the ceiling grid design.

Where fixtures or fittings are to be mounted on the ceiling tiles, approved timber backing pieces must be provided which span the full width of the tile to provide bearing on the ceiling grid. Timber backers are not to be bonded to tiles.

11.7.2 Joinery

Joinery generally is designed to meet a specific need. Ergonomics, ease of access, durability, security and general layout and proportions are to be considered to deliver designs that are fit for their intended purpose.

The carcasses of all joinery units are to be MDF with melamine finish (melteca board or similar) with PVC colour matched edge strip. The thickness of the carcass material is to be generally no less than 18mm. All shelves are to be MDF with melamine finish.

Bench tops are to be either MDF or highly moisture resistant (HMR) MDF with 0.7-1.2mm laminate finish with edges post formed or with a colour matched PVC edge strip. Laboratories (except for computer laboratories) should be supplied with chemical resistant finish laminate to bench tops.

Stainless steel benches and shelves are to be 304 grade.

In all cases, joinery doors and drawers must have Blum hinges and draw runners.

11.7.2.1 Splashbacks

Provide a tile or laminate splashback not less than 1m² in area to all sink units, cleaners' sinks or hand basins.

The splashback shall extend to the bottom edge of the fixture, at least 200mm wide each side and at least 450mm above the fixture.

Paint backed glass splashbacks shall not be used under any circumstance.

11.7.2.2 Lecterns

Lecterns found in varying styles throughout university lecture theatres, teaching spaces and seminar rooms are 'presentation platforms' and provide users ergonomic space to arrange presentation notes and electronic devices (e.g. laptop).

Lecterns need to be large enough to hold a user's laptop and notes, yet small enough to manoeuvre around easily and not dominate the room.

Control panels provided on lecterns (either graphical touch panels or smaller panels of push buttons) enable presenters to control and self-manage the presentation system and room environment parameters related to presentation delivery.

Consideration must be given of where a lectern is positioned in respect to:

- Audience ability to view the presenter who is presenting from behind the lectern - often in darkness if lighting is lowered to improve image contrast of the presentation images.
- Audience members seated in front of a lectern in a flat floor space may only have partial view of a presentation image.
- Consider teaching space requirements for presenters standing in between a lectern and presentation wall behind them. 1.5m minimum distance provided is essential.

All lecterns where possible should have the University logo branded at the front.

The lectern design should consider the following 'general principals':

- The lectern should not dominate the room
- The lectern should be standing height and designed to take into consideration different presenter heights
- The lectern will be fixed to ground and provide easy access for replacement of equipment inside (wheel optional but overall lectern must be fixed to ground by chain)
- A good mouse surface
- Laptop and mobile device connection panels and power outlets are to be easily accessible from lectern, and when cables are not in use they should retract or not interfere with the lectern surface space
- The lectern will need to house current AV equipment as required (rack mounted)

The lectern dimensions and clearances shall be as follows:

- Desktop surface height should be no higher than 900H (see ref. AS1428.2-1992, Clause 24.1.1 (a), p.33)
- Height of equipment on desk (e.g. top of monitor) should be a maximum of 1200H above floor level to accommodate sightline from any presenters in wheelchairs to the audience (see ref. AS1428.2-1992, figure 30, p.37)
- Accessible equipment (ie. Resident computer or Media Player) in lectern: min 230H above finished floor level (see ref. AS1428.2-1992, Figure 28, p.35)
- All non-end-user accessible equipment and sockets in lectern to be locked and secured to prevent end-user access.
- The lectern shall house two custom rack rails on each side to hold AV equipment.
- Doors MUST be provided to allow front and rear access to the racks. Dedicated UC key security locks shall be installed on the doors to prevent unauthorized access.
- Additional power SSO sockets are to be provided on the sides of the lecterns.

Access to a clock readout on lecterns can be useful to teaching staff, presenters and examination minders. A clock/time readout shall be incorporated as a permanent feature of the touch panel interface.

Lectern design should also consult with Section 3 Audio Visual.

11.7.3 Drinking Fountains

Drinking fountains are required on every floor of each building located for easy access by building occupants.

The drinking fountain shall be a wall hung stainless steel type with power, cold water and sewer connections.



11.6 Furniture, Fixtures & Equipment

The area under the drinking fountain shall have a ceramic or vinyl tile or similar impervious floor finish for easy cleaning.

11.7.4 Blinds

Roller blinds are the standard window treatment internally. These blinds are either standard or blackout.

11.7.5 Bollards

The University has a standard design for removable and fixed bollards which must be used. These are stainless steel, have a yellow reflective band at the top and are approximately 900mm above finished ground level.

11.7.6 Rubbish bins

Liaise with the University to establish the need for and location of rubbish bins.

The University has a waste management policy and standard type of bin to be used internally and externally. In general 4 to 5 bins are located together as part of our waste management system. Standard bin sizes are:

- Urber bin with lid 430mm x 405mm x 405mm
- Urber bin no lid 400mm x 405mm x 405mm
- 120ltr bin 475mm x 550mm x 935mm
- 240ltr bin 590mm x 750mm x 935mm

Heat and Eat Stations and kitchenettes are to use 120L bins.

11.7.7 Amenities

11.7.7.1 Vending Machines / Drink Fountains

Allowances shall be made for the installation of vending machines (by others) and drinking fountains in publically accessed external locations that will be agreed with the University.

Each location will require wiring for lights, power and security.

The area shall have a ceramic or vinyl tile or similar impervious floor finish for easy cleaning.

11.7.7.2 Lockers

Lockers are to be provided in buildings as directed. The number and location of lockers will depend on activities within the building and will be agreed with the University as part of the project briefing process.

11.7.8 Safety Shower and Eyewash Facilities

At least one safety shower and eyewash or eye/face wash facility shall be installed, in each laboratory where hazardous substances are stored / and or used, reference should be made to user group specific requirements.

A travel distance not exceeding 15 m (corresponding to approximately 10 seconds walking travel time) to such devices from any point in the laboratory is considered good practice. Shorter travel distances may be appropriate for high risk applications. The equipment must be installed on the same level as the hazard, accessing the equipment should not require going up or down stairs or ramps. The path of travel from the hazard to the equipment should be free of obstructions and as straight as possible.

Connect any drain piping from the emergency equipment or floor drain to the building's acid waste disposal system or to a neutralizing tank.

Water delivered by eye/face/drench wash hose units shall be tepid (lukewarm, 22 – 30 C). Note: temperature in excess of 38 C is harmful to the eye and can increase chemical reaction.

Any unusual situations associated with safety showers and eye wash stations or their installation shall be discussed with the University of Canterbury Project Manager (UCPM).



Appendix A - Furniture Procurement Guide

The following has been extracted from the Furniture Procurement Guide online tool. Access to the tool can be arranged with the UCPM on a project-by-project basis.

Introduction

The procurement team has negotiated an arrangement with four preferred furniture suppliers with significant benefits for the University and all staff are encouraged to make full use of this opportunity when purchasing new furniture.

Extensive sourcing and consultation was undertaken in selecting suppliers and models of furniture, including input from H&S, project architects, UCSA, IT Services, Capital Works and the university community.

Preferred suppliers

The University's preferred furniture suppliers are:

- [Zenith Interiors for seating, Workstations \(Rumba\), tables, soft furnishings, task chairs.](#)
- Haworth by Europlan for Workstations (Infinity), tables, storage, some soft furnishings, task chairs.
- OfficeMax for storage, tables, café chairs, stools
- Bishop Interiors for stools, soft furnishings, some seating.

Before you purchase

Before buying new furniture you should check the Warehouse team doesn't have something suitable that can be supplied free of charge under the Furniture Policy.

Obtaining a quote / Placing an order

Please place all orders via Unimarket, P-cards must not be used to purchase any items of furniture.

The core range is within the palette of fabrics (.pdf). Once published, you will be able to consult the Interior Design chapter of the UC Design Guide (in development). This interactive document will help you select the right model for the requirements of the space and function. Once you have your shopping list ready you can log in to Unimarket to raise your order.

Non-catalogue requests are able to be made by contacting the furniture provider directly (via phone or email). A quote will then be returned to you via Unimarket. Once the quote has been accepted it will sit in your shopping cart. From here the order will need to be 'checked out' (or reassigned) to turn the quote into a purchase order.

For small and one off orders you can select from the online catalogue and add to your shopping basket without the need for a quote.

Delivery

Please include clear delivery instructions with your order. There can never be too much information. The furniture will be delivered to the location in the Purchase Order; alternatively it can be delivered to the Warehouse if sufficient notice is provided to the Warehouse team to make space for the delivery.

Furniture deliveries will be made direct to location at no charge as long as there is adequate access, including lifts for higher floors. Additional costs may apply if access is difficult requiring extra labour to mitigate hazards or tricky access.

Feedback

As part of the contract, the furniture providers may seek feedback after the completion of recent orders. Please contribute to the feedback request as all feedback provided is invaluable and crucial to ensure we continue to receive a high standard of service and quality. Feedback may also be emailed to Procurement@canterbury.ac.nz

Previously preferred suppliers

Over many years UC has purchased furniture from many different suppliers. Unimarket access will be limited to our preferred suppliers. If you have a need to contact a non-preferred supplier for reasons of warranty, replacement parts, or matters related directly to existing furniture, contact Finance Shared Services who will help you place a manual order.

Scope

All loose furniture is covered by the scope of this arrangement. The four core catalogues cover more than 80% of normal university requirements. If an item is required that is not listed, you can contact the supplier nominated for that category and they will assist you in sourcing the right product.

Specialist ergonomic furniture can be supplied, but must first be approved following the Health and Safety Ergonomic Assessment procedure.

Key contract conditions

Core range furniture conforms to the following standards. If you are selecting an off catalogue item you should ensure it also conforms to these standards.

- Durability (AFRDI / BIFMA accreditation)
- Ergonomic features
- Future reuse or recycling potential
- Excellent warranty periods (minimum 5 years, mostly 10 years)
- Environmental and socially responsible manufacture.
- Flexible configuration options.

Other features

UC has negotiated special pricing with textilia and Warwick on a palette of fabrics (.pdf). The ranges will be used by all four suppliers to ensure functionality, ease of maintenance and consistency, while supporting the university brand and containing costs over product life. A margin of 5% applies to the fabric component to cover supplier coordination costs.

- A range of Laminex Melteca table and workstation colours have been selected to conform to workplace lighting and reflectance comfort standards relating to reflectance, or glare. All workstations and teaching space tables will be finished with one of these options. Low volume items such as coffee tables are not affected by this standard.
- Price includes delivery, placement, assembly and removal of packaging and is fixed to November 2016.
- No charge for warranty call-outs;
- Our suppliers are expert in commercial and educational fit-outs and have a wealth of knowledge they are keen to share with you. You can discuss your requirements regarding configuration, frame and top options, workplace trends, practical solutions and many other considerations when putting together an order. Please take advantage of this great value add of our supply arrangement.



Appendix B - Standardised Colours List

Appendix B - Standardised Colours List

Ceiling Colours:

Dulux Haunui

Wattyl Orchid - Formula code 60884

Resene Black White Half

Base Wall Colours:

Dulux Cardrona

Dulux Haunui Half

Resene Black White

Feature/Accent Wall Colours:

Dulux DriveTime

Dulux Rakaia Half

Trim Door Colours:

Dulux DriveTime

Dulux Cardrona

Rakaia Half

Dulux Tirau



Compliance Checklist

Project Name:

Date:

Submitting Consultant:

Design Stage:

Section 20 – Structure

Compliance Checklist

Complies
Does Not Comply
Not Applicable

Comments:

1.0 Section 01 – General

#		Complies	Does Not Comply	Not Applicable
	All Clauses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11.1 Overview

11.1.1	Purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.1.2	Key Appendices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.1.3	Effects on Other Aspects of Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.2 Design Concepts

11.2.1	General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.2.2	Key Design Principles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.2.4	Warranties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.2.5	Colours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.2.6	Seismic Restraint to Furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.2.7	Acoustics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.2.7	Surface Finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.3 Public Spaces

11.3.1	Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.3.2	Wide Corridors and Lobby's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.3.3	Meeting Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.3.4	Adaptable Meeting/Bookable Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.3.5	Seminar Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.3.6	Front of House WC and Showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.3.7	Library Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.4 Student Focussed Spaces

11.4.1	Teachings Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.4.2	Tutorial Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.4.3	Break-out and Collaboration Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.4.4	Student Project Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.4.5	Computer Labs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.4.6	Student Heat & Serve, and Kitchenettes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Compliance Checklist

Project Name:

Date:

Submitting Consultant:

Design Stage:

Section 20 – Structure

Compliance Checklist

Complies
Does Not Comply
Not Applicable

Comments:

11.5 Service Spaces

11.5.1	Offices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.5.2	Open Plan Post-Graduate Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.5.3	Open Plan Administration Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.5.4	Utility and Storage Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.5.5	Back of House WC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.5.6	Cleaners Stores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11.6 Common Fitout Elements

11.6.1	Ceilings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.6.2	Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.6.3	Internal Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.6.4	Toilet and Shower Area Linings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11.7 Furniture, Fixtures & Equipment

11.7.1	Ceiling Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.7.2	Joinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.7.3	Drinking Fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.7.4	Blinds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.7.5	Bollards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.7.6	Rubbish bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.7.7	Amenities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.7.8	Safety Shower and Eyewash Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

Acceptable

University Reviewer:

Acceptable subject to comments

Signed:

Resubmission required

