

These guidelines are updated periodically. Users of the guidelines are encouraged to check this site as needed to be sure of having the most current edition. Comments and suggestions concerning improvements to this section of the guidelines may be submitted to: m_takacs@uncg.edu.

10160. TOILET AND SHOWER PARTITIONS

Solid (homogenous color, not coated or laminated) plastic toilet and shower partitions are preferred over other materials such as steel or laminates and should be hung from the ceiling where possible. Provide heavy duty stainless steel trim and hardware with self closing door hinges. Latches that do not depend on precision alignment of door and wall to operate are preferred.

10400. SIGNAGE

The Designer is responsible for incorporating into the design the following signage and graphics: room identification, directories, directional signage, exterior building identification and parking regulation signage. All should be handled in accordance with the University's Signage Program, a copy of which is available from FDC Design Project Manager. The Designer is responsible for developing compatible graphics for any required applications not addressed by the Signage Program, including a directory map, if needed. The Designer shall indicate locations for emergency egress route plans and occupant load signs (for assembly spaces greater than 49 persons) that will be produced and installed by the University's Facilities Operations Department. The Designer shall provide floor plans in CAD format that can be used to produce 8 1/2" x 11" emergency plans.

Numbering: All spaces shall have assigned numbers as designated by the Office of Space Management. It is desirable that the construction numbering system be retained throughout the life of the facility. The Designer therefore is to submit a numbering system no later than the design development stage. FDC will provide OSM with a working copy of the drawings at or before the Schematic Design (SD) review to apply UNCG room numbering protocol. OSM will also be involved in the final drawing review before going out to bid. For minor remodeling projects, the project manager will request room numbers from OSM during the design phase. Following are general guides for space numbering in all buildings.

1. Room numbers shall be 3 to 4 numerical digits with optional alpha suffixes and prefixed with the floor level number. For example, "201" for second floor rooms, or "415J" for rooms on the fourth floor. The level using the number 1 as its first digit shall be the primary level entered at grade. In below grade levels, room numbers should begin with 0. Avoid floor names that may project a negative image such as "Basement or Sub-Basement". Some buildings may have floors with a significant number of rooms. In that case, four numerical digits with an optional alpha code should be used. The first digit will identify the floor, the second digit will identify the section of the building and the last two will identify the room. For example "2301" for second floor rooms, or "2301A".

2. Numbers “100” or “200,” etc. will be reserved for numbering corridors; therefore, room numbers will begin with “101,” “102,” etc., and shall move around the floor in a logical fashion. For example, corridors on the third floor might be 300A, 300B, 300C, 300D. Consistency of corridor numbers from floor to floor is desirable and shall be maintained if at all possible.
3. Staircases shall be uniquely numbered. Staircase numbers shall maintain consistency from floor to floor. For example, first floor staircase is “ST1-1”, at second floor it is “ST1-2”. A sign must be installed on each floor for each staircase.
4. Elevators shall be uniquely numbered and maintain consistency from floor to floor. For example first floor elevator is EL1-1, at second floor it is EL1-2.
5. Room numbers will begin at the main entrance and are to follow a simple, logical sequence which takes into account building circulation patterns. Room numbers should flow in ascending order from one end to another in buildings with one primary dividing corridor, with odd numbered rooms on one side (generally left/west/north) and even on the other (generally right/east/south). Room numbers should follow in ascending order in a clockwise direction from the main entrance in buildings with circular or more complex corridor systems. Some buildings may have floors with too many significant rooms to be numbered. In that case, four numerical digits with an optional alpha code should be used. For example, “2001” or “2001A” for second floor rooms.
6. Rooms with modular partitions (cubicles) are to be assigned one room number. Cubicles and partitions within will be assigned an alpha suffix following standard room numbering protocol. For examples: 215 is the suite number with cubicles numbered 215A, 215B, etc.
7. Begin room numbers with a digit or character designating the floor level. Do not use decimals or fractions to designate intermediate levels. Non-numeric floor level codes shall follow the alpha list below where appropriate and may, in some cases need to add a digit as well. For example, a building with a mezzanine may have level “M”. A building with two mezzanine levels may have floors “M1” and “M2”.

C	CONCOURSE	Concourse Level
M	MEZZANINE	Partial Floor Above Base Floor Plan

8. Make the room numbering sequence flexible to allow for expansion or renovation. Several room numbers shall be reserved or skipped for large spaces to allow for future additions or division. When adding to buildings, do not duplicate numbers in the original building.
9. Room numbers across hallways should be sequential.
10. Combinations of letters and numbers shall be used to identify dependant spaces, such as closets. Combinations of a letter and numbers may also be used to identify rooms in a

suite. For example, a storage closet entered from room “312” can be numbered as “312A”. Avoid I, O and Q, which may be interpreted as numbers.

11. Make the room numbering system as consistent as possible from floor to floor. Rooms on different floors with the same digits in the last 2 positions shall be located in about the same plan location in the building as long as this does not create other inconsistencies or major difficulties.

10800. TOILET & BATH ACCESSORIES

Updated: March 27, 2018

1. Toilet and bath accessories shall be selected and specified on the basis of prevention of communicable diseases. Individuals shall not have to touch anything after they have washed their hands. The Designer shall schedule a meeting to consult with the FDC Design Project Manager for project-specific questions and situations.
2. The University will furnish automatic paper towel dispensers to be installed by the Contractor at locations described in the contract documents.
3. The University will furnish automatic hand-soap dispensers to be installed by the Contractor at locations described in the contract documents.
4. Toilet tissue holders shall be jumbo roll, dual dispensing system equipped to hold two rolls of 9’ toilet tissue and furnished with locked covers and theft resistant spindles. The typical dispenser is the Vondrehle jumbo roll dispenser model #3253 color: smoke.
5. Provide coat hooks inside toilet partitions.
6. Provide a 12” wide shelf in all toilet rooms to accommodate books and bookbags. The length of the shelf shall be proportionate to the length of the lavatory countertop.
7. A minimum of one waste receptacle with a minimum 18 gallon capacity shall be provided for every two lavatories. Capacity and number of receptacles shall be appropriate to the number of fixtures and building type. Locate receptacles adjacent to the exit of each toilet room. Receptacles shall not use flaps or doors to control deposit of waste. Women’s restroom stalls shall include sanitary napkin receptacles.
8. Provide battery powered, sensor activated controls for faucets on lavatories. Provide battery powered, sensor activated flush valves for water closets and urinals.
9. Provide a mirror above each lavatory or one continuous mirror above multiple lavatories.
10. The entrance to toilets on the main floor shall try to be designed to avoid installation of doors (similar to airport-style toilets). If airport-style toilets are not practical, use automatic openers on doors with sufficient space for the door to swing out without causing a safety

hazard, (i.e. in a protected area not in the general line of traffic in a hallway).

10900. WARDROBE SPECIALTIES

Coat and hat racks or hooks, installed in a manner not be hazardous to pedestrians, are required in classroom and office buildings.

10910. FIRE EXTINGUISHERS

All facilities shall be provided with 10 lb. nominal charge, ABC multi-purpose dry chemical portable fire extinguishers along with other types and sizes as required. Extinguishers in public areas should be mounted in recessed or semi-recessed cabinets capable of holding the extinguisher without the use of hooks or brackets. Locked cabinets with means of emergency access (striker, etc.) should be provided in areas especially susceptible to malicious use. Hooks (where cabinets are not used) for extinguishers should extend 2 1/2" from the wall with the turned up portion at the end 3/8" wide and 1/2" tall (all dimensions + 1/8"). Any hooks used must be designed for the extinguisher they are provided with. All portable extinguishers should be in visible locations and free from obstructions. Signage shall be provided to indicate the extinguisher location where visual obstructions cannot be avoided.

10920. BIKE RACKS

1. Designer shall review Campus Bike Rack Master Plan. Bike racks should be furnished at each major facility and shall be installed in a convenient, accessible and safe manner. Racks should not interfere with pedestrians or other site furnishings. Racks should be placed near the building entrance without causing conflicts with the path of pedestrian egress.
2. "Individual" racks shall be hot dipped galvanized, 2.375" OD, 36" high inverted "U" shape, ASTM schedule 40 steel pipe, with black thermoplastic coating installed on concrete pads. Depending on the project, hot dipped galvanized may be the final finish. Install individual racks by core drilling new concrete pads. For existing concrete surfaces, furnish racks with integral base plates and install with stainless steel anchor bolts. Multiple racks should be installed to allow at least 30" minimum spacing between racks and 36" minimum clearance from adjoining structures or other vertical surfaces. (Acceptable manufacturers include Huntco Supply, Portland OR; DERO, Minneapolis MN; Madrax of Trilary, Middleton WI; SARIS, Madison, WI; or approved equal).
3. "Stadium" racks shall be fabricated of similar materials as the individual racks noted above, except the inverted U shapes shall be pre-fabricated on two channel bases in sizes to hold two to sixteen bicycles. Install stadium racks with stainless steel anchor bolts and washers on existing concrete surfaces through pre-drilled holes in the channel bases.

10930. TRASH AND RECYCLING CANS

Updated 7/8/13 (moved from Guideline #02760 SITE FURNISHINGS)

The design of all facilities will include provisions for exterior trash and recycling receptacles. The designer will consult with the FDC Design Project Manager in determining the number and location of trash receptacles for each project. Receptacles shall be placed in pairs, one for trash and one for recyclable waste. Typically each trash/recycling station will consist of a 4" thick concrete pad sized to accommodate two identical round ornamental metal containers, each holding a 36-gallon receptacle. Where exterior trash/recycling receptacles are to be included as part of a project, their location shall be shown on the construction drawings and included in the project specifications by the designer.

1. Trash cans – shall be side door opening 36 gallon litter receptacles, Victor Stanley, Inc. (VS) raised dome lid type S-2, latching side door, and non-locking latch. Color shall be the manufacturers standard VS Tavern Square Green. Include a 2 ¼" high steel band label around the can with a clear background and white lettering "Trash Only." All shall match existing receptacles currently used on campus. Provide a 36-Gallon High-Density plastic liner sitting on a protective, rodent-resistant 1/8" thick steel plate cover.
2. Recycling cans – shall be side door opening 36 gallon litter receptacles, Victor Stanley, Inc. (VS) raised dome lid type S-2, latching side door, and non-locking latch. Specify plaques with lettering "Recycle," plaque size 16 3/8" x 6", max label size 13" x 5". Plaque should be white, lettering should be Navy Blue. Specify decal labels for lid label with lettering "Recycle" on top label, 2 recycling symbols on the side labels and "Comingled" on the bottom label. White background with navy lettering. Color shall be the manufacturers standard VS Tavern Square Green. All shall match existing receptacles currently used on campus. Provide a 36-Gallon High-Density plastic liner sitting on a protective, rodent-resistant 1/8" thick steel plate cover.

10940. EXTERIOR BENCHES

Updated 7/8/13 (moved from Guideline #02760 SITE FURNISHINGS)

The design of all facilities will include an evaluation of the need for exterior benches for pedestrian seating. The designer will consult with the FDC Design Project Manager in determining the need for pedestrian seating. If seating is determined to be required the designer will provide recommendations for the number, location, and placement of exterior benches for each project and also recommend whether the benches should be painted metal or wood. Benches shall be placed in convenient locations along major pedestrian pathways (painted metal bench) and in quiet, contemplative settings (exterior wood bench) such as pocket parks or garden areas. Typically, benches will be anchored to a concrete pad adjacent to a sidewalk, and positioned so as not to obstruct pedestrian traffic. In some cases benches may be located close to waste and recycling receptacles.

The University typically uses either a wood or painted metal bench, depending on location and design of the exterior space or route. The University standard exterior wood bench is the Meridian

- Teak Wood Bench by “Country Casual.” The University standard painted metal bench is the Victor Stanley Inc., “Steelsites RB Bench” Model RB-28, with powder coat finish, color matching Victor Stanley – “Tavern Square Green.” Both benches are typically 96 inches in length or as appropriate for the location. A proprietary alternate will be included on the project bid form for the selected style of bench to be used.