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**CHAPTER A-15**  
**INTERIOR DESIGN**

**15.1 GENERAL.**

15.1.1 Scope. This chapter states criteria, requirements and guidance for interior design. Specific submittal requirements in this chapter supplement the requirements of Volume 1.

15.1.2 Quality. The objective of the COE is to obtain attractive facilities that are designed using sound technical knowledge and constructed using recognized, good industry practices, as well as being cost effective. The design and construction shall incorporate those characteristics which will provide facilities with present and continuing utility, durability and desirability, and which will be economical to maintain for the life of the structure. The design shall also be such as to provide a safe and healthy environment.

15.1.3 Sustainable Design. The COE has a policy to support the design, construction, operation and reuse/removal of the built environment (infrastructure and buildings) in an environmentally and energy efficient manner. Chapter 14, Sustainable Design, contains detailed requirements.

15.1.4 Multiple Buildings. Unless directed otherwise, when a project includes multiple buildings drawings shall be sequenced so that each building has a separate stand-alone set of drawings. Sometimes project scope changes requires that options be identified.

15.1.5 Site Adapting. When site adapting standard working drawings or using earlier designs at other locations, the design changes will generally be limited to exterior revisions to comply with the Installation Design Guide or other applicable local criteria, the selection of alternate interior materials when such changes are economically justified and to changes necessary for updating for conformance to current criteria.

15.1.6 Renovations. On renovation and modification projects provide separate plans showing demolition work required. Indicate items to be removed with dashed lines and hatched/poche'd areas to clearly show quantities and extent. Provide demolition notes to clarify scope of demolition work.

**15.2 APPLICABLE PUBLICATIONS.** The following publications form a part of this Manual to the extent indicated by the references thereto. Most recent date at contract award is applicable.

**TI 800-01**      Technical Instructions, Design Criteria, 20 Jul 1998

UFC 3-710-01A    Code 3 Design with Parametric Estimating AKA **TI 802-01** Technical Instructions for Code 3 Design with Parametric Estimating

UFC 1-300-07A    Design Build Technical Requirements, AKA **TI 800-03** Technical Requirements for Design-Build

UFAS            Uniform Federal Accessibility Standards

ADAAG            Americans with Disability Act Guidelines

UFC 3-120-10   INTERIOR DESIGN

US Air Force Interior Design Standards

UFC 3-600-01   Fire Protection Engineering for Facilities

NFPA 101        National Fire Protection Association, "Life Safety Code", current edition

UFC 4-010-01   DoD Minimum Antiterrorism Standards for Buildings

### **15.3 CODE 3 DESIGN SUBMITTAL REQUIREMENTS.**

15.3.1 Submittal. Submittal content and format shall be as described in TI 802-01, "Technical Instructions for Code 3 Design with Parametric Estimating". Consult the Centers of Standardization for costs of COS building furnishings. Some are posted on their web sites. For Code 3 Report the cost in the 1391 has to be verified for each building. Drawings are generally not required at this stage.

### **15.4 SCHEMATIC (35%) DESIGN SUBMITTAL REQUIREMENTS.**

15.4.1 General. Submittal content and format shall be as described in UFC 3-120-10 Interior Design. This document is available from the Whole Building Design Guide, Unified Facilities Criteria, at <https://www.wbdg.org/ffc/dod/unified-facilities-criteria-ufc> .

15.4.2 Structural Interior Design. Army Projects - Provide 35 percent submittal in accordance with UFC 3-120-10 Interior Design, Chapter 4 Structural Interior Design. **Establish general requirements and provide a concept furniture floor plan at this stage.**

Air Force Project – Provide 35 percent submittal in accordance with "Interior Design Presentation Format", Air Force.

15.4.3 Furniture, Fixtures, and Equipment. When required by contract, provide 35 percent submittal for Furniture/Fixtures and Equipment in accordance with UFC 3-120-10 Interior Design, Chapter 5 Furniture, Fixtures, and Equipment Interior Design. Establish general requirements and provide a concept furniture floor plan at this stage.

### **15.5 DESIGN DEVELOPMENT (60%) SUBMITTAL REQUIREMENTS.**

15.5.1 General. This submittal consists of a limited number of drawings. Its purpose is to check progress, functional layout and incorporation of concept review comments. Design does not stop at this submittal.

15.5.2 Implement concept submittal review comments.

15.5.3 Structural Interior Design. Provide 60 percent submittal in accordance with applicable "Interior Design Presentation Format" Air Force, or UFC 3-120-10 Interior Design, Chapter 4

Structural Interior Design. Include interior signage plans and message schedule. Note any special features such as changeable components. Note (building-attached) exterior signage locations and types on drawings. All exterior signage shall be in accordance with the "Installation Design Guide" for each respective Installation where applicable.

15.5.4 Furniture, Fixtures, and Equipment Design. When required by contract, provide 60 percent submittal in accordance with applicable "Interior Design Presentation Format" Air Force, or UFC 3-120-10 Interior Design, Chapter 5 Furniture, Fixtures, and Equipment Interior Design. Submit furniture/furnishing plans for each floor showing the location and type of all furniture and furnishings as programmed by the project. When required by contract, indicate by schedule which items shall be furnished and/or installed by the Contractor and which shall be furnished and/or installed by the Government.

15.5.5 Specifications. The concept submitted Unified Facilities Guide Specifications (UFGS) list shall be updated to include any new specifications based on the refined preliminary design. All specifications from the list shall be tentatively marked up, with major edits, and submitted as part of the preliminary (60 percent) submittal. Specifications shall comply with the requirements of Chapter A-11, SPECIFICATIONS. Specifications shall be submitted with red-line edits indicating all deleted/modified text.

## **15.6 FINAL (100%) DESIGN SUBMITTAL REQUIREMENTS.**

15.6.1 Implement Concept and Preliminary review comments.

15.6.2 Structural Interior Design. Provide final submittal in accordance with applicable "Interior Design Presentation Format" Air Force, or UFC 3-120-10 Interior Design, Chapter 4 Structural Interior Design.

15.6.3 Furniture, Fixtures, and Equipment. When required by contract, provide final submittal in accordance with UFC 3-120-10 Interior Design, Chapter 5 Furniture, Fixtures, and Equipment Interior Design.

## **15.7 CORRECTED FINAL DESIGN SUBMITTAL REQUIREMENTS.**

15.7.1 In the Corrected Final Design Submittal, the designer of record finalizes the construction documents. This includes the incorporation of approved comments from the previous design submittal reviews. The Corrected Final Design Submittal requirements shall be the same as the Final Design Submittal requirements. Unless indicated otherwise in the project Specific Instructions, this submittal will not be another review in ProjNet and is only for final backcheck of all comments.

15.7.2 Implement final review submittal comments.

15.7.3 Verify consistency between plans, specifications and final corrections.

## **15.8 REQUIREMENTS FOR PREPARATION OF DESIGN/BUILD RFP PACKAGES.**

15.8.1 General. Unless indicated otherwise, RFP shall be based upon "partial" design development as defined by TI 800-03 "Technical Instructions for Design-Build".

## 15.9 TECHNICAL REQUIREMENTS.

### 15.9.1 General.

15.9.1.1 In addition to the Criteria contained in the following paragraphs, interior design shall comply with technical instructions. Materials and construction methods shall comply with the instructional notes inserted in the applicable guide specifications.

15.9.1.2 Structural Interior Design. Structural Interior Design (SID) is required for all projects unless specifically deleted by contract. In general, the SID provides samples of all interior and exterior finishes and signage.

15.9.1.3 Furniture, Fixtures, and Equipment. Furniture/Fixtures and Equipment (FF&E) is provided only when required by contract. In general, the FF&E is an expansion of the SID that also addresses furniture and accessories. Furniture and accessories are purchased separate from the construction contract. When FF&E is requested the A-E provides both the SID and FF&E required items.

15.9.1.4 Format and Content. The format and content of SID and FF&E shall be in accordance with "Interior Design Presentation Format", dated November 1996, by Air Force Center for Environmental Excellence for all Air Force projects or in accordance with "Interior Design Requirements", dated Mar 2005, by U.S. Army Corps of Engineers, Savannah District, for all other projects except as modified in this chapter. When a FF&E is required, it will be formatted in a separate binder as described in paragraph 4.3 Furnishings, Fixtures & Equipment Finder of "Interior Design Requirements".

15.9.1.5 Number of Copies. Six copies are required at each submittal unless indicated otherwise in the contract. Each copy is to have actual physical samples unless indicated otherwise in the contract.

### 15.9.2 Finishes.

15.9.2.1 Color Schedules. Color for color schedules (excluding prefinished items) for all Ft. Bragg, NC projects shall be selected from FED-STD 595b. For all other projects, the use of FED-STD 595b for color schedules (excluding prefinished items) is optional. FED-STD 595b Color Fan Deck, with color chips for desk use, and 75 x 175 mm (3-inch by 5-inch) color chips by sets, can be ordered from the following address. (Cost of \$72.00)

Global Engineering Documents  
15 Inverness Way East  
Englewood, CO 80112-5704  
1-800-854-7179

15.9.2.2 Finishes Disclaimer. Interior and exterior finishes may be specified by using manufacturer and product names. When this is done, a disclaimer must be placed on the drawings or in specification 09000 where this is done that states the following:  
“The manufacturer's names and their products referenced indicate the color, texture, and pattern required for the materials listed. The products furnished shall meet the color, texture, and pattern indicated as well as the material quality and performance specified in the applicable technical section. The use of manufacturer's names and products do not preclude the use of other manufacturer's products of approved equal color, texture, and pattern as long as all requirements in the technical sections are met”.

15.9.3 Handicapped Accessibility. Where facilities for the handicapped are to be included in whole or in part, the design shall be in accordance with the American With Disabilities Act Accessibility Guidelines (ADAAG), and Uniform Federal Accessibility Standards (UFAS). In case of conflict, the more stringent requirement shall be followed.

#### 15.9.4 Structural Interior Design (SID)

15.9.4.1 Use of SID. The SID is used during design to review color and finish selections, prewired workstations, and signage design. It is used by Government personnel during construction in review of contractor submittals. The construction contractor does not receive the SID; it is an internal document only and not part of the construction contract documents. All information relating to building finishes, prewired workstations and signage must be in the contract documents. **DO NOT REFERENCE THE SID IN THE CONTRACT DOCUMENTS.**

15.9.4.2 Prewired Workstations. Prewired workstations (systems furniture) are included in the FF&E portion for certain projects. When this is the case, the construction contract documents will include prewired workstation design on I-Plates showing the location of the panels, worksurfaces, storage components, and other elements of the typical workstations. All coordination with electrical/telephone/computer outlets will be indicated. The workstation layouts are provided for review by the Government to verify coordination of all disciplines, and the purchase of the furniture is not part of the construction contract. A disclaimer will be indicated on the I-Plate. All finishes and procurement information shall be included in the FF&E submittal.

15.9.4.3 Special Requirements. The interior designer shall identify items in the SID or FF&E that require attachment to the building either by cutting or fitting. The designer must prepare specifications and drawings for this service to be performed.

#### 15.9.5 Furniture/Fixtures and Equipment.

15.9.5.1 Use of FF&E: The FF&E is used during design to review proposed finishes and furniture layouts coded to the furniture illustrations, furniture items, fabrics, colors, and furniture costs. It is used by the Government purchaser to procure the furniture. It is used by the User to direct installation to verify that furniture items received match what was ordered. It is used by Government personnel who administer the construction contract.

15.9.5.2 Scope. The FF&E is to include accessories such as lamps, clocks, framed artwork, artificial plants, trash receptacles, draperies, bedspreads in addition to furniture, finishes and signage.

15.9.5.3 Sources of Furniture. The Government is required to purchase furnishings from mandatory sources. This includes GSA Federal Supply Service and UNICOR, see paragraph 15.9.3.5. If the products offered by these sources do not meet the project requirements, then furnishings can be purchased from commercial vendors that have GSA contracts under GSA's Multiple Award Schedules. Many commercial furniture companies have GSA contracts with pre-negotiated prices. Only when none of these sources can meet the project requirements can open market items be purchased. When selecting furnishings, always review mandatory sources first, then GSA contract sources, then open market sources. When the interior designer determines FF&E items available on contract do not meet the functional requirements, or there is no current GSA resource, a waiver to use open market sources is required. The designer shall write a waiver/justification letter with salient features of that item. The letter shall be addressed to:

Director of Furniture Commodity Center  
GSA/FSS/FCNE  
Crystal Mall Building #4, Room 1010  
Washington, DC 20406

This letter shall be included on the FF&E binder attached to the applicable order form.

15.9.5.4 Quality of Products. The designer is to determine the project requirements and then select furnishings that meet these requirements. The products offered through mandatory government sources and GSA contracts represent a very wide range of quality and features. Being included in a GSA contract does not mean that a product meets any minimum quality standard. It is the responsibility of the designer to research products and determine their acceptability.

15.9.5.5 UNICOR Waiver. All furniture/furnishings shall be selected under the guidance of the National Defense Authorization Act – FY 2002, S1438, Title VIII, Subtitle B, Sec 811, Para 2410 which states UNICOR is no longer a mandatory source for furniture and a waiver is **not required from UNICOR** on items before selecting from the GSA Schedules. However, UNICOR shall be considered as a vendor to determine if UNICOR offers the “best value” product in terms of quality, price, and timeliness. If an UNICOR product is not the “best value”, then GSA Schedules shall be used for selection of furniture/furnishings. Three GSA vendors shall be considered but only one selected for the prepared Illustration Order Form. A Best Value Determination Guideline Sheet shall be filled out for each vendor whose furniture has been specified and the sheet provided in the FF&E binder. (This is in addition to the requirement under 15.9.1.4 Format and Content.) All furniture/furnishings shall be selected from GSA Schedules. The GSA web site is: [www.gsa.gov](http://www.gsa.gov). The UNICOR web site is: [www.unicor.gov](http://www.unicor.gov).

15.9.5.6 Customer's Own Material (COM). COMs are not permitted, except when selecting fabrics for Army barracks projects designed under the Interior Design Manual for Single Soldier Housing and submitted to the COE Huntsville District for procurement. A copy of the manual maybe ordered by contacting: [www.hnd.usace.army.mil](http://www.hnd.usace.army.mil).

15.9.5.7 Personal Computers. Design of all workstations and office furniture, including executive offices, should assume the use of a personal computer and accommodate it with an articulating keyboard tray and corner work surface where feasible.

15.9.5.8 Medical Projects. For medical projects where furniture items are included on the equipment list provided by the Government, the FF&E location codes will be the JSN numbers from the equipment list.

\*\*\* End of Section \*\*\*