



SECTION 12 0100 - Division 12 Designer Guidelines

Regarding Furniture:

- The Design Professional shall provide layouts of all moveable and fixed furnishings (new and existing, as appropriate) to illustrate function and space usage for the project.
- Furnishings should be chosen to maintain responsible stewardship of University resources and consistency across campus.
- The Design Professional shall coordinate all required power and data services leading to any fixed and moveable furnishings, and shall provide any details/drawings to show critical dimensions and anything else required for a full installation. The Construction Documents shall clearly depict same.
- The Design Professional shall locate and coordinate all blocking and support for the installation of all items in this Division.
- WMU has contracts in place with several consortiums, and may choose to utilize those on projects. Design Professional to facilitate a discussion with WMU during the design phases of the project to ascertain whether contracts have been negotiated and will be utilized for the work. A list of current consortium agreements is available on the Department of Logistical Services website: <https://wmich.edu/logisticservices/purchasing/university-contracts-available>
- Furniture shall be compatible with the flooring selected for the space and the function of the room.
- Furniture is considered moveable equipment, which is typically specified by the Design Professional and purchased by the University directly. The cost for moveable furniture is typically part of the Owner soft costs, not the construction budget. The Design Professional to facilitate a conversation with the team early on to clearly define roles for the specification, purchase and installation of furniture, as well as to help identify a budget number and where the funds will be allocated in the project budget.
- Furniture shall meet BIFMA and LEVEL Safety and Performance standards for institutional furnishings. Custom fabrications, use of non-standard finishes and fabrics are not are not desired and requires approval from the WMU Project Manager.
- Close out documentation for furniture shall include all O & M manuals and warranties. As-built documents reflecting the final furniture layout shall be included as part of the record document requirement.

Regarding Window Treatments:

- The Construction Documents shall clearly depict all required blocking, structural support, electrical connections and any devices for installation or operation of window treatments, and shall include details/drawings as required for a full installation.
- Window treatments are considered fixed equipment, shall be included in the construction budget and purchased and installed by the Contractor. In some cases, the University may choose to purchase some types of window treatments directly, in which case these would be funded outside the construction budget. The Construction Documents shall clearly define Contractor and Owner responsibilities relative to purchasing, receiving and installation of window treatments.
- Window treatments are considered an integral aspect of energy management, light control and comfort of occupants, and as such, their design shall be coordinated with the design of the overall building.
- Window treatments shall be specified to meet the use expectations of the spaces within which they are installed.



WMU Design Standards

Regarding Division 12 Casework:

- All casework shall meet or exceed American Woodworking Standards (AWI) for construction.
- Casework is considered fixed equipment, shall be included in the construction budget and purchased and installed by the Contractor.
- The Construction Documents shall clearly depict locations, mounting heights, utility connections and other details as needed for the Contractor to do a complete install of all casework. This includes locating and coordinating all blocking and support as required.

Regarding Fixed Audience Seating:

- Fixed seating is considered fixed equipment, shall be included in the construction budget and purchased and installed by the Contractor. In some cases, the University may choose to purchase some types of fixed seating directly, in which case these would be funded outside the construction budget. The Construction Documents shall clearly define Contractor and Owner responsibilities relative to purchasing, receiving and installation of fixed seating.
- The Construction Documents shall clearly depict all required blocking, structural support, electrical connections and any devices for installation of fixed seating, and shall include details/drawings as required for a full installation