CURTIN UNIVERSITY

PROJECT DELIVERY GUIDELINES

FURNITURE, FIXTURES AND EQUIPMENT GUIDELINES

000342

Curtin University

Details of revisions

Level	Details	Date	Initial
1	*Initial version prepared for Project Delivery Guidelines from PM Guidelines 4.1 Workplace 130814 DRAFT*	*May-17*	*RPS*
2	*Minor updates to Section 4.3*	*May-19*	*LT*
2	*Inclusion of wording to allow departures from the existing guideline*	*Nov-19*	*RPS*
2	*Minor changes to Appendix A*	*Jan-20*	*LT*

CONTENTS

1   INTRODUCTION

This Project Delivery Guidelines document provides guidance on the design considerations and preferences for furniture, fixtures and equipment for new building and refurbishment projects.

The University's preference is for materials, furniture and equipment that offer consistent quality over the life of the product and endorses the use of ergonomic systems that encourage the health and safety of faculty staff and students.

The use of functional and flexible furniture supports the multifunctional use of spaces to meet current user and University requirements, yet is readily adaptable to changing needs and allows for flexible use of spaces.

Furniture must comply with the relevant Australian standard and regulatory requirements.

The Project Delivery Guidelines have been prepared in consultation with Curtin University subject matter experts and stakeholders. It is recognised that the subject matter of Guidelines will not always be suitable for all project elements and departures from the Guidelines may be required or desirable. Departures from Guidelines must be agreed upon in consultation with the relevant University Guideline subject matter expert. Departures must be recorded in a project register and recorded and reviewed in the Project Control Group meeting minutes under its own meeting agenda item "Project Delivery Guideline Departures". Where the University subject matter expert identifies that a departure adds ongoing value to the University, the subject matter expert will update the relevant Guideline.

2   CURTIN REQUIREMENTS

2.1   DISABILITY ACCESS AND INCLUSION PLAN

Curtin University believes in creating equitable and inclusive access for people with a disability to its facilities, services, events and academic programs on all its Western Australian campuses.

The *Universal Design Guideline* has been developed to reflect a commitment to equity and inclusion for all by embedding Universal Design principles into project planning, design and delivery guidelines. Consultant architects, designers and engineers should make themselves familiar with the particular requirements of the *Universal Design Guideline* before responding to a project brief.

2.2   HEALTH AND SAFETY

Curtin University is committed to providing and maintaining high standards of health and safety in the workplace and has established a range of compliant measures to manage our work health and safety risks.

A copy of our Health and Safety Management Standards can be found at:
https://healthandsafety.curtin.edu.au/local/docs/HSManagementStandards.pdf

Curtin requires that all furniture, fixtures and equipment that are to be part of the building design are fit for purpose and comply with relevant Australian standards and regulatory requirements.

2.3   SUSTAINABILITY AT CURTIN

It is Curtin University policy that all new or refurbishment projects on site should support its status as Australia's first university to achieve a 5-star Green Star — Communities rating from the Green Building Council of Australia (GBCA). Designers should understand and incorporate the Green Star criteria into designs and specifications in order to maintain and enhance Curtin's Green Star status. Information on the criteria can be found in the *PDG Green Star – Communities Design Guidelines.*

3   FURNITURE

SELECTION

The selection of furniture should suit the function(s) undertaken within the space, the number of users and meet the requirements of Curtin's *Disability, Access and Inclusion Plan*. Curtin has a general preference for the use of 'non built-in' furniture to provide for future flexibility.

In the selection of furniture, items should meet the following:

- flexible – be adaptable and multifunctional with the ability to support evolving work practices
- functional – fit for purpose, commercial grade and ergonomically suitable
- economical – represent good value, balancing product quality with the purchase price
- quality – have a minimum warranty period of one year; preferably, have a manufacturer's quality assurance certification preferred (ISO 9001 or similar)
- ecologically sustainable – preferably, have a sustainability certification (Geco or similar)
- cleanable – be easily maintained and cleaned
- durable – have long-term durability; be robust by using impact-resistant materials (particularly in all student and public areas).

FURNITURE SUPPLY SYSTEM

The University has a policy of standardising items of furniture, fixtures and equipment. It has in place a vendor agreement, through a cooperative program, that provides items in a timely manner at reduced pricing. This agreement results in standardised items that meet the above criteria and provides assurance for continuity of supply with service and warranty support.

Where there is a requirement for specialist furniture that is not within the listing of vendor-supplied items, the furniture item must meet the above criteria and be approved, prior to purchase/use, by the [Portfolio Manager](#).

4   MATERIALS AND FINISHES

GENERAL CONSIDERATIONS

Materials and finishes should be appropriate for the expected use of the space and considerate of existing furniture and fixtures. This includes acoustic considerations, transparency requirements and formality considerations.

Materials and finishes selections that are not covered by standard specifications should be approved prior to purchase/use.

In the selection of materials and finishes, Curtin expects these meet the following:

- functional – fit for purpose, including considerations around high traffic areas, wet or dry areas and whether there are any specific technical requirements
- durable – be hard-wearing
- cleanable – having easy maintenance and minimal cleaning requirements
- replaceable – be easy to replace with minimal disruption to users (e.g. use of carpet tiles)
- sustainable – preference is for sustainability certification or demonstration of sustainable principles such as items containing low volatile organic compounds (VOCs), sustainable production methods, traceable origins or ability to recycle (full/partial) at end of life
- considered colour choices – that complement the interior architecture if within an existing building, with preferences for:
    - a neutral core palette for built items and main workstation components to better allow for reuse in other areas
    - an accent colour introduced through items (e.g. workstation screens, soft furnishings) will make it easier to update later, if needed
    - options to bring colour into spaces with finishes, accessories and paint choices.

4.1   FLOORS

Floor finishes selection should consider safety, foot noise attenuation, anticipated traffic intensity, appearance retention, cleanability and capacity for the colour and design to disguise dirt and stains.

Other considerations include using:

- commercially rated floor finishes as appropriate for the area
- carpet tiles for general work areas, meeting rooms and informal areas for easy maintenance
- water-resistant flooring such as vinyl or marmoleum in wet areas (provide a minimum of one metre plan distance from a wet area with water-resistant flooring)
- darker shades and no solid colours patterning for the floors of main thoroughfares.

4.2   WALLS

Wall structures are dependent on the individual project and space needs. However, design considerations should include:

- partitions to support desired speech privacy requirements (refer to *000344 PDG Acoustics Requirements Guidelines)*

- internal glazing to support desired speech privacy requirements and to take into consideration appropriate security aspects

- the glazing thickness to comply with AS1288

- the window glazing or graphic film is to be as described in Section 4.7 WINDOW COVERINGS/GLAZING FILM

- paint finishes to hard walls are to be, preferably, a light, neutral colour for general work areas and accent colours where appropriate

- the use of specialist wall treatments, such as writeable or fabric finishes, where appropriate.

4.3   CEILINGS

Ceiling surfaces should be fit for purpose and respectful of the existing ceiling context.

The suspended ceiling type should take into account the anticipated life span of the fitout and consider the longevity of the selected product e.g. metal pan tiles over mineral fibre tiles for robustness and reduced maintenance.

Design considerations should include:

- appropriate access hatches in ceilings for building maintenance servicing

- the acoustic rating for ceiling tiles to, ideally, be between NRC 0.70 and 0.90 and as appropriate for the space

- the colour preference for ceiling tiles to be white

- for exposed ceilings, building services must be designed to be exposed (higher cost probable) and also consider the extent of acoustic material to soffit and other services to provide acoustic reverberation levels to suit the function of the space

- the use of flush plasterboard ceilings to be restricted due to accessibility and poor acoustic performance (unless treated with perforations).

4.4   DOORS AND HARDWARE

There are a variety of door options used within Curtin, and these include single, double, and sliding, with aluminium and timber frame options.

To meet functionality, control and alarm reporting required by Curtin, door types, hardware and controls for specific areas have been developed and are outlined in the *000327 PDG Security Infrastructure Design Standard*. All door openings should meet the minimum requirements for universal access.

4.5   JOINERY

The preferred design elements for joinery include using:

- non-porous bench tops for food preparation areas (preference is for solid acrylic)
- laminates and hard-wearing veneers as appropriate for joinery cupboards and tops in resource areas and wet areas; such as a light, solid neutral colour or light-medium timber veneer to complement the project palette
- soft-close drawers
- lockable joinery complying with Curtin standard locks, as per Section 5 Fixtures and Equipment
- moisture-resistant baseboard for joinery in wet areas.

4.6   ARTWORK

John Curtin Gallery makes available selected items from its contemporary art collection, which can be leased for very reasonable fees. The gallery handles moving and installation of artworks. Liaison should occur at an early date in the development of the plans for designated 'gallery' areas. For further information on fees and procedures contact the Campus Display Coordinator.

Hanging personal artwork will also be considered on a case-by-case basis.

4.7   WINDOW COVERINGS/GLAZING FILM

The main design considerations include the following:

- External windows should be fitted with blinds, unless advised by the Portfolio Manager.
- Where possible, new blinds should be roller blinds (privacy or solar reflective as appropriate). Where roller blinds are not an option, match to the existing blind type.
- Ground floor windows should use privacy blinds as appropriate for security reasons.
- Areas that need higher performing heat and light control should use solar reflective blinds.
- Glazing on meeting rooms, quiet rooms and office fronts are to have a film band that is no lower than 400 mm from the finished floor level and no higher than 2,000 mm from finished floor level.
- Generally, avoid film that is fully opaque.

5   FIXTURES AND EQUIPMENT

The furniture, furnishings and finishes selected for the project should be harmonious and complementary.

All fixtures and equipment should be:

- fit for the purpose they are intended, including commercial use where appropriate
- durable
- easily maintained and cleaned.

Where multiple equipment or fitting options are noted, the option that is most appropriate for the area size and functionality should be selected.

Additional requirements for specific areas are:

- for wet area fixtures and fittings – refer to *000326 PDG Hydraulics Services Guidelines*
- for amenities and toilets – refer to *000337 PDG Campus Logistics Guidelines*.

A list of approved fittings and equipment is shown in APPENDIX A, with any fixtures or equipment outside of standard specifications being subject to approval prior to purchase and use.

6　RECOMMENDED FURNITURE, FIXTURES AND EQUIPMENT FOR SPECIFIC AREAS

The following table provides a list of recommended items for specific areas. Additional items will need to be approved, prior to purchase/use, by the Portfolio Manager.

Specific area	Recommended items
Reception and visitor waiting areas	• a security card-controlled public area that is separate from work areas (may or may not include meeting rooms, depending on user stakeholder needs) • comfortable, accessible and appropriate seating • areas for signage and information/brochures/graphics, as appropriate • alternative means of contact if the reception is unmanned or does not include a desk, e.g. provision of a digital reception screen
Small and large breakout areas	• a variety of seating options with lounge seats for large breakout areas • whiteboards and noticeboards, especially for larger breakouts areas – a flat screen TV or wall projection may also be appropriate • sound attenuation • power outlets provided for each piece of equipment • water-resistant floor finishes in food/beverage preparation areas; for large breakout areas, consider different floor finishes within the area to help define the space • wall finishes, as per general area work areas • splash backs with a preference for laminated panels (minimal joins) • bench top with sink and mixer options • below counter and above counter storage joinery (refer to Section 4 Materials and finishes) • table and chairs to suit area • fridge – size to suit area • microwave – number to suit area • dishwasher – size to suit area • filtered boiling and chilled water (optional for small areas) • paper towel dispenser – number/size to suit area • pull-out rubbish bins
Tea preparation area	• small bar fridge • microwave – size to suit area • paper towel dispenser • rubbish bins – loose or built-in depending on space
Quiet rooms	• preference is for glass fronted rooms • ergonomic task chair – number to suit area • small whiteboard • data/phone connections • furniture to be loose as opposed to fixed joinery • no storage to be provided
Meeting rooms	• preference is for glass fronted rooms • ergonomic task chair – number to suit area • small amount of storage – based on user stakeholder requirements • whiteboards and/or pin boards

Specific area	Recommended items
	• data/phone connections • audiovisual equipment – to suit requirements of area
Informal open meeting areas	• range of seating e.g. table, low or a high bench and stools • providing a variety of furniture types if more than one area is being provided • screening from work areas using non-fixed screens (max height 1,600 mm) • floor finish to be the same as for general work areas • whiteboard – mobile or fixed
Resource areas	• full-height partitions to screen from work areas (not necessarily fully enclosed) • benches (for layout and collation) • under and above counter storage – as per user group requirements • multifunction device (MFD) or equipment, as provided by department • recycling and waste bins (Sulo or similar) • pin boards/notice boards • other furniture that will house user group equipment (e.g. binding/laminating machine)
Storage	• low-height storage units in open areas (max. height of 1,200 mm) • adjustable shelves, as required

7 REFERENCES

7.1 CONTACTS

The requirements for the design of new and refurbished work spaces will be project-specific and will need to accommodate the latest Curtin University design objectives. Designers should ensure that they establish early communications with all the relevant project stakeholders and obtain briefings on the desired outcomes.

For Curtin University furniture, fixtures and equipment, the Responsible Officer will engage the following stakeholder:

- Properties, Facilities & Development – Portfolio Manager, Interiors and Minor Projects.

In addition, approvals for specific, non-standard items are to be authorised by the above person prior to their purchase/use.

7.2 RECENT EXAMPLES

Recent projects to construct new workspaces or to refurbish and repurpose existing spaces may be illustrative of future designs. Recent projects and outcomes are described in the following documents:

7.2.1 B501 WORKPLACE REFURBISHMENT

This document shows the furniture, fixtures and equipment choices for a refurbishment to building B501. It highlights the use of graphic film applied to partitions for privacy and the fitout of small areas using fit for purpose fixtures and equipment.

7.2.2 B410 NEW BUILD FOR LEARNING SPACES, COLLABORATIVE AREAS AND BREAKOUT SPACES

This document shows the furniture, fixtures and equipment choices for new building 410. It highlights the considered colour and material selection that complement the interior architecture. The furniture complies with the design requirements showing that is flexible and multifunctional within the spaces, yet readily adaptable to meet changing needs.

7.3 RELATED DOCUMENTS

Title
Disability, Access and Inclusion Plan
000344 PDG Acoustics Requirements Guidelines
000337 PDG Campus Logistics Guidelines
000325 PDG Green Star – Communities Design Guidelines
000326 PDG Hydraulics Services Guidelines
000327 PDG Security Infrastructure Design Standard
Universal Design Guidelines – Built Form

APPENDIX A   APPROVED FITTINGS, FIXTURES AND EQUIPMENT

Items	Description
Fittings	
Hooks	modern style, two-prong hook, direct wall mount
Furniture locks	combination lock with override key
Whiteboards	Vitreous porcelain steel with: • magnetised, heavy-duty construction with 3 mm reverse angle trim • full length aluminium pen tray with purpose moulded end caps • size to suit room/requirements
Pin boards	pin board fabric over 12 mm thick fibreboard and 3 mm MDF backing heavy-duty construction with 3 mm reverse angle trim Alternative: woven image echo panel, or similar approved
Window treatment/furnishings	
Privacy roller blinds (previously blockout blinds)	**Off White Option** Status 5% transparent – Kernel Yang Rm Darkening – Cashmere **Charcoal Option** Status 5% transparent – Lead Yang Rm Darkening – Yen
Solar reflective blinds	Silverscreen – solar reflective Fabric: Verosol Silverscreen (mesh) Colour: white
Whitegoods **All whitegoods are to be fit for purpose and have a good energy efficient star rating**	
Bar fridge	Size appropriate to the space
Single fridge	Large single door fridge Size appropriate to the space
Top/bottom mount fridge/freezer	Size appropriate to the space
Dishwasher single drawer	Size appropriate to the space
Dishwasher double drawer	Size appropriate to the space
Appliances	
Microwave	1200 W output power
Instantaneous hot water (and cold water) unit	commercial model boiling and chilled water option Refer to *000326 PDG Hydraulics Design Guidelines*
Dispensers	
Paper-tower dispenser (kitchens)	white mini slimline towel dispenser: Refer to *000337 PDG Campus Logistics Guidelines*

Items	Description
Bins Refer to *000337 PDG Campus Logistics Guidelines*	
For built-in joinery within common rooms: Double pull-out bin	Double pull-out bin: 2 x 35 L, or similar
Other waste bin options	Refer to *000337 P*DG *Campus Logistics Guidelines*