12500-H: WINDOW COVERINGS

GENERAL

In general, follow the guidelines below when designing and specifying window coverings. Unless specifically indicated otherwise, these guidelines are not intended to restrict or replace professional judgment.

DESIGN REQUIREMENTS

1. Curtains and curtain rods are typically specified by UMHHC Interior Design and provided and installed by the Owner’s forces, not the Contractor.
2. Window shades are typically specified by UMHHC Interior Design, and Contractor furnished and installed.
3. Built in blinds are specified by the Architect and Interior Design, and furnished and installed by the Contractor.
4. Aesthetics - Base standards for new buildings on both exterior and interior appearance. When designing remodeling projects within an existing building, use the same type of window coverings as existing adjacent areas.
5. Environment - Consider requirements for protecting areas from the glare and heat of the sun. Also consider the environmental conditions in which the coverings will perform, such as exposure to chemicals, humidity, dirt or grease. Review flame retarding properties of window coverings for compliance with codes and condition of use.
6. Use - Public areas need to withstand significant abuse. Venetian blinds specified for these areas need heavy ladder, top slat and of bottom rail construction, good quality slat materials, and operating mechanisms that eliminate overdrive (preventing damage to worm gear or control wand). Private offices may use blinds fabricated of lighter weight material and without overdrive protection. Consult with Interior Design.
7. Maintenance - The University Building Services Department has accepted the responsibility for cleaning and maintaining horizontal metal slats and vertical metal vanes. Their ultrasonic cleaning machine accepts slats of maximum 8-foot length. No other types of window coverings are maintained by Building Services. Consult with Interior Design.
8. Installation - The University requires that a qualified dealer purchase and install blinds or shades composed of parts from the same manufacturer (single-source responsibility for both supplier and manufacturer) and labeled as to manufacturer and brand name. This is to assist in repair or replacement either by a qualified dealer, or by Building Services.