

**UNIVERSITY OF MICHIGAN HOSPITALS AND HEALTH CENTERS**  
**FACILITIES PLANNING AND DEVELOPMENT**  
2101 Commonwealth, Suite B  
Ann Arbor, MI 48105-5759

**MEMORANDUM**

**TO:** 2007 UMHHC FPD Contract Holders  
FPD Staff  
AEC Construction Project Managers

**FROM:** Anne Schallhorn Parker  
Manager, Interior Design *AP*

Heather Graham Lewis *HGL*  
Manager, Architectural Services

**DATE:** July 18, 2008

**SUBJECT:** Interior Finish Selections on Construction Documents

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As we continue with our numerous ongoing construction projects, we are writing to clarify the expectations for interior finish selections.

All interior finish materials and color selections are made by the assigned UMHHC FPD Interior Designer, with very few project-specific exceptions. It is the responsibility of the consulting Architect/Engineer to coordinate with the assigned Interior Designer and collect all the information needed to complete the interior finish schedule and specifications. No assumptions should be made regarding the colors and materials to be specified.

All documents issued for 95% Owner Review are expected to include the final finish schedules fully completed with all selections. This is the opportunity for our staff to review the finish schedule and specifications to ensure the construction documents match the designers' intentions. Please coordinate with the project Design Manager and Interior Designer to ensure the Interior Designer has adequate notification in order to transmit the finish selections at the appropriate time for inclusion in the review documents.

During construction, all submittals that require finish or color approval must be reviewed by the assigned Interior Designer. Only the assigned Interior Designer can approve changes to the location, scope, specifications or color selections for interior finish materials.

We at FPD thank everyone for their cooperation and implementation of this very important documentation process. If there are any questions or concerns, please contact either of us for further clarification.