



Master Finishes and Appearance Standards

A Guideline to OHSU Policy #05-40-040

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1. INTRODUCTION

POLICY No. 05-40-040

All materials, furnishings, finishes, colors and color schemes in facilities owned, leased or operated by OHSU will be consistent with the Standards and shall conform to the National Fire Protection Association (NFPA), State of Oregon Health Division and OHSU Infection Control standards. The complete set of the Standards are available from the OHSU Design and Construction Department. All Departments are responsible for following the Standards.

POLICY PURPOSE

OHSU has a recognizable image that needs to be upheld throughout all of its facilities. The OHSU Master Finishes and Appearance Standards (“Standards”) are guidelines to assist in obtaining this unified appearance as well as meet the principles as outlined below and support pertinent strategies of Vision 2020. The Standards apply to new construction, remodels and maintenance of all facilities, owned, leased or operated, by OHSU, and include information relevant to Interior and exterior appearances, art, furniture, and wayfinding. They define categories of space and the appropriate finishes to be used in each space. The OHSU Design and Construction Department is accountable for the development, maintenance and implementation of these standards.

CORE PRINCIPLES

- The OHSU Brand
 - Present a **unified, recognizable image** that supports the OHSU Mission and Brand.
 - Provide **hospitality-like amenities** consistent with competitive healthcare facilities.
 - Provide **cutting-edge** academic and research facilities to assist in recruitment.
- Visitor and Staff Experience
 - Provide a **healing environment** based on evidence-based design principles whenever possible within healthcare facilities.
 - Continue OHSU’s commitment to using **art** to enhance patient, visitor and staff experiences.
 - Provide an environment that reflects surrounding **community values and culture**.
- Appropriateness for Use
 - Provide an environment that encourages **staff involvement and ownership** in facility appearance.
 - Provide an environment that meets **infection control and maintenance** requirements.
 - **Animal housing** maintained for research, colony maintenance or breeding must comply with applicable regulations as directed by the Attending Veterinarian and is exempt from other provisions of this policy.
- Lifecycle Costs
 - Consider the use of materials and products that are **cost effective** through the reduction of operating and maintenance costs.
 - Endeavor to **lower impact** on the global environment.

DESIGN PRINCIPLES

- Enduring
 - Standardize on materials and palettes that are **classic and timeless**.
 - **Reflect the Pacific Northwest** in the use of natural products (wood or wood-looking, stone, tile, glass) and colors.
- Flexible
 - Provide for **variation and diversity** through the inclusion of accent colors and finishes on more easily replaceable surfaces.
 - Be consistent in utilizing a **hierarchy of finishes** that define the various functional areas.

- Thoughtful
 - Utilize materials, art and architectural design to support **wayfinding**.
 - Integrate locations for display of the **“OHSU Story” and Mission**.
 - Integrate locations for consistent **patient and visitor information**.

DEVIATION FROM THE STANDARDS

On occasion, some circumstances may justify deviating from the Standards. Deviations would consist of any requested change that affects appearances, including but not limited to finish use, location and/or type. The Deviation Request Form, found in Section 8 of the Standards, is available for this purpose. Directions for submitting a request are included on the form. Requests may be approved for one-time use (addressed on a project by project basis), for permanent use (modification to the Standards) or denied. Decisions are made by the Director of Design and Construction as advised by the Move and Interiors Team (M&I) and other stakeholders as appropriate.

MASTER PALETTE REVIEW & CHANGE MANAGEMENT

The Design and Construction Department will review Section 6 Interior Finish Products every two years for replacement of discontinued items.

A complete review of the Standards will be conducted every five years by a Steering Committee consisting of the following members: Director of Design and Construction, Director of Operations & Maintenance, Senior Hospital Administration, Senior Academic and Research Administration, and Director of Marketing.

Any changes shall be issued via email to key stakeholders who should then share said changes with their staff as appropriate.

2. INCORPORATING THE STANDARDS INTO A PROJECT

OVERVIEW

Before each and every project starts its design phase, a copy of the most current Standards should be obtained from Bridge. This is to be done by the Project Lead (PL) or equivalent project representative for projects not initiated within Design and Construction. This person should then review the Standards as follows*:

GENERAL DIRECTIONS

- **Read the Introduction** for general policy and background information as well as Section 3 Exterior Appearances and/or Section 4 Interior Appearances as they pertain to the project.
- **Identify your room type(s)** as listed in Section 5 Location and Usage of Interior Finishes to determine the appropriate finish materials for each space.
- **Review Application Guidelines** for more detailed information on the appropriate use of key materials located at the end of Section 5.
- **Build a Palette:**
 1. The **Neutral Palette** establishes baseline materials. These are expected to be used at a minimum of 75% of each room or space (typically).
 2. Add one **Accent Palette**, if desired and as appropriate. If an Accent Palette has not been previously determined, consult the manager of the department or suite for selection. If a decision can't be made in a timely manner, only the Neutral Palette is to be used.
 - Accent Palette – Green
 - Accent Palette – Blue
 - Accent Palette – Gold

Note: See separate guideline for palettes, products and application of such for all Pediatric spaces
 3. Select **Finishes** from Section 6 Interior Finish Products. Samples and/or Presentation Boards are available for reference.

*The project rep may designate review of the Standards to the Architects and/or Designers at the initial design meeting; however, they are ultimately still responsible for seeing that the Standards are properly followed.

INTERIORS WORK

The Design and Construction Move and Interiors Team (M&I) was assembled to ensure ongoing support and implementation of key standards and guidelines. M&I is considered a subject matter expert in regards to interior finishes, furniture, wayfinding and/or ergonomic scope.

It is recommended that the initial review of the Standards and/or the initial design meeting with the Architects and Designers include a member of M&I to answer any questions and facilitate a mutual understanding.

It is also recommended that a member of M&I attend the initial design meeting with the clients (for the same reasons) as well as any key meetings where M&I subject matter may be discussed.

Larger projects may find it helpful to have an M&I member added to the project team on an as needed basis for assistance with items such as:

- Review of design and construction documents before being issued to the client and/or contractor
- Knowledge of any previous palette decisions in the area of work
- Knowledge of similar deviations being considered that were approved or denied
- Coordination between interior finish and furniture work
- Review of any alternate submittals
- Participate in punch walks

3. EXTERIOR APPEARANCE STANDARDS [For Future Development]

OVERVIEW

IMAGE/ DESIGN GUIDELINES

EXTERIOR WAYFINDING AND SIGNAGE

ENTRANCES

DESIGN AND CONSTRUCTION

MATERIALS

PUBLIC SAFETY AND SECURITY

SITE FURNISHINGS

4. INTERIOR APPEARANCE STANDARDS

OVERVIEW

It is the goal that all OHSU Facilities convey a high quality, professional appearance as well as promote a healing environment to the communities they serve.

INFORMATIONAL DISPLAYS/EXHIBITS

- The location of these items should be coordinated and approved by Hospital and/or Academic & Research Administrations and Marketing Communications Department.
- The type and appearance of these items should be coordinated and approved by Marketing Communications Department.
- Consistent use of standard display products. Tripods are not allowed for safety reasons.
- This applies to all locations, including elevator lobbies and cabs.
- This also applies to temporary situations.

HOLIDAY DECORATIONS

- Holiday Decorations are not to be installed in areas open to public view unless approved by Hospital and/or Academic & Research Administration.
- See [OHSU Holiday Decorations Safety Policy](#) to find out what can be displayed, when and where, in a way that ensures fire and safety codes are met too.

CUSTODIAL & ENVIRONMENTAL SERVICES ITEMS

Any proposed changes in purchasing contracts that affect the overall appearance of public locations need to be coordinated with Custodial and/or Environmental Services and Facilities Department representatives prior to ordering. This includes, but is not limited to, soap dispensers, paper towel holders, garbage receptacles, etc.

PLANT MATERIALS

- Use of plants at public locations throughout OHSU is to be approved by the Hospital and/or Academic & Research Administrations.
- Selection of plant types and containers is to be coordinated by Administrations, Project Coordinator and selected Plant Vendor(s).

SIGNAGE & WAYFINDING

- Wayfinding Signage & Architectural Elements should be an integral part of new and remodel projects. Consult with the Wayfinding Committee for current standards.
- Permanent
 - Signage requests need to be submitted to Design and Construction for coordination.
 - OHSU has Corporate Signage Standards and utilizes the services of a Signage Consultant to program, fabricate, and install signs.
 - No other signage types should be utilized unless approved by Hospital and/or Academic & Research Administrations and coordinated with Design and Construction.
- Temporary
 - Temporary signs are to be professionally prepared and are to be approved and coordinated by Administrations and the Marketing Communications Department.
 - Templates for typically used signs are available.
- Signage Nomenclature
 - OHSU has standardized nomenclature for various departments, services, etc. No other nomenclature should be used.

- Facility Maps & Bus Schedules
 - Standard formats and display methods are to be coordinated by the Marketing Communications Department.

PERSONAL WORKSPACES

- Personal workspace should be maintained to promote a professional appearance.
- Personal items such as artwork, plants, knick-knacks, etc are not allowed in areas open to public view. These items can be used in private offices and workstations only.

HEALTHCARE WAITING AREAS

- The overall appearance of waiting areas should be supportive of the Healing Environment Guidelines outlined in this Standards document.
- The Service Excellence Department has the responsibility to oversee and manage the overall appearance of these areas.
- Waiting areas should be outfitted through budget and design processes with Facility Standard-approved magazine and literature racks/displays. Departments are to manage and coordinate the maintenance of a professional appearance to include restocking of Core Publications.
- TV's will be provided per Facility Standards. Management of the use of these items to avoid noise pollution and to promote a healing environment is to be managed by individual departments or the Service Excellence Department.
- Music should be considered as appropriate in Waiting Areas. Individual departments are responsible for managing volume levels and coordination with Television viewing.
- If beverages are to be provided, cabinetry or furnishing should be provided that coordinate with overall aesthetics.
- Trash and recycling receptacles that comply with palette standards should be provided.
- Patient Information should be consistently displayed including Code required notifications as well as guest services information.

5. LOCATION AND USAGE OF INTERIOR FINISHES

OVERVIEW

To give a sense of visual and aesthetic hierarchy, as well as to ensure maintenance and other functional criteria have been met for material selections, the following functional areas have been identified along with appropriate material types to be used. Anything listed as restricted will require use of the Deviation Request Form, located in Section 8. See also Application Guidelines.

UNIVERSAL ELEMENTS

The following finishes apply to all spaces unless otherwise noted

- Wall Base: Rubber
- Walls: Paint
- Wall Protection: rigid vinyl or stainless steel
- Casework: Wood-look plastic laminate
- Countertops: Preferred – Solid Surface. Budget option at designated areas – Plastic laminate
- Ceiling: Acoustical Ceiling Tile (ACT)

UNIVERSAL SPACES

The following room types are universal to both the Hospital/Clinic and Academic/Research Missions. Please note that there is a separate guideline for ALL Pediatric spaces.

Building Main Entry

Most buildings have only one or two spaces categorized as Main Entry. The following finishes may also be applied at Suite Entries in leased spaces.

- Flooring: Hard Surface – terrazzo, terrazzo tile, stone or porcelain tile
- Wall Base: Match flooring type or stainless steel
- Walls: Wood or wood-look plastic laminate paneling or wainscot is allowable. Paint – up to 3 accent colors is allowable.
- Wall Protection, as needed: chair rails, wainscots, corner guards
- Ceiling: Gypsum board soffits are allowable.
- Other Considerations:
 - Carpet at seating areas
 - Walk off mats
 - Decorative elements, i.e. art glass, PETG, stone, tile, stainless steel, etc. are restricted
 - Upgraded lighting, i.e. wall sconces, spot lights, pendants, etc. is restricted
 - Display of OHSU logo, visitor information and signage, including flat screen information monitor(s) and/or Kiosks – must be approved by Wayfinding Committee
 - Artwork - must be approved by Art Committee

Elevator Lobbies

- Flooring: Typically, match adjacent corridor flooring material
- Wall Base: Match adjacent corridor base material or stainless steel
- Walls: Wood, wood-look plastic laminate and/or FRL paneling or wainscot is allowable. Paint – up to 1 accent color is allowable.
- Wall Protection, recommended: crash rails, wainscots, corner guards
- Ceiling: Gypsum board soffits are allowable.
- Other Considerations:
 - Upgraded lighting, i.e. wall sconces, spot lights, pendants, etc. is restricted
 - Signage – must be approved by Wayfinding Committee
 - Artwork - must be approved by Art Committee

Dept Entry/Reception Areas

- Flooring: Wood-look resilient flooring or carpet tile

- Wall Base: Academic/Research may use wood
- Walls: Paint with 1-2 accent colors
- Wall Protection, as needed: chair rails, wainscots, crash rails, corner guards. Academic/Research may use wood
- Casework: Wood may be used. Reception desks must be adjustable; modular furniture is acceptable
- Window Treatments: film at interior windows optional
- Other Considerations:
 - Decorative elements, i.e. art glass, PETG, stone, tile, stainless steel, etc. are restricted
 - Upgraded lighting, i.e. wall sconces, spot lights, pendants, etc. is restricted
 - Signage and visitor information, including flat screen information monitor(s)– must be approved by Wayfinding Committee
 - Artwork - must be approved by Art Committee

Building Corridors/Circulation-Public

These are typically considered public spaces and therefore no Accent Palette should be used unless designated as part of the Building Main Entry. For Unit or Dept Corridors, see specific missions.

- Flooring: Healthcare – Typically, resilient flooring; Academic/Research may also use carpet tile
- Wall Base: Stainless steel is allowable
- Wall Protection, as needed: hand rails, crash rails, wainscots, corner guards
- Ceiling: Gypsum board soffits are allowable
- Other Considerations:
 - Signage – must be approved by Wayfinding Committee
 - Artwork - must be approved by Art Committee

Building Corridors/Circulation-Non Public

For Unit or Dept Corridors, see specific missions.

- Flooring: Carpet tile, resilient flooring or sealed concrete
- Wall Base: Stainless steel is allowable
- Walls: Paint, no accent color
- Wall Protection, as needed: crash rails, wainscots, corner guards

Administrative Areas/Private Offices

- Flooring: Carpet Tile or wood-look resilient flooring
- Walls: Paint with 1 accent color
- Window Treatments, as needed: Preferred - Perforated shades. Budget Option – Horizontal Mini-blinds. For interior windows, use film.

Conference Rooms – General

- Flooring: Carpet Tile
- Walls: Paint with 1 accent color
- Wall Protection, as needed: chair rails, wainscots
- Window Treatments, recommended: Perforated and/or black-out shades
- Other Considerations:
 - Porcelain Markerboards
 - Textile wrapped Tackboards
 - Modified lighting needs, i.e. spotlights, dimmable, etc.
 - AV Needs

Conference Rooms – Executive/Conference Centers

- Flooring: Carpet Tile
- Walls: Paint with 1 accent color
- Wall Protection, as needed: chair rails, wainscots

- Casework: Wood may be used
- Window Treatments, recommended: Perforated and/or black-out shades OR perforated shades and fabric drapery. For interior windows, use film.
- Other Considerations:
 - Porcelain Markerboards
 - Textile wrapped Tackboards
 - Modified lighting needs, i.e. spotlights, dimmable, etc.
 - AV Needs
 - Room Dividers

Staff Lounge/Break Rooms/Kitchenette

- Flooring: Resilient
- Walls: Paint with 1 accent color
- Wall Protection, as needed: chair rails, wainscots, corner guards
- Other Considerations:
 - Porcelain Markerboards
 - Textile wrapped Tackboards
 - Lockers

Locker rooms

See also Non Public Toilet Rooms

- Flooring: Resilient; Academic/Research may also use Carpet tile.
- Walls: Paint with 1 accent color
- Other Considerations:
 - Lockers
 - Benches

General Storage Areas

- Flooring: Resilient or sealed concrete
- Walls: Paint, no accent color
- Wall Protection, recommended: crash rails, wainscots, corner guards

On - Call rooms

- Flooring: Carpet tile
- Walls: Paint with 1 accent color
- Window Treatments, recommended: Blackout shades

Lactation Spaces

See also [Policy #03-30-135 Workplace Breastfeeding](#)

- Flooring: wood look resilient
- Walls: Paint with 1 accent color
- Wall Protection, as needed: chair rail, wainscot
- Window Treatments, as needed: black out shades or horizontal mini blinds

Telecom Rooms

- Flooring: Static Dissipative VCT or concrete
- Walls: Paint, no accent color
- Ceiling: may be exposed
- Other Considerations:
 - Fire retardant paint at panels

Toilet rooms - Public

- Flooring: Preferred – terrazzo or large scale porcelain tile; Budget Option – Mosaic tile (or resilient sheet flooring at Academic/Research & Outpatient areas only)
- Wall Base: coved; match adjacent flooring material
- Walls: Full height tile at wet wall. Full height tile or partial height with epoxy paint above (no accent) at remaining walls.
- Ceiling: Gypsum board with epoxy paint
- Other Considerations:
 - Toilet partitions – stainless steel
 - Decorative accents at tile walls are restricted
 - Upgraded lighting, i.e. wall sconces, spot lights, pendants, etc. is restricted

Toilet rooms - Non Public

- Flooring: Preferred - mosaic tile; Budget Option – resilient sheet flooring
- Wall Base: coved; match adjacent flooring material
- Walls: Full height tile at wet wall. Epoxy paint (no accent) at remaining walls.
- Ceiling: Gypsum board with epoxy paint
- Other Considerations:
 - Toilet partitions – stainless steel

Elevator Cabs

- Doors and trim: Preferred - stainless steel; Budget Option - paint
- Flooring: terrazzo, terrazzo tile, porcelain tile, or rubber. Freight elevators should use rubber or diamond tread metal.
- Wall Base: stainless steel
- Walls: stainless steel or plastic laminate panels
- Wall Protection: hand rails required, crash rails recommended; stainless steel
- Ceiling: Metal panels
- Other Considerations:
 - Signage and informational displays – must be approved by Wayfinding Committee

HOSPITAL/CLINIC MISSIONS

Please note that there is a separate guideline for ALL Pediatric spaces.

Waiting Areas, Family Sitting Rooms, Consult Rooms

- Flooring: Wood-look resilient flooring or Carpet Tile
- Walls: Paint with 1-2 accent colors
- Wall Protection, as needed: chair rails, wainscots
- Ceiling: Gypsum board soffits are allowable
- Window Treatments, as needed: perforated shades and/or film
- Other Considerations:
 - Decorative elements, i.e. art glass, PETG, stone, tile, stainless steel, etc. are restricted
 - Upgraded lighting, i.e. wall sconces, spot lights, pendants, etc. is restricted
 - Artwork - must be approved by Art Committee
 - Signage and visitor information, including flat screen information monitor(s)– must be approved by Wayfinding Committee

Unit Corridors

Finishes listed under Administrative Areas/Private Offices should apply to Department Corridors (non-patient care areas)

- Flooring: Wood-look resilient plank flooring
- Walls: Paint with 1 accent color
- Wall Protection, as required: hand rails, crash rails, wainscots, corner guards, door edges/frames
- Ceiling: Gypsum board soffits are allowable
- Other Considerations:
 - Upgraded lighting, i.e. wall sconces, spot lights, pendants, etc. is restricted
 - Sub nurse Station: Modular furniture or solid surface countertops
 - Handwash alcoves: Solid surface counters with integral sinks and glass mosaic tile walls
 - Artwork - must be approved by Art Committee

Nurses Stations

- Flooring: Wood-look resilient plank flooring
- Walls: Paint with 1 accent color
- Wall Protection, as required: crash rails, corner guards
- Countertop: must be height adjustable for HUC; modular furniture is acceptable
- Ceiling: Gypsum board soffits are allowable
- Other Considerations:
 - Upgraded lighting, i.e. wall sconces, spot lights, pendants, etc. is restricted
 - Decorative elements, i.e. art glass, PETG, stone, tile, stainless steel, etc are restricted
 - Patient census/productive ward boards

Staff Education rooms

- Flooring: Carpet tile or wood look resilient flooring
- Walls: Paint with 1 accent color
- Wall Protection, as needed: chair rails, wainscots, corner guards
- Countertop: laminate is allowable
- Window Treatments, as needed: perforated shades
- Other Considerations:
 - Modified lighting needs, i.e. spotlights, dimmable, etc.
 - Porcelain Whiteboards
 - Textile wrapped Tackboards

Clean Room, Med Room, Nourishment, Equipment Storage

- Flooring: resilient sheet flooring

- Walls: Paint, no accent color
- Wall Protection, recommended: crash rail, wainscots, corner guards
- Countertop: laminate is allowable at Clinics
- Ceiling: Gypsum Board at Equipment Storage
- Other Considerations:
 - Textile wrapped Tackboards
 - Stainless steel pegboards

Soiled Utility, Housekeeping

- Flooring: resilient sheet flooring
- Wall Base: Self coved
- Walls: Paint, no accent color
- Wall Protection, recommended: crash rails, wainscots, corner guards
- Countertop: laminate is allowable at Housekeeping
- Ceiling: Gypsum Board

Operating Rooms, Special Procedure Rooms

- Flooring: Rubber sheet flooring
- Wall Base: Self coved
- Walls: Paint with 1 accent color
- Wall Protection, recommended: Solid surfacing, stainless steel, rigid vinyl or FRL
- Countertop: stainless steel is allowable
- Ceiling: Gypsum Board ceilings as required
- Other Considerations:
 - Wall tile at scrub sink areas
 - Special ceiling treatments, i.e. backlit images, star fields, etc. are restricted

Patient Rooms

- Flooring: Wood-look resilient sheet flooring
- Wall Base: Flexco Base Sculptures, sealed top and bottom or self-coved where required
- Walls: Paint with 1 accent color
- Wall Protection, recommended: chair rails, crash rails, wainscots, corner guards
- Window Treatments, required: perforated shades and blackout shades
- Ceilings: Gypsum board soffits are allowable
- Other Considerations:
 - Non-woven upholstery at built-in sleep areas
 - Patient information displays/boards
 - Porcelain Whiteboards
 - Textile wrapped Tackboards
 - Cubicle curtains and track
 - Modified lighting needs, i.e. spotlights, dimmable, etc.
 - Upgraded lighting, i.e. wall sconces, spot lights, pendants, etc. is restricted

Patient Bathrooms

- Flooring: Ceramic tile with dark colored epoxy grout
- Wall Base: Coved, match adjacent flooring material and grout
- Walls: tile with grout in a coordinating color ; accent tiles are restricted
- Other Considerations:
 - Shower curtains
 - Upgraded materials for sliding style doors (frosted at minimum) are restricted

Exam Rooms, Treatment Rooms

- Flooring: Wood-look resilient sheet flooring
- Wall Base: Self coved as required

- Walls: Paint with 1 accent color
- Wall Protection, recommended: chair rails, crash rails, wainscots, corner guards
- Countertop: laminate is allowable
- Window Treatments, required: single privacy shade or horizontal mini-blinds
- Ceiling: Gypsum Board as required
- Other Considerations:
 - Patient information displays
 - Magazine racks

ACADEMIC/ RESEARCH MISSIONS

Department Corridors

- Flooring: Carpet tile, VCT, or concrete
- Wall Base: Stainless steel or wood may also be used
- Walls: Paint with 1 accent color
- Wall Protection, as needed: crash rails, wainscots, corner guards
- Ceiling: exposed is also acceptable

Lecture Room, Classroom

- Flooring: Carpet tile
- Walls: Paint with 1 accent color
- Wall Protection, as needed: chair rails, wainscots, corner guards
- Window Treatments, recommended: perforated shades and/or blackout shades OR horizontal mini-blinds
- Ceiling: Gypsum board soffits are allowable
- Other Considerations:
 - Modified lighting needs, i.e. spotlights, dimmable, etc.
 - Porcelain whiteboards
 - Textile wrapped tackboards
 - AV needs

Labs – Research & Teaching Wet Labs

- Flooring: Epoxy, Rubber or sealed concrete
- Wall Base: match adjacent flooring or stainless steel
- Walls: Paint with 1 accent color
- Wall Protection, as needed: crash rails, wainscots, corner guards
- Casework: wood or metal
- Countertop: Epoxy or Stainless Steel
- Window Treatments, as needed: perforated shades
- Ceiling: Gypsum board
- Other Considerations:
 - Epoxy paint required at wet labs

Interaction Spaces

- Flooring: Resilient flooring
- Wall Base: stainless steel is allowable
- Walls: Paint with 1 accent color
- Wall Protection, as needed: chair rails, crash rails, wainscots, corner guards
- Ceiling: exposed is allowable

SPECIALTY AREAS

Special Consideration will be given to the following areas. Consult with Design and Construction's Move and Interiors Team prior to starting a project.

Building Main Entry
Food Service
Retail
Gym/Pool
Auditorium/Theaters
Libraries
Comparative Medicine
Emergency Department
Pediatrics
Parking Structures

APPLICATION GUIDELINES

The following applies to all materials:

- Within a department or suite, if less than 30% of any one material is affected, then match existing is acceptable. If greater than 30%, use the Standards.
- Match existing at 100% of the space is acceptable only for maintenance work unless the space has reached the “true-up” point, at which time the current standards will need to be applied.
- See individual materials for single rooms.

PAINT

- Within a single room, match existing is acceptable unless all walls require paint work. However, the option to select an accent color is available for occupied spaces regardless of the existing field color.
 - Public Spaces:
 - Consult with Move and Interiors for the current Field color and/or any accent colors
 - Pediatric Spaces:
 - See Pediatric guidelines
 - Painted Doors, Trim and Woodwork:
 - Macadamia is the default color for all buildings
 - Painted Elevator Doors and Trim; Painted Railings/Stringers in Stairwells:
 - Roast is the default color for all buildings

LAMINATES & SOLID SURFACING

- Within a single room, match existing is acceptable if any of the existing material will remain.
- Vertical surfaces to be laminate, typically. These include, but are not limited to, casework, wall paneling and doors.
- Solid surfacing is preferred for all countertops due to the durability and maintainability; however, laminate countertops are acceptable if the location is not in a public area or a patient care area. Solid surface edging is recommended at laminate countertops wherever possible.
 - Building Main Entrance:
 - Laminate Grand Isle Maple by Nevamar for all vertical applications
 - Solid Surface Black Matrix by Formica for countertops

- Public Spaces:

- Laminates Grand Isle Maple by Nevamar or Amber Curly Maple by Pionite may be used for vertical applications
- Windowsills:
 - Solid Surface Glacier Ore by Formica is preferred
 - Laminates Grand Isle Maple by Nevamar or Amber Curly Maple by Pionite may be used

6. INTERIOR FINISH PRODUCTS

OVERVIEW

Product information for interior finishes have been selected with the following in mind: cost, durability, ease of maintenance, availability, sustainability and aesthetics. Many products have a proven track record at OHSU and are currently in use in numerous areas.

LONGEVITY

It is expected that most spaces will be able to be maintained without major replacement of finishes for a period of five to seven years. Budgets for replacement and refurbishment should incorporate this time frame to assure a continuity of professional appearance.

RESERVE MATERIALS FOR MAINTENANCE

In order to maintain a professional appearance, additional stock of key finish materials should be ordered as part of major projects.

Final order quantities should be reviewed by Design and Construction Project Manager/Coordinator and Operations & Maintenance who will take into account product already on hand, longevity expected from Project Area, available storage space for product as well as availability of Quick-Ship on product.

Guideline quantities included for budgeting:

- Carpet Tile: 10% overage – 0-50 sq. yds.; 5% overage – 50-250 sq. yds.; 2% overage – 250+ sq. yds.
- Resilient sheet or tile Flooring: 5% overage, each color
- Tile Products: one (1) extra case of each tile OR 5% overage where 5% is less than a full case
- Cubicle Curtains: 1 additional curtain per every 4 ordered; minimum of 1.
- Wall Base, paint, broadloom carpet: None

COMMITMENT TO THE ENVIRONMENT

OHSU's Strategic Vision 1.5 is currently stated as follows: "Establish a comprehensive, long term strategy at OHSU for environmental sustainability that embodies the principle of meeting the needs of the present without compromising the needs of the future."

This goal is advanced through the Master Finish and Appearance Standards using the following principles:

- Specification of environmentally sound materials including, as much as possible, PVC free materials, products with no added formaldehydes and low odor and no VOC paints.
- Use of recycled, sustainable products and regional sources whenever possible.
- Energy and water usage, site design, structural materials, waste management and construction process and design for green operations and maintenance to be considered as the project scope and budget allows.
- Budget development on a per-project basis should include these sustainable features.

PRODUCTS

The following link will direct you to the current product list in Excel Format:

Link Under Construction – Contact a Move and Interiors Team member for assistance

7. ARTWORK STANDARDS & SELECTION PROCESSES - OHSU Public Area Art Program

PURPOSE

The integration of art into public areas of OHSU facilities is intended to enhance the healing experience and to promote a culturally diverse and enriching environment for our community of faculty, students, patients, staff and visitors. The focus is primarily on Pacific Northwest art.

OHSU MARQUAM HILL ART COMMITTEE

The OHSU Marquam Hill Art Committee was established in 1984 with the goal of enhancing the University's image in the community through a variety of activities, one of which was campus "beautification" through the addition of art. It is a sub-committee of the Marquam Hill Steering Committee founded by the OHSU Foundation in 1980. The Art Committee is made up of Portland area volunteers (local artists, collectors, gallery owners, etc.), OHSU's Design and Construction Department and an OHSU representative originally assigned by the Office of the President. The committee is responsible for the acquisition and management of the art for public areas of the University. University staff members assigned to the committee are advisory.

ART COLLECTION

Through purchases and juried donations, the committee has acquired for the University, approximately 900 works of site specific or movable art, focusing primarily (but not exclusively) on Pacific Northwest artists. All works of art selected by the committee are considered part of the "OHSU Art Collection" and are owned by OHSU. These works of art are placed in public areas throughout the OHSU facilities for the benefit of our community. Art that is not original, or is purchased by a department for placement in non-public areas or offices, is not considered part of the collection and is the asset of the department that has made the purchase. Individual OHSU departments are no longer permitted to acquire art for public areas independent of the Art Committee. Although it is not guaranteed, an effort will be made to honor the continued placement of art that was purchased by a department in the past.

ART DONATIONS

Donations of art to the OHSU collection are received from a wide variety of donors. Donations are reviewed and accepted by the OHSU Marquam Hill Art Committee and acknowledged by the OHSU Foundation, allowing the donor to recognize a charitable deduction. Thereafter, donated art is transferred to the University's ownership, integrated into the collection and placed in appropriate public areas by the Committee.

MOVEABLE ART

The OHSU Collection is considered moveable in order to create new and varied art experiences throughout the Institution. It is at the discretion of the OHSU Art Committee and OHSU's Design and Construction Department to determine the most appropriate locations for art. Because of costs involved, and the preferences of those in areas where pieces are currently located, location art has not been routinely "rotated".

FUNDING

Funding for the acquisition of art is typically provided by OHSU construction projects. The amount of dollars allocated to art purchases varies based on the level of public access to the project area as well as dollars which may be available after all final design and construction contracts and costs are established. At present, there is no set percentage of a project budget established for art; a total budget will be identified for each project as appropriate.

SELECTION PROCESS

Selection of art for "public" areas of OHSU buildings resides with the Marquam Hill Art Committee – a self-perpetuating group with membership approved by the Marquam Hill Steering Committee. Each project usually includes representatives from the Healthcare or University mission leadership team as

designated by OHSU Design and Construction. The professional design consultants involved with the specific project provide additional support, as appropriate.

- Project is identified as appropriate for display of art.
- Public areas—such as lobbies, corridors and waiting areas that are open to the OHSU community—are identified. In some cases, patient rooms have been included.
- The total dollar budget for art is identified by OHSU's Design and Construction Department's representative.
- Locations for art placement, size and other restrictions are identified.
- Assessment of the total requirement is evaluated; new construction will typically warrant a "Call for Art"; renovation projects typically warrant small acquisitions at local galleries.
- The "Call for Art" to local/regional artists is initiated for the Committee by the University-assigned staff member.
- Art is selected by jury from submissions resulting from the "Call for Art".
- Art is acquired, cataloged and installed.

FISCAL ACCOUNTABILITY

- As art is received, it is entered into the designated OHSU capital asset account at its acquisition value. OHSU's Design and Construction Department collaborates with Central Financial Services to ensure this is managed.
- Periodically, the value of art collection is appraised. OHSU's Design and Construction Department selects an appraiser in consultation with the Art Committee.
- The art is inventoried annually by OHSU's Design and Construction Department.

OHSU DEPARTMENTAL SPONSORSHIP

- The Office of the Dean, School of Medicine, sponsors the Marquam Hill Steering Committee.
- The OHSU Foundation sponsors the Art Committee as a subcommittee of the Marquam Hill Steering Committee.
- OHSU's Design and Construction Department provides staff support to the Art Committee for coordination of installation and maintenance of both site-specific and moveable art, overseeing the collection cataloging, updating annual inventories and securing periodic appraisals of the collection.

8. DEVIATION REQUEST FORM

OVERVIEW

On occasion, some circumstances may justify deviating from the Standards. Deviations would consist of any requested change that affects appearances, finish use, locations and/or type. They are addressed on a project by project basis.

DIRECTIONS

1. Client, project rep and/or designer to fill out this form and submit a hard copy, with proper back-up documentation, to the Move and Interiors Team, OHSU Design & Construction, CSB 210E
2. Requests will be initially reviewed by the Move and Interiors Team with additional review by stakeholders as necessary.
3. Recommendations are then provided to the Director of Design & Construction for final signature.
4. A decision can typically be expected within two weeks of receipt of request

Date: _____ Department Making the Request: _____

Requestor’s Name & Email: _____

Project Number & Location: _____

Description of Deviation: Please include specifications, samples, cut-sheets, plans and/or finish schedule as appropriate.

What is the business case to support this request?

Cost Implications of Request (if known):

\$ _____

Project Rep Signature

Department Manager Signature

For Design and Construction Use Only:

- Request is Approved as a onetime approval for this specific instance.
- Request is Approved as a standing approval.
- Request is Denied for the following reason:

Signature

Date

9. HEALING ENVIRONMENT CHECKLIST

It is expected that all healthcare facility projects incorporate features that promote a healing environment for Patients, Visitors and Staff. This checklist can be used as a planning tool to determine the level of services desired. Priorities can then be set based on the project budget.

Architectural Standard Statement

The OHSU Guiding Principles for a healing environment include:

- An environment that is clean and well organized
- Simplicity in wayfinding
- Hospitality-like amenities consistent with competitive facilities
- A comfortable environment with patient control over personal settings
- Access to nature
- An environment that reflects surrounding community values
- An environment that encourages staff involvement and ownership
- Enhanced acoustic and aromatic environment
- Dedication to lower impact on global environment

1.	Will parking be adversely affected? If yes, please describe the plan for parking accommodations.	Yes	No	N/A
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2.	Will this project require a change in the service map of the campus?	Yes	No	N/A
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3.	Will artwork be included in the budget for this project?	Yes	No	N/A
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4.	Will plants be included in the budget for this project?	Yes	No	N/A
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5.	Will nutritional services be included in any new public waiting areas (i.e. coffee cart, vending machines)?	Yes	No	N/A
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6.	Will this project require an overhead music system?	Yes	No	N/A
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7.	Will food menus be available in any new waiting areas?	Yes	No	N/A
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8.	Will appropriate reading materials be available in any new waiting areas?	Yes	No	N/A
9.	Will internet access be required in any waiting areas?	Yes	No	N/A
10.	Will seating be included in any public areas?	Yes	No	N/A
11.	Will this project need to comply with the HIPAA Rules ?	Yes	No	N/A
12.	Will special ceiling applications be considered for any treatment areas (i.e. illuminated images, star fields)?	Yes	No	N/A
13.	Will televisions be considered for any waiting areas?	Yes	No	N/A
14.	Are there any special signage needs?	Yes	No	N/A
15.	Will valet parking services be impacted? If yes, please explain.	Yes	No	N/A
16.	Will an espresso/beverage or food service "station" be included in any waiting areas?	Yes	No	N/A
17.	Will an internal or external water element be included?	Yes	No	N/A
18.	Will a healing garden be included?	Yes	No	N/A
19.	Has maximum natural light been included in the design?	Yes	No	N/A
20.	Is staff training needed to meet any customer service goals?	Yes	No	N/A

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| 21. | Are additional greeter services needed? If yes, is there anything that needs to be provided to accommodate them? | Yes | No | N/A |
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| 22. | Do any accommodations need to be made for durable medical equipment (i.e. wheelchairs)? If yes, please explain. | Yes | No | N/A |
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| 23. | Will discharge information via a networked service be needed? | Yes | No | N/A |
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| 24. | Will this project require automated registration and internet service? | Yes | No | N/A |
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| 25. | Will you need accessibility to discharge information in other languages? | Yes | No | NA |
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| 26. | Will new marketing materials need to be considered? | Yes | No | NA |
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