

**The University of Memphis
Basic Design Services Checklist**

General

Yes No Explain

No items provided "by university" unless explicitly approved
 Remove all lead paint
 Remove all asbestos as part of the project
 Provide fire extinguishers in stainless cabinets
 Require training and maintenance and operating manuals for all MPE items
 Bring all MPE systems up to code in renovation projects
 All utilities to be sub metered
 All wiring in conduit, except low voltage in racks above ceiling

Architectural

Provide roof access with fixed ladder
 Utilize UM room numbering procedure
 Use standard 2 x 2 lay-in ceiling, no tegular edges, seismic bracing
 Use tegular edge tile only by approval and with tegular edge molding
 Gypsum board ceilings are discouraged, use only as approved, no utilities above.
 Utilize durorock or other similar material behind ceramic tile
 Use solid plastic toilet partitions with continuous hinge and bracket in stainless, stainless shoe
 Aluminum or stainless handrails only, no painted railings for exterior
 Include sound attenuation in demising walls to deck
 Use state standard masonry and roofing specifications and 30 year warranties
 Use 6 inch roof drains with 14 inch diameter roof strainer
 All MPE service to roof mounted equipment to come up inside 18 inch tall roof curb
 Include all interior signage and wayfinding in the project as well as all code required signage
 Include exterior signage and site signage
 Include all toilet specialties, soap dispensers, towel dispensers with built in trash
 Include building plaque per SBC requirements
 Roofing to be 1/4 inch slope, white EPDM, tie offs per OSHA, hose bib for maintenance

Doors

Door locking hardware to be by BEST no substitute, mortise type
 Exterior Door control system by LENEL, interior by Alarm Lock, no substitute
 Interior doors to be stained wood or painted metal
 Panic devices specified Von Duprin rim panic with EL function
 Use single doors with removal astragal in lieu of double doors.
 Standard hardware finish is US 626
 One door at each entry to be equipped with ADA Stanley automatic opener

Site

Indicate all existing utilities on drawings. Contractor must locate on-site before work begins
 Utilize native species and drought tolerant plants
 Include irrigation system in project
 Include bike racks, bollards, benches, exterior signage, trash cans in project
 Site concrete to be 4000 psi limestone for 4 inch standard duty
 Site concrete to be 4000 psi limestone bands with pea gravel inserts and rebar for 8 in heavy duty
 Storm water piping to be reinforced concrete unless approved otherwise
 Pavement to be 1 1/2 wearing surface over 3 inch base and 6 inch crushed limestone or soil cement

Mechanical

Ensure space is adequate for servicing and replacing all equipment
 Require commissioning
 Bring chilled water, fire and domestic water into building in pit
 All components must be tied to Building Automation System
 No flexible ductwork
 Externally lined ductwork only
 Controls to be Distech, Trane or JCI only
 All piping to meet UM detailed specifications

Electrical

No aluminum wiring or components
 MC cable on switch legs only
 Keyrite high voltage cable only - no substitute
 Provide cut sheets for all fixtures for approval
 Provide emergency generator
 Review lighting control system functions with UM

Plumbing

All valves stainless ball valves unless approved
 Use auto flush valves and auto faucets, hard wired
 All piping to meet UM specifications

Fire Alarm

fire alarm to report to State Systems and Police Services upon activation
 Simplex or Edwards only - no substitute

Other

Provide minimum one 50 sf custodial closet per floor or per 10,000 sf

Provide maintenance storage room

Provide custodial storage room 100 sf near delivery area

Provide vending spaces

Technology

Provide separate telecom closets with HVAC as needed

Meet U of M technology standards for wiring, all wiring in project

Avigilon cameras only - no substitute