



Campus Administrative Policy

Policy Title: Building and Life Safety Code Review of Modular Furniture

Policy Number: 3004 Functional Area: **General Administration**

Effective: July 11, 2002
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Supersedes: N/A

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Responsible Officer: Director, Facilities Operations

Applies to: University of Colorado Denver
University of Colorado Anschutz Medical Campus

A. POLICY STATEMENT

In an effort to provide a safe working environment, it is necessary for the Campus Fire and Life Safety Officer to review and approve all modular furniture purchases, \$5000 and greater. A process has been established to ensure installation of modular furniture (soft wall offices) at the University of Colorado Denver and University of Colorado Anschutz Medical Campus conforms to Building Codes and Fire and Life Safety regulations in order to maintain a safe working environment.

The purpose of this policy is to provide policy and procedures that describe how and when to request the review of all modular furniture purchases, \$5000 and greater, and to clarify the approval process.

B. PROCEDURE

1. The department purchasing the modular furniture will work directly with the vendor (i.e., Juniper Valley, Herman Miller, etc.) concerning modular furniture design and installation.
2. There will be no formal review process for purchases under \$5000 unless the department or vendor has specific concerns or questions concerning the design and/or installation.
3. If the estimated cost of the modular furniture and installation is \$5000 or above, the Facilities Operations Department-Fire and Life Safety Officer will coordinate a review of the design to ensure compliance with all codes and regulations as well as get input concerning any building operations issues.
4. The vendor will contact Facilities Operations to attain design input and approval of design. Contact should be made as early as possible so as to avoid changes and additional design costs.
5. The Facilities Operations Department-Fire and Life Safety Officer will, in turn, contact the department requesting the purchase of the modular furniture and review the request and inspect the location where the furniture will be installed.
6. The Fire and Life Safety Officer will provide written approval on the design and installation, which should accompany the purchase requisition documentation that is provided to the Procurement Service Center.
7. Unauthorized installations of modular furniture in violation of Building and Life Safety Codes may be subject to removal or modification at the department's expense.
8. Issues that need to be addressed in the design and installation of modular furniture include, but are not limited to:
 - a) Sprinkler clearance: minimum of 18 inches, plus cannot impede full coverage.
 - b) Egress from space must be maintained. Depending on the configuration of the space, the cubicles could impact allowable travel distances.
 - c) Clearance for personnel to enter cubicle should be a minimum of 32 inches
 - d) Do not cover fire pull stations, extinguishers, horn/strobes units, electrical panels, mechanical chases, etc.
 - e) Soft wall offices are not allowed in corridors (even at the end of a corridor).
 - f) All doors within and to the space must swing unimpeded. Any locksets on doors must conform to Health Sciences Center standards.
 - g) Exit lighting may need to be installed (or re-located) depending on space configuration.
 - h) High walls could impact room lighting. Additionally, emergency lights may need to be installed, if walls limit outside lighting.

Other potential issues for Building Operations:

- i) Do not impede access to light fixtures.
- j) Electrical capacity must be pre-determined before adding outlets.
- k) Air movement within the space often changes when the soft walls are installed (especially high walls). This could be an issue for heating, ventilation, and air conditioning.

Notes

1. Dates of official enactment and amendments:
July 11, 2002: Adopted by Director of Purchasing CU System, Assistant Vice Chancellor, Facilities Projects and Assistant Vice Chancellor, Facilities Operations
May 20, 2019: Modified
2. History:
May 20, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: July 11, 2002
4. Cross References/Appendix:
 - Uniform Building Code, 1997 ed
 - Uniform Fire Code, 2000 ed
 - National Fire Protection Association Life Safety Code, 2000 ed