

COORDINATION OF INTERIOR FINISHES

In order to standardize the quality and appropriateness of interior finishes used in the hospital, the finishes must be reviewed and approved by the Office of Facility Management (OFM). The term "finishes" refers to carpet, wall covering, paint, ceiling tile, etc.

PROCEDURE

When the Chief, OFM, or designee has approved a work request, a copy of the request is given to the OFM Administrative Officer for the coordination of finishes. The Administrative Officer completes the following steps:

- Identify the finishes that need to be selected. This information is usually found in the remarks section of the work request.
- Make an appointment with the requester to select the necessary finishes.
- After selection has been made, enter the selection into the database. (slatebldg/access/ann/bldg2).
- Fax a copy of the selection to the project officer.
- Staple the Fax to the work request and file in the "Work Request" file.

Larger Projects

When an architectural firm is contracted to provide the design and construction documents for a renovation, the role of OFM is to oversee the finish selections made by the requester and the architect.

- Review finish selections made by the architect.
- Refer any comments to the project officer and/or requester.
- File comments in the job folder found in the "Work Request" file.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director