



FURNISHINGS, FITTINGS ,
FINISHES and ARTWORK

University Policy No.: BP3130
Classification: Buildings and Properties
Approving Authority: Vice President Finance
and Operations
Effective Date: April 2015
Supersedes: September 2013
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PURPOSE

- 1.00 The purpose of this policy is to ensure all furnishings, fittings and finishes conform to standards, codes and regulations.

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alkboards, tack boards and bulletin boards

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12.00 When non-standard furniture is found on campus it will be reviewed by Facilities Management and, if determined to be unsafe or not meet the University's

20.04 Existing exterior window treatments are replaced when the condition of the window treatment does not meet minimum standard as determined by Facilities Management.

21.00 Interior window treatments

21.01 Surface applied window film is the standard for providing privacy for interior windows

Whiteboards, Tackboards, Chalkboards and Bulletin Boards ("Boards")

- 28.00 All Boards will be supplied and installed by trade persons arranged by Facilities Management. The cost of Boards will be borne by either the capital construction project or requesting department as applicable.
- 29.00 Quality, type, size, location and placement of Boards within all buildings will be reviewed and approved by Facilities Management prior to installation.
- 30.00 Unauthorized and non-standard Boards will be removed and damage to existing wall surfaces repaired under the direction of Facilities Management at the expense of the user department.

LEGISLATION

[University Act \[RSBC 1996\]](#)

RELATED POLICIES AND DOCUMENTS

[Art Collection Policy and Procedures \(BP3310\)](#)

Guidelines for Moving Artwork when Maintenance or Renovation is planned on Campus

[University Signage Policy \(BP3140\)](#)

[Building and Grounds Usage Policy \(BP3105\)](#)

[Furniture Matrix](#)

Appendix A

Safe Installation of Artwork by Occupants

The installation of private art in all buildings not listed below may be done by the occupants. Should you require assistance or should your art piece be large or heavy, please contact Facilities Management.

The occupants of the following buildings must contact Facilities Management for all installation of private art as asbestos containing material in walls may be disturbed during the installation.

- x Hut A
- x Hut B
- x Hut E
- x Hut R
- x Hut Y
- x Clearihue Building – C and D Wings only
- x McPherson Library/Mearns Centre for Learning
- x Cornett Building
- x Ian H. Stewart Complex
- x Sedgewick Building
- x Cadboro Commons
- x Jack Peterson Health Centre
- x Saunders Building
- x McKinnon Building
- x University Centre – Room A005
- x Roderick Haig-Brown Hall
- x University Club – Kitchen

The [Summary Report on Asbestos Containing Materials for Building Occupants](#) provides a summary of asbestos safe work practices as well as a summary of the known asbestos in our buildings/and buildings without asbestos.