

Oklahoma State University Policy and Procedures

PROCUREMENT OF CARPETING

**3-0818
BUSINESS & FINANCE
OCTOBER 1985**

INTRODUCTION AND GENERAL STATEMENT

1.01 The objective of the University is to ensure that suitable carpet is installed after giving proper consideration to all factors, including use to be made of the space; selection of suitable color, texture, and quality; future maintenance and cleaning of the carpet; fire safety requirements of the carpet and pad; and the following stated policies.

1.02 The responsibility for routine procurement and the proper installation of carpets in existing buildings used by the general university is assigned to the Physical Plant Department regardless of the source of the funds.

1.03 The responsibility for selection and proper installation of carpets in new buildings being constructed and those areas undergoing major renovation is assigned to the Department of Architectural Services.

1.04 The responsibility for procurement and proper installation of carpets in buildings used by Student Services is assigned to the Vice President for Student Services.

PURPOSE AND SCOPE

2.01 This regulation is established to assist all interested parties in obtaining needed carpets and to ensure that optimum utilization is made of University funds.

UNIVERSITY POLICY AND STATE LAW

3.01 The Oklahoma State Fire Marshal has the responsibility to establish criteria concerning fire protection aspects of construction materials, furnishings, and equipment in buildings utilized by state institutions. Carpets are covered under these criteria. Oklahoma State University complies with the criteria established by the State Fire Marshal. The present requirement is that carpet and carpet padding shall comply with the ASTM-E84 "Tunnel Test" and shall have a flame spread of 75 or less or shall have passed the Radiant Panel Test with a critical Radiant Flux of not less than 0.45 watts per cubic centimeter. There will be no exceptions to this requirement.

3.02 It is University policy that the Physical Plant Department, the Department of Architectural Services, and the Vice President for Student Services respectively be responsible for procurement and installation of carpets as set forth in 1.02, 1.03, and 1.04 above and that the Physical Plant Department be responsible for approval of fire safety requirements in all cases.

3.03 It is University policy to permit faculty and staff to purchase carpeting for their own office spaces provided that such carpeting meets all University requirements as defined in this policy statement and that all such installations are approved in advance and supervised by Physical Plant.

3.04 It is University policy that carpets obtained or installed without regard to the above requirements shall be removed from University property.

PROCEDURES

4.01 Requests for purchase and installation of carpets as set forth in 1.02 above will be forwarded to the Physical Plant Department by use of a Campus Order form. (Refer to Policy and Procedures Letter 3-0812). The Campus Order should contain all information concerning the carpet desired including room number, the title of the individual who will occupy the office, and the general use of the space.

4.02 Installation of carpets, under the responsibility of the Department of Architectural Services as set forth in 1.03 above, will be included as a contractual requirement or as a separate procurement request by the Purchasing Department.

4.03 Request for purchase and installation of carpets, under the responsibility of Student Services as set forth in 1.04 above, will be forwarded to the Student Services Division.

4.04 Selection of color, pattern, and type of carpet will be made by the Interior Designer in coordination with the user. The Designer, in the Department of Architectural Services, has samples of carpet material. If additional samples are needed, the Designer will obtain them. Shag and other long-nap carpets are not authorized. Light colored carpets which readily show dirt will normally not be approved.

4.05 Standard procurement procedures through the University Purchasing Department will be followed. Each official responsible for the purchase of carpet will prepare the necessary purchase request and forward it to the Director of Purchasing. Include with the purchase request a manufacturer's certificate that the carpet meets the fire code requirement. After the carpet is satisfactorily installed and accepted, the requisitioning

department will execute the receiving report in the usual manner, thereby notifying the Purchasing Department that payment is to be approved.

Revised: October 1985