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**Architectural and Interiors Material Standards**

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**GENERAL**

The following provides to the designer general guidance about the materials common to or preferred for use in Ball State University facilities. Designers should become familiar with these standards and incorporate them. Consult with the Facilities Planning and Management Project Manager for decisions requiring a choice between materials or when deviations from the standard are either requested or suggested. Consult individual Ball State Material and Assembly Standards for additional, specific information on the use of each material.

**EXTERIOR MATERIALS**

**A. NOTE TO DESIGNERS**

1. Placement and amount of Exterior Materials shall be appropriate to the project and location on campus. Please refer to the 2015 Campus Master Plan (available from Ball State Facilities Planning & Management) for additional information regarding the Ball State Design Guidelines. An exterior wall mock-up panel must be created for all major projects for final confirmation / approval of exterior materials by Ball State.

**B. OVERALL DESIGN PARAMETERS**

1. Design of a new facility should be contextual to the adjacent campus buildings. Ball State has a very wide range of building types and styles. Because of this, a new facility needs to relate to the adjacent "neighborhood" in both scale and appearance.
2. Dependent on the project, it is preferred that the height of a new facility should not exceed five (5) floors.
3. The closer the facility is to the original campus quad, the more "historic" the new facility needs to look.
4. For high profile projects, the Architect will need to present 3D images of the proposed design. The 3D images need to show what the exterior could look like both during the daytime and at night.
5. Design should utilize only the exterior materials indicated below. New materials may be proposed, but if they are approved, they should be used as an accent material only.

**C. BRICK MASONRY VENEER**

1. Brick should be the "main" exterior material
2. Utilize a three (3) color blend of modular sized red to red-brown brick so to be consistent with the variety of "red" color brick located on our campus. Brick masonry material shall



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comply with the following

- a. Type: FBX, SW
- b. Surface texture: Smooth / wire cut
- c. Coursing: Running bond
  - 1) Accent coursing, patterns, reveals and / or projections is encouraged
  - 2) Non "red" color brick is acceptable but shall be minimal in use
- d. Mortar color: natural / light tan
  - a) Control and expansion joints should match mortar color.

**D. INDIANA LIMESTONE**

1. Indiana Limestone can be used as a "secondary" exterior material
2. For buildings, place limestone to compliment the overall design.
3. Indiana limestone shall comply to the following
  - a. Color: Buff
  - b. Surface texture: Smooth
  - c. Exposed Edges: Cant
  - d. If used as a base:
    - 1) Install above a 4-to-8-inch granite base to avoid salt damage, water stains, and damage from landscaping maintenance procedures.
4. Cast stone that mimics limestone is acceptable but is not preferred
5. Exterior site walls and / or landscaping features:
  - a. Indiana Limestone shall be used as the "main" material for these items.
  - b. Color: Buff
  - c. Surface texture: Combination of smooth and split-faced
  - d. Exposed Edged: Cant or rounded
  - e. At all low walls and / or benches:
    - 1) Install anti-skateboard niches within the top surface of limestone. The use of surface applied metal anti-skated board devices is discouraged.
    - 2) Install above 4-to-8-inch granite base to avoid salt damage, water stains, and damaged from landscaping maintenance procedures.



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**E. METAL PANELS**

1. Metal panels may be used as a “secondary” exterior material.
2. Place metal panels to compliment the overall design.
  - a. Color: light to medium gray or buff.
  - b. Surface Texture: Smooth. Avoid corrugated or textured metal siding.
  - c. If used as a Penthouse enclosure / screen, color shall be light grey so to blend in with our typical winter overcast skies

**F. RAINSCREEN WALL SYSTEMS**

1. Rainscreen wall systems, consisting of exterior facing panels, sub-framing (girts), and air and water barrier may be acceptable as accent materials, with approval from Ball State.
  - a. Sub-framing shall be thermally broken from the interior framing.
  - b. The rainscreen system shall integrate the air and water barrier system to ensure air, bulk water, and water vapor control. The continuous insulation system shall be compatible with all wall system components.
  - c. Insulation exposed at reveals or joints in the system shall be protected from UV exposure. Color shall be black.

**G. ROOFING MATERIALS**

1. Roofing Materials: Roof slope and material should relate to the campus context. Low-slope roofs are generally preferred.
2. Low-slope roofs:
  - a. PVC Sheet roofing
    - 1) Type III, fabric reinforced
    - 2) Thickness: 60 mills minimum
    - 3) Color: Light gray where visible from inside building or generally exposed to view, white in other locations or as required for LEED Credit compliance.
3. Exposed sloped roofs and metal trim:
  - a. Material(s) contingent on location on campus, type of facility, and scale of project.
  - b. Painted finishes shall be minimum 70 percent PVFD. Color as selected by Ball State from manufacturer's standard colors.
  - c. Aluminum finishes: Class I Architectural anodized, unless matching colors is required.



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**H. OPENINGS**

**1. Curtainwall and Storefront:**

**a. Frame**

- 1) Clear anodized aluminum is preferred.
- 2) Utilize aluminum storefront systems where possible instead of curtain wall framing.
- 3) Glazing shall be removed and replaced from the exterior.

**b. Glazing:**

- 1) Provide per glazing standard.
- 2) Laminated safety glass or ballistic improved glass should be considered for all exterior entrance doors and ground-level glazing to increase building security.

**2. Exterior Windows:**

**a. Frame**

- 1) Clear anodized aluminum is preferred.
- 2) Utilize aluminum storefront systems where possible instead of curtain wall framing.
- 3) Housing only: Residential room operable windows shall be AAMA AAMA/WDMA/CSA 101/I.S.2./A440-11 performance class AW certified.
  - a) Project-out (Awning) windows are preferred.
  - b) Windows shall have positive stops to limit opening width.
  - c) Windows shall provide for emergency egress.
- 4) Glazing shall be removed and replaced from the exterior.

**b. Glazing**

- 1) Provide per glazing standard.

**3. Exterior Glazed Doors:**

**a. Frame**

- 1) Clear anodized aluminum is preferred.

**b. Doors**

- 1) Clear anodized aluminum is preferred.
- 2) 5" minimum top and side panels (wide stile).
- 3) 10" minimum bottom panel.
- 4) Install intermediate horizontal mullion to hide back side of panic exit device.

**c. Glazing**

- 1) Insulated, to match exterior entrance and window glazing.

**d. Hardware: Refer to Ball State University Consultants Handbook Section 08 7100 – Door Hardware.**



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- e. Automatic door openings:
  - 1) Provide low energy/low impact operators.
  - 2) Incorporate the actuator push-pad or credential reader into the building design. Avoid utilizing remote pole mounted devices.
- 4. Exterior Flush Doors:
  - a. Frame:
    - 1) Hollow metal, fully welded frame members, hot-dipped galvanized frame and anchors.
    - 2) Fill with grout in masonry walls, polyurethane foam-in-place insulation in other walls.
  - b. Hollow Metal Insulated Doors:
    - 1) 14 gage Galvannealed sheet metal, reinforcements, and interior framing.
    - 2) Close top with galvanized channel and seal to prevent water intrusion.
    - 3) Provide foamed-in-place polyurethane foam insulated core.
    - 4) Provide steel stiffened doors where the leaf is greater than 3 feet wide or taller than 7 feet and at mechanical rooms.
  - c. Glazing:
    - 1) Provide glazed doors only with Ball State approval.
    - 2) Glazed doors shall have insulated lites that match exterior entrance glazing.
- 5. Glazing:
  - a. All exterior glazing shall be insulated, low-E.
    - 1) Low-E glass coating shall be placed on the number 3 surface (3<sup>rd</sup> face) of the insulated glazing system
  - b. Color of glazing shall be clear to light grey unless matching an existing facility.
  - c. Integrated translucent pattern is acceptable at accent locations only.
    - 1) Glass pattern must be simple in so it can be matched it if the glass pane must be replaced.
    - 2) Patterns should be applied using ceramic frit or high-performance silicone coatings.
  - d. Bird safe glazing should be considered for large window lites, glazing in openings near grade, and glazing in proximity to trees and shrubs.
  - e. Laminated safety glass or ballistic improved glass, such as School Guard Glass SG4, should be considered for all exterior entrance doors and adjacent glazed openings to increase building security.
  - f. Glass block is not permitted
  - g. Mirror-coated glass is not permitted.



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6. Exterior Louvers:
  - a. Color of louver / vents to blend into adjacent wall surface
  - b. Self-draining, storm-proof.
  - c. Install metal insect screen on interior side.
  - d. Avoid placing louvers / vents on the prominent facades or locations.
    - 1) If possible, avoid placing on the First Floor level.

**I. EXTERIOR BUILDING LIGHTING**

1. Note to Designers: Ball State contains a multitude of light fixture styles that are incorporated onto the exterior of our facilities. How a facility is lit at night is important to us to ensure the safety of our students, faculty, and staff as well as highlight the overall design of the exterior. The type and placement of exterior building light fixtures shall be coordinated with Ball State.
  - a. Like all interior light fixtures, the “style and appearance” of a basis of design light fixture needs to be available by at least two (2) other manufacturers with separate distributors. This will ensure that we are not locked into just one (1) lighting distributor.
  - b. Do not install the following type of exterior light fixtures.
    - 1) Custom fixtures made by only one (1) manufacturer
    - 2) Ground mounted “wall wash” or “floodlight” fixtures
    - 3) Recessed “in-wall” fixtures typically used in bollards or to illuminate exterior stairs
    - 4) Utility “wall pack” fixtures
  - c. Lamp source shall be LED. Refer to Ball State Engineering Standards for light source “color” information.
  - d. For exterior “corridors” or porticos, utilize either a pendant light fixture and / or a wall-mounted sconces. In-ceiling or ceiling mounted light fixtures are not permitted.

**J. EXTERIOR FURNISHINGS**

1. Note to Designers:
  - a. Coordinate layout of all loose exterior furniture with Ball State during all phases of the design.
  - b. Wood used in exterior furnishings shall be lpe, or other wood approved by Ball State, naturally resistant to decay and insects.
2. Contractor Furnished – Contractor Installed Furniture (CFCI):
  - a. Trash Receptacle
    - 1) Landscape Forms ,“Plainwell”



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- 2) Color of frame and body: Silver
- b. Recycle Receptacle
  - 1) Landscape Forms, "Plainwell"
  - 2) Color of frame: Ocean
  - 3) Color of body: Silver
- c. Bench – Bus stops and Quad only
  - 1) Landscape Forms, "Plainwell"
  - 2) Color of frame: Silver
  - 3) Wood slats at seat
- d. Bench – Campus
  - 1) Landscape Forms, "Rest"
  - 2) Color : Silver
  - 3) All metal, no back with mid-divider
- e. Bench – East Mall only
  - 1) Landscape Forms, "Rest"
  - 2) Color : Silver
  - 3) Metal frame with wood back and seat
- 3. Owner Furnished – Owner Installed Furniture (OFOI):
  - a. Dining Seats
    - 1) Landscape Forms, "Mingle"
    - 2) Color: Silver
    - 3) BSU to determine if umbrella shall be incorporated.
  - b. Tall Tables
    - 1) Landscape Forms, "Harvest" s
    - 2) Color: Silver

**K. PAINT COLOR STANDARDS**

- 1. Campus signs, light poles, fire hydrants, bicycle racks, and other elements identified by Facilities Planning: RAL 7016, "Anthracite Gray".
- 2. Chain Link and Architectural Fencing: Black



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**INTERIOR MATERIALS**

**A. NOTE TO DESIGNERS:**

1. The interior of our facilities is very important to Ball State. The facility has to both function well and create a sense of place for our students, faculty, and staff. The following items indicated in this portion of the Handbook have a history of satisfactory performance at Ball State.

**B. OVERALL DESIGN PARAMETERS**

1. Unlike the exterior of the facility which is more limited to materials, Ball State is much more open to new ideas and thought processes for the interiors of our facilities.
2. Ball State encourages the design intent and function of interior of the facility work in tandem with the exterior to enhance the overall design.
3. To help make the campus more accommodating for our students, the use of space, natural light, colors, and warm materials that promote learning and social interaction is encouraged.
4. For high profile interior spaces, the Designer shall present 3D rendered images of the proposed design.
5. Provide designated space(s) in the main circulation corridors and design trash / recycle enclosures as part of the project.
6. Where applicable, provide designated space(s) for vending machines. Preferred location for these vending areas is adjacent to student lounges.
7. Ball State encourages the creation of patterns utilizing the interior finishes indicated below within high profile or high use areas so to enhance the overall design. The use of different colors to enhance these patterns is also encouraged but the number of colors should not be excessive.

**C. ROOM STANDARDS**

**1. DESIGNER NOTES:**

- a. Consult with Ball State on spaces where no standards are listed.
- b. Refer to BSU Consultants Handbook Document "Space Allotment and Use Standards" for additional room programming and furnishing information.

**2. Vestibules, Lobbies, Corridors:**

- a. Vestibule flooring: Walk-off carpet tiles.
- b. Lobbies, Corridor flooring: Terrazzo,





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3. Elevators:
  - a. Designer Note: Refer to BSU Elevator Standards for additional requirements.
  - b. Finishes:
    - 1) Door Frames: Type 304 Stainless Steel, AISI No. 4 finish.
    - 2) Doors: Flush hollow metal panel type, Type 304 Stainless Steel, AISI No. 4 finish.
    - 3) Sill: Extruded aluminum
    - 4) Front Return: Column-type return, Type 304 Stainless Steel, AISI No. 4 finish. Control panel integral with return.
    - 5) Wall Panels: Plastic Laminate standard, final type to be determined by Owner.
    - 6) Provide freight pads for all freight elevators.
    - 7) Handrails: Type 304 Stainless Steel, AISI No. 4 finish; 1-1/2-inch diameter tubular. Provide at side and rear walls. Provide 4 inch by 1/4-inch Type 304 Stainless Steel, AISI No. 4 finish bar bumpers above base on Service use elevators.
    - 8) Ceiling: Type 304 Stainless Steel, No. 4 finish frame and lay-in panels. Provide stainless steel panels for downlights, translucent panels for luminous ceilings.
    - 9) Flooring: Confirm type with Ball State:
      - a) Walk-off carpet
      - b) Hard flooring as appropriate to the elevator use.
    - 10) Lighting: Round LED downlight or LED luminous ceiling.
4. General Purpose Classrooms:
5. Class Labs:
6. Offices:
7. Laboratories:
8. Assembly Rooms, Conference Rooms:
9. Restrooms, Lactation Rooms:
  - a. Provide space for both a trash receptacle and recycle receptacle located near the restroom entrance. Both the trash receptacle and recycle receptacle will be provided by Ball State.
  - b. Restrooms: Provide per Code, including provisions for "Family" restrooms.
  - c. Provide at least one single-person Gender Neutral restroom on the main floor, separate from "Family" restrooms. Provide additional gender-neutral restrooms as directed by Ball State.
10. Support Facilities:
  - a. Student Lounges: Provide at least one lounge space per building and as directed by



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- Ball State. Lounge shall be an open seating space for tables and chairs. Fixed banquet or bench seating may be provided with Ball State approval.
- b. Vending Areas:
    - 1) Minimum 1 per building
    - 2) Number of machines to be determined by Ball State.
    - 3) Provide for water connections and microwave ovens when directed by Ball State.
  - c. Custodial Rooms:
    - 1) Service Sink Custodial Rooms: Provide stainless steel wall protection around service sink.
    - 2) Chemical Supply Room: Provide full height adjustable shelves on all walls.
    - 3) Equipment Room: Provide abuse-resistant wall board or wall protection on all walls. Provide outswing door with half-height door protection on the interior face.
    - 4) Custodial Break Room: Provide Break Room with additional space for a desk and chair, two 6'-0" by 4'-6" tack boards, and 6 employee lockers.
  - d. Stock Rooms, Department Storage Rooms: Provide a minimum of one dedicated storage room for building stock and each Department. Single storage rooms with steel mesh partitions may be acceptable with Ball State approval.
  - e. Mail Centers: Provide one for each Department, generally located near the staff room and accessible directly from the main office.
  - f. Break Rooms, Faculty Work Rooms: Provide space for a minimum of one 4-person table, base and upper cabinets with room for a microwave and coffee maker, a stainless-steel sink, and a nominal 18 cu.ft. refrigerator.
  - g. MDF / IDF Rooms: Locate as required to comply with maximum cable run limits.

**D. FLOORING BY ROOM TYPE**

- 1. Vestibules
  - a. Walk-off carpet tile
  - b. Provide a walk-off zone that is 12 feet to 15 feet long in the direction of travel at all public entrances.
  - c. Walk-off zone includes the interior of vestibules.
  - d. Color: Black / dark grey. One color only.
  - e. Recessed walk-off floor grates are not permitted.
- 2. Lobbies, Corridors:
  - a. Terrazzo
  - b. Porcelain Tile



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- 1) Large Format
- 2) Grey / dark color grout
- c. Polished Concrete with exposed aggregate
  - 1) Integrated color is acceptable
  - 2) Shake-on color is not permitted
- d. Floor base shall same as floor material or compatible durable material for cleaning.
- e. Housing only:
  - 1) Porcelain tile in public lobbies and corridors.
  - 2) Carpet tiles or broadloom in residential corridors, as directed by Ball State.
3. Elevators:
  - a. Walk-off carpet tile
  - b. LVT
4. General Purpose Classrooms:
  - a. Polished concrete
  - b. LVT
5. Class Labs:
  - a. Polished concrete.
  - b. LVT
6. Offices, Reception Areas, Department Conference Rooms:
  - a. Carpet tile
  - b. Patterns in large areas are encouraged
7. Laboratories
  - a. Polished concrete
  - b. Resinous flooring where requested due to room use.
8. Assembly Rooms, Conference Rooms:
  - a. Carpet tile
  - b. Broadloom carpet where approved or requested by Ball State.
9. Restrooms:
  - a. Terrazzo
  - b. Porcelain Tile
  - c. All flooring materials shall be urine resistant.



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d. Floor base to be same as floor material.

10. Support Facilities:

- a. Janitor's Closets, Storage Rooms, Mechanical Rooms, Electrical Rooms, Elevator Equipment Rooms, MDF / IDF Rooms
  - 1) Sealed concrete.

11. Residential Student Rooms (Housing only):

- a. LVT

**E. FLOORING MATERIALS**

1. Carpet

- a. Acceptable Manufactures
  - 1) Interface
  - 2) Bentley
  - 3) Tandus

2. Modular carpet

- a. Branded yarn made with PET.
- b. Solution-dyed nylon fiber.
- c. Moisture barrier with breathable backing.
- d. Barber-poled and tonal yards preferred over solid colors.
- e. Carpet shall be made with recycled material (post-consumer waste) and needs to be recyclable.

3. LVT

- a. Overall thickness – 3MM minimum / 5MM preferred
- b. Wear layer to be 40mil or 20mil with protective addition (Diamond 10, aluminum oxide or similar)
- c. VCT Flooring is not allowed

4. Floor / Wall Tile

- a. Color-body porcelain tile, medium and large format preferred.
- b. Grout:
  - 1) Grey / dark color grout
  - 2) Minimize grout joints to 1/4 inch
- c. Protect all exposed edges (top of base included) with stainless steel trim / edging.



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5. Rubber Floor Base
  - a. 4" high standard. Other heights if required to match existing profiles.
  - b. Coved profile.
  - c. Vinyl base is not allowed
6. Stair Treads
  - a. At main / open stairs:
    - 1) Material(s) appropriate to the project
  - b. At exit stairs
    - 1) Rubber stair tread by Johnsonite or Roppe
    - 2) Provide treads with integrated non-slip strip at nosing
  - c. Back of house / Utility stairs
    - 1) Sealed non-slip concrete
7. Sealed Concrete:
  - a. Cure-and-seal type products are not permitted.
  - b. Product shall provide a hard, scratch-resistant, non-dusting surface.

**F. WALL FINISHES**

1. Vinyl wall covering is not permitted.
2. Paint
  - a. Acceptable manufacturers:
    - 1) Sherwin-Williams
    - 2) PPG Paints
  - b. Maximum of three (3) accent colors for entire project.
    - 1) One (1) wall per classroom, office, or conference room may contain an accent color.
    - 2) If "Red" accent paint is utilized it shall match "Sherwin Williams Color No. 6866, "Heartthrob".
  - c. Low VOC complying with 40 CFR 59, Subpart D
  - d. Sheen
    - 1) Eggshell
      - a) Classrooms
      - b) Corridors
      - c) Offices
      - d) Conference Room
    - 2) Semi-gloss



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- a) Restrooms
- b) Enclosed stairwells
- c) Storage Rooms
- d) Janitor's Closets
- e) Mechanical Rooms
- f) Top surface of GWB bulkheads exposed to view
- 3) Flat
  - a) Ceilings, "Ceiling White" unless approved by Ball State.
- e. Rated walls
  - 1) At concealed rated walls located above a finished ceiling, provide a printed or painted label that indicates the fire rating and barrier type of the wall.
  - 2) Install rating labels @ 10'-0" o.c. along the entire length of wall.
  - 3) Minimum letter height shall be 3 inches.
- 3. Restrooms
  - a. Wet Walls:
    - 1) Porcelain or ceramic tile on all wet walls.
    - 2) Top of tile to be at 5'-4" a.f.f. minimum.
      - a) Top of tile to be capped with stainless steel trim.
      - b) Protect all exposed corners with stainless steel trim.
  - b. Toilet Partitions
    - 1) Acceptable materials:
      - a) Solid phenolic
      - b) Stainless steel with textured finish
      - c) Solid surface – Housing projects only
    - 2) Floor mounted with stainless steel shoe.
    - 3) Ant-grip overhead bracing
    - 4) Provide continuous stainless steel wall brackets
    - 5) Doors:
      - a) No gaps in door for privacy
      - b) Silencers
      - c) Occupancy indicator latch
      - d) Heavy duty coat hook
      - e) Continuous hinges
  - c. Urinal Screen:
    - 1) Same material as toilet partitions.
    - 2) 18-inch deep by minimum 3-feet high.
    - 3) Top of screen no less than 5 feet a.f.f.

**G. CEILINGS**

- 1. Note to Designer: Ball State typically installs 2'-0" x 2'-0" lay-in ceiling tile or GWB



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ceilings in our interior spaces. Although other ceiling materials do exist on our campus, we typically have these other ceiling materials installed in only high-profile areas. Exposed overhead roof / floor structure is also acceptable, but location is dependent on the type of project and/or location.

2. Lay-in acoustical ceiling system
  - a. Panels to be similar to Armstrong "Cirrus".
    - 1) Profile: Beveled Tegular, 7/8"
    - 2) Color: White
    - 3) Suspension Grid: Color to match panels, 15/16" wide.
      - a) 9/16" wide grid may be acceptable in high profile areas.
  - b. GWB ceilings
    - 1) Minimize the number of access panels as much as possible at GWB ceiling locations
    - 2) It is preferred that GWB ceilings be installed in the following locations.
      - a) Restrooms
      - b) Janitor Closets
      - c) Food Service serveries and food preparation areas.
    - 3) Refer to "Paint" section above for paint finish preference.
  - c. Exposed overhead roof / floor structure
    - 1) For high profile areas
      - a) Unless directed otherwise, paint overhead structure and MEP items with a "dust" grey or black color.
    - 2) For utility areas
      - a) It is acceptable to have an exposed roof / floor structure at the following locations if permitted under applicable current building codes
        1. Mechanical, Electrical Rooms
        2. Utility Stairs
        3. Storage Rooms
        4. IT Rooms

**H. INTERIOR DOORS**

1. Note to Designers: Ball State typically utilizes solid core wood doors. Although there are some glass doors on campus, the use of glass doors is discouraged due to initial costs and long-term maintenance concerns.
2. Renovation Projects
  - a. Doors shall match existing wood door veneer species, stain color, and veneer matching pattern unless the project is a complete renovation of the existing facility



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3. Size
  - a. Doors should be 3'-0" (w) x 7'-0" (h) unless directed otherwise by Ball State.
  - b. Custodial Equipment Room doors shall be 42-inches wide.
  - c. Mechanical Rooms shall have at least one pair of 3'-0" x 7'-0" doors.
4. Hardware:
  - a. Hardware: Refer to Ball State University Consultants Handbook Section 08 7100 – Door Hardware.
  - b. Lock Cores
    - 1) All door cylinders are to be compatible with 7-pin SFIC removable cores by BEST.
    - 2) Keying shall be by Ball State.
    - 3) Permanent cores shall be provided by the Contractor unless otherwise directed by the Facilities Planning and Management Project Manager.
  - c. Provide 8-inch minimum aluminum or stainless-steel kick plates onto all doors that lead into the following spaces
    - 1) Classrooms
    - 2) Main entrance of an office suite or department office
    - 3) Conference Rooms
    - 4) Restrooms
    - 5) Janitor's Closets
    - 6) Storage Rooms
  - d. Provide minimum 8-inch wide by 16-inch high stainless steel push plates at interior doors except glazed doors with narrower stiles.
5. Door Hardware Finish
  - a. Match BHMA 630 and 626, satin finished stainless steel
- I. INTERIOR WINDOWS
  1. Note to Designers: The use of interior windows is highly encouraged.
  2. Install laminated safety glass at all interior windows
  3. Do not install blinds or shades at any interior window location.
    - a. If the building design includes skylights or clerestory windows, evaluate sun paths to prevent direct sunlight through interior windows into occupied spaces.
  4. Translucent Glass:
    - a. It is preferred that translucent glass is fritted but translucent film may be acceptable.





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- b. Pattern of translucent glass must be “simple” so that Ball State can replace it in the future if glass pane is broken.
- 5. Classrooms or Conference Rooms:
  - a. Integrate translucent glass into design
  - b. Translucent surface does not need to cover the entire window
- 6. Office Suites entrances or prominent spaces
  - a. Glass shall be transparent
  - b. Integrate the Ball State “Benny” logo and / or approved text onto all 3/4 height or greater panes of glass subject to potential human impact.

**J. WINDOW COVERINGS**

- a. Note to Designers: Window shades shall be part of the project when required. Install window shades at the exterior windows in the following spaces.
  - 1) Classrooms
  - 2) Conference Rooms
  - 3) Faculty / Staff Offices
  - 4) Student Rooms (Housing Projects)
- b. Shade Type:
  - 1) Rolling blind similar to E Screen 7503 by Hunter Douglas
  - 2) Integrated housing
  - 3) Metal operation chain (not plastic)
  - 4) Metal gears (not plastic)
  - 5) Avoid motorized blinds unless space contains tall windows or directed by Ball State.
  - 6) Transparency dependent on project / location of window.
  - 7) Venetian or vertical blinds are not permitted.

**K. DISPLAY SURFACES**

- 1. Note to Designers: White boards and tack boards need to be part of the project. Coordinate location of all white boards and tack boards with Ball State during all phases of design.
- 2. White Boards
  - a. Classrooms
    - 1) Reference Standard: Claridge, Series 800 or Connect X2
    - 2) Chalk tray at bottom of white board
    - 3) Map rail at top of white board
    - 4) Color: White



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- 5) White board shall be magnetic
- b. Conference Rooms or other High-Profile spaces
  - 1) Reference Standard: DEKO, Diamond Magnetic
  - 2) Include magnetic accessory kit.
  - 3) Color: White
  - 4) Utilize "Z" clips for installation.
3. Tack Boards
  - a. Manufacturer and model to match Classroom white boards.
  - b. Self-healing 1/4-inch thick "cork" tack surface
  - c. Perimeter aluminum trim
  - d. Color: Coordinate with Interior Finishes palette. "Tan" color preferred.
4. Display Cases
  - a. Note to Designers: Location, type, and size of display cases shall be coordinated with the Ball State Project Manager. A variety of display types are utilized on campus.
5. Corridor Displays
  - a. Note to Designers: Location, type, and size of display cases shall be coordinated with the Ball State Project Manager. Displays in this context are for temporarily erected sheet materials (like posters or display boards). Ease of hanging, security of attachment, and ease of removal are primary criteria.

**L. VIDEO IMAGING**

1. Note to Designer: Ball State utilizes a variety of methods for the display of visual images in classrooms, conference rooms, and other spaces. Designer will need to coordinate with Ball State to determine type, placement, and A/V installation strategies to serve such equipment. Please note the following:
  - a. TV Monitors
    - 1) Typically used for conference rooms, department suite entrances / lobbies, and corridor displays. TV monitors are also used by Dining Services as menu boards
    - 2) Typical size: 70 inch, 16:9 display format
    - 3) Typical top of monitor elevation: 84" to 96" a.f.f.
    - 4) If monitor / support assembly projects beyond 4", designer will need to create an enclosure around the monitor to comply with the ADA standards.
    - 5) TV Monitors will be supplied by and installed by Ball State. Conduit that provides electrical power and data shall be part of the project. Provide concealed wood support blocking as part of the project.



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- b. Video projectors
  - 1) Typically used in classrooms and large conference rooms.
  - 2) Video projector to be supplied by and installed by Ball State. Conduit that provides electrical power and data to be part of the project.
- c. Projection Screens
  - 1) Typically used in classrooms
  - 2) It is preferred that projection screens are recessed within the ceiling with no closure and electrically operated
  - 3) Screen
    - a) Material: Vinyl coated, glass fiber fabric
    - b) Peak gain not less than 0.9 / Gain not less than 0.8 at 50 degree angle from axis of screen surface
    - c) Color: White
  - 4) Coordinate location of operation switch with Ball State.
- d. Sound System
  - 1) Provide power outlets and open conduit for speaker wire to each location, as directed by Ball State. Provide in all spaces with a video projector.
- e. Refer to "Technology" under "Items Provided by Ball State (OFOI)" for additional Technology related requirements.

**M. CASEWORK AND COUNTERTOPS**

- 1. Note to Designer: We typically install solid wood casework in our facilities. If plastic laminate finish casework is installed, we typically request that it is finished with a "wood" or random pattern finish.
- 2. Science Lab Casework: Refer to Consultant's Handbook Section 12 34 13 – Wood Laboratory Casework for additional requirements.
- 3. Casework Construction
  - a. Interior of casework to contain adjustable shelving (1-inch or 32mm spacing adjustments) supported by polished chrome pin supports
  - b. Casework Hardware
    - 1) Drawer and Door Pulls
      - a) 4" wide "U" shaped stainless steel or satin chrome wire pulls
    - 2) Catches – magnetic
    - 3) Drawer Slides
      - a) Side mounted, full extension, 100-pound class
      - b) Self-closing / stay closed closing mechanism
      - c) Integral stops
      - d) Silicone silencers
    - 4) Hinges



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- a) European style self-closing – metal with stain finish

**4. Countertops**

- a. Note to Designer: The term “countertop” applies to the various horizontal surfaces that are part of casework, work surfaces, etc. Please note the following preferred material(s) that are to be placed in the following locations:
  - 1) Classrooms, general office areas – Plastic Laminate
    - a) Note about plastic laminate - Solid colors or “trendy” patterns are discouraged.
  - 2) Laboratories – Epoxy or Solid phenolic, dependent on use.
  - 3) Student Lounges / Kitchenettes – Quartz or solid surface
  - 4) Faculty or Staff Lounges / Kitchenettes – Plastic laminate
  - 5) Food Service – Stainless steel and/or quartz
  - 6) Restrooms – Solid surface
  - 7) Interior window sills – Solid Surface
  - 8) Corridor trash / recycle enclosures
    - a) Solid Surface countertop – Do not utilize “white” colors
    - b) Text labels with international symbols that indicate the trash and recycling openings are to be integrated into the enclosure design
    - c) Coordinate number of and locations of trash / recycle enclosures with Ball State. Provide one in vending areas.
    - d) Confirm size of trash and recycle receptacle with Ball State
    - e) Under counter enclosure shall contain appropriate size door for receptacles
    - f) Bottom of enclosure shall be finished with stainless steel

**N. ACCESSORIES**

**1. Restrooms and Showers:**

- a. Manufacturers
  - 1) Acceptable accessory manufacturers are:
    - a) Bobrick Washroom Equipment
    - b) Bradley Corporation
    - c) American Specialties, Inc.
    - d) American Accessories, Inc.
- b. Accessories provided and installed by Contractor (CFCI)
  - 1) Sanitary Napkin Receptacle
  - 2) Sanitary Napkin Dispenser
  - 3) Grab Bars: 1 1/2-inch outside diameter. Provide peened surface in showers only.
  - 4) Mirrors
    - a) Individual mirrors located above each sink



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- b) Wall to wall mirrors are not permitted.
  - c) Mirrors shall have stainless steel trim and edges sealed against moisture damage.
  - 5) Shelves:
    - a) Minimum 8-inch deep by 3 feet wide wall-mounted stainless-steel shelves.
    - b) Provide a minimum of one per restroom or Lactation Room.
  - c. Products provided by Ball State and installed by Contractor (OFCI)
    - 1) Paper Towel Dispenser:
    - 2) Liquid Soap Dispenser: Deb USA, WHB1LDS, White w/blue logo. 1L
    - 3) Toilet Paper Holder: Bobrick B-2892 Classic Series Surface Mounted Twin Jumbo Roll Toilet Tissue Dispenser.
  - d. Electric Hand Dryers:
    - 1) Electric air hand dryers should be provided if specifically requested by Ball State.
    - 2) Requirements:
      - a) Operation shall be hands-free.
      - b) Dryers shall be high velocity, high volume, type, with a published drying time less than 15 seconds. Provide units with electric heat.
      - c) Noise level shall not exceed 80 dB.
      - d) Unit shall have a cleanable HEPA air filter
      - e) Minimum warranty period: 5 years
    - 3) Reference Standard: Dyson, Airblade V, HU02, sprayed nickel finish.
  - 2. Janitors Closets:
    - a. Accessories provided and installed by Contractor (CFCI):
      - 1) Mop/Broom Holders with Shelf: Stainless steel, Bobrick Model 239 or equivalent, minimum 6 spaces.
      - 2) Mop/Broom Holders without Shelf: Stainless steel, Bobrick Model 223 or equivalent, minimum 4 spaces.
      - 3) Confirm type and number of holders with Ball State.
- O. INTERIOR FURNITURE**
- 1. Note to Designers: All loose furniture shall be purchase by Ball State Facilities Planning and Management. Coordinate layout of all interior furniture with Ball State during all phases of the project design. The location of fixed furniture, benches, planters, etc. that is part of the project shall also be coordinated with FPM. Information below provided for space planning.
  - 2. Classroom Furniture
    - a. Steelcase (and subsidiaries) – purchased and installed by Ball State FPM



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3. Typical Office Furniture
  - a. Steelcase (and subsidiaries) – purchased and installed by Ball State FPM
4. Wood Office Furniture
  - a. Kimball – purchased and installed by Ball State FPM
5. Lounge Furniture
  - a. Sauder - purchased and installed by Ball State FPM
  - b. Fabric shall be removable for cleaning / replacement
6. Tablet-Arm Chairs (fixed)
  - a. American Seating or Steelcase – Contractor furnished and installed
7. Classroom Lecterns
  - a. Steelcase (and subsidiaries) – purchased and installed by Ball State FPM
  - b. Lecterns shall not be fixed – Provide adjacent to power and data connections
8. Student Room Furniture (Housing Projects Only)
  - a. Foliot – purchased and installed by Ball State FPM
9. Planters
  - a. Living plants are not permitted – Artificial plants only.
  - b. Planters must be able to drain water or beverages that may be dumped in them.

**ITEMS BY PROVIDED BY BALL STATE (OFOI)**

**P. NOTE TO DESIGNER:**

1. The following list of items are typically provided and installed by Ball State unless directed otherwise. Please note however that the Designer will be responsible in providing the appropriate “infrastructure” for many of these items. The Designer will need to coordinate with Ball State through all stages of project to ensure that the following items that are addressed.
2. Interior Signage
  - a. All interior signage by Ball State is ADA compliant and contains braille lettering.
  - b. Designer needs to be cognizant of where we typical place our standard interior room



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- signage. Avoid creating obstructions near room entrances.
- c. It is preferred that room signage is placed on a wall surface instead of being placed on interior glazing
  - d. Dependent on the project, create “large” wall surfaces at or near the main building entrance for the placement of interior dedication and / or donor plaques
  - e. Occasionally, rooms or spaces are named for donors. Designer may need to provide clear wall or bulkhead spaces for the display of plaques or lettering.
3. Exterior Signage
- a. Dependent on the project, signage is typically not installed on the exterior face of a building.
    - 1) If directed to provide exterior signage on the exterior face of a building, signage is typically surface mounted 3D metal lettering.
  - b. As part of the facility site design, Designer shall consider providing areas where BSU can install its standard exterior signage.
  - c. Information about exterior signage may be provided by BSU Facilities Planning.
4. Graphics
- a. Dependent on the project, graphics are usually installed only at Athletic facilities. If it is part of the project, Designer will need to provide Level 5 finished walls or bulkheads for the display of graphics.
5. Student Artwork
- a. The creation of space / wall surfaces to display student artwork is encouraged. Provide 3/4” plywood sheathing behind the scheduled GWB wall surface to provide flexibility in the placement and display of student artwork.
  - b. Designer shall provide appropriate and adjustable lighting at student artwork areas.
6. Clocks
- a. Ball State installs “stand alone” battery powered clocks that are not hardwired into a central timing system. Conduit or clock boxes should not be provided.
7. Office Shelving
- a. Adjustable wood shelving is typically provided and installed by BSU shops after the facility is occupied.
    - 1) Designer shall ensure that the wall framing is adequate to support this additional load.
    - 2) Designer shall include proposed location of shelving in plans, in coordination with furniture plans.



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- 3) Designer should include space for 5-foot long by 11-inch deep shelves on KV adjustable shelf brackets at 16-inches o.c., unless otherwise directed.
- 8. Office Coat Hooks:
  - a. Coat hooks: Typically a wood backer board with 3 coat hooks, 18 inches wide, mounted on the wall behind the door swing.
- 9. Technology
  - a. Note to Designers: Refer to the Ball State Electrical Standards for additional and detailed requirements.
  - b. Technology includes, but is not limited to, the following
    - 1) Computers
    - 2) TV Monitors
    - 3) Video Projectors
    - 4) Video Menu Boards
    - 5) Phones
  - c. Designer is responsible in providing the necessary "infrastructure" such as raceways, conduit, outlet boxes, etc. that serve the technology items and need to be part of the project
  - d. Designer is responsible in providing the electrical power that serve the items and need to be part of the project
  - e. Unless directed otherwise, Ball State installs the necessary data wiring for the operation of the technology items.

**END OF ARCHITECTURAL / INTERIOR MATERIALS STANDARDS**