

GENERAL GUIDELINES FOR WALL HANGINGS

PART 1 – GENERAL

- A. The overarching intent of these guidelines is consistent, communal installation of non-instructional furnishings, requiring mechanical attachment to wall surfaces, within office reception spaces; hallways within office suites; open & private offices; and conference rooms.
- B. The basis for these guidelines considers:
 - 1. Marketing and Branding: standards and guidelines.
 - 2. Design Aesthetic: scale, format, & color pallet.
 - 3. Installation: wall material, hanging weight, & hanger type.
- C. Wall hangings for spaces defined by PART 1A are non-essential enhancements. Installation is subject to lower priority scheduling than maintenance and other project tasks essential for office operations.

PART 2 – PRODUCTS (not used)

PART 3 - EXECUTION

- A. College employees should not take it upon themselves to hang items on walls. Instead, prepare and submit the appropriate request form below:
 - 1. A **Facilities Management (FM) Work Order Request** is suitable for light-weight wall-hangings in quantity of two (2) or less.
 - 2. A **DCD Work Request** with Department of Construction & Design is required wherever wall-hanging quantities are three (3) items or more; item is a whiteboard or tackboard; or the item is notably heavy when raised (no specific weight cutoff otherwise).
- B. Wall Clock Requests:
 - 1. **Open Offices/Private Offices/Conference Rooms:** This involves the end user purchasing a clock that coordinates with the colors of the respective space. It is encouraged to use a desktop clock where practical. Clock Owner will be responsible for battery replacements.
- C. Suitable corporate artwork (Rule-of-Thumb: artwork available through office supply company) or higher quality paintings that coordinate with room finishes are permissible.
- D. Private offices may have framed degrees, certifications, community service awards and

other business-related achievements.

- E. Framed photos of end users conducting college business or of events organized by college are permitted.
- F. Personal photos (i.e. self, family, pets) and personal items related to interests outside of work (i.e. arts / crafts and sports / movie memorabilia, religious affiliation, political views) can be displayed on top of or attached by magnets to furniture with permissions of administrator. These items are not to be displayed by means of wall-hanging.
- G. Mailboxes and other like office accessories are permissible. Requesting department will be responsible for the item cost. Labor to install will be provided by Facilities Management Dept. at no cost to requesting department. A Construction & Design DCD Work Request must be submitted to initiate process.
- H. Whiteboards (no glass markerboards) and tackboards requests must originate as a DCD Work Request with Construction & Design. Reason: The College has construction standards and installation requirements that often cannot be matched by mainstream products offered from office supply stores. They are purchased through commercial market dealers.

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