Caltech

Office Renovation Guidelines for New Professorial Hires

Office renovations shall comply with the latest version of the Caltech Design Guidelines.

- These guidelines provide guidance on office renovations for new professorial hires. Existing professorial faculty, non-professorial faculty, postdoctoral scholar, and student offices are not included in these guidelines.
- Work and furnishings covered by renewal funds shall not exceed $20,000.
- These guidelines apply to stand alone new faculty office renovations not tied to larger renovation or construction projects.
- Office size is typically 180 to 220 square feet.
- The work is planned and implemented in compliance with the applicable building code regulations, fire code regulations, and ADA guidelines.

The work that can be completed is as follows:

1. Paint walls and install new carpet and wall base
   a. Standard Caltech color is pure White eggshell finish by Dunn Edwards or Sherwin Williams.
   b. One wall can have an accent color as designated by the end user.
2. Replacement of flooring material with standard flooring material (i.e., carpet or linoleum)
3. Paint ceiling or replace damaged ceiling tiles
4. New manually controlled window shades and blinds
5. Built-in casework
   a. Casework is typically wood with stain and or clear finish unless building standard is different, such as Gates-Thomas which is white laminate bases and clear Maple uppers.
6. Office furniture may include sit-stand desks, modular casework, desk chairs, credenza, couches, side or guest chairs, and conference tables located inside the office. Should furniture needs exceed the allowed $20,000 renovation office budget, use of the divisional decentralized reserve is acceptable
7. New white boards; typical size is 4' x 8'
8. New tack boards and chalkboards
9. New room label outside of the office
10. Minimal electrical work, if not already existing:
    a. Two network outlets and one phone outlet
    b. Replace fluorescent lighting with LED, dimmable
    c. Occupancy sensor for light control, new night light controls
    d. Two duplex 120-volt receptacles at the desk
    e. One 120-volt receptacle easily accessible for housekeeping
11. For IT, Monitor bracket or projector mount only. HDMI conduit and cabling is provided for HDMI and outlets to support equipment where missing
    a. Changes should not result in phone and/or data jacks becoming inaccessible (behind furniture or covered by wall treatments).

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    b. If data ports are relocated, existing cabling is not to be pulled back to the telecommunications closet and reused. New cat 6A cable to be pulled.

12. Services provided by Design and Construction for management of the renovation and to ensure compliance with building and fire and life safety codes and the Caltech design guidelines

Work excluded in standard new faculty office renovations:

1. Wood or other premium floor material
2. New doors and frames
3. Room function changes that require work to convert a room into an office
4. Walls demolition or new wall construction
5. HVAC, plumbing or fire protection work
6. Significant ceiling changes beyond paint or limited ceiling tile replacement
7. High end shades such as mecho shades, automatic or powered shades and blinds
8. Abatement of hazardous materials
9. Moves (transportation) costs are managed separately
10. Division provided items—such as monitors, projectors, projector screens, artwork, cameras, speaker systems, ancillary equipment, refrigerators, coffee stations, etc.—are not included.
11. Renovations done in older buildings may require work outside of this guideline.