Design Guideline 122000
Window Treatment

Scope

Includes design and installation requirements for roller shades and horizontal venetian blinds.

Related Sections

U-M Design Guideline Section:

8.2 Architectural Preferred Manufacturers List

3.2 Carbon Reduction and Energy and Water Conservation

Design and Installation Requirements

Design Requirements

General - A University-wide standard for window coverings does not exist. Window coverings are determined for each building individually, and are based on exterior and interior appearance, building use, environment, existing window coverings in adjacent areas, use and maintenance considerations.

Aesthetics - Base standards for new buildings on both exterior and interior appearance. When designing remodeling projects within an existing building, consider using the same type of window coverings as existing adjacent areas.

Environment - Consider requirements for protecting areas from the glare and heat of the sun. Also consider the environmental conditions in which the coverings will perform, such as exposure to chemicals, humidity, dirt or grease. Review flame retarding properties of window coverings for compliance with codes and condition of use.

Use – Public and student occupied areas need to withstand significant abuse.

Installations – Window treatments shall be installed in such a manner to allow full access to the window for cleaning, screen removal and window operation shall not be impaired.

Style of Window Treatments

Roller Shades – Roller shades should be considered for new construction or major renovation including new window treatments throughout the facility.

- Consult with users to establish openness factor, fabric style and color.
- Consider dual roller in meeting rooms, conference rooms or performance spaces that are on the exterior of buildings. Dual roller option would allow for partial or full room darkening capabilities.
- Operation, consult with the user to determine the type of use and operation required. Determine Manual, motorized or automated with sensors.

    - Manual, provide nickel plated metal bead style chain. Operation function shall stop and hold shade at any position in ascending or descending travel.
    - Motorized: Motor location preferred within roller tube. Coordinate with the manufacturer for maximized motor operation.
        - Connect as many shades as possible to maximize use of the motor and minimize operators and cost.
        - Determine if operation is switched near the motor, remote, or keyed for security purposes in student areas.
    - Automated: Motorized operation monitored by solar type sensors may be considered.
        - Automated shades allow for the shades to be lowered as the solar gain increases within a space.
        - The sensors also bypass human interaction and may be more effective for managing heat gain.
        - Prior to proceeding with automated shades with sensors, develop a cost analysis with a cost payback timeframe for utilities to be saved vs. the cost of the sensor system installed.
- Mounting Recessed: Recessed within a ceiling pocket permitting easy removal and replacement without damaging roller shade or adjacent surfaces and finishes.
- Mounting Surface Mounted: Surface mounted to face of partition above glazing or from ceiling or soffit area above glazing. Provide enclosure, for streamlined view and protection of roller from dirt, dust and debris.
- Direction of roll: Regular from back of roller
- Bottom Bar: metal bar or welded seaming.
- Size: Larger windows need larger shades that can be heavy. Evaluate splitting large sections of glazing into multiple shades. Larger heavy shades may be difficult to operate.

Horizontal Venetian Blinds - Typically specify heavy ladder, top slat and bottom rail construction, good quality of slat materials, and operating mechanisms that eliminate overdrive (preventing damage to worm gear or control wand). Private offices may use blinds fabricated of lighter weight material and without overdrive protection. ConsultDesign Manager.

- Venetian blinds may be utilized in renovation projects to match existing building standard horizontal blinds.

Maintenance

The University Building Services Department can be requested to clean or repair blinds on a customer pay request basis. Building Services has the ability to clean standard horizontal blinds up to 10 feet in length. Preferred style for cleaning and maintenance is 1” aluminum mini blinds, preferably by Hunter Douglas. Consult with the Design Manager and obtain departments' approval before specifying other types of window coverings. Select only those coverings with acceptable warranties.

Documentation

Consider having installers visit the site to assess mounting surfaces and existing conditions. A site visit can reveal potential issues as well as ensure accurate cost estimates up front.

Ensure notation for the following: Shades/ window treatments should be installed in a manner which will not inhibit operation of the window treatment or the window's function. It is the responsibility of the installer to verify the function of the window as well as the window treatment as part of a standard installation.

Installation

The University requires that a qualified dealer purchase and install blinds or shades composed of parts from the same manufacturer (single-source responsibility for both supplier and manufacturer) and labeled as to manufacturer and brand name.

End of Section.