



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 61.42: TTU Standard Benches**

**DATE:** November 10, 2021

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish a standard style, color, and size for benches located on the Texas Tech University campus.

**REVIEW:** This OP will be reviewed in November of each year by the Managing Director of Grounds Maintenance at Operations Division and the Associate Vice President for Operations Division with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

### **POLICY/PROCEDURE**

#### **1. General**

The goal of this OP is to maintain consistency or standardization of the benches for the Texas Tech University campus from March 8, 2018, forward. At the time of creating this OP, there were 52 different sizes/colors/materials/types of benches on campus. All existing benches will remain until they need to be replaced due to wear and tear.

All benches on Texas Tech University from this point forward shall be constructed, as follows:

- a. 6' Benches: Overall dimensions shall be 36" high x 22" deep x 6' long. Average seat height above ground shall be 17". Pedestal Park Bench frames (2 each) shall have a vertical 2 ½" x 2 ½" x 36" square steel post (A500 Grade B) embedded in concrete, or portable if applicable. Seat and back supports shall be made from two 3/8" x 4" x 35 ¾" and one 3/8" x 1 ½" x 35 ¾" steel planks (Grade A36) bent a total of 95 degrees on a minimum radius. Frame shall be welded such that seat shall slant down toward back at 5.71 degrees from horizontal. Finish must be processed for all metal parts as follows: Step I – blast to near white; Step II – zinc rich epoxy powder, a baked on electrostatic process at 400° cure temperature gel only; Step III – top coat is cured at 400° for 30 minutes for ¼" thickness; top coat is cured at 400° for 40 minutes for greater than ¼" to ¾" thickness. Color: 1st coat: a zinc rich epoxy powder grey primer (Morton Brand) or approved equal; 2nd coat: polyester top coat of O'Brien Brand Statuary Bronze-PFJ407A5055 or approved equal. Seats and backs shall be 2 – 3 ½" x 3 ½" x 6' and 11 – 1 ½" x 3 ½" x 6'. All planks shall be Diamond Decking. All planks shall have edges eased to a 1" radius. All bolt holes shall be precision drilled for easy field assembly. Forty-eight (48) zinc plated carriage bolts and nuts shall be used in attaching the before mentioned planks with frames. (See Attachment A.)
- b. 8' Benches: Overall dimensions shall be 36" high x 22" deep x 8' long. Average seat height above ground shall be 17". Pedestal Park Bench frames (2 each) shall have a vertical 2 ½" x 2 ½" x 36" square steel post embedded in concrete, or portable if applicable. Seat and back supports shall be made from two 3/8" x 4" x 35 ¾" and two 3/8" x 1 ½" x 35 ¾" steel planks bent a total of 95 degrees on a minimum radius. Frame shall be welded such that seat shall

slant down toward back at 5.71 degrees from horizontal. Finish must be processed for all metal parts as follows: Step I – blast to near white; Step II – zinc rich epoxy powder, a baked on electrostatic process at 400° cure temperature gel only; Step III – top coat is cured at 400° for 30 minutes for ¼" thickness; top coat is cured at 400° for 40 minutes for greater than ¼" to ¾" thickness. Color: 1st coat: a zinc rich epoxy powder grey powder (Morton Brand) or approved equal; 2nd coat: polyester top coat of O'Brien Brand Statuary Bronze-PFJ407A5055 or approved equal. Seats and backs shall be 2 – 3½" x 3½" x 8' and 11 – 1 ½" x 3½" x 8'. All planks shall be Diamond Decking. All planks shall have edges eased to a 1" radius. All bolt holes shall be precision drilled for easy field assembly. Sixty-four (64) zinc plated carriage bolts and nuts shall be used in attaching the before mentioned planks with frames. (See Attachment B.)

Assemble as required and install with manufacturer's hardware, templates, and instructions, and according to plans, specifications, and at the direction of a university representative.

All lumber surfaces shall be sealed with one coat application of Penofin or approved equal penetrating oil finish for Exotic Hardwood (99% UV with mildewcide) in the neutral color.

## 2. Naming

If a bench is named by a donor, a bronze plate will be attached to the center top back section on the bench. (See Attachment C.)

The donor plaque is 24" long and 3" tall. The letters are 3/8" tall. The plaque is bronze with brown leatherette background with rosette mountings. Approximately 55 characters, including spaces per line, are allowed on the plaque.

Naming of trees and shrubs on campus is highly discouraged.

## 3. Placement

Attached hereto as Attachment D is a map of the locations of all benches currently on campus. All new bench locations must be approved by the Facilities Allocation Council.

## 4. Endowment

- The endowment cost to name an existing bench on campus is \$2,500.00.
- The endowment cost to name and have a new bench placed on campus is \$5,000.00.
- All bench endowment requests must be processed through the Institutional Advancement Department.
- All plaque wording and bench locations must be approved by the Facilities Allocation Council.

[Attachment A: 6 Foot Bench](#)

[Attachment B: 8 Foot Bench](#)

[Attachment C: 6 Foot Bench with Plaque](#)

[Attachment D: Bench Locations](#)