



RECREATION AND PARKS  
DEPARTMENT

**POLICY**

**SUBJECT/TITLE:**

STANDARD MATERIALS LIST AND BUILDING MATERIALS COMMITTEE

**SCOPE:**

To provide means whereby Manufacturers' product representatives may submit their products to the Columbus Recreation and Parks Department, City of Columbus (CRPD) for evaluation and inclusion on the CRPD Standard Materials List for new construction and renovation of facilities. This provides a systematic process that ensures that products, both current and new, are equitably evaluated and the names of these approved products are disseminated to design consultants and project personnel for inclusion on future work.

To provide a singular contact within CRPD through whom recommended changes regarding materials specifications from the Manufacturers can be advanced.

To define the process whereby experimental features are considered for evaluation on CRPD construction and maintenance projects.

**PURPOSE:**

The intent of this document is to ...

See above scope

**CONTACT PERSON & SECTION:**

Chris Scannell, Design & Construction

**ORIGINAL DATE ADOPTED:**

12/19/2022

**LATEST EFFECTIVE DATE:**

Latest effective date will be 14 days after the date of last signature

**REVIEW/REVISION DATE(S):**

12/19/2022

**REVIEW FREQUENCY:**

Every (5) Years

**TOTAL # OF PAGES:**

13

## GLOSSARY OF TERMS

**Standard Materials List** – Consolidated list of construction materials allowable and approved for use on CRPD facilities during substantial renovation and new construction activities.

**Building Materials Committee** – Committee of members internal to CRPD who represent the primary facility interests of the department and are responsible for changes to the Standard Materials List, in accordance with the procedures of the policy.

**De Minimis** – Minor items integrated into permanent construction of no consequence to achieving the goals of the Standard Materials List. De Minimis items are not required to be approved by the Building Materials Committee.

**Commodities** – Construction materials which are broadly available from a wide variety of manufacturers and vendors which conform to an industry standard specification. Commodities are not required to be approved by the Building Materials Committee.

## CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Chris Scannell, Design & Construction

## APPENDICES

1. Building Materials Committee Charter
2. CRPD Standard Materials List
3. CRPD Approval of Product Request Format

## POLICY, PROCEDURES & APPROVAL GUIDELINES

**POLICY**-A statement of the City of Columbus and the Department of Recreation and Parks values, philosophy, and culture. The policy will communicate what the department should expect from the employee, what the employee can expect from the department, and what the community can expect from the department. This document will set rules and guidelines and influence department decision making.

All Policy will be signed and approved by the section manager, the assistant director or deputy director over this section, and the department director.

Any policy that has a direct effect regarding compliance with Chapter 913 of Columbus City Code (Recreation and Parks Commission), will in addition to the above, have approval and signature of the commission president.

**PROCEDURE**-A step by step instruction of the task that may provide a checklist for implementation. This document should define who is responsible for the action, how to achieve a desired outcome, and will continually change for improvements to the operation.

Procedure and process should be signed and approved by the section that oversees the operation, and signed and approved by the assistant director or deputy director that oversees this area.



# Building Materials Committee Charter

December 19, 2022

## STANDARD MATERIALS LIST AND BUILDING MATERIALS COMMITTEE GENERAL POLICY AND PROCEDURE

### I. Purpose

- To provide means whereby Manufacturers' product representatives may submit their products to the Columbus Recreation and Parks Department, City of Columbus (CRPD) for evaluation and inclusion on the CRPD Standard Materials List for new construction and renovation of facilities. This provides a systematic process that ensures that products, both current and new, are equitably evaluated and the names of these approved products are disseminated to design consultants and project personnel for inclusion on future work.
- To provide a singular contact within CRPD through whom recommended changes regarding materials specifications from the Manufacturers can be advanced.
- To define the process whereby experimental features are considered for evaluation on CRPD construction and maintenance projects.

### II. Authority.

*Bernita A. Reese*

Bernita Reese, Director of Columbus Recreation and Parks Department

III. **Applicability.** This policy shall be applicable for the evaluation and recommendation for preliminary approval of new products, materials, and procedures for use within City of Columbus Recreation and Parks Department facilities. The preliminary approval process flowchart is attached hereto as Appendix "A". To orchestrate and monitor this new policy, CRPD has formed a committee titled: "Building Materials Committee" (BMC). The group is committed to ensure that the City of Columbus is using the best products and procedures available.

IV. **Effective Date.** This policy shall be effective as signed and shall apply to all new products, materials, and/or procedures proposed for use within CRPD facilities.

V. **Procedure.** Before consideration for approval, the following steps must be followed:

1- The applicant shall submit a written request in PDF format addressed to the CRPD Construction Section Manager for evaluation and approval of the proposed product, material or process. This request should explain in detail what the item or process is and how it would be used in conjunction with CRPD's facilities, along with the potential benefits, in accordance with Appendix "B". Applicants are encouraged to seek preliminary feedback prior to submitting a full request in the required format.

Email to: [cmscannell@columbus.gov](mailto:cmscannell@columbus.gov)

Attn:

Christopher M. Scannell, P.E.

Construction Section Manager

Columbus Recreation and Parks, Design & Construction Division

2- The request will be forwarded to the Building Materials Committee for evaluation. The BMC will review the submittal and determine CRPD benefit of using the product/process. The BMC will be composed of the following individuals:

1. Construction Manager - (Chairperson)
2. Facility Operations Coordinator
3. Parks Maintenance Manager
4. Assistant Director – Community Recreation
5. Assistant Director – Sports/Aquatics
6. Sports Operations Coordinator
7. Golf Administrator

3- If the BMC requests additional information, the BMC Chairperson will request additional information about the new product. After this review, the BMC shall decide whether or not the product/procedure warrants addition to the Standard Materials List, and shall forward their recommendation to the Design & Construction Division Administrator and Operations and Maintenance Division Assistant Director for concurrence. With concurrence, the manufacturer or the manufacturer's representative will be notified in writing as to the decision to approve the new product or not.

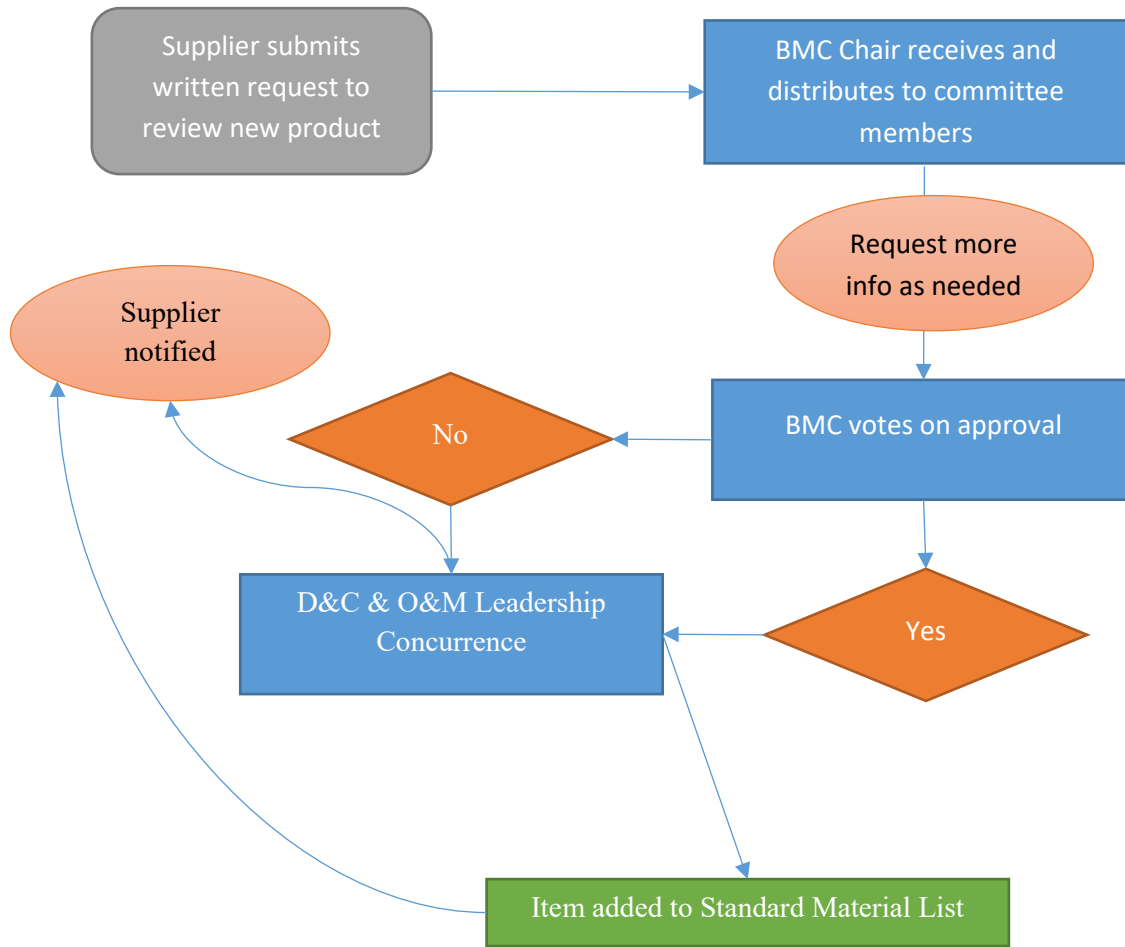
4- If approved, the product will be added to the CRPD Standard Materials list, and may be specified for use on CRPD facility projects.

5- The BMC may meet quarterly or on an ad hoc basis. At any BMC meeting, the committee may determine that products previously approved for inclusion on the Standard Materials List are no longer suitable use, whether due to lack of performance, poor availability, relevance to current needs, or any other reason as deemed by the committee. With concurrence of the Design & Construction Division Administrator and Operations and Maintenance Division Assistant Director, these items may be removed from the Standard Materials List.

**VI. Types of Products for Review and Evaluation.** The Building Materials Committee is not intended to review and approve all materials that will be incorporated into all CRPD construction projects. As such, the Standard Materials List does not include all materials necessary for every project. The intent of the committee is to facilitate the efficient long-term operations and maintenance of CRPD facilities, and to guide procurement of major building systems in accordance with City Code. Items considered to be “de minimis” will not be considered by the committee or included in the Standard Materials List. Also explicitly excluded from consideration here are:

1. Playground equipment and systems
2. Packaged structures such as open-air shelter-houses and shade structures
3. Specialty systems for arts studios, sports venues, or other unique applications
4. Aquatics features

## APPENDIX A – New Product Flowchart



## APPENDIX B – New Submission Request Format

See attached “REQUEST FOR PRODUCT APPROVAL FORMAT”



## Standard Material List

Columbus Recreation and Parks Department  
Standard Materials List  
for use on New Construction and Renovation of Facilities

Version: 10-12-2022

Usage Statement: This list has been developed in accordance with the rules and regulations of the Columbus Department of Recreation and Parks and Columbus City Code Chapter 329 and approved by the Columbus Recreation and Parks Department Building Materials Committee and Recreation and Parks executive leadership to serve as the Basis of Design for material selections during the renovation and new construction of CRPD facilities. It is intended for use by designers when specifying materials to be used on department capital improvement projects. If materials listed are no longer available, contact the CRPD Design and Construction Section at 614-645-6567. This form to be reviewed by the Design Professional in concert with CRPD project managers and operational staff during project design; all final materials listed in bid specifications shall be approved prior to bid.

Div	Item	Manufacturer / Models	Alternates	
			Allowed	Notes / Description
075000	Membrane Roofing	Garland line of products	No	Coordinate all roofing specifications with CRPD project manager
081000	Exterior Doors	Special Lite	With Approval	
087000	Hinges, heavy duty full length	Roton, Select, Markkar, Pemko or approved equal	With Approval	
087000	Hinges, Interior	Stanley-FBB168, Roton, Seiecter, Hager, or equivalent heavy-duty high frequency use hinges	With Approval	
081000	Removable Mullion	Von Duprin: KR9954 Fire rated, KR 4954 Steel. Sargeant: 980 removable mullion keyed and non-keyed	no	Do not need keyed entry on all mulions
087000	Door Lock Cylinders	InstaKey	no	
087000	Door Handles	Schlage Vandal Guard D Series Lever, Classroom D94PD, Entrance D92PD;	With Approval	
087000	Exit Device	Von Duprin 88/99 series: 99 on all exterior doors preferred	With Approval	finish: 626/26D brushed chrome or silver;
087000	Mortise Locks	Schlage L series mortise (Lever Trim)	With Approval	not preferred
087000	Push-Pull Plates	Rockwood, Ives, Stanley or Baldwin (26D)	With Approval	
087000	Door Closers	LCN 4041; Sargent, Norton, LSDA	With Approval	heavy duty; Various options on arms. Hold open, cush stop and parallel arm.
095113	Accoustical Ceiling Panels	Armstrong World Industries; USG Interiors	With Approval	
096519	Resilient tile flooring	Armstrong World Industries; Congoleum Corporation; Mannington Mills, Inc	With Approval	
099000	Paint	PPG; Dean & Berry; Pratt & Lambert; or owner approved alternative	yes	Check for current supply contractor/vendor
102800	Toilet Paper Dispenser	Bobrick model #B-288	With Approval	check with current warehouse inventory to verify compatibility
102800	Soap Dispenser	Bobrick B2112 or B2111	With Approval	check with current warehouse inventory to verify compatibility
102800	Coat Hooks	Bobrick B233	With Approval	check with current warehouse inventory to verify compatibility
102113	Toilet Compartments	Bradley Corporation; Mills Partitions; Santana Products, Inc; General Partitions Mfg Corp; Hiney Hiders (golf and permitted rental facilities)	With Approval	
102800	Hand Dyer	Excel Dryer Inc. Model # XL	With Approval	consult with department for finish selection
110000	TV Mounting Brackets	Sanus Premium Series	With Approval	
110000	Commercial Refridgeration	TRUE or Bev Air	With Approval	
112200	Facility Safe	Gardall Light Duty Depository Safe – Model LCF2014C	no	
211119	Wall hydrant, ext	Woodford	With Approval	Locking cover required
220000	Exterior Drinking Fountains	Murdock	With Approval	check latest park design standards; no dog bowls
220000	Interior Drinking Fountains	Elkay & Oasis	no	check with plumbing supervisor for currentpreferred model #
220000	Mixing Valves	Symmons	With Approval	check facility valve vs fixture valve
220000	Waste Disposal	In-Sink Erator, 3/4 HP min	With Approval	
220000	Vitreous China Fixtures Inc sinks, urinals, WC	Mansfield	With Approval	
220000	Water Heaters	AO Smith; Bell & Gossett	no	
220000	Ball Valves	Watts	With Approval	
221100	Backflow prevents	Watts	With Approval	
221500	Compressor	Quincey Oil	no	twin pump splash
221500	Air Dryer	Hankison	no	include separate air and oil filters
224200	Faucets, restroom	American Standard - Heritage collection; Sloan ETF-600 Series; Chicago	With Approval	2-handle, 4" center set
224200	Faucets, Kitchen	Chicago 1100 Series	With Approval	
224200	Flush Valves	Sloan	With Approval	
230000	Hot Water Boilers	De Dietrich; Absolute; Lochinvar	no	
230000	Unit Heaters	Reznor; Modine; Dayton	With Approval	
230000	Controls	Trane Controls; Reliable Controls by Ameresco	No	Per public RFSQ process conducted April 2022
230000	Relief Valves	Watts; Apollo; B&G	With Approval	
230000	Motor Starters	Furnace (Siemens) ESP 400	No	Solid State with stop-auto-manual switch and pilot light
		Airedale unit - need to look up generic terminaology		
232123	Hydronic Pumps	ITT Bell & Gossett	No	
237213	Air Handling Units	Trane or Carrier	No	
	Chillers	Trane or Carrier	No	
260000	Lighting	Aquity/Lithonia Brand Lighting; General Electric; RAB; Holophane	With Approval	No generic or specialty fixtures; lighting should be readily available from local electrical distributors.
260923	Lighting Control Devices	TORK, Watt Stopper, Leviton	With Approval	
260923	Lighting Contactors	TORK	With Approval	
264113	Switchboards	Eaton; Siemens; Square D	With Approval	
262416	Panelboards	Eaton; Siemens; Square D	With Approval	
262726	Wiring Devices	Cooper; Hubbell; Leviton	With Approval	
262923	VF Motor Controllers	Eaton; WEG; Yaskawa	With Approval	Deconflict with 230000 motor starters
270000	Communications	Verizon	No	Service contract for wireless IP services
271000	structured cabling	Panduit, CommScope, Hubbell	With Approval	
282300	Reinforced Dome Camera	Extreme CCTV, Inc; Indoor dome camera: Axis P3225-V or Sony/Bosch/Avigilon equiv		Check with KNS for updated requirements at time of project
282300	Camera Supports	Pelco		Protective Housings for Fixed and Movable Cameras: 6061 T6 aluminum enclosures with internal camera mounting and connecting provisions that are matched to camera/lens combination and mounting and installing arrangement of camera to be housed.  With sun shield that does not interfere with normal airflow around the housing. Mounting bracket and hardware for wall or ceiling mounting of the housing. Bracket shall be of same material as the housing; mounting hardware shall be stainless steel.  Finish: Housing and mounting bracket shall be factory finished using manufacturer's standard finishing process suitable for the environment.
283100	Intrusion Detection	Honeywell Vista 15P, Vista 6152 keypad, IS2560 IR Sensor; HONEYWELL VISTA-20 - for smaller projects	No	Burglar. Use----HONEYWELL VISTA-20 for small buildings with limited points(devices - motions, door contacts, maybe glass break etc.). Pool Buildings, Pump Houses and Bath Houses are in that category of small buildings. Those numbers go up in the amount of needed devices for larger buildings. Minimal devices should be used, Door contacts on main entry doors surface mounted contacts, hinge side mount, and 1-2 motions inside.
284600	Fire Alarm	Honeywell Fire-Lite Model ES-50X, ES-200X; Silent Knight; Notifier; Fire Lite MS90200,	No	No proprietary systems. Fire-Lite preferred. ELITE FIRE SVCS. (Contact Rob Callahan -614-586-4255 ) for info regarding questions or spec related items or contact to list in job bids.
280000	IT components	N/A	No	Updated list to be obtained from Division of Technology

## Request for Product Approval

### **REQUEST FOR PRODUCT APPROVAL FORMAT**

Any company or manufacturer requesting approval of their product for use on new construction, renovation, or maintenance projects involving Columbus Recreation and Parks Department facilities shall submit their request in the format herein defined. Shorter submittals may be limited to a paragraph for each subsection. Longer submittals (25 page maximum) should be tabbed for each subsection. Adherence to this format will allow the Building Materials Committee to process the request in a fair and timely manner. Detailed shop drawings, O&M or other manuals, warranties, etc may provided as supporting documentation.

- A. MANUFACTURER Provide a brief description of the manufacturer including; production facility location, capacity, certifications, business history and a primary contact.
- B. PROPOSED PRODUCT Provide a general description of the product and its intended use. Include detailed shop drawings and specifications, if applicable. Include a list of contacts within the company specific to this product line along with telephone numbers and email information.
- C. PRODUCT HISTORY Provide a history of the proposed product. For example, when was it first incorporated into commercial construction, how many units have been manufactured or sold, what need led to the development of this product? What approvals/certifications have been obtained from regulating agencies (NSF, AIA, ISO, etc)? If applicable, provide the results of product testing or case studies.

- D. BENEFITS Describe the perceived benefits for the City of Columbus should the proposed product be approved. For example, are there initial cost benefits, are there life cycle cost benefits, will the product reduce labor costs or maintenance costs, how is the proposed product better or equal to the product currently being used, are there environmental benefits? Quantify the benefits as much as possible.
- E. EFFECT ON CURRENT OPERATIONS Describe, as best as possible, any effect the use of this product will have on the department's current operations. For example, changes in inventory required, training requirements, certifications, product availability, product support? Discuss service life implications and availability of repair parts.
- F. ENDORSEMENTS Provide a list of cities or other organizations within Ohio or larger cities within the surrounding states that utilize the proposed product. Include the organization's name, contact persons, telephone numbers and/or email addresses. Also, provide a list of cities in Ohio or larger cities within the surrounding states, if any, that have refused to approve the proposed product or have withdrawn an earlier approval along with your understanding of why the proposed product did not gain acceptance in that market.

THE CITY WILL HAVE SOLE DISCRETION IN APPROVING OR DISAPPROVING PRODUCTS SUBMITTED. INCOMPLETE SUBMITTALS OR SUBMITTALS CONTAINING ILLEGIBLE DOCUMENTS WILL NOT BE REVIEWED.