

### Interior Design Pod Review

The upper portion of this form is to be completed by the department and emailed with applicable documentation to [fandscodfire@illinois.edu](mailto:fandscodfire@illinois.edu) and [erikalee@illinois.edu](mailto:erikalee@illinois.edu). F&S will then visit the proposed site to determine if any upgrades are required, or to suggest alternative solutions that may be applicable. Please allow seven working days for F&S to schedule the initial site visit. Procurement or installation of the pod shall not take place without approval.

Building Number: \_\_\_\_\_ Building Name: \_\_\_\_\_

Floor, Room Number(s): \_\_\_\_\_

Construction Lead: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Date: \_\_\_\_\_

- Usage  
Provide a short written summary on the intended purpose, occupancy, and usage duration of each of the proposed pods.
  
- Floor Plan  
Include location of any proposed pods drawn to approximate scale (this can be completed as a markup in PDF format).
  
- Equipment Specifications  
Include any manufacturer product specifications that you may have considered including dimensions.

---

For F&S Use:

For Interior Design Pod upgrades in spaces on campus, this checklist (including a site visit) will be completed by F&S. All projects are unique. Depending on the specific space, CC&FS may have additional requirements or improvements that need to be made to the space. If a project requires a more complex design, Design Services or a PSC may be required to provide full design.

- Floor Plan  
Review location of all exit signs, emergency lighting, and fire extinguishers in the area of the proposed work.  
Review location of any existing or proposed electrical.

---

---

- Equipment Specifications  
Ensure compliance with UL 962 and UL Greenguard is met. Ensure all pod dimensions (including length, width, height, and size of door) are included.

---

---

- Means of Egress  
Ensure the pod door swings outward. Review if locks are intended to be provided (proper egress must be maintained at all times including ensuring that first responders can enter the space).

---

---

- Accessibility  
Has a minimum of one accessible pod in each model/size shall proposed? Review with OAE as required.

---

---

- Fire Protection – Fire Alarm
- Is there an existing strobe within the vicinity of the pod that will provide adequate visual alert?
  - Is the audible fire alarm able to be heard in the pod? If not, has appropriate signage been placed: Fire alarm may not be audible; please be mindful of visual strobe to alert an emergency.

---

---

- Fire Protection - Sprinklers
- Review if the space is currently sprinklered.
- Has proper clearance been provided from the top of the pod to the sprinkler head (18"-36")?
  - Is sprinkler protection required within the pod (greater than 4'x6' unless this is the manufacturer's smallest available accessible pod)?
  - Are multiple pods provided in a row that inhibit sprinkler coverage outside of the pod?

---

---

- Structural
- Verify if any intended methods of fastening the modular pod to the floor and/or walls is required per mfr's recommendations.

---

---

Any additional notes/comments?

**Approval:**

CC&FS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Interior Design  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All privacy pods will be under the Department of Responsibility (DOR) of the department.**