



RENTAL MANAGEMENT PROGRAM

Furnishing Standards for  
GINN HOSPITALITY, L.L.C. RENTAL MANAGEMENT PROGRAM

# 1000 Furnishing Standards for GINN HOSPITALITY, L.L.C. RENTAL MANAGEMENT PROGRAM

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# 1001 Purpose and Scope

These Furnishing Standards are a guideline to design professionals preparing the interior design of the residences for presentation to Ginn Hospitality Design Review Committee. These Furnishing Standards should not be construed to limit the quality level of any proposed project or represent themselves as construction specifications. Construction Standards and Technology Standards, individually outlining the required criteria for the Rental Management Program, may be obtained from the Coordinator of Rental Design & Construction Standards or the Ginn Interiors Studio Project Manager.

The intent of these Furnishing Standards is to provide parameters for optimal design consistent with a residential, rather than “hotel” type ambiance. The design must be consistent with all furnishings being suitable for a hospitality environment, providing owners and guests with a high quality/luxury guest stay experience in line with the branding of Ginn Clubs & Resorts. Ginn Hospitality, L.L.C. is committed to ensuring that its rental properties meet high standards. The standards provided herein accomplish that objective and ensure that our rental properties meet and exceed guest expectations.

These standards apply generally to all types of residences, floor plans and configurations. Accordingly, there may be instances where a specific requirement may not be appropriate in a particular circumstance. In such instances, we require that the owner or owner’s designer propose acceptable alternatives. Requested waivers (by owner or designated designer) must be submitted in writing to the Ginn Hospitality Design Review Committee.

Ginn Hospitality Design Review Committee may, when giving approval for projects, increase requirements or grant written waivers of certain requirements contained herein at its sole discretion.

## **CODES AND INDUSTRY STANDARDS**

Each individual Property Owner is responsible for the compliance of its residence with all applicable statutes, laws, ordinances, codes, rules and regulations, including but not limited to the Americans with Disabilities Act (collectively, “Applicable Laws”).

Adherence to these Furnishing Standards shall not relieve the Designer of its responsibility to conform to all Applicable Laws and good practice. In the event that any design is granted a waiver or variance from any Applicable Law by the appropriate governmental authority, a copy of such waiver or variance must be provided to the Ginn Hospitality Design Review Committee.

Refer documents and questions concerning these standards to:

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# 1002 Review & Approval Process

Listed below are review and approval requirements for owners participating in the Rental Management Program offered by Ginn Hospitality, L.L.C.

Prior to hiring a design professional or purchasing furnishings, the owner must provide the Ginn Hospitality Design Review Committee, for their review and approval, contact information and experience of the Interior Designer or Design Firm, proposed to prepare interior design plans and specifications. Interior Designers/Design Firms must have all licenses and be in compliance with all Applicable Laws. Interior Design Firms must have a minimum of one (1) licensed Interior Designer. Upon request, the Ginn Hospitality Design Review Committee will furnish the owner with a list of Approved Interior Designers / Design Firms.

Prior to the installation of any furnishings in any residence, all interior designs and specifications must be submitted to and approved by Ginn Hospitality Design Review Committee as outlined herein. This approval process serves to ensure that furnishings are acceptable for the current rental program prior to any goods being purchased on behalf of the owner. Note: All certificates of flammability, light fastness, double rubs, etc. are required to be included in a booklet and submitted along with the design presentation/specifications.

## **A. NEW CONDOMINIUMS AND HOMES**

A submission for approval by the Ginn Hospitality Design Review Committee with respect to a new condominium or home must include, but not be limited to, the complete residence interior design concept including detailed floor plans of all areas and illustrations of all furnishings and furnishing layouts in 1/4" scale. The submission must include professionally prepared color boards indicating actual materials and associated specifications and dimensions. The submission must be sent to the Coordinator of Rental Design for the Ginn Hospitality Design Review Committee. The Ginn Hospitality Design Review Committee will retain the submission.

## **B. RENOVATION**

A submission for approval by the Ginn Hospitality Design Review Committee with respect to a renovation must include, but not be limited to, a complete interior design concept, including detailed floor plans of all areas and illustrations of all furnishings and furnishing layouts in 1/4" scale. The submission must include professionally prepared color boards indicating actual materials and associated specifications and dimensions. The submission must be sent to the Coordinator of Rental Design for the Ginn Hospitality Design Review Committee. The Ginn Hospitality Design Review Committee will retain the submission.

## **C. CONVERSION OF AN EXISTING RESIDENCE INTO THE RENTAL MANAGEMENT PROGRAM**

A request for conversion of an existing residence into the Rental Management Program must be in writing. After receipt of such a request, the Ginn Hospitality Design Review Committee will conduct an inspection of the existing residence. At that time, any existing deficiencies and variances to the prevailing Furnishing Standards will be identified and a Product Improvement Plan (PIP) prepared.

Where the PIP requires a redesign and/or renovation of an existing residence, design drawings, furnishings and layouts in 1/4" scale, and interior/exterior elevations shall be submitted to the Coordinator of Rental Design, Ginn Hospitality Design Review Committee for review and approval. The Ginn Hospitality Design Review Committee will retain this submittal.

## 1003 Furniture Listing

For additional detailed information and specifications, refer to specific sections contained in this Standards document that address the items as outlined below. Optimal furnishings selection and placement will be at the sole discretion of the Ginn Hospitality Design Review Committee considering parameters for each individual residence. Refer to Technology Standards for all Electronics specifications:

### ENTRY FOYER

- 1 Console Demilune or Chest
- 1 Lamp
- 1 Framed Mirror or Artwork  
Accessories / Floral Arrangement

### LIVING ROOM

- 1 Queen Sleeper or Regular Sofa
- 1 Love Seat and (1) Lounge Chair or (2) Lounge Chairs w / (1) Ottoman
- 1 Cocktail Table
- 2 End Tables
- 1 Desk or Writing Table
- 1 Desk Chair
- 1 Desk Lamp
- 2 Lamps
- 1 Floor Lamp
- 1 TV Armoire or Entertainment Center to house electronics equipment required and outlined in Technology Package for rental program (receivers, speakers, etc.) Be sure all required components are taken into consideration when specifying casegoods to accommodate.
- 1 Television (refer to size and detailed specifications in Tech Stds.)
- 1 DVD Player (refer to specifications as detailed in Tech Stds.)  
Appropriate Accessories and Artwork in quantity and quality  
Decorative Window and Slider Drapery Treatments with blackout lining if sleeper sofa

### DINING ROOM

- 1 Dining Table (sized equivalent to unit sleeping capacity (4) minimum)
- 4 Dining Chairs (number equivalent to unit sleeping capacity (4) minimum)  
Appropriate Accessories and Artwork in quantity and quality  
Decorative Window and Slider Drapery Treatments

### MASTER BEDROOM

- 1 King Mattress/Box Spring/Frame as specified by Ginn Hospitality (refer to Bedding Specifications Section 1006)
- 1 King Headboard or complete King bed
- 1 Custom Ginn Duvet AND Matelasse OR Decorative Throw, sized appropriately for King, AND custom Bedskirt (refer to Bedding Specifications)  
Decorative Pillows (as indicated in Bedding Specifications)
- 1 TV Armoire (must accommodate electronics as specified in Tech Stds.)
- 1 TV (refer to size and detailed specifications in Tech Stds.)
- 1 DVD Player (refer to Tech Stds.)
- 1 a. Lounge Chair w / Ottoman OR  
b. Bench (depending upon available space)
- 2 Nightstands
- 3 Lamps (one (1) Floor, two (2) Nightstand Lamps)
- 1 Clock Radio (included in Housewares Package)
- 1 Luggage Rack (included in Housewares Package)
- 1 Full length framed mirror  
Appropriate Accessories and Artwork in quantity and quality  
Decorative Window and/or Slider Treatments (with blackout lining)

*NOTE: When a king bed is provided in Additional Bedroom, this bedroom must be treated and decorated as a second Master Bedroom.*

## 1003 Furniture Listing

### ADDITIONAL BEDROOMS

- 1 King OR 1 Queen OR 2 Double OR 2 Twin  
Mattresses/Box Springs/Frames
- 1 King OR 1 Queen OR 2 Double OR 2 Twin  
Headboards or Complete Beds  
  
Washable Duvet with Matelasse OR Decorative Coverlet;  
OR Custom Coverlet with pillow tuck; AND  
custom Bedskirt  
  
Decorative Pillows (refer to Bedding Specifications)
- 1-2 Nightstands
- 1 Armoire or Dresser
- 1 TV housed in armoire or wall mounted (verify wall  
mounting height and specifications subject to  
approval; all wiring must be concealed behind wall)
- 1 DVD Player (see Tech Stds.)
- 1-2 Lamps, appropriately sized
- 1 a. Upholstered Chair w/ Ottoman or  
b. Bench (depending upon available space)
- 1 Luggage Rack (included in Housewares Package)
- 1 Clock Radio (included in Housewares Package)  
  
Appropriate Accessories and Artwork in quantity and quality  
  
Decorative Window Treatments (with blackout lining)

### BATHROOMS

- 1 Decorative Avora shower drapery with  
heavyweight shower liner  
*Tension rods are NOT permitted.*
- 1 Hand held hair dryer (not wall mounted, included in  
Housewares Package)
- 1 Lighted Makeup Mirror (master and secondary master  
bath only, included in Housewares Package)  
  
Appropriate Accessories and Artwork in quantity and quality  
  
Decorative Window Treatments

### BALCONY OR PATIO AREA

(REFER TO OUTDOOR FURNITURE SECTION 1014)

- 1 Four-place Outdoor Table (minimum)
- 4 Outdoor Chairs
- 2 Chaise Lounges
- 1 Accent table

### ADDITIONAL ROOMS

Lofts, Game Rooms, Kitchenettes, Exterior Pool Baths, etc.  
should be furnished and accessorized appropriately, based  
upon the designated use of the room.

Furnishings and designs for lofts and game rooms will be  
reviewed by the Design Review Committee.

Additional housewares required for kitchenettes and pool  
baths should be included as part of the total  
housewares package.

# 1004 Furniture Construction Specifications

## GENERAL CONSTRUCTION

- All joints must be closed tight, well glued and leave no visible openings. Slivering or patching that will impair the appearance or the strength of the joint will not be permitted.
- All excess glue must be cleaned from surfaces exposed during normal use.
- All structural members must be glued and screwed in place.
- All screws must be turned in, flush, countersunk and filled in, and not split or swell the joining member.
- Filler strips must not be glued on where warpage may result.
- Off-the-floor case pieces over 60" in length shall have turn-buckles or center support.
- Caster blocks are to be glued and attached with screws.
- All operable drawers are to be fabricated with either metal side or bottom glides with a positive stop or wood and wax construction side or bottom glides with a positive stop. All drawers and glides must be WELL constructed for stability to avoid tipping, sagging, sticking, wobbling or warping under general usage.

## MATERIAL REQUIREMENTS

### EXPOSED AND INTERIOR SOLIDS

Ginn Hospitality Design Review Committee suggests the use of wood i.e. oak, mahogany, cherry, walnut, maple or white ash for exposed solids. All exposed solid wood members shall be manufactured from select hardwoods and shall be free of defects which would impair appearance or serviceability.

### EXPOSED SOLIDS AND VENEERS

Exposed veneer surfaces shall be only select sliced upper end hardwood, and shall be carefully matched as to pattern and color. All face veneers and back veneers shall be applied with waterproof glue under controlled pressure.

All exposed and unexposed solid parts must be sound and free of defects. The use of "used" or antique furniture is not acceptable. Contract grade, high quality furniture and/or high end residential furniture, properly constructed, with protective glass tops are required for residences participating in the rental program.

***Wicker, rattan or cane case piece tops are not permitted.***

# 1004 Furniture Construction Specifications

## **WORKMANSHIP**

- Doors must be free of rattle, squeaking, warp, or rubbing. All doors should be uniform in clearance. All catches must be properly aligned and installed.
- All joints (tongue-and-groove, dovetail, etc.) must be of sufficient depth and properly glued to assure maximum rigidity and performance of construction under normal use.
- Route lines, cut-outs, or grooves must also be smoothly machined and/or sanded. Shapes, carvings, and 'U' cuts are to be finished smoothly with no visible unfinished or rough areas.
- Mitered corners are to be square, flush, tight and well glued.
- Interior screws must be flush or countersunk with the surface of the part where used.
- Casters are not permitted on any furniture pieces.
- Face-nailed moulding and overlaps must be nailed as inconspicuously as possible with nails countersunk and filled or back nailing utilized.
- All cane must be applied straight with no broken or loose strands and must be smooth after rubbing.

## **APPEARANCE AND FINISH**

- Color of like finishes must be color-fast, uniform, and compatible between pieces manufactured in the same factory; between pieces made in various factories; and from one production cut to another.
- Each finishing material must be formulated and individually batch-checked to ensure compatibility with bleach and every other material used to produce a color-fast finish.
- Distressing, shading, highlighting and spatter in any one group shall be consistent and uniform between items and factories and from one cut to another.

## **PERFORMANCE**

- Drawers and doors must be fitted, properly aligned and must operate smoothly under various atmospheric conditions.
- All doors, leg mechanisms, trays and other operating parts must be well fitted, properly aligned and smoothly operable without loose or inconsistent action.
- Doors must not rub, rattle or be warped. Hinges must operate smoothly and quietly with no binding or other defect to affect performance.
- All tops and structural members must be warp-free.
- Hardware, both trim and functional, must be straight, leveled and firmly attached.

# 1004 Furniture Construction Specifications

## UPHOLSTERED GOODS

- Components (fabric, decking material, filling/padding, welt cord, and barrier material, if used) shall be tested in accordance with the “Standard Methods of Tests and Classification System for Cigarette Ignition Resistance of Components of Upholstered Furniture” NFPA 260. All components shall conform to Class I criteria as described therein. Salt base flame retardant chemicals are not to be used.
- Decking is required on all upholstered goods. Exposed wood, metal or other material is not acceptable.
- Upholstered goods, including construction of, must also meet all local, state and federal standards which may require additional or more stringent testing (such as Flammability Test 133 in California and Illinois and Boston testing). These certification ratings are typically in addition to the NFPA 260, Class 1 rating.
- All flame retardant certificates of compliance are to be provided with the design presentation specifications.
- Certificates are also required for fabrics that are treated separately with a stain and/or soil release finish.
- Due to the variety of styles and designs, fabric samples and specifications need to be presented for approval with the design presentation.
- Light fastness: 40 hours for fabrics in the sun and 20 hours for all other fabrics. Test Method: A.A.T.C.C. (American Association of Textile Chemists and Colorists).
- Durability: All upholstery fabrics must pass Wyzenbeek Testing to meet 25,000 minimum double rubs.
- Stretchers must be incorporated into all chairs and installed in such a way to maximize stability and weight bearing capacity.
- Seat springs must be sinuous (no-sag) construction of 8-gauge spring wire with bonded poly deck insulator.
- Sofas must consist of fully upholstered seat cushions, back cushions and sides, with seat springs, spring wire and decking as outlined above. Non-upholstered sofa body (such as wicker, rattan or cane) with low quality cushions are not permitted.
- Barcalounger or other types of recliner seating are not permitted due to safety issues.

# 1005 Casegoods

## HEADBOARDS

- Reasonable latitude in design of the headboards to match or be complementary to other case pieces in the room is permitted. Upholstered headboards must utilize a non-soiling material, easily cleanable, such as crypton, leather, faux leather, etc. Material to be approved by Design Review Committee.
- In all bedrooms, there shall be a minimum clearance of 15” between the bed and adjoining wall to facilitate housekeeping.
- Headboards are acceptable with or without legs. The full length integral legs should go to the floor and are to be factory pre-drilled with holes for mounting to the wall with butterfly or toggle bolts. Cleats are also acceptable. Where base moldings exist, an appropriately dimensioned rabbet is needed so the legs will be flush to the wall.
- Wall mounted headboards without legs are acceptable based upon design and construction but must be approved prior to purchase. In these cases, headboards must be the same width as the mattress and have an overall height of 26” or more (clear height above the mattress with the bottom of the headboard a minimum of 2” below the top surface of the mattress.) Mounting of the headboard must be with cleats and completely secure to avoid tilting or movement.
- Free-standing headboards may be acceptable with approval of Design Review Committee, and must be securely bolted to the bedframe.
- When footboards are used, the height of the footboard should not exceed the overall height of the mattress and box spring. Footboards should not obstruct television viewing or restrict functionality of bed (consideration for height of guest not being confined by height of footboard).
- In double-bedded rooms, clearances between beds shall be 6” more than the width of the nightstand, depending upon room size. Generally, the nightstands are 24” wide, and 3” clearance on each side is recommended to provide adequate clearance for bedding.
- ***Futon, platform, bunk and youth beds are not permitted.***

## ACCESSIBLE ROOMS

- Configuration, quantity and furniture layout of accessible rooms must be in strict compliance with the Americans with Disabilities Act (ADA).

## DESKS

- All residences must be equipped with a desk or built-in desk area; preferred location in areas other than bedrooms.
- Desk tops shall be high-pressure plastic laminate with solid wood edging, or hardwood top with special finish guaranteed by manufacturer to be water and stain resistant. Desks must be finished on all sides. Double lagged leg bolts are to be utilized.
- Minimum dimensional criteria: 24” deep x 48” long x 30” high.
- Desks shall contain a drawer for stationery. Interior width of drawer should be no less than 16”.

# 1005 Casegoods

## NIGHTSTANDS

- All bedrooms with one bed shall have flanking nightstands, room size permitting.
- Wall mounted nightstands are not acceptable.
- Rooms with two beds shall have one nightstand located between the beds.
- Nightstands are required to have a minimum of one (1) drawer with two (2) drawers preferred. Top surfaces shall be wood with special finish guaranteed by manufacturer to be water and stain resistant, natural stone, stain resistant synthetic materials or 1/4" glass over a wood top. All other surfaces (sides, drawer fronts, legs, end panels, etc.) will be solid wood or veneer.
- Nightstand sizes must be proportionate to bed size and must be approximately the same height as the mattress.

## ARMOIRES

- The use of a TV armoire or Entertainment Center is required to house all TVs and electronic equipment as specified in the Technology Standards. **TV installation on dresser or chest top is not permitted. Wall mounted TVs are permitted, provided adequate consideration is given to conceal other related electronics components, including all wiring concealed behind wall. Location of wall mounted TVs should be verified by GinnTech/Coordinator of Rental Design on a case by case basis prior to installation.**
- Should room size and configuration present design challenges regarding armoire or entertainment center installation, please contact the Coordinator of Rental Design to review on a case by case basis.
- Bedroom TV armoire must have a minimum of three (3) drawers within the lower portion.
- The armoire top portion should house a TV unit, DVD player and associated electronics components, as specified by Technology Standards.
- Doors on the top portion should either fold 270 degrees or return into the cabinet as pocket doors. Doors with protruding hardware (pulls) and 270 degree hinges will damage armoire sides and therefore color coordinated small rubber, clear plastic, or metal bumpers shall be adhered on the armoire sides where pulls would hit.
- Adequate consideration should be given to clearance of both top and bottom armoire doors when fully opened; if 270 degree door swing is specified, full door clearance is required (without infringing on adjacent doorways or other furnishings).
- Overall dimensions of the armoire are dictated by design and use, but consideration must be given to the size of the TV cabinet area. This must be large enough to include the television and a swivel mount, if specified. It is required that TVs be secured to the swivel mount, if specified. TV shelf must have a 3/4" front lip, anti-sagging strips and be rated for 100 lbs. or more. If larger TV components are utilized, the size of the shelf, its construction, and the opening should be given special consideration. TV must remain stable and not wobble when inside the armoire.

# 1005 Casegoods

- Verify armoire size with TV dimensions required by Technology Standards; be sure to check TV depth.
- All TV armoires are to have leveling glides on the front legs or base of the cabinet with access from the front (i.e. armoire does not need to be lifted or tilted to adjust leveling glides). Armoires must not tip or wobble.
- Armoires with legs are not recommended and plinth base is preferred.
- Armoire back (at drawers) is preferred to be recessed to allow space for plugs and cable connection.

## TELEVISION SWIVEL BASE

- Television swivel base to be specified by Technology Standards, where applicable, compatible with associated electronics.

## DRESSERS AND CHESTS

- Recommended dimensional requirement for dressers is 48” wide, 20” deep and 30” high, dependent upon room size.
- Recommended dimensional requirement for chests is 36” wide, 20” deep and 42” high, dependent upon room size.
- Dressers or chests shall have wood top with special finish guaranteed by manufacturer to be water and stain resistant, natural stone, or stain resistant synthetic materials. All other surfaces (sides, drawer fronts, legs, end panels, etc.) will be solid wood or wood veneer. Dressers must have a minimum of six (6) drawers, dependent upon available space.
- Multi-purpose units with integral TV platforms, luggage racks, lowboy units, etc. are not acceptable.

## DINING TABLE

### TOP SURFACE

- Top surface shall be wood top with special finish guaranteed by manufacturer to be water and stain resistant, natural stone, stain resistant synthetic materials, 3/4” floating plate glass with 1” rounded corners with an ogee edge, or 1/4” glass over a wood top. All tops must be securely mounted to the base.

### BASES

- Pedestals and bases must have plastic glides and may be wood, plated metal or stone, to match or complement other case pieces in the room. All other materials proposed for dining table base require approval of Design Review Committee.
- Dining table height must be 30” high, with a minimum top surface dimension of 48” to 60” (square or round) or 42” wide by 72” long for rectangular or oval tables. Dining tables must accommodate a minimum of six (6) chairs and be increased in dimension equivalent to sleeping capacity of the unit, maximizing dining table seating capacity relative to room size dimensions.
- ***Dining table leaves are not permitted.***

# 1005 Casegoods

## COCKTAIL TABLES

- Minimum dimensional criteria: 36" long, 24" wide and 18" to 22" high or two (2) matching tables with combined dimensions equal to the minimum dimensions.
- Cocktail table tops shall be wood top with special finish guaranteed by manufacturer to be water and stain resistant, natural stone, or stain resistant synthetic materials.
- Glass tabletops are to be a minimum of 1/4" thick tempered, and must be inset and firmly secured in a base or frame.
- *Free floating glass tops on cocktail tables are not acceptable.*
- *Hinged leaves are not acceptable.*

## GLASS TOPS

- Glass tops are required on case pieces to protect top surfaces when the manufacturer does not guarantee the finish to be water and stain resistant.
- Glass installed over top surfaces must be 1/4" thick and match the contour of the furniture top piece. No overhanging glass permitted; smooth, polished rounded corners are required.

# 1006 Bedding Specifications

## BEDDING SETS

- Resort management has designated specific bedding sets including hospitality grade mattress and foundation, as required bedding in all rental units. Specifications and purchase information can be obtained from Ginn Interiors Studio Project Manager.
- Mattress and box springs must be used with a 10” high metal frame on casters or glides.
- ***Futon, Platform, Bunk and Youth beds are not permitted.***

## PILLOWS

- Functional bed pillows are provided by housekeeping for units participating in the rental program.
- Decorative bed pillows should be designed and properly sized to coordinate with entire bedding ensemble, and are to be provided as part of the furnishings package to include a minimum of:
  - Twin bed – 1 decorative throw pillow
  - Double bed – 2 decorative throw pillows
  - Queen bed – 2 queen shams in addition to a.) one large bolster OR b.) 2 medium throw pillows
  - King bed – 2 king shams, to match Ginn specified king duvet cover fabric, with coordinating decorative trim, in addition to a.) one large bolster OR b.) 3 medium/large throw pillows and one neck roll pillow.
- Fills for decorative pillows must be 80% polyester/20% down.
- Decorative trim that is of a delicate nature (such as beads, feathers, etc.) should not be utilized in a rental environment.

# 1007 Window Treatment Design

## WINDOW AND SLIDING DOOR TREATMENT

- Decorative window treatment is required in all areas unless prior Ginn Hospitality Design Review Committee written approval is obtained due to unusual design/construction conditions for a specific area.
- Various window treatments will be considered based on the interior design scheme and contingent upon Ginn Hospitality Design Review Committee approval.
- Window treatment design should carefully consider directional issues for traversing overdrapery and sheers, to provide ease of access based on furniture placement and to minimize obstruction to door and slider openings.
- The view from the exterior of the home must be consistent (i.e. for elevations of multiple windows, the objective is to have consistent window treatment styles on each façade).
- **Overdrapery:** May be full-traverse or stationary side panels to complement the design format. All overdrapery shall be lined with three-pass blackout lining. Tied back draperies are NOT permitted.
- Stationary side panels are required if full traversing draperies are not installed. ***Top treatments with sheers or blinds only are NOT permitted.***
- Minimum width of side panels is to be 250% to 300% fullness.
- Valance, cornice boards or decorative rods are required over all windows and sliders. Valances and cornice boards are to be lined with three-pass blackout fabric (white or cream in color), with no light leakage at valance or wall attachment. If welting or trim is selected, it is to be attached in a manner to ensure that it maintains a straight line and completely conceals all gaps between cornice and ceiling or wall.
- ***All sleeping areas must have full blackout capability.*** A minimum two-track drapery system is required in all sleeping areas that specify overdrapery with sewn-in three-pass blackout lining, and sheers. Two-track installations must consist of individual rods for sheers and full-traverse drapery with sewn-in blackout lining. All overdraperies must have a minimum 6" side return and minimum 4" overlap at center to prevent light leakage.
- Sheers must be hung at appropriate height (requiring adjustment of drapery pins) in order to conceal secondary drapery rod.
- When using two track systems, secondary rods must be concealed from the front view.
- One track drapery systems with decorative rod are permitted when blinds are utilized. Blinds must be wood or polywood 2" minimum width. Blackout draperies are required in sleeping areas where blinds are installed.
- ***Blinds with top treatment only are not permitted.***
- ***Blackout material laminated to overdrapery is not permitted.***
- Cordless hand-wands/batons and tracks are to be commercial grade, clear in color, within approximately 42" of floor, taking into consideration handicapped reach when appropriate, and installed to attach to the master slide behind the draperies with hardware concealed.
- ***Wands/batons mounted on drapery fronts are not permitted.***

*Refer to Section 1009, Fabric Specifications, regarding fabrics for window treatments.*

# 1008 Window Treatment Fabrication Specifications

## GENERAL INSTRUCTIONS

- All drapery shall be made with the required widths of fabric specified and never less than one-half of a width be used in any panel. Partial widths, when used, shall be sewn to the trailing end of the panel.
- Full-length drapery bottom clearance should be 1/4" above the finished floor line and/or top of carpet. Each room must have the same clearance.
- High quality workmanship in all window treatment fabrication is required, as assessed by the Coordinator of Rental Design and Ginn Hospitality Design Review Committee. Inferior quality or workmanship is not acceptable and may require replacement as deemed necessary by management.

## HANGING OF FINISHED DRAPERY

- *All drapery is to be properly dressed and decorater folded, completely dressed down when installed.*

## UPHOLSTERED CORNICES AND VALANCES

- Fabricate using minimum 1/2" plywood with minimum 1" X 6" top and minimum 1" X 6" returns to allow for double track; use 1" X 8" or larger for triple track. Appropriate flammability codes for batting and filler must be met.
- Door clearance should be taken into consideration where valances are specified. If door is obstructed from fully opening due to cornice location, alternative window treatment must be specified.
- All staples/tacks are to be corrosion-resistant type that will inhibit rust caused by flame retardant fabrics and/or humidity. All staples/tacks are to be covered from view.
- Welting or trim, if required, must be glued on to ensure that it maintains a straight line and completely conceals all gaps between cornice and ceiling/wall.
- All padding must be flame retardant and a minimum of 1/4" thickness.
- All cornice and valance-type treatments will be lined with white or cream three-pass blackout lining to minimize light penetration.
- All raw edges of wood shall be covered.
- Mounting method to be determined by drapery contractor using most secure and appropriate method.
- *"Shot" installation and ceiling mounted valances are not acceptable.*

# 1009 Fabric Specifications

## WINDOW TREATMENTS/BEDDING/UPHOLSTERY

### FABRIC SPECIFICATIONS

#### DUVET, COVERLET, BEDSKIRT AND DRAPERY FABRIC

Duvet, Coverlet, Bedskirt and Drapery fabrics should all utilize high grade Avora/Trevira fabrics, designed and custom-fabricated, using coordinating and complementary fabrics within each bedroom.

**Width:** 54" minimum width

126" width approved for Avora fabric

**Content:** 100% polyester is to be used at 10-12 oz./yd. (12 oz./yd. preferred). All polyester fabric must be of a low pill continuous filament fiber. Avora FR (formerly Trevira FR), an inherently flame resistant fiber, is required. Unlike topically treated fabrics, the flame-resistance of Avora FR is permanent and will not wash or wear off.

**Dying process:** Vat-dyed or fiber reactive colors only. Pigment colors not allowed.

#### Maximum Shrinkage

**Allowance:** 2-3%.

**Flame retardancy:** All fabric must meet all local and state codes as well as NFPA 701 Small and Large Scale Tests for Drapery Application. If fabric is not inherently or intrinsically flame retardant, only non-saline chemicals should be specified to minimize problems with excess moisture retention. All flame-retardant certificates of compliance must be provided to the resort.

**Stain resistance:** All fabrics must have a stain-resistant finish or have been treated with a topical Teflon agent such as Scotchguard or equivalent stain-resistant treatment. All certificates of compliance must be provided to the resort.

#### DUVETS/COVERLETS – MASTER BEDROOMS AND SECONDARY MASTERS UTILIZING KING BEDS:

- 1 Custom Ginn Duvet – White or off white duvet covers specified by Ginn Clubs & Resorts to be standard throughout the Resort – obtain specifications from Ginn Interiors Project Manager.
- 1 Matelasse OR Decorative Throw, appropriately sized for King bed
- 1 Custom Bedskirt
- 2 Custom King Pillow Shams
- 3 Decorative throw pillows with neckroll pillow OR 1 large bolster pillow

# 1009 Fabric Specifications

## WINDOW TREATMENTS/BEDDING/UPHOLSTERY

### DUVETS/COVERLETS – SECONDARY BEDROOMS

- 1 Custom Duvet with Matelesse or Decorative Throw, sized appropriately for bed size OR
  - 1 Custom Quilted Coverlet with pillow tuck; Coverlets should hang 5” below the bottom of the mattress.
  - 1 Custom Bedskirt
- Decorative Pillows – Specified by size of bed (Refer to Section 1006 Bedding Specifications)

### BEDSKIRTS

Bedskirts are required on all beds unless waivers have been granted by Design Review Committee based on particular bed types.

**Style:** May be tailored with only inverted corner pleats and up to four inverted pleats (five in kings, four for queens and three for twin beds). Shirred, gathered bedskirts are not recommended.

**Fabric Wt.** 10 to 15 oz.

**Lining:** Bedskirts must be fully lined with pre-shrunk white or cream poly/cotton fabric.

**Hems:** One-inch with a half-inch fold over that is blind stitched or single needle stitched. Topstitching is not permitted.

**Securement:** Bedskirt is to be made in fitted sheet form to prevent slippage. Bedskirt pins are required on all corners and center edges to firmly secure.

**Size:** Bedskirt should hang with a floor clearance of 1/4”. (Note: Drops to be verified to ensure proper length.)

*Velcro may be used in special cases (i.e. Wood poster beds) but must receive prior approval from Ginn Hospitality Design Review Committee.*

# 1009 Fabric Specifications

## WINDOW TREATMENTS/BEDDING/UPHOLSTERY

### LINING - DRAPERIES, CORNICES AND VALANCES

Three-Pass Blackout lining is required for all cornices and valances.

**Width:** 54"

**Color:** White, ivory or ecru

**Fiber content  
and process:**

50% cotton and 50% polyester with three "foam" passes to create blackout.

**Flame retardancy:** Fabric must meet most stringent flammability codes, as well as NFPA 701, Small and Large Scale Test for drapery application. *All flame-retardant certificates of compliance must be provided to the resort.*

### UPHOLSTERY FABRIC

**Width:** 54" preferred

**Dying process:** Vat-dyed or fiber reactive colors only. Pigment colors not allowed.

**Flame retardancy:** Upholstery fabric shall be tested in accordance with the "Standard Methods of Tests and Classification System for Cigarette Ignition Resistance of Components of Upholstered Furniture" NFPA 260. *All upholstery fabric shall conform to Class I criteria as described therein and meet UFAC Class I/California Technical Bulletin 117. All flame-retardant certificates of compliance must be provided to the resort.*

**Stain resistance:** All seating fabrics must have a factory-treated stain-resistant finish. *All certificates of compliance must be provided to the resort.*

**Backing:** Acrylic or latex when required.

**Light fastness:** 40 hours on fabrics in direct sunlight and 20 hours on fabrics not in direct sunlight. Test method: A.A.T.C.C. (American Association of Textile Chemists and Colorists).

**Durability:** 25,000 double rubs or greater. Test: Wyzenbeek

*Decorative trim that is of a delicate nature (such as beads, feathers, etc.) should not be utilized in a rental environment.*

*Outdoor fabrics are NOT permitted for indoor use.*

# 1010 Floor Covering Specifications

**REFER TO CURRENT VERSION OF CONSTRUCTION STANDARDS REGARDING FLOOR COVERING SPECIFICATIONS.**

All seating areas (with the exception of dining areas), must be situated on carpet or a decorative area rug. Decorative area rugs must be of high quality, withstand heavy usage and be free of defect, discoloration or stains. Area rugs must be placed over a slip resistant carpet pad (with same dimensions as area rug, provided pad is completely concealed) and secured to the floor with double-faced carpet tape to avoid tripping hazard.

Dimensions of area rugs must be appropriate and approved by Ginn Hospitality Design Review Committee.

# 1011 Lamps & Lighting

## U.L. CODE

- All lighting and lamps shall be U.L. approved and bear the U.L. label. If there is any conflict between the above specifications and Underwriters Laboratory Standard #153 for portable lamps, the U.L. Standard #153 Code is to be used for lamps manufactured for domestic use. All lamps to be used in the United States must be U.L. approved; a U.L. label must be affixed to each lamp.
- All lamps must be adequately weighted so as to be stable enough to pass a 7 degree tilt test as specified by Underwriters' Laboratory.
- All table lamps must have protective felt pads secured to underside.
- All lamps must be of hospitality quality.

## BULBS

- All portable lamps must accommodate a minimum of a 60-watt incandescent bulb.
- Appropriate bulbs (3 way, etc.) are to be installed by designer in all lamps.
- *Halogen bulbs are not permitted in lamps.*

## CORDS

- All cords must be clear in color and a minimum length of 15 feet from exit point of lamp to plug. Convenience plugs are not permitted.

## SHADES

- Shades must give a neat appearance and sit properly. Shades must be of high quality fabric. Vinyl, wicker, rattan or low quality shades are not permitted. All tags and plastic overwrap must be removed at final installation.
- Table top (nightstand, dresser and desk) lamp shade bottom diameter should not exceed depth of the case piece.
- Seams on flat shades shall be overlapped a minimum 3/8" and sealed with suitable white glue set under heat and pressure.
- Shades shall be of sufficient size so that discoloration does not occur when a 60 watt bulb is used.
- All shades must be inherently stain-resistant or have a stain-resistant treatment.

## WALL LAMPS

- Wall lamps are not permitted in bedrooms without prior approval of Ginn Hospitality Design Review Committee. Only hard-wired, ADA-compliant wall sconces will be considered.

# 1011 Lamps & Lighting

## **METAL LAMPS**

- Minimum 20-gauge metal is to be used on lamps.
- Brass lamps and exposed parts may be either solid brass, aluminum or nickel/copper/brass plating or wrought iron (brass and wrought iron lamps are not permitted in waterfront/oceanfront locations).
- All exposed brass parts must be double-baked with clear enamel to prevent oxidation, rust and premature deterioration.
- All colored metal finishes are to be applied by the electrostatic painting (powder coat) method. A finish which is not uniformly thick and/or does not completely cover will not be accepted.

## **CERAMIC LAMPS**

- All ceramic finishes are to be fire glazed. Painted finishes are not acceptable.

## **FLOOR LAMPS**

- Floor lamps must be properly weighted and fixed height.
- Adjustable height lamps are not permitted.
- Swing-arm lamps are not permitted.
- Overall height (not including finials) should be proportionate to seating height.
- All floor lamp metal bases to be plastic encapsulated or covered to prevent carpet damage.

## **NIGHTSTAND LAMPS**

- Sizing of lamps must be scaled to nightstand size and take into consideration the other equipment on the top surface (telephone, alarm clock, etc.).

## **DRESSER LAMPS**

- Overall height, excluding finials, should be 24-36" depending upon style of base and the shade. Clearance between the dresser top and bottom of the shade should be a minimum of 16-18".

## **DESK LAMPS**

- Task lamps are not permitted. Bankers lamps may be considered and submitted for approval by Design Review Committee.
- Overall height, excluding finials, should be 22-26" depending upon style of base and shade. Clearance between the desk top and bottom of the shade should be a minimum of 14-16".

# 1012 Artwork/Mirrors/Accessories

## **ARTWORK**

- All residences must have artwork at Entry, Dining, Living, Kitchen, Bedrooms, Bathrooms, Stairwells and Hallways. Each piece must be sized appropriately for the wall it is placed upon. Artwork, mirrors and accessories (quality and quantity), at the discretion of the Design Review Committee, must be installed for unit to be considered fully furnished.
- The design, location, and actual works are to be presented in the interior design package and are contingent upon Ginn Hospitality Design Review Committee approval.
- Artwork shall be framed in pressure-cleaned glass. Plexiglas is not acceptable.
- All artwork is to be double or triple matted in a gallery appropriate style.
- Giclee or oil artwork is permitted, provided that reproductions are of superior quality with superior quality framing. Glass is not required on giclee artwork.
- Artwork shall be framed with wood moulding or acceptable materials. Plastic frames are not acceptable.
- Framed artwork shall have bumper pads on bottom back corners, and be sealed with dust cover.
- All artwork must be installed with security hardware.
- Artwork installed on decorative stands is not permitted.

## **MIRRORS**

- All mirrors must be framed and may match or complement the design of other case pieces in the room and may be framed in wood, plated metal or high quality cast resin. Plastic or low-quality frames are not permitted. Frames must be a minimum of 3" wide.
- Mirrors should be 3/16" - 1/4" tinted plate glass with copper-electroplated backs to protect the silver coating. Beveling is recommended.
- A minimum 20" x 60" (mirror dimensions) full-height framed mirror is required in the master bedroom. Top of mirror frame should be installed at 82" off finished floor. Waivers will be considered for smaller sizes where necessary.
- Mirror's exterior dimensions should not be wider than the case piece over which it is mounted.

## **ACCESSORIES**

- Residences must be fully accessorized, at the discretion of the Design Review Committee.
- Silk or artificial plants, if selected, must be of superior quality and realistic appearance.
- Candles, candleholders, oil lamps, etc. are not acceptable types of accessories due to fire hazard potential.
- Rental units must appeal to a broad range of people. Accordingly, furnishings, artwork, colors, accessories, etc. may not be of an extreme, potentially offensive or unusual nature.

## 1013 Housewares Package

A Ginn Housewares Package has been selected and specified by Ginn Hospitality to maintain consistency in all of our Rental Properties. This will enable Rental Management to maintain and replace items in a more effective and timely manner.

The Housewares Package includes kitchen, bath and kitchenette items, where applicable.

The specific package quantities will be determined by the designer providing the furnishings specific to each type and configuration of home. Packages are sold to the trade only.

Since the package requirements and specifications will change from time to time, owners will be provided with the Housewares Package specified at the time their furnishings package is being designed and purchased for each particular residence.

# 1014 Outdoor Furniture

## OUTDOOR FURNITURE

- Residences must have a minimum of two (2) chaise lounges, (1) accent table and one (1) outdoor dining table with a minimum of four (4) outdoor chairs.
- Outdoor furniture must be commercial quality. Outdoor furniture can be cast or tube aluminum. Prior approval must be obtained from Ginn Hospitality Design Review Committee for alternate materials.
- Tube aluminum frames must be a minimum of .063 heavy gauge aluminum tubing, fully welded with full circumference welds, designed for heavy usage and have a powder coat finish.
- Outdoor tables must be sized to accommodate a minimum of four outdoor chairs.
- Outdoor table tops must be solid resin or solid surface. Weave or cast aluminum patterned tops and tile table tops are not permitted.
- Outdoor fabrics must be 100% acrylic, solution-dyed (such as Sunbrella or comparable).
- *Vinyl strap aluminum furniture is not permitted.*
- *Collapsible tube aluminum furniture is not permitted.*
- *Molded plastic, resin, wrought iron or wood outdoor furniture is not permitted.*

# 1015 Technology/Electronics Standards

Technology Standards and Electronics Components required for the Rental Program are specified by Hospitality Management.

Minimum requirements for TV sizes and specifications for all electronics components are included as part of the Technology Standards, required for residences participating in the Rental Program.

Please contact GinnTech/Ginn Interiors Studio Project Manager for current information regarding Technology Standards.

# 1016 Installation & Documentation

## **FURNISHINGS INSTALLATION PROCEDURE**

The installation of all furnishings and items for a residence should be scheduled to minimize, as much as possible, multiple trips to the residence. For detailed procedure on obtaining keys and access to residence, please coordinate installation schedule with onsite **Resident Manager**.

Any damage which occurs to the residence as a result of furnishings installation or any events related to design firm activity, must be rectified as soon as possible. ALL “punch list” items, (i.e. repairs to the unit interior and/or furnishings damaged during the installation process, dressing of window treatments, securing of artwork, etc.) are the responsibility of the design firm. All “punch list” items are to be completed in a timely manner, prior to the final walkthrough inspection by the Coordinator of Rental Design.

Residences shall be left in clean and turnkey condition, swept and vacuumed before the final walkthrough inspection.

Documentation required prior to the final walkthrough inspection is outlined in the section below.

ALL outstanding items on the final walkthrough inspection punch list are to be addressed in a timely manner and not longer than 2 weeks from receipt of the punch list from Coordinator of Rental Design.

## **DOCUMENTATION REQUIRED FOR ALL FURNISHED RESIDENCES**

A final Specification Book and CD should be submitted to Coordinator of Rental Design prior to final walkthrough inspection, following completion of installation and all punch list items.

Upon complete installation of furnishings, completion of punch list items, and presentation of all required documentation, a final walkthrough assessment can be scheduled for acceptance into the rental program.

This documentation must reflect all details of the installation and shall include, but not be limited to:

1. **Property Summary Sheet** - detailing owner's name and property address, builder model type, square footage, bed/bath configuration of home, design firm, etc.
2. **Final Inspection Checklist** - detailing owner's name, property address contact information (including both phone and email), date, bed/bath configuration, design firm, designer, and full compliance of residence for Rental Program acceptance.
3. Floor plan with complete furniture layout in 1/8" or 1/4" scale.
4. By room, Complete Inventory Listing of all items installed. Final budgetary information required, both furnishings subtotal (excluding tax and freight) and total cost to owner for furnishings including all chargeable items.
5. Complete inventory listing of all housewares installed in residence.
6. By room, Furnishings Specifications containing images, mfg. information, dimensions, fabrics and all fabric certifications for each item installed (including lighting, accessories, and artwork).