

Furniture Standards Draft

The following document is a committee draft and has not yet been adopted by the College.

Furniture

The following standards are recommendations. Final determinations will be based on function of the position and space availability. While the committee is recommending specific furniture lines it is understood that all purchasing guidelines must be followed. If items require multiple quotes or bids the standards act as a minimum quality that the college should adhere to.

Finishes listed are recommendations. Final selections shall match the existing environment. Plastic laminate products are strongly recommended for long term use. Fabrics and finishes with recycled content are highly encouraged.

Ergonomics will always be a top priority in all furniture purchases. If an employee is in need of an ergonomic evaluation please call Human Resources or the Facilities Department.

Directors, Deans, V.P.'s and President

The committee is recommending the following furniture. Color selections may be made by end user. See Typical Layout #2 for suggested furniture layout.

1. National "Arrowood" <http://www.nationalonline.com/nof-desks/arrowood.htm>
2. Hon "Park Avenue"
http://www.hon.com/Products/Desks/Park_Avenue_Collection%20ae_Veneer_U_Workstation.aspx
3. Teknion Wood Case goods (available only at Kahl Commercial Interiors)
<http://www.teknion-photobank.com/viewphoto.php?&albumId=15211&imageId=594809&page=1&imagepos=2>

Other Private Offices

The committee is recommending the following for furniture for all other employees private offices. See Typical Layout #1 for suggested furniture layout.

1. Teknion desking - Finishes shall be laminate XH Cherry or White Matrix with black trim for all metal components. http://www.teknion.com/products/systems_expansion-desking/default.asp?country=us
2. Hon 10500 desking - Finishes shall be laminate Bourbon Cherry or Medium Oak.
http://www.hon.com/Products/Desks/10500_Series_Laminate_Executive_Workstation.aspx

Open Offices / Work stations

Every effort should be made to incorporate work stations into existing or new work environments when appropriate and feasible. This will ensure long term flexibility of work space and cost savings for the college.

Furniture Standards Cont'd

1. Steelcase - "Turnstone, Kick Systems". Finishes shall be as follows unless otherwise determined:
 - panel fabric – Breccia Mica R123
 - panel trim paint – Fieldstone
 - storage – black paint
 - work surfaces – cherry laminate

<http://www.turnstonefurniture.com/products/workspaces/pdf/KickBrochure.pdf>
2. Teknion – Expansion Desking w/ divider panels
Finishes shall be laminate XH Cherry or White Matrix with black trim for all metal components.

<http://www.teknion.com/products/brochures/Expansion%20Desking.pdf>

Conference Rooms

- A. **Tables** - Plastic laminate is suggested with either a t-mold edge or a hard wood bull nose edge. Finish shall be medium oak or cherry.
 1. Hon L Series Laminate tables, available in laminate or t-mold edge only.
 2. Steelcase – Universal Tables, available in hardwood edge.
- B. **Conference Chairs** - many factors and options should be reviewed before purchasing conference chairs, such as length of sitting time, arms, and or casters. Fabric selections shall match existing décor and fabric shall be a minimum of 60K double rubs.
 1. Via "Voss" http://www.viaseating.com/voss_operational.html
 2. Steelcase "Uno" http://www.steelcase.com/na/uno_products.aspx?f=12279
 3. Steelcase "Jersey"
http://www.steelcase.com/na/jersey_guest_products.aspx?f=12304
 4. Hon "Player" w/ casters <http://www.hon.com/Products/Chairs/4075.aspx>

Classrooms / Training

Every effort will be made to maintain a minimum of (1) adjustable height desk for the disabled in every classroom.

A. Tables

Tables should be purchased for maximum flexibility for both conventional teaching and possible computer use. This table has options for casters, grommets and wire management.

Finishes shall be medium oak or cherry laminate.

1. Hon 61000 Tables -
http://www.hon.com/Products/Tables/61000_Series_Tables_Classroom.aspx
2. Teknion Expansion Training tables –
<http://www.teknion.com/products/tables-training/default.asp?country=us>

Furniture Standards Cont'd

B. Chairs - Fabric selections shall match existing décor and fabric shall be a minimum of 80K double rubs.

1. Via "Terra" <http://www.viaseating.com/sola.html>
2. 9 to 5 "Logic" <http://www.9to5seating.com/home.html>

C. Sled Desks / Tables Arms

1. Virco - https://www.virco.com/b2c_virco/b2c/init.do

Task Seating

Facilities currently has a number of standard ergonomic task chairs for end users to try out for function, and fit before making final purchases. Many factors and options should be reviewed before purchasing task chairs, such as length of sitting time, arms, and other ergonomic options. It is recommended that when these chairs are purchased that the employee tag or mark their chair with their name to keep track of their chairs.

Fabric selections shall match existing décor and fabric shall be a minimum of 80K double rubs.

The recommended chairs are as follows:

1. Steelcase "Criterion" (plus sizes available)
http://www.steelcase.com/na/criterion_plus_products.aspx?f=11840
"Turnstone" "Lets Be"
<http://www.turnstonefurniture.com/seating/letsb.htm>
2. Via "Brisbane" or "Terra" (3 sizes available)
<http://www.viaseating.com/brisbane.html>
3. Haworth "Improv" Tag Chair
http://www.haworth.com/Brix?pageID=169&product_sakey=20&category=111

Metal Filing, Storage and Bookshelves

1. Hon 700 or 800 series
http://www.hon.com/Products/Files---Storage/800_700_Series_Lateral_Files_Files_and_Storage.aspx
2. Global 9300 Series
http://www.globaltotaloffice.com/cgi-bin/gi_2007/gi_products.pl?cgifunction=Search&Special%20Reserved=9300%20SERIES

Finishes shall be black or grey or match existing filing and storage.

Bookshelves

1. Hon 10500 or 10700 Series – laminate, w/ adjustable shelves
http://www.hon.com/Products/Files---Storage/Bookcases_Laminate_Bookcases.aspx
2. Global – "Correlation" laminate
http://www.globaltotaloffice.com/cgi-bin/gi_2007/gi_products.pl?fid=1126128891.049&query=pagenum%3D1%26cgifunction%3DSearch&cgifunction=form

Finishes shall be medium oak or cherry or match existing bookshelves.

Furniture Standards Cont'd

Keyboard trays

The standard recommended trays are as follows:

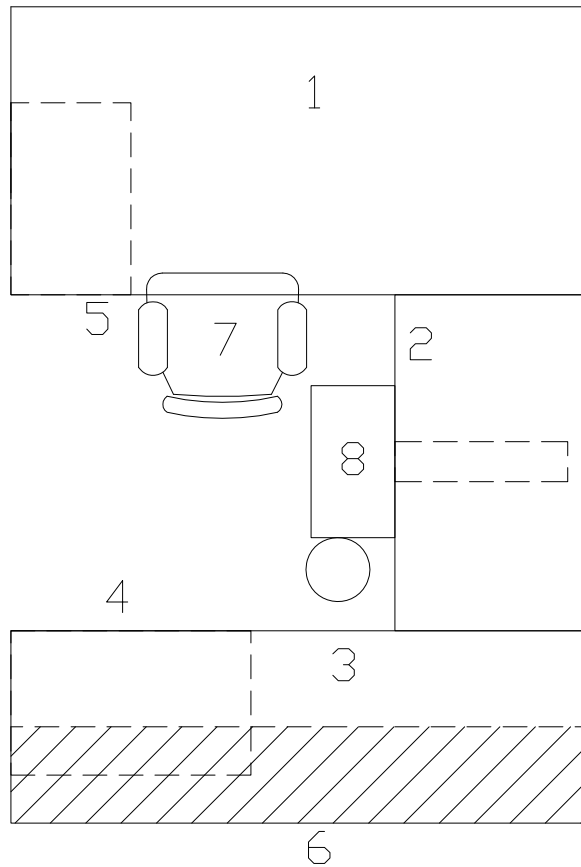
1. Humanscale #2G-900-90H

http://www.humanscale.com/products/keyboard_systems.cfm?detail=build&subdetail=mechanism

2. Idea @ Work EZ Spec. # Key-41

[http://www.knapeandvogt.com/2Key-41 Keyboard ~~~ Mousing Tray.html?page=details.615](http://www.knapeandvogt.com/2Key-41Keyboard---MousingTray.html?page=details.615)

DRAFT

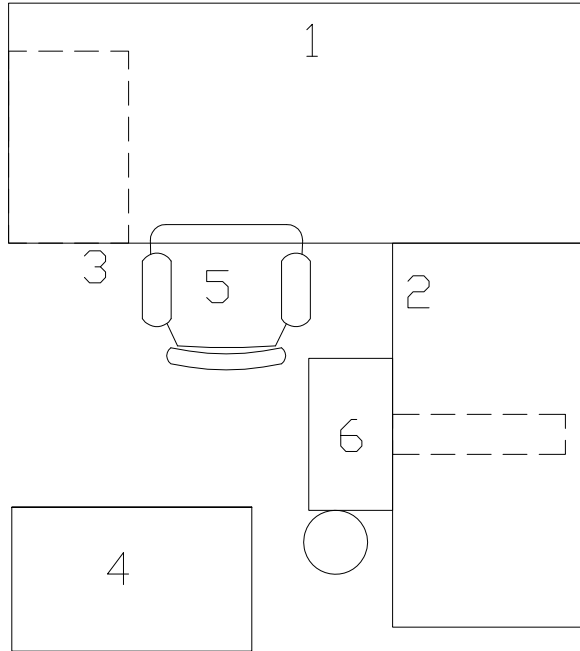


TYPICAL LAYOUT FOR NEW POSITIONS
(DEAN, DIRECTOR, V.P., PRESIDENT)

- 1 - DESK 36X72 W/ FULL MODESTY PANEL
- 2 - RETURN 24X42 PARTIAL HT. MODESTY PANEL
- 3 - CREDENZA 24X72 PARTIAL HT. MODESTY PANEL
- 4 - LATERAL FILE, 2 DRAWER
- 5 - MOBILE PEDESTAL, B/B/F
- 6 - OVERHEAD BIN W/ TACKBOARD / TASKLIGHT
- 7 - TASK CHAIR
- 8 - KEYBOARD TRAY

ALL PRODUCT SHALL BE LAMINATE WITH
STANDARD EDGE PROFILE

SHEET # S1	SCALE: 1/2"=1'-0"	JOB NAME:	FACILITIES SERVICES 7000 DANDINI BLVD. RENO, NEVADA 89512 P. 775-673-7000 F. 775-673-7112	 TMCC Truckee Meadows Community College
	DATE: 3/17/09			
	REV:	SHEET TITLE:		
		STANDARD FURNITURE LAYOUT #1		



TYPICAL LAYOUT FOR NEW POSITIONS

- 1 - DESK-30X72 W/PARTIAL HT. MODESTY PANEL
- 2 - RETURN-24x48 W/PARTIAL HT. MODESTY PANEL
- 3 - MOBILE PEDESTAL, B/B/F
- 4 - 4 DRAWER LATERAL FILE OR FULL HT. BOOKSHELF
- 5 - TASK CHAIR
- 6 - KEYBOARD TRAY

ALL PRODUCT SHALL BE LAMINATE WITH
STANDARD EDGE PROFILE

SHEET # S2	SCALE: 1/2"=1'-0"	JOB NAME:	FACILITIES SERVICES 7000 DANDINI BLVD. RENO, NEVADA 89512 P. 775-673-7000 F. 775-673-7112	 TMCC Truckee Meadows Community College
	DATE: 3/17/09			
	REV:	SHEET TITLE:		
		STANDARD FURNITURE LAYOUT #2		