



UNIVERSITY OF SOUTHERN INDIANA

Furnishings Process & Policy

TABLE OF CONTENTS

- I. Introduction of Furnishings Process & Policies
- II. Furniture Classification
 - A. Clerical Workstations & Seating
 - B. Faculty and Administration Offices & Seating
 - C. Department Heads', Assistant Deans', Directors' Offices & Seating
 - D. Deans', Vice Presidents', Assistant –Associate Vice Presidents' Offices
 - E. General Areas
- III. Manufacturers' Warranties

Purpose

The purpose of this policy is to establish furniture standards for the campus and to facilitate timely, economic and effective selection of office furniture for all parties within the campus.

This document is not to restrict the design, but to create a starting point for planning and conversation. Should an area require additional elements that are not discussed in the standards, the designer should consult the USI project manager. The needs and budget for the proposal should be presented to the project manager before authorizing the items.

All furniture specifications should be written so that multiple dealers can provide bids to the university. Under no circumstance, should an item be exclusive to one manufacturer/dealer without allowing alternates.

Process

The process for obtaining furnishings for a department vary depending on the circumstances associated with the purchases:

- 1) If a department is replacing existing furniture or purchasing furnishings for a new position they can contact the procurement office for assistance. Procurement will coordinate meetings with the department and vendors who have been identified as providers of our standards. Once the department has decided upon a design, the procurement office will issue a purchase order to the vendor for the purchase.
- 2) If the purchase of the furniture is part of a larger project the design of the space and attendant furnishings may be outsourced to a third-party designer. The designer will initially meet with procurement and planning staff to evaluate the project, identify the space needs and review the project furnishings budget. The designer can then meet with the space occupants to verify needs and incorporate those needs into the design. The designer will prepare a formal office plan to include furniture specifications (using our standards or comparables) for procurement to review and determine the process for purchase. *Variance from the standard configuration will be allowed if the department has funds outside of the project budget to off-set the increased cost.*

Configuration Standards:

A Clerical Workstation is defined as an area that is in an open space, not confined by partition walls for individual users. Each office shall contain the following items, if space permits:

- "L" or "U" shaped configured unit. Each end shall have one under-the-worksurface pedestal storage. This could be comprised of various combinations of Box/Box/Files, File/Files, Multi-Storage Pedestals, or 2 drawer lateral files. Each area can have one full linear length of overhead storage units. This can be a combination of open shelves, over-the-case bins, or bins with recessed doors. These decisions should be discussed with the USI project manager.
- Ergonomic Task Chair
- One Metal Bookcase (4 High) or Tall Combination Cabinet
- One Metal Lateral File Cabinet (4 High)

Faculty or Administrative Offices are defined as general private offices, either enclosed by systems' walls or drywall partitions. Each office shall contain the following items, if space permits:

- "L" or "U" shaped configured unit. Each unit could have up to 3 under-the-worksurface storage pedestals. This could be comprised of various combinations of Box/Box/Files, File/Files, Multi-Storage Pedestals, or 2 drawer lateral files. Each area can have one full linear length of overhead storage units. This can be a combination of open shelves, over-the-case bins, or bins with recessed doors. These decisions should be discussed with the USI project manager.
- Ergonomic Task Chair
- Two Metal Bookcases (4 High) or Tall Combination Cabinet
- One Metal Lateral File Cabinet (4 or 5 High)
- Two Guest Chairs

Department Heads', Assistant Deans', Directors' Offices consist of a private office confined by partition walls for individual users. A standard academic Department Head, Assistant Dean, Director, or Administrative Director's office will consist of:

- "L" or "U" shaped configured unit. Each unit could have up to 3 under-the-worksurface storage pedestals. This could be comprised of various combinations of Box/Box/Files, File/Files, Multi-Storage Pedestals, or 2 drawer lateral files. Each area can have one full linear length of overhead storage units. This can be a combination of open shelves, over-the-case bins, or bins with recessed doors. These decisions should be discussed with the USI project manager.
- Ergonomic Task Chair
- Two Metal Bookcases (4 High) or Tall Combination Cabinet
- One Metal Lateral File Cabinet (4 or 5 High)
- Two Guest Chairs
- Conference Table (up to 60" diameter), laminate to match system furniture with metal base, and 4 additional guest chairs.

Deans', Vice Presidents', Assistant –Associate Vice Presidents' office furniture shall be determined by the occupants.

The following are additional accessory items that should be discussed with the project manager.

- Lighting size for underneath the storage bins with Tackboards
- Should the lights include a daisy chain for connection
- Grommet locations
- Wire Management and Cord Accessories
- Locks and Keying Configurations
- Center Drawers, if center drawer is not specified, include storage tray for BBF.
- Keyboard Trays with Mouse and Gel Pads
- Slat Wall and accessory items

For general or multi-purpose areas, such as lounges, café/vending/dining, etc. the designer should first consider using Indiana based furniture manufacturers. The following manufacturers could be possible resources, but not limited to:

- Indiana Furniture
- Jofco
- OFS
- Versteel
- The Jasper Group
- Kimball
- Paoli

Again, if the project goes out to bid, approved alternates must be accepted, if the manufacturer is not open to all dealers.

COMPARISON AND CONTRAST OF MANUFACTURED LINES

Kimball's Footprint Series-

(Designer to determine if freestanding or panel system needed)

Footprint Worksurfaces-



Laminate Top with PVC Edge

- 1 3/16" thick edge – wood core, high pressure laminate top and PVC edge.
- Factory installed, black grommets through electronic specification (otherwise, the grommet cost \$51 + field installation cost) or wire management worksurfaces
- Available in 22 standard finishes by Kimball, 7 from the Core Collection.

Under-the-Worksurface Square Profile Storage Pedestals-



_Flat Metal Profile Edge

- Fixed Floor Steel Pedestals (supports worksurface)
- 1 /4" leveling guide
- Steel front with Standard Pulls
- Top is left open; however, covered with worksurface
- Drawers open full depth of cabinet
- Black Locks, designer to specify keying
- Filing for front to back.
- 22 7/8" deep BBF or FF
- 28 7/8" deep BBF or FF (Paint Group 1)
- Available in 24 Kimball finishes, 21 in Price Group 1 Option
- Filler to be specified when the pedestal/panel is exposed.
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Overhead Storage Units-

Designer to determine with the USI project manager whether the area needs flipper doors (the door swings above the cabinet; therefore, the client can not put items on the top of the cabinet to enter the storage unit), a receding door (the door opens inside the cabinet so that the user can put items on the top outer surface) or open overhead shelves. The designer should also discuss the option of wall mounting, panel mounting, or hutches with the USI project manager.



Lunar Flipper Metal Door



Bevel Profile Overhead Storage with Receding Metal Door

(No Image) Metal Full Height Bevel Profile Overhead Storage Shelf

- Each door unit has individual black lock.
- Task lights to be included with every overhead bin specification.
- Vertical cable managers should be specified where exposed cables are seen.
- Available in 24 Kimball finishes, 21 in Price Group 1 Option

Interworks Panel Systems-

- Panel system to be evaluated by site and project condition. Specify powered panels when necessary for computer and technology needs.
- Panels shall not exceed 66" in height and to be monolithic panels with steel frame construction.
- When system is in a public area, stacking panels, glass, or other material may be considered. Additional costs of upgrade shall be provided to the USI Project Manager for consideration, prior to a decision being made. Alternate sub-quote may be requested for USI to determine between the features vs. price difference.
- Top caps and trim are available in painted finishes. 24 paint options, with 21 in Price Group 1. Wood finish options available, when desired in public area.

Fundamental Series Lateral Files-



- 42" wide, 4 High Metal Lateral File
- Black Locks, Designer to specify keying
- Factory Installed Base & Top
- Label Holder

Footprint Metal Flat Profile Vertical Storage Bookcases-



- 35 15/16" w x 15 9/16" d x 53 15/16" h, Four Shelf Bookcase (3 adj. shelves)
- Factory Installed Base and Top. Typ. top is metal.

Steelcase's Avenir Series-
Avenir Worksurfaces-

- 1 1/2" thick edge – wood core, with high pressure laminate top and rolled edge
- Grommet cut outs for cable management for panel systems or freestanding product.
- Optional Black Plastic Wire Manager, 25" long
- 37 finish options to choose from, 7 of those being wood grains.

Under-the-Worksurface Avenir Storage Pedestals-



BBF Pedestal

- Fixed Floor Steel Pedestals (supports worksurface)
- 1 7/8" leveling guide
- Top is left open; however, covered with worksurface
- Drawers open full depth of cabinet
- Polished Chrome locks, designer to specify keying
- Filing for front to back.
- 22 5/8" deep BBF or FF) includes 1 pencil tray and 2 box drawer dividers (Paint Group 1)
- 28 5/8" deep BBF or FF (Paint Group 1)
- 3" high base
- Filler to be specified when the pedestal/panel is exposed.

Avenir Panel Systems-

- Panel system to be evaluated by site and project condition. Specify powered panels when necessary for computer and technology needs.
- Panels shall not exceed 66" in height and to be monolithic panels with steel frame construction.
- When system is in a public area, stacking panels, glass, or other material may be considered. Additional costs of upgrade shall be provided to the USI Project Manager for consideration, prior to a decision being made. . Alternate sub-quote may be requested for USI to determine between the features vs. price difference.
- Top caps and trim are available in painted finishes. 19 paint options, with 9 in Price Group 1. Wood finish options available, when desired in public area.

First File Series 200 Lateral Files-



(5 high depicted)

- 42" w x 18" d x 52" H, 4 High Metal Lateral File
- Polished Chrome Locks, Designer to specify keying
- Factory Installed Base & Top
- Label Holder
- Verify Filing Direction with USI Project Manager to evaluate, if appropriate

Universal Metal Bookcase-



- 36" w x 15" d x 65 ½" h, 4 Adjustable Shelves
- Factory Installed Base and Top. Typ. top is metal.

CLERICAL TASK & GUEST SEATING-

The following options are examples of the options and price point desired by USI. Designer may suggest other models with similar characteristics. Preferred Manufacturers are from Indiana Based Companies; if not from Indiana, within the United States. USI project manager must approve.

- The list price of typical clerical task seat shall not exceed \$1000 list price with all options and textile included.
- Most clerical areas will not have guest chairs; however, if the area does require guest seating, the list price should be at or below \$600 with all textile and/or options. Wall saver back/legs desired.

PRIVATE OFFICE TASK SEATING-

- The list price, including all options and fabric shall not exceed \$1100.
- The list price of guest seating, including all options (fabric, casters, etc.) shall not exceed \$600. Wall saver back/legs desired.

GENERAL NOTES FOR SEATING-

- Graded-In fabrics are recommended. COM's should only be used in needed applications for function (I.E. an area needs a Crypton fabric for protection, etc.)
- When specifying a quantity of 5 or more of the same items, and the item is open to multiple dealers, the designer should arrange a mock up for the USI project manager to approve.



Kimball's Wish Task Chair for Clerical Areas

\$885-965

- 3-D Adjustable Arm Caps (unless user prefers armless)
- Standard Pneumatic & Seat Slider
- Lumbar support adjustable pad
- Five Prong Base
- Hard Dual Casters (unless on hard floors, then specify soft wheels)
- Synchro-tilt & Back Lock



Kimball's Extreme Chair for Private Offices

\$917-1050

- Mid Back
- Height, Width, Pivot Arm
- Knee Tilt
- Side Synchro Tension



National's Mix-It Guest Chair-

\$529-586

- Metal legs, Arm Caps, Fully Upholstered
- Wall Saver Legs



Steelcase's Jersey Chair for Clerical Areas-

\$894-959

- Height, Width, and Pivot Arm (unless user prefers armless)
- Deluxe Syncro tilt & slide mechanism
- Five Prong Base
- Hard Dual Casters (unless on hard floors, then specify soft wheels)
- Back Lock



Steelcase's Think Chair for Private Offices-

\$1031

- 5" pneumatic seat-height adjustment (16"-21")
- Your Preference™ control
- Seat edge angle
- Frame, seat shell, and five-arm base: black plastic
- 2" seat depth adjustment
- Height-, width-, pivot-, and depth-adjustable arms



Steelcase's Jersey Guest Chair-

\$431-496

- Mesh back, Upholstered Seat
- Arms (or armless if client prefers)

End of Policy