

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
July 2023



**University
of Dayton**

University of Dayton

Office Furniture Standards for
Faculty and Staff

President's Council
Reviewed and approved

Updated July 2023

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023

Purpose of furniture standards:

- Consistency of quality, warranty, service of furniture purchased for University use
- Consistency of image projected
- Value for University dollars expended
- Consistency among faculty and staff offices

Process for furniture selection and approval, and funding:

- Department contacts FPCM with request, identifying personnel and job description
- FM meets with office occupant to assess needs, develop furniture specifications; then specifications are reviewed to determine whether they fall within standards quality and/or cost level
- Ergonomic evaluations are available upon request for either existing or new workstations by Environmental Health and Safety/Risk Management.
- FM completes "Furniture Funding Worksheet for Expenditures Exceeding Standard Allotments" if needs are above standards quantity and/or cost level
- Upon completion of funding paperwork, furniture order is placed
- FM reserves the right to deny or remove furniture or equipment that is a safety concern or deemed inappropriate.

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023



University
of Dayton

Type of space/end user: ● Full-Time Faculty

Standard Furniture pieces:

- 66" w x 30" d desk with drawer pedestal
- 48" w x 24" d return with drawer pedestal
- Lap/pencil drawer
- 1- 48" w overhead rail mounted binder bin with LED light and tackboard
- 1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 1 - 36" w x 65" h bookcase with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 2 - Guest chairs: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame

Standard furniture construction:

- Desk and return: Metal structure, laminate top
- File cabinets, bookcases: Metal

Quality similar to:

- Desk and return: Steelcase Universal worksurfaces or similar
- File cabinet: Steelcase Universal Series or similar
- Bookcases: Steelcase Universal Storage Products or similar
- Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023



University
of Dayton

Type of space/end user: ● Part-Time Faculty

Standard Furniture pieces:

- 66" w x 30" d desk with 2 drawer pedestals
- Lap/pencil drawer
- 1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 1 - 36" w x 65" h bookcase with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 1 - Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame

Standard furniture construction:

- Desk: Metal structure, laminate top
- File cabinets, bookcases: Metal

Quality similar to:

- Desk: Steelcase Universal worksurfaces or similar
- File cabinet: Steelcase Universal Series or similar
- Bookcases: Steelcase Universal Storage Products or similar
- Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023



University
of Dayton

Type of space/end user:	<ul style="list-style-type: none">• Graduate Assistant
-------------------------	--

Standard Furniture pieces:	<ul style="list-style-type: none">• 60" w x 30" d desk with drawer pedestal• 1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames• 1 - 36" w x 65" h bookcase with adjustable shelves –• Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters.• 1 - Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame – shared between two assistants
----------------------------	---

Standard furniture construction:	<ul style="list-style-type: none">• Desk: Metal structure, laminate top• File cabinets, bookcases: Metal
----------------------------------	---

Quality similar to:	<ul style="list-style-type: none">• Desk: Steelcase Universal worksurfaces or similar• File cabinet: Steelcase Universal Series or similar• Bookcases: Steelcase Universal Storage Products or similar• Desk chair: Steelcase Amia or similar• Guest chairs: Steelcase Reply or similar
---------------------	---

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023



University
of Dayton

Type of space/end user:	<ul style="list-style-type: none">Secretary – Senior Administrative Assistant (Cubicle)
-------------------------	---

Standard Furniture pieces:	<ul style="list-style-type: none">66" w x 30" d desk with drawer pedestal48" w x 24" d bridge66" w x 24" d back desk/credenza with 36" w 2 drawer lateral file36" Transaction TopLap/pencil drawer66" h panels defining workstation space1 - 72" w binder bin with under-bin LED light1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file framesDesk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms (or no arms), adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock1 - Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame
----------------------------	--

Standard furniture construction:	<ul style="list-style-type: none">Desk, bridge, and back desk/credenza: Metal structure, laminate topPanels: Fabric-covered, metal frame, tackable acoustic panelsFile cabinets, binder bin: Metal
----------------------------------	--

Quality similar to:	<ul style="list-style-type: none">Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces or similarFile cabinet: Steelcase Universal Series or similarPanels: Answer or similarDesk chair: Steelcase Amia or similarGuest chairs: Steelcase Reply or similar
---------------------	--

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023



University
of Dayton

Type of space/end user: ● Secretary – Senior Administrative Assistant
(Not within cubicle)

Standard Furniture pieces:

- 66" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 66" w x 24" d back desk/credenza with 36" w 2 drawer lateral file
- Lap/pencil drawer
- 2 – 36" w overhead rail mounted binder bin with LED lights and tackboards
- 1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms (or no arms), adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 1 - Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame

Standard furniture construction:

- Desk, bridge, and back desk/credenza: Metal structure, laminate top
- File cabinets, binder bin: Metal

Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal or similar
- File cabinet: Steelcase Universal series or similar
- Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023



University
of Dayton

Type of space/end
user:

- Exempt Staff, **Grade A**
Assistant, Administrative Assistant
(Cubicle)

Standard Furniture
Pieces:

- 66" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 66" w x 24" d back desk/credenza with 36" w 2 drawer lateral file
- Lap/pencil drawer
- 66" h panels defining workstation space
- 1- 72" w binder bin with under-bin LED light
- 1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 1 – 36" x 65" h bookcase with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms (or no arms), adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 1 - Guest chairs: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame

Standard furniture
construction:

- Desk, bridge, and back desk credenza: Metal structure, laminate top
- Panels: Fabric-covered, metal frame, tackable acoustic panels
- File cabinets, bookcase, binder bin: Metal

Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces or similar
- File cabinet: Steelcase Universal series or similar
- Panels: Answer or similar
- Bookcases: Steelcase Universal Storage Products or similar
- Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023



University
of Dayton

Type of space/end
user:

- Exempt Staff, **Grade A**
Assistant, Administrative Assistant
(Not within cubicle)

Standard Furniture
pieces:

- 66" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 66" w x 24" d back desk/credenza with 36" w 2 drawer lateral file
- Lap/pencil drawer
- 2 – 36" w overhead rail mounted binder bin with lights and tackboards
- 1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 1 – 36" x 65" h bookcase with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms (or no arms), adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 1 - Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame

Standard furniture
construction:

- Desk, bridge, and back desk/credenza: Metal structure, laminate top
- File cabinets, bookcase, binder bin: Metal

Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces, or similar
- File cabinet: Steelcase Universal Series or similar
- Bookcases: Steelcase Universal Storage Products or similar
- Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023



University
of Dayton

Type of space/end user:	<ul style="list-style-type: none">Exempt Staff, Grade B Assistant Director, Coordinator, Manager (Not within cubicle)
-------------------------	--

Standard Furniture pieces:	<ul style="list-style-type: none">66" w x 30" d desk with drawer pedestal48" w x 24" d bridge66" w x 24" d back desk/credenza with 36" w 2 drawer lateral fileLap/pencil drawer2 – 36" w overhead rail mounted binder bin with lights and tackboards1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames1 – 36" x 65" h bookcase with adjustable shelvesDesk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock1 - Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame
----------------------------	--

Standard furniture construction:	<ul style="list-style-type: none">Desk, bridge, and back desk/credenza: Metal structure, laminate topFile cabinets, bookcase, binder bin: Metal
----------------------------------	--

Quality similar to:	<ul style="list-style-type: none">Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces or similarFile cabinet: Steelcase Universal Series or similarBookcases: Steelcase Universal Storage Products or similarDesk chair: Steelcase Amia or similarGuest chairs: Steelcase Reply or similar
---------------------	---

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023



University
of Dayton

Type of space/end user:	<ul style="list-style-type: none">• Exempt Staff, Grade B Assistant Director, Coordinator, Manager (Cubicle)
-------------------------	---

Standard Furniture pieces:	<ul style="list-style-type: none">• 66" w x 30" d desk with drawer pedestal• 48" w x 24" d bridge• 66" w x 24" d back desk/credenza with 36" w 2 drawer lateral file• Lap/pencil drawer• 65" high panels defining workstation space• 1- 72" w binder bin with under-bin light• 1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames• 1 – 36" x 65" h bookcase with adjustable shelves• Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock• 1 - Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame
----------------------------	--

Standard furniture construction:	<ul style="list-style-type: none">• Desk, bridge, and back desk/credenza: Metal structure, laminate top• File cabinets, bookcase, binder bin: Metal
----------------------------------	--

Quality similar to:	<ul style="list-style-type: none">• Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces or similar• File cabinet: Steelcase Universal Series or similar• Panels: Answer or similar• Bookcases: Steelcase Universal Storage Products or similar• Desk chair: Steelcase Amia or similar• Guest chairs: Steelcase Reply or similar
---------------------	---

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023



University
of Dayton

Type of space/end user:	• Exempt Staff, Grade C Director, Assistant Dean, Assistant Director
-------------------------	--

Standard Furniture pieces:	• "U" shaped workstation, 72" x 96" <ul style="list-style-type: none">• 2 – fixed pedestals• 1– 72" w overhead rail mounted binder bin with light and tackboard• Lap/pencil drawer• 1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames• 2 – 36" x 65" h bookcases with adjustable shelves• Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock• 4 - Guest chairs: Fabric upholstered chair fixed arms or no arms, metal or plastic frame• 42" dia. Conference Table
----------------------------	--

Standard furniture construction:	• Desk, bridge, and back desk/credenza: Metal structure, woodgrain laminate top <ul style="list-style-type: none">• File cabinets, bookcase, binder bin: Metal• Table: Woodgrain laminate top with vinyl or pvc edge, metal pedestal base
----------------------------------	--

Quality similar to:	• Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces, Steelcase Context or similar <ul style="list-style-type: none">• File cabinet: Steelcase Universal Series file cabinet or similar• Bookcase: Steelcase Universal Storage Products or similar• Table: Universal table or similar• Desk chair: Steelcase Amia or similar• Guest chairs: Steelcase Reply or similar
---------------------	--

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023



University
of Dayton

Type of space/end
user:

- Exempt Staff, **Grade D**
Assistant Vice President, Associate Dean, Director

Standard Furniture
pieces:

- "U" shaped workstation, 100" x 144"
- 1 – fixed pedestal
- 1 – 30" 2 drawer lateral file under credenza
- 1 – 36" 2 drawer lateral file under credenza
- 1 – 72" w binder bin with light with tackboard
- Lap/pencil drawer
- 1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 2 – 36" x 65" h bookcases with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 6 - Guest chairs: Fabric upholstered chair fixed arms or no arms, metal and plastic frame
- 72" Conference Table

Standard furniture
construction:

- Desk, bridge, and back desk/credenza: Metal structure, with laminate top (wood grain laminate ok)
- File cabinets, binder bin: Metal, or metal with wood front
- Bookcase: Metal
- Table: Laminate top with vinyl or pvc edge, metal pedestal base

Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces, Steelcase Context or similar
- File cabinet: Steelcase Universal Series file cabinet or similar
- Table: Universal table or similar
- Desk chair: Steelcase Leap or similar
- Guest chairs: Steelcase Think or similar

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023



University
of Dayton

Type of space/end user: • Exempt Staff, **Grade E**
Vice President, CIO, Dean

Standard Furniture pieces:

- 72" w x 36" d desk with drawer pedestal
- 48" w x 24" d bridge
- 72" w x 24" d back desk/credenza with drawer pedestal
- Lap/pencil drawer
- 72" w binder bin with tackboard and under-bin LED light
- 1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 2 – 36" x 65" h bookcases with adjustable shelves
- Desk Chair: Leather or fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 6 - Guest chairs: Fabric or leather upholstered chair with casters, fixed arms or no arms, metal or wood frame
- 36" x 72" Conference Table

Standard furniture construction:

- Desk, bridge, and back desk/credenza: Wood structure, wood top
- File cabinets, bookcase, binder bin: Wood, or metal with wood front
- Bookcase: Wood
- Table: Wood edge, with wood base

Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Elective Elements, or similar
- File cabinet: Steelcase Elective Elements, or similar
- Table: Steelcase Convene, or similar
- Desk chair: Steelcase Gesture, Siento or similar
- Guest chairs: Steelcase Siento or similar

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2023



University
of Dayton

Type of space/end
user:

- Applies to all Faculty/Staff

Supplemental
Furniture Pieces:

- Adjustable height table
 - Keyboard tray
- Active Lift Riser

Standard furniture
construction:

- Adjustable height table: Metal base with laminate top, PVC edges.
 - Keyboard tray: Metal structure with plastic platform
- Active Lift Riser: Metal Structure with plastic platform

Quality/estimate cost
similar to:

- Adjustable Height Table: Steelcase Migration SE Adjustable Worksurface Series: (30 X 46)
(30 X 60)
 - Keyboard tray: Steelcase Details Classic Rectangular with Standard Stella Mechanism or similar
- Active Lift Riser