

# Portland State University Office Furniture Standards

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*July, 2016*



## Purpose

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The furniture standards in this document were created to ensure a work environment that is safe, welcoming and conformable for faculty, staff, students and visitors of Portland State University. The standards were developed as a holistic approach that:

- Supports the Portland State University Office Standards and Policies
- Promotes ergonomic and healthy work environments
- Meets PSU's sustainability goals
- Creates high-quality, durable and long-term furniture solutions
- Is flexible in design allowing for furniture reuse and modifications to meet changing program needs
- Promotes equity across all disciplines and units
- Improves the furniture procurement process

## Scope

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The standards and recommendations in this document apply to new construction and major renovations and apply to office furniture only. While smaller purchases are not required to follow these standards, departments are encouraged to consider purchasing the furniture recommended in this document.

The University has also adopted classroom standards which provide classroom furniture recommendations. These recommendations do not specify manufacturers, but provide recommendations based on best practices research. The furniture decisions for all general pool classrooms and shared classrooms are made by the Campus Planning Office, except for large capital projects when they are made by the project's steering committee.

At this time PSU has not adopted standards or guidelines for lobbies or study spaces/lounges. Furniture decisions for spaces not assigned to departments are made by the Campus Planning Office, except for large capital projects when they are made by the project's steering committee.

## Context

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The Standards Committee, a sub-committee of the Capital Advisory Committee, reviewed PSU's current furniture practices, identifying several issues:

- The University has a mix of furniture of varying quality and design.
- Much of the furniture is old and out of scale, limiting flexibility and reuse.
- Much of the furniture is not ergonomic.
- New office standards required a new approach to furniture.
- Procurement processes for furniture can be cumbersome and inefficient.
- While PSU has a surplus furniture program, many of these pieces are old and out of scale.
- A lack of university-wide efforts to dispose of older furniture has created space issues on campus, with furniture stored in several buildings.

## VENDOR/MANUFACTURER DECISION

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During the summer of 2014, a committee of representatives from Facilities and Property Management (FPM), Capital Projects & Construction (CPC), Campus Planning Office (CPO), and the School of Business Administration (SBA) went through a rigorous furniture selection process. This process included faculty and staff input and took into account many factors including, but not limited to, cost, environmental impact, warranty, comfort and quality.

Through this process, PSU selected Watson as the preferred manufacturers for desks and conference room tables, as well as Herman Miller and Steelcase for panel options and conference room seating.

In the spring of 2016, PSU worked with two local vendors who supply the preferred manufacturers and signed contracts with competitive pricing for the approved furniture and finishes. The following vendors have local showrooms and can assist departments in applying PSU's furniture standards:

### **Pacific Office Furnishings**

421 SW 2nd Ave

Portland, OR 97204

(503)242-4200

<http://www.pacificofficefurnishings.com>

### **Smith CFI**

620 NE 19th Ave

Portland, OR 97232

(503) 226-4151

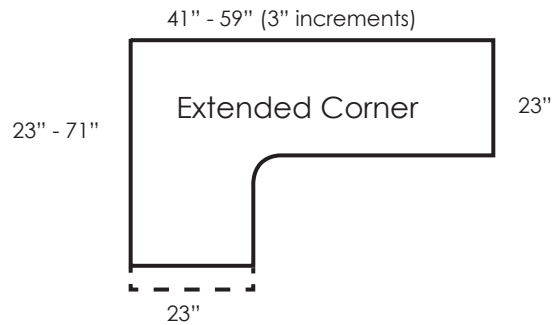
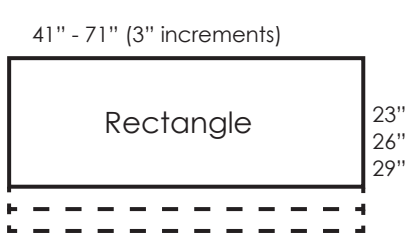
<http://www.smithcfi.com>

# APPROVED FURNITURE AND FINISHES

## Desks & Tables



### Watson - Seven Desks and Tables



Desks: Watson Seven  
Fixed or high adjustable  
(sit-to-stand collection)

Leg, Metal Components



Desk Laminates & Edges



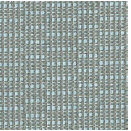
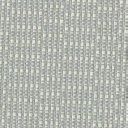
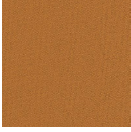



## Privacy Screens



### Watson - Privacy Screens

#### Privacy Screen Textile Colors

	Anchorage Birch (9H)		Anchorage Henna (6H)		Anchorage Sunshine (S8)		Anchorage Graphite (9R)
	Anchorage Vanilla (6V)		Anchorage Geranium (R2)		Anchorage Green Apple (1G)		Sprite Sky (7Y)
	Anchorage Angora (9A)		Anchorage Pumpkin (99)		Anchorage Waterfall (U8)		Sprite Linen (2I)
	Anchorage Goose (9E)		Anchorage Amber (9B)		Anchorage Asteroid (6D)		Sprite Snow (2W)
	Anchorage Cumin (9U)		Anchorage Straw (9S)		Anchorage Fossil (6X)		

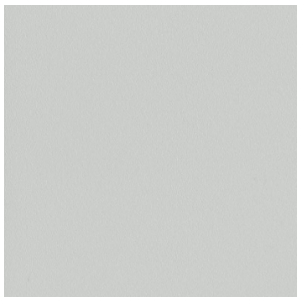
## Office Panels



### Steelcase Kick Panels (Partitions)

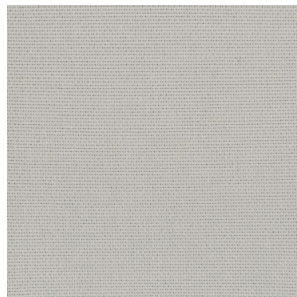
Frame Finish

**Seagull**



Fabric Finish

**Alloy - Bubbly**



Panel Height:

**42", 48" or 54"**

Panel Width:

**24", 30", 36", 42", 48" or 60"**

Optional Glass Stacker:

**12"**

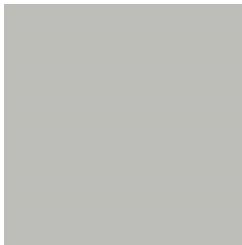


## Herman Miller - Panel Finishes

**Panel Height: 39" or 53"**

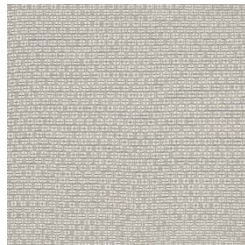
**Optional 14" h Glass Stacker (clear or frosted)**

Frame Finish



Folkstone Gray  
8Q

Fabric Finish



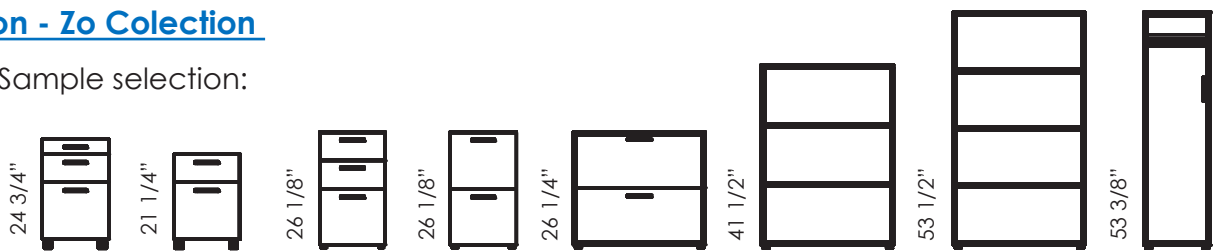
Chain Springwood  
(2V08)

# Storage



## Watson - Zo Colection

Sample selection:



### Laminate Front Storage Drawer and Door Faces



### Laminate Case



### Leg Finishes



### Pull





## Conference Chairs

### Sit On It - Wit Chair

Frame: Black  
Back Mesh: Onyx or Nickel  
Fabric Seat: Sugar (all colors)  
Licorice or Kiss (default)  
Casters



Onyx/Licorice



Nickel/Kiss



### Sit On It - InFlex Chair

With or without Arms  
Upholstered Seat  
Casters or Glides  
Frame: Black  
Fabric Seat: Sugar (all colors)  
Licorice or Kiss (default)



Sugar  
Licorice



Sugar  
Toffee



Sugar  
Rock Candy



Sugar  
Barrypop



Sugar  
Cola



Sugar  
Candy  
Corn



Sugar  
Lemondrop



Sugar  
Cherrybomb



Sugar  
Chocolate



Sugar  
Kiss

## Herman Miller - Caper Chair

With or without Arms  
FlexNet Seat  
4-Leg Stacker, Casters or Glides  
Frame: Silver  
Shell Color: Any, Graphit (default)  
FlexNet Mesh: Black or Silver Gray (default)

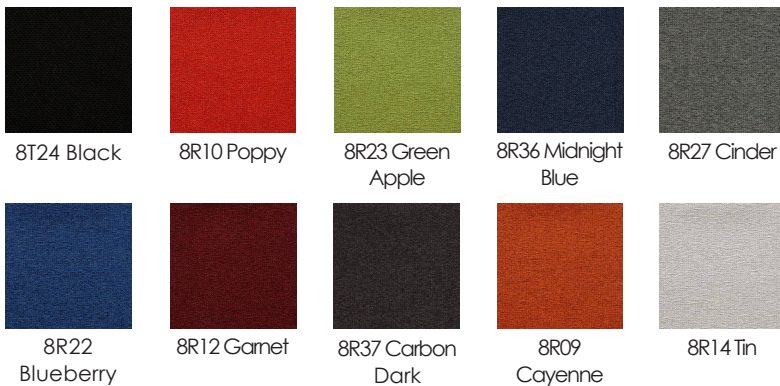


## Herman Miller - Setu Chair

Ribbon Arms  
Multi-purpose  
Cater  
Frame: Graphit  
Fabric: Twist (any color), Graphit (default)



Color selection

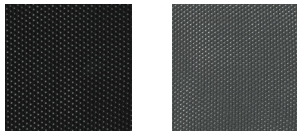


**Steelcase Qivi**

5 star base / arms or no arms  
 Sled base with arms only  
 Mesh back  
 Frame: black (default)



**Qivi Back Mesh - Default Colors**

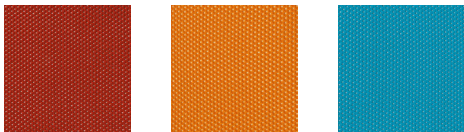


QN02 Licorice    QN04 Graphite

**Other Mesh Back Colors**

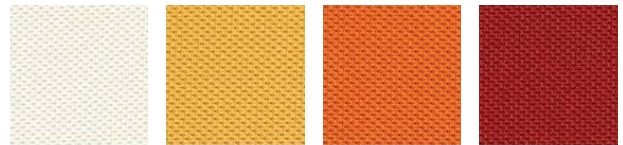


QN01 Wasabi    QN05 Malt    QN06 Coconut

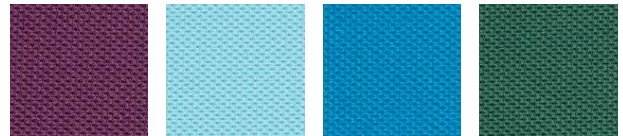


QN07 Scarlet    QN03 Tangerine    QN08 Blue Jay

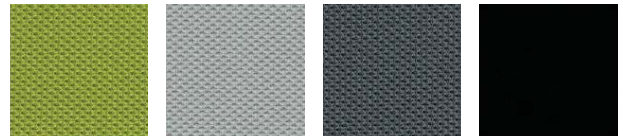
**Seating Fabric**



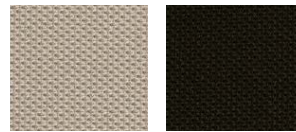
5S15 Cconut    5S16Turmeric    5S17 Tangerine    5S18 Scarlet



5S19 Concord    5S20 Maya Blue    5S21 Blue Jay    5S22 Basil



5S23 Wasabi    5S24 Nickel    5S25 Graphit    5S26 Licorice



5S27 Malt    5S28 Root Beer

## Steelcase Move

4 legs with arms  
 All plastic or upholstered seat  
 Back or platinum frame



### Plastic Colors



### Seating Upholstery

