Purpose

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

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

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.
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 contacts 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 height adjustable
(sit-to-stand collection)

Desk Laminates & Edges

<table>
<thead>
<tr>
<th>Finish</th>
<th>90Q Trim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rio (IJ)</td>
<td>Satin Grey (GY)</td>
</tr>
<tr>
<td>Kensington Maple (KM)</td>
<td>Kensington Maple (KM)</td>
</tr>
<tr>
<td>Studio Teak (DT)</td>
<td>Blonde Echo (EH)</td>
</tr>
<tr>
<td>Tuscan Walnut (TW)</td>
<td>Steel Mesh (EK)</td>
</tr>
<tr>
<td>Gray Mesh (EG)</td>
<td>Fashion Grey (FQ)</td>
</tr>
</tbody>
</table>

Leg, Metal Components

- Fashion Grey (FQ) DEFAULT
- White Aluminum (WA)
- Electric Base Option

Zo Storage

<table>
<thead>
<tr>
<th>Finish</th>
<th>90Q Trim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rio (IJ) Tuscan Walnut (TW)</td>
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</tr>
<tr>
<td>Steel Mesh (EK)</td>
<td>Frosty White (FJ)</td>
</tr>
<tr>
<td>Kensington Maple (KM)</td>
<td>DEFAULT</td>
</tr>
<tr>
<td>Studio Teak (DT)</td>
<td>Blonde Echo (EH)</td>
</tr>
<tr>
<td>Tuscan Walnut (TW)</td>
<td>Gray Mesh (EG)</td>
</tr>
</tbody>
</table>

Laminate Front Storage Drawer and Door Faces

26246 Twelve Trees Lane NW, Poulsbo, Washington 98370
800.426.1202
watsonfurniture.com
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)

<table>
<thead>
<tr>
<th>Frame Finish</th>
<th>Fabric Finish</th>
<th>Panel Height:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seagull</td>
<td>Alloy - Bubbly</td>
<td>42&quot;, 48&quot; or 54&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Panel Width:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24&quot;, 30&quot;, 36&quot;, 42&quot;, 48&quot; or 60&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Optional Glass Stacker:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12&quot;</td>
</tr>
</tbody>
</table>
Herman Miller - Panel Finishes

Panel Height: 39” or 53”
Optional 14”h Glass Stacker (clear or frosted)

Frame Finish

<table>
<thead>
<tr>
<th>Frame Finish</th>
<th>Fabric Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folkstone Gray 8Q</td>
<td>Chain Springwood (2V08)</td>
</tr>
</tbody>
</table>
**Watson - Zo Collection**

**Sample selection:**

**Laminate Front Storage Drawer and Door Faces**

- **Rio (IJ)**
- **Tuscan Walnut (TW)**
- **Steel Mesh (EK)**
- **Frosty White (FJ)**
- **Studio Teak (DT)**
- **Kensington Maple (KM)**
- **Blonde Echo (EH)**
- **Gray Mesh (EG)**
- **Fashion Grey (FQ)**

**Laminate Case**

- **Kensington Maple (KM)**
- **Tuscan Walnut (TW)**
- **Frosty White (FJ)**
- **Studio Teak (DT)**
- **Blonde Echo (EH)**
- **Fashion Grey (FQ)**

**Leg Finishes**

- **Fashion Grey (FQ)**
- **White Aluminum (WA)**
- **Alto (Fashion Gray, FG)**

**Pull**

- **DEFAULT**

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**Desk Laminates & Edges**

- **90Q Trim: Kensington**
- **90Q Trim: Satin Grey (GY)**

**7 Seven Desk Finishes**

- **Laminate Case**
- **Laminate Front Storage Drawer and Door Faces**
- **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

[Image of chair with options]

**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)

[Image of chairs with color options]
**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**

- 8T24 Black
- 8R10 Poppy
- 8R23 Green Apple
- 8R36 Midnight Blue
- 8R27 Cinder
- 8R22 Blueberry
- 8R12 Garnet
- 8R37 Carbon Dark
- 8R09 Cayenne
- 8R14 Tin
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

- SS15 Coconut
- SS16 Turmeric
- SS17 Tangerine
- SS18 Scarlet
- SS19 Concord
- SS20 Maya Blue
- SS21 Blue Jay
- SS22 Basil
- SS23 Wasabi
- SS24 Nickel
- SS25 Graphite
- SS26 Licorice
- SS27 Malt
- SS28 Root Beer
**Steelcase Move**

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

### Plastic Colors

<table>
<thead>
<tr>
<th>Code</th>
<th>Color</th>
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</thead>
<tbody>
<tr>
<td>6205</td>
<td>Back</td>
</tr>
<tr>
<td>6338</td>
<td>Chili</td>
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<tr>
<td>6332</td>
<td>Citron</td>
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<tr>
<td>6334</td>
<td>Flash</td>
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<tr>
<td>6335</td>
<td>Wasabi</td>
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<tr>
<td>6337</td>
<td>Element</td>
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<tr>
<td>6339</td>
<td>Arctic White</td>
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<tr>
<td>6059</td>
<td>Sterling Solid</td>
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<tr>
<td>6059</td>
<td>Midnight (Solar Black)</td>
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<td>6333</td>
<td>Picasso</td>
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<tr>
<td>6336</td>
<td>Jazz</td>
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<tr>
<td>6249</td>
<td>Platinum Solid</td>
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### Seating Upholstery

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<tr>
<td>5F15</td>
<td>Stone</td>
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<td>Chocolate</td>
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<td>5G57</td>
<td>Rouge</td>
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<td>5G55</td>
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<td>5G53</td>
<td>Sunrise</td>
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<td>Salde</td>
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<td>5G65</td>
<td>Tomato</td>
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<tr>
<td>5G64</td>
<td>Alpine</td>
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<tr>
<td>5G59</td>
<td>Meadow</td>
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