



University of Dayton

Office Furniture Standards for
Faculty and Staff

President's Council
Reviewed and approved
March 15, 2005

Updated January 2016

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
 2016



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

Standard Furniture pieces:

- 60" w x 30" d desk with drawer pedestal
- 48" w x 24" d return with drawer pedestal
- lap drawer
- Overhead wall mounted binder bin
- 1 - 36" w 4-drawer lateral file, with lock, with hanging file frames
- 2 - 36" w x 80" 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 painted 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 bookcase or similar
- Desk chair: Steelcase Leap or similar
- Guest chairs: Steelcase Player or similar

Estimated cost of typical setup: ● **\$6,500 purchase cost, delivered and installed, not to exceed**

UNIVERSITY OF DAYTON
 Facilities Planning and Construction Management
 Furniture Standards
 2016



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

Standard Furniture pieces:

- 60" w x 30" d desk with 2 drawer pedestals
- lap drawer
- 1 - 4-drawer vertical file, with lock
- 1 - 36" w x 80" 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 painted 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 bookcase or similar
- Desk chair: Steelcase Leap or similar
- Guest chair: Steelcase Player or similar

Estimated cost of typical setup: ● **\$4,000 purchase cost, delivered and installed, not to exceed**

UNIVERSITY OF DAYTON
 Facilities Planning and Construction Management
 Furniture Standards
 2016



Type of space/end user: ● Graduate Assistant

Standard Furniture pieces:

- 60" w x 30" d desk with drawer pedestal
- lap drawer
- 1 - 4-drawer vertical file, with lock
- 1 - 36" w x 80" 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 painted frame – shared between two assistants

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 bookcase or similar
- Desk chair: Steelcase Leap or similar
- Guest chairs: Steelcase Player or similar

Estimated cost of typical setup: ● **\$3,500 purchase cost, delivered and installed, not to exceed**

UNIVERSITY OF DAYTON
 Facilities Planning and Construction Management
 Furniture Standards
 2016



Type of space/end user: ● Secretary – Senior Administrative Assistant (Cubicle)

Standard Furniture pieces:

- 60" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 60" w x 24" d back desk/credenza with drawer pedestal
- lap drawer
- 65" h panels defining workstation space
- 60" w binder bin with tackboard and under-bin light
- 2 - 36" w 4-drawer lateral file, with lock, with 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 painted frame

Standard furniture construction:

- Desk, bridge, and back desk/credenza: Metal structure, laminate top
- Panels: Fabric-covered, metal frame, tackable acoustic panels
- File cabinets, 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
- Desk chair: Steelcase Leap or similar
- Guest chairs: Steelcase Player or similar

Estimated cost of typical setup: ● **\$9,000 purchase cost, delivered and installed, not to exceed**

UNIVERSITY OF DAYTON
 Facilities Planning and Construction Management
 Furniture Standards
 2016



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

Standard Furniture pieces:

- 60" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 60" w x 24" d back desk/credenza with drawer pedestal
- lap drawer
- 60" w binder bin with tackboard and under-bin light
- 2 - 36" w 4-drawer lateral file, with lock, with 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 painted frame

Standard furniture construction:

- Desk, bridge, and back desk/credenza: Metal structure, laminate top
- Panels: Fabric-covered, metal frame, tackable acoustic panels
- 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 Leap or similar
- Guest chairs: Steelcase Player or similar

Estimated cost of typical setup: ● **\$6,000 purchase cost, delivered and installed, not to exceed**

UNIVERSITY OF DAYTON
 Facilities Planning and Construction Management
 Furniture Standards
 2016



Type of space/end user: ● Exempt Staff, Grade A Assistant, Administrative Assistant (Cubicle)

Standard Furniture pieces:

- 60" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 60" w x 24" d back desk/credenza with drawer pedestal
- lap drawer
- 65" h panels defining workstation space
- 60" w binder bin with tackboard and under-bin light
- 2 - 6" w 4-drawer lateral file, with lock, with 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 painted 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 bookcase or similar
- Desk chair: Steelcase Leap or similar
- Guest chair: Steelcase Player or similar

Estimated cost of typical setup: ● \$10,000 purchase cost, delivered and installed, not to exceed

UNIVERSITY OF DAYTON
 Facilities Planning and Construction Management
 Furniture Standards
 2016



Type of space/end user:

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

Standard Furniture pieces:

- 60" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 60" w x 25" d back desk/credenza with drawer pedestal
- lap drawer
- 60" w binder bin with tackboard and under-bin light
- 2 - 36" w 4-drawer lateral file, with lock, with 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 painted 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
- Bookcases: Steelcase Universal Storage Products bookcase or similar
- Desk chair: Steelcase Leap or similar
- Guest chair: Steelcase Player or similar

Estimated cost of typical setup: ● \$7,000 purchase cost, delivered and installed, not to exceed

UNIVERSITY OF DAYTON
 Facilities Planning and Construction Management
 Furniture Standards
 2016



Type of space/end user:

- Exempt Staff, Grade B
 Assistant Director, Coordinator, Manager
 (Not within cubicle)

Standard Furniture pieces:

- 65" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 66" w x 24" d back desk/credenza with drawer pedestal
- lap drawer
- 65" w binder bin with tackboard and under-bin light
- 2 - 36" w 4-drawer lateral file, with lock, with hanging file frames
- 1 – 36" x 80" 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 painted 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 bookcase or similar
- Desk chair: Steelcase Leap or similar
- Guest chair: Steelcase Player or similar

Estimated cost of typical setup:

- \$7,000 purchase cost, delivered and installed, not to exceed

UNIVERSITY OF DAYTON
 Facilities Planning and Construction Management
 Furniture Standards
 2016



Type of space/end user:

- Exempt Staff, Grade B
 Assistant Director, Coordinator, Manager
 (Cubicle)

Standard Furniture pieces:

- 65" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 66" w x 24" d back desk/credenza with drawer pedestal
- lap drawer
- 65" high panels defining workstation space
- 65" w binder bin with tackboard and under-bin light
- 2 - 36" w 4-drawer lateral file, with lock, with 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 painted 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
- Panels: Answer or similar
- Bookcases: Steelcase Universal Storage Products bookcase or similar
- Desk chair: Steelcase Leap or similar
- Guest chairs: Steelcase Player or similar

Estimated cost of typical setup:

- \$11,000 purchase cost, delivered and installed, not to exceed

UNIVERSITY OF DAYTON
 Facilities Planning and Construction Management
 Furniture Standards
 2016



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

Standard Furniture pieces:

- "U" shaped work station, 78" x 96"
- 2 – fixed pedestals
- 1 – 72" w binder bin with light with slatwall screen
- lap drawer
- 2 - 36" w 4-drawer lateral file, with lock, with hanging file frames
- 2 – 36" x 80" 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 and plastic frame
- 42" dia. Conference Table

Standard furniture construction:

- Desk, bridge, and back desk/credenza: Metal structure, laminate top
- File cabinets, bookcase, binder bin: 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
- Bookcase: Steelcase Universal Storage Products bookcase or similar
- Table: Universal table or similar
- Desk chair: Steelcase Leap or similar
- Guest chairs: Steelcase Think or similar

Estimated cost of typical setup: ● **\$14,000 purchase cost, delivered and installed, not to exceed**

UNIVERSITY OF DAYTON
 Facilities Planning and Construction Management
 Furniture Standards
 2016



Type of space/end user: ● Exempt Staff, Grade D
 Assistant Vice President, Associate Dean, Director

Standard Furniture pieces:

- "U" shaped work station, 100" x 144"
- 2 – fixed pedestals
- 1 – 72" w binder bin with light with slatwall screen lap drawer
- 2 - 36" w 4-drawer lateral file, with lock, with hanging file frames
- 2 – 36" x 80" 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

Estimated cost of typical setup: ● **\$16,000 purchase cost, delivered and installed, not to exceed**

UNIVERSITY OF DAYTON
 Facilities Planning and Construction Management
 Furniture Standards
 2016



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

Standard Furniture pieces:

- 72" w x 36" d desk with drawer pedestal
- 48" w x 24" d bridge
- 72" w x 25" d back desk/credenza with drawer pedestal
- lap drawer
- 70" w binder bin with tackboard and under-bin light
- 2 - 36" w 4-drawer lateral file, with lock, with hanging file frames
- 2 – 36" x 80" h bookcases with adjustable shelves
- Desk Chair: Leather 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 Walden, or similar
- File cabinet: Steelcase Walden, or similar
- Table: Steelcase Convene, or similar
- Desk chair: Steelcase Leap, Chord, Gesture, Siento or similar
- Guest chairs: Steelcase Chord, Siento or similar

Estimated cost of typical setup: ● **\$20,200 purchase cost, delivered and installed, not to exceed**

UNIVERSITY OF DAYTON
 Facilities Planning and Construction Management
 Furniture Standards
 2016



Type of space/end user: ● Applies to all Faculty/Staff

Supplemental Furniture Pieces:

- Sit/stand desk mount
- Sit/stand desktop workstation
- Adjustable height table
- Keyboard tray

Standard furniture construction:

- Sit/stand desk mount: Metal structure with plastic platform shelf and keyboard tray
- Sit/stand desktop workstation: Metal structure with plastic platform
- Adjustable height table: Metal base with laminate top, PVC edges.
- Keyboard tray: Metal structure with plastic platform. base

Quality/estimate cost similar to:

- Sit/stand desk mount: Ergotron WorkFit-S, Single or Dual Monitor: \$450-\$500
- Sit/stand desktop workstation: Ergotron Workfit-T or Varidesk Pro Plus Series: \$450
- Adjustable Height Table: KI Toggle Adjustable Table or Steelcase Details Adjustable Worksurface Series 5, 7: \$800 - \$1,200
- Keyboard tray: Steelcase Details Classic Rectangular with Standard Stella Mechanism or similar: \$300