



University of Dayton

Office Furniture Standards for
Faculty and Staff

President's Council
Reviewed and approved
March 15, 2005

Updated January 2018

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 Facilities Management (FM) 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.
- Contact FM for furniture pricing and for standards for grade D and E employees.

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2018



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 drawer
- 1- 48" w overhead rail mounted binder bin with light and tackboard
- 1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 1 - 36" w x 84" 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 or similar
- Desk chair: Steelcase Leap, Think, Amia or similar
- Guest chairs: Steelcase Reply, Move or similar

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2018



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

Standard Furniture pieces:

- 66" w x 30" d desk with 2 drawer pedestals
- lap drawer
- 1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 1 - 36" w x 84" 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 or similar
- Desk chair: Steelcase Leap, Think, Amia or similar
- Guest chairs: Steelcase Reply, Move or similar

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Facilities Planning and Construction Management

Furniture Standards
2018



Type of space/end user: ● Graduate Assistant

Standard Furniture pieces:

- 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 84" 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 or similar
- Desk chair: Steelcase Leap, Think, Amia or similar
- Guest chairs: Steelcase Reply, Move or similar

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Furniture Standards
2018



Type of space/end user: ● Senior 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
- 36" Transaction Top
- Lap drawer
- 66" h 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
- 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, Think, Amia or similar
- Guest chairs: Steelcase Reply, Move or similar

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2018



Type of space/end user:	<ul style="list-style-type: none">● Senior Administrative Assistant (Not within cubicle)
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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 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● 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
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Standard furniture construction:	<ul style="list-style-type: none">● Desk, bridge, and back desk/credenza: Metal structure, laminate top● File cabinets, binder bin: Metal
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Quality similar to:	<ul style="list-style-type: none">● Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal or similar● File cabinet: Steelcase Universal series or similar● Desk chair: Steelcase Leap, Think, Amia or similar● Guest chairs: Steelcase Reply, Move or similar
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UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2018



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 drawer
- 66" h 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 (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 or similar
- Desk chair: Steelcase Leap, Think, Amia or similar
- Guest chairs: Steelcase Reply, Move or similar

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards
2018



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 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 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 or similar
- Desk chair: Steelcase Leap, Think, Amia or similar
- Guest chairs: Steelcase Reply, Move or similar

UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards 2018

Type of space/end user:

- Exempt Staff, **Grade B**
Assistant Director, Coordinator, Manager
(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 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 84" 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 or similar
- Desk chair: Steelcase Leap, Think, Amia or similar
- Guest chairs: Steelcase Reply, Move or similar

UNIVERSITY OF DAYTON
 Facilities Planning and Construction Management
 Furniture Standards
 2018



Type of space/end user:	<ul style="list-style-type: none"> ● Exempt Staff, Grade B Assistant Director, Coordinator, Manager (Cubicle)
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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 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 painted frame
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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
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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 Leap, Think, Amia or similar ● Guest chairs: Steelcase Reply, Move or similar
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 Furniture Standards
 2018



Type of space/end user:	<ul style="list-style-type: none"> ● Exempt Staff, Grade C Director, Assistant Dean, Assistant Director
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Standard Furniture pieces:	<ul style="list-style-type: none"> ● “U” shaped work station, 72” x 96” ● 2 – fixed pedestals ● 1– 72” w overhead rail mounted binder bin with light and tackboard ● lap drawer ● 1 – 36” w 52” h 4-drawer vertical file, with lock and hanging file frames ● 2 – 36” x 84” 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
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Standard furniture construction:	<ul style="list-style-type: none"> ● Desk, bridge, and back desk/credenza: Metal structure, woodgrain laminate top ● File cabinets, bookcase, binder bin: Metal ● Table: Woodgrain laminate top with vinyl or pvc edge, metal pedestal base
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Quality similar to:	<ul style="list-style-type: none"> ● 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 or similar ● Table: Universal table or similar ● Desk chair: Steelcase Leap, Think, Amia or similar ● Guest chairs: Steelcase Reply, Think or similar
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