

**DIVISION 12 – FURNISHINGS****12 21 00 – Window Blinds**

1. Basis of Design: Drapery Industries Blue Shade Architectural series, manually-operated, T-screen, finish as specified per project.

**12 48 13 – Entrance Floor Mats**

1. If entrance matting is used, it must be high-performance backing material with nylon fiber, not olefin.

**12 48 23 – Entrance Grids**

1. If a grid is installed, the pan under it must meet the following,
  - a. at least an additional 4 inches deep
  - b. welded non-rusting stainless steel; no vinyl or steel
  - c. no drain
2. Acceptable manufacturer: GatorDeck by Seasafe, fiberglass
3. The grid shall not be the full width or length of a vestibule so that it can be lifted out of the pan from inside of the space.

**12 50 00 – Furniture**

1. Related Sections/Guidelines
  - a. Section 01 84 00 RIT Space Definitions and Guidelines
2. Intent and Background
  - a. The intent of this standard is to establish a benchmark standards of quality for all furniture and furniture systems installed on the RIT campus.
  - b. Only commercial or 'contract' grade furniture, which comply with the standards of the Business + Institutional Furniture Manufacturer's Association (BIFMA), should be used on campus. Contract furniture comes with a variety of warranties and procurement services should be contacted if there is an issue with any furniture to determine if the warranty is still applicable and to help take the proper steps for repair and/or replacement.
  - c. Furniture and modular office system purchases at RIT are managed by Procurement Services. A representative of RIT's Procurement Services is designated as commodity manager to assist Design Professionals, RIT Project Managers, and end users with operational authority in the coordination of the bid (if necessary), selection, ordering, and installation of the furniture. It is important that RIT's Procurement Services be involved in the early design stages to leverage the University's buying power.
  - d. RIT strives to provide flexibility through interchangeability of furniture while at the same time providing high quality, long lasting products. Only appropriate vendors should be used for contract furniture purchases. Information on RIT vendors can be found at <https://www.rit.edu/fa/procurement/furniture>.
  - e. RIT is committed to providing an ergonomic and healthy learning and workplace environment. Specification and procurement of furniture should support this commitment. Assistance with these aspects of your environment can be found at:
    - i. <https://www.rit.edu/fa/betterme/live-well/ergonomics>
    - ii. <https://www.rit.edu/fa/grms/ehs/content/health-safety>
  - f. RIT is committed to providing equal opportunities for its students and employees through the built environment. While FMS and Procurement Services can assist with the specification and procurement of furniture additional assistance for special accommodations can be found at:
    - i. Administrative policies for students <https://www.rit.edu/studentaffairs/disabilityservices/>
    - ii. Administrative policies for employees <https://www.rit.edu/fa/humanresources/content/disability-accommodation-request>
  - g. RIT is committed to protecting the natural environment and fostering sustainable use of our material, environmental and energy resources. These design guidelines should be used in conjunction with:
    - i. RIT Climate Action Plan (CAP), <https://www.rit.edu/sustainability/draft-climate-action-plan-open-public-comment>
    - ii. PSO's Sustainable Purchasing Policy <http://www.rit.edu/fa/procurement/content/procurement-services-manual#sustainable>
    - iii. University's Commitment to Environmental Sustainability <http://www.rit.edu/academicaffairs/policiesmanual/p060>
3. Procedures

- a. IT is an RIT Procurement Services Policy that any furniture order greater than \$5,000 requires a competitive bid. Therefore an FMS project should be opened and Planning and Design Services approval obtained prior to ordering.
  - i. <http://www.rit.edu/fa/procurement/content/procurement-services-manual#bid%20solicitations>
- b. It is required that FMS Planning, Design, and Construction be involved at the start of the project.
4. Roles and Responsibilities
  - a. Participants in the furniture selection, specification and procurement process may include any or all of the following departments,
    - i. Procurement Services (RIT Commodity Manager)
    - ii. FMS Construction Services (RIT Project Manager)
    - iii. FMS Planning and Design (RIT Designer)
    - iv. Consulting Design Firm (Vendor)
    - v. Furniture supplier (Vendor)
    - vi. Contractor (Vendor)
  - b. Architect/engineer, furniture vendor, RIT Project Manager, and end user to coordinate furniture types and locations with building areas and services for fit and serviceability (i.e. power requirements and receptacle locations etc.).
  - c. See **Appendix 1 – Furniture Checklist** for breakdown of roles and responsibilities.
5. Product Requirements
  - a. All furniture used on any part of the campus shall meet the following regulatory requirements.
    - i. NYS building code sections on interior finishes, accessibility and interior environment
    - ii. BIFMA standards
    - iii. California Technical Bulletin 133 (cal 133).
6. Furniture Finishes
  - a. Allowable Hard-surface finishes will be limited to the manufacturers' standard offerings and will be overseen by FMS Planning and Design and the Campus Aesthetics Committee
  - b. All upholstery options for classrooms and offices spaces are limited to Grade 1, unless authorized otherwise by Division AVP and Procurement Services, except for Dean's, VPs, SVPs and the President, and will be overseen by FMS Planning and Design and the Campus Aesthetics Committee.
  - c. Upholstery options for lounge furniture are limited to Grade 1 through 8, unless authorized otherwise by Division AVP and Procurement Services, except for Dean's, VPs, SVPs and the President, and will be overseen by FMS Planning and Design and the Campus Aesthetics Committee.
  - d. Finish options will provided for the client's final approval, based on these standards and the finish legend of the construction work, if applicable.

#### 12 51 00 – Office Furniture and Modular Office Systems

1. Office types and standard office layouts found in 01 84 00 – Space Definitions and Guidelines.
2. Panel systems requiring electricity and/or are anchored to walls or floors must be procured through an FMS project.
3. All employees are assigned a task chair, which can move with the employee if their work location changes; all other furniture is associated with the office or workspace in which it is located and is intended to remain in that location with the exception of medically required items.
4. Furniture by Office type
  - a. Private; minimum 60”w by 30”d desk and return surface in wood-grain laminate (Executive and Dean positions get solid wood), lockable file cabinets, lockable storage cabinets, bookshelves, meeting surface, four to six fully upholstered guest chairs
  - b. Semi-Private; minimum 60”w by 30”d desk, lockable file cabinets, lockable storage cabinets, bookshelves, one to two guest chairs with upholstered seats and molded backs
  - c. Semi-Open; minimum 48”w by 24”d work surface, lockable file cabinet, lockable storage cabinet, bookshelf, one guest chair with molded seat and back
  - d. Open; minimum 30’w by 18”d work surface, lockable storage cabinet with cushioned top

#### 12 54 16 – Dining Furniture

This section under development.

#### 12 56 00 – Classroom and Class Lab Furniture

1. Classroom Types and Standard office layouts found in Classroom Space Guidelines (under development).

- a. Innovative Learning Institute Teaching and Learning Services Classroom Technology  
<https://www.rit.edu/academicaffairs/tls/course-delivery/classroom-technologies>
  - b. All classrooms and class labs should provide space for backpacks, coats and personal belongings while the students are within the room
  - c. Power is not typically provided at each work station in class rooms. Power may be provided for each work station or group of work stations in class labs depending on the programmatic needs
  - d. Furniture by Classroom/lab type (under development)
2. Common Area and Lounge Furniture
    - a. Individual upholstered seating is preferable, but not required, to multi-person seating unless such furniture is sectional and can be rearranged.
    - b. Consideration should be given to appropriate mix of seating options that allow for work, relaxation and socialization, in terms of type, height, location and arrangement.

**12 58 00 – Residential Furniture**

Contact Residential Life or Housing Operations for information.

**12 80 00 – Mechanical Room Furnishings**

1. In new building projects, space shall be allowed in each Mechanical room for storage of a 6 foot, 8 foot, and 10 foot fiberglass Type 1A (300 lb. capacity) step ladder and chain to secure same. RIT's Project Manager will purchase the ladders.

**12 93 13 – Bike Racks**

- a. Basis of Design: Peak Racks double sided racks
- b. Black anodized finish

**12 93 43 – Site Seating and Tables**

1. Landscape tables shall be Parkitects – 4 seat tables – plastisol finish – black perforated metal.
  - a. Part # - 64-959-3 UMB (handicap accessible)
  - b. Part # - 64-959-4UMB
2. Park Benches shall be Columbia Cascade – TimberForm – 2600 series bench – black cast metal – purple heartwood slats. 6' Long.

## Appendix 1 – Furniture Checklist

RIT Project Number: [xxxxxx]

Project Manager: [Name]

Project Title: [Title]

Project Designer: [Name]

Building and Space(s): [Mnemonic(No.)]-[Rm. No.]

Date: [Click here to enter a date.](#)

Department: [Name and No.]

### 1. DESIGN PHASE

**OBJECTIVE:** Develop general furniture needs.

Complete schematic furniture package for distribution to Furniture Vendor.

**From:** [RIT Project Manager]

**To:** [Furniture Vendor]

- Project Introductions – *Justification (project goals)*
- Written Scope of Work
- a. Plan – *Schematic Design phase plan that shows furniture represented as geometric ‘blocks’*
- b. Finishes – *Color scheme direction*
- c. Visualization – *Imagine board/reference pictures*
- d. Budget – *cost range*
- e. Schedule – *Preliminary milestone dates*

### 2. DEVELOPMENT SUBMISSION

**OBJECTIVE:** 60% furniture package submission from Furniture Vendor.

Vendor to coordinate with RIT Project Manager prior to submission to obtain field measurements.

**From:** [Furniture Vendor]

**To:** [RIT Project Manager]

- a. Plan – *Furniture plan showing manufacturers components*
- b. Finishes – *Proposed finishes with samples/swatches*
- c. Visualization –
  - i. 3D perspective/axonometric*
  - ii. Elevations - \*if architectural systems are being used and not represented in 3D*
  - iii. Manufacturers cut/spec sheets/brochures on major proposed components*
- d. Budget – *Estimated cost, broken out by space/room with delivery, install and design fees, if applicable, listed separately*
- e. Schedule – *Lead times on major components, in writing*

RIT PROJECT MANAGER TO PROVIDE COMMENTS ON SUBMISSION PRIOR TO COORDINATION MEETING

### 3. COORDINATION MEETING

**OBJECTIVE:** Confirm assumptions for final submission from Furniture Vendor.

**From:** [RIT Project Manager]

**To:** [Furniture Vendor]

- Meeting with all entities represented – *\*if applicable*
- i. RIT Project Manager
  - ii. Contractor
  - iii. Design Entity
  - iv. Furniture Vendor
  - v. End User
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### 4. FINAL SUBMISSION

**OBJECTIVE:** 90% completion from Furniture Vendor

**From:** [Furniture Vendor]

**To:** [RIT Project Manager]

- a. Plan – *Updated showing manufacturers' components*
- b. Finishes – *listed on quote*
- c. Visualization –
- i. *3D perspective/axonometric*
  - ii. *Elevations - \*if architectural systems are being used and not represented in 3D*
- d. Budget – *Cost, broken out by space/room with delivery, install and design fees, if applicable, listed separately*
- e. Schedule – *Lead times on major components, in writing*
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RIT PROJECT MANAGER/ARCHITECT MUST FORMALLY APPROVE FINAL SUBMISSION PRIOR TO PURCHASE REQ.

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### 5. PROCESSING – CONSTRUCTION PHASE / REQUISITION

**OBJECTIVE:** Formalize processing paperwork once Final Submission has been reviewed and approved by Architect and RIT Project Manager

**From:** [RIT Project Manager]

**To:** [RIT End User]

- Purchase Requisition – *\*Project Manager as requestor*
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### 6. ORDERING – CONSTRUCTION PHASE / PURCHASE ORDER

**From:** [RIT Procurement Services]

**To:** [Furniture Vendor]

- Purchase Order
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### 7. PROCESSING and ORDERING – INVOICE APPROVAL

**From:** [Furniture Vendor]

**To:** [RIT Project Manager]

- Delivery Completed
- Final invoice approved

**END OF DIVISION 12**