12600 FURNITURE, MODULAR OFFICE SYSTEMS, AND ACCESSORIES

PART 1: GENERAL

1.01 FURNITURE AND MODULAR OFFICE SYSTEMS DESIGN, LAYOUT AND PURCHASES

A. Furniture and modular office system purchases at Cornell are managed by Cornell University Purchasing Department. A representative of Cornell University’s Purchasing Department will be designated to assist Architects, Cornell Project Managers, and personnel with operational authority in the coordination of the bid (if necessary), selection, ordering, and installation of the furniture. It is important that Cornell University’s Purchasing Department be involved in the early design stages.

B. Safety requires that furniture and modular furniture systems be arranged to allow for access to unobstructed and wheelchair accessible aisles which lead to exits. All aisles will be of the appropriate widths that conform to the International Building Code as amended by NYS. Cornell is committed to the goal of 100% accessibility for campus facilities. Impaired accessibility requirements are mandated by law and are prescribed in the ICC/ANSI A117.1-1998, and the Americans with Disabilities Act 1990 (ADA). Basic furnitu re and modular office systems approval requirements are roughly outlined, but are not limited to the following:

1. Furniture and system layout plans and information submitted for approval shall include the campus building name, floor level, room number, contact person at Cornell, supplier, and manufacturer’s system to be purchased.

2. Exits shall be maintained to provide free and unobstructed egress from all parts of the building.

3. Interior decorations shall not be permitted to obscure, conceal or confuse exit doors, signs or exit passageways.

4. For typical office classification (Group B occupancy) main aisles between major floor and building exits shall be no less than 60" (5’-0") wide. These main aisles shall be as short and direct to an exit point as possible.

5. Secondary aisles (Group B occupancy) leading to main aisles will be no less than 44" (3’-8") wide.

6. Individual aisles to single user spaces will be no less than 36" (3’-0”).
7. Doorways shall be no less than 32" (2'-8") wide. The maximum length for a 36" wide passageway shall be restricted to 24" (2'-0"). Ingress and egress to individual workstations should maintain a 32" width as a minimum.

8. Minimum width for two wheelchairs to pass is 60" (5'-0"), and the minimum space required for a wheelchair to make a 180° turn is a 60" (5'-0") square. This requirement should be met as the situation may dictate to accommodate individual personnel for areas other than main aisles. Panels or furniture should not encroach on the latch side of doorjambs. Required maneuvering space for negotiation of doors shall be maintained in strict accordance with the referenced codes and regulations.

9. Occupancies other than that indicated above should be reviewed by Project, Design and Construction as early as feasible in the planning process.

10. The Preferred Supplier Agreement (PSA) for furniture is with Herman Miller, Inc. Sedgwick Business Interiors (SBI) is the servicing dealer.

1.02 QUALIFICATION OF FURNITURE MANUFACTURERS

A. Cornell has used reputable furniture manufacturers other than Herman Miller with installation through the specified preferred vendor. The Architect/Interior Designer needs to work with SBI for a list of current manufacturers represented.

B. All fabrics and furniture must meet current provisions of the International Building Code as amended by New York State.

C. Furniture may be purchased from mutually acceptable manufacturers not currently listed with SBI. These manufacturers should be discussed with the Cornell University Purchasing representative and project manager for acceptability and may be subject to a bid process.

D. In all circumstances the total cost of furniture, including product, delivery, and installation will be established by Cornell University’s Purchasing Department in accordance with established Cornell University policies and procedures. If a bid is required, the Architect is requested to plan adequate lead-time (12 weeks), and supply Cornell Purchasing with proposed specifications for the bidding process. (See Paragraph 1.04.E for Design Deliverables)

1.03 FINAL SPECIFICATIONS AND ORDER REQUISITION

A. After the completion of any required bid process, the architect/interior designer, project manager and purchasing representative will make the final selection of the furniture and accessories based on the best total value package.
B. The architect/interior designer will work with the SBI representative, and any other additional vendor representative needed, to finalize detail specifications by item. This will include quantity, manufacturer, complete descriptions, model numbers, colors, room numbers, installation instructions, bid number (if required), and any other information that may be necessary to place the order. (See Para. 1.04 Interior Design Deliverables to see the required format.)

C. SBI will prepare the quote(s) from the document as required in Paragraph 1.03B. The quote will be by room number.

D. For projects where furniture is included within the project budget, the Project Manager will have the final quotes put into Cornell’s Supply Management system, APPS.

E. The Cornell department must put the furniture order in APPS if furniture is not included within the project.

1.04 INTERIOR DESIGN DELIVERABLES

These requirements are for interior design projects and for the interior design portion of architectural projects with the purpose of clarifying to the client what is being proposed.

A. The project Interior Designer is to be NCIDQ (National Council for Interior Design Qualification) certified, and certified or licensed by the State in which the firm is located. Provide certification and license numbers.

B. When requested, the Interior Designer is to develop an appropriate questionnaire or some other method to work with the end user representatives to establish the functional requirements of each space.

C. Throughout the project only scaled CADD drawings of furniture layouts, with current building plans referenced, are acceptable.

D. All furniture pieces must be shown on the drawings and are to be labeled with codes such as CH-1, etc. All furniture is to be drawn on the plans. For multiple applications of the same furniture grouping, a group code may be assigned, i.e., Office Type 1.

E. Furniture pieces that are the same style and have the same features, but have different finishes or fabrics, are to receive distinct code numbers. For example, CH-1 with a different fabric is CH-1.A.
EXAMPLE of coded furniture:

A typical workstation would include the following pieces drawn to scale, labeled and placed in each space on the floor plan.

<table>
<thead>
<tr>
<th>Furniture Type</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Pedestal Desk, Left</td>
<td>SPDL-1</td>
</tr>
<tr>
<td>Desk Return, Right</td>
<td>DRR-1</td>
</tr>
<tr>
<td>Center Drawer</td>
<td>CD or Office Type 1, TYP.</td>
</tr>
<tr>
<td>File File Pedestal</td>
<td>FF</td>
</tr>
<tr>
<td>Box Box File Pedestal</td>
<td>BBF</td>
</tr>
<tr>
<td>Adjustable Keyboard Support</td>
<td>AKBS</td>
</tr>
</tbody>
</table>

F. Final Furniture Specifications: A spreadsheet for all furniture pieces listed by codes shown on the drawings and furniture manufacturer with the description of the item, finishes, quantities, and locations.

G. Furniture Color and Sample Boards are to be cross-referenced and labeled with the furniture codes shown on the drawings and in the final furniture specifications.

H. Furniture Sample Boards are to be labeled by their furniture code. On the back of the sample boards provide a schedule which includes the code, a description, and a few typical locations where used.

I. Architectural firms are not to contact furniture vendors unless asked by Cornell University’s Interior Design Manager or Project Manager.

J. After furniture is delivered and installed, the architect/interior designer will conduct a walk-through and punch list.

K. Expectations/Requirements by Schedule.
FEASIBILITY STUDY

SCHEMATIC DESIGN/CONCEPTUAL DESIGN
- Review typicals, change as needed
- Generic layouts for non-typical spaces
- Complete CU Spreadsheet (allows a comparison of costs with the furniture budget)
- Make selection adjustments as necessary.

DESIGN DEVELOPMENT
- 1st Presentation of interior building materials and finishes.
- 2nd Presentation of interior building materials and finishes.

CONSTRUCTION DOCUMENTS
- Final furniture layouts, scaled specific to selected manufacturer, coded to spreadsheet and sample boards.
- Final Presentation of interior building materials and finishes.
- 1st Presentation of furniture color scheme.
- Final Presentation of furniture color scheme.

- Sedgwick Business Interiors to prepare a Project Book consisting of the following:
  1. Spreadsheet with furniture code listed alphabetically and vertically cross referenced with CU Facilities Inventory Group (FIG) assigned room numbers shown horizontally.
  2. Furniture cut sheets with furniture code, specifications including manufacturer, warranty, finishes, fabrics, fabric suppliers (if not from the furniture company), and building locations.
  3. Coded Furniture Layouts by FIG room number.
  4. SBI generated Proposals by FIG room number, tagged with the room number. Proposals are to include the manufacturer’s name and Cornell’s P.O. number as well as the SBI proposal number.

- Punchlist after installation.