125900  FURNITURE and MODULAR OFFICE SYSTEMS

PART 1:  GENERAL

1.01  RELATED SECTIONS / POLICIES

A.  Section 013010 – Accessibility for People with Disabilities

B.  Section 018110 – Green Building Guidelines

C.  Cornell University Space Planning Guidelines

1.02  INTENT AND BACKGROUND

A.  The intent of this standard is to establish a benchmark standard of quality for all furniture and furniture systems installed in Cornell University buildings to:
   •  Support the University space guidelines;
   •  Promote ergonomic and healthy work environments;
   •  Maximize sustainability in furniture choices;
   •  Create high quality, durable and long-term furniture solutions;
   •  Enable flexibility in design so that furniture can be reused, moved, and modified to meet changing program needs; and
   •  Leverage Cornell’s overall buying power in furniture purchasing to achieve better service and more competitive pricing

B.  This standard addresses the minimum acceptable quality of materials, installation and design requirements expected by Cornell as it pertains to furniture on campus.

C.  Acceptable furniture and equipment shall comply with all current building codes at the time of purchase and installation.

D.  Installation practices shall conform to manufacturer’s recommendations and industry standards “Best Practices” in all cases.

1.03  ROLES AND RESPONSIBILITIES

A.  Furniture and modular office system purchases at Cornell are managed by Cornell Procurement Services. A representative of Cornell University’s Procurement Services 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 Procurement Services be involved in the early design stages.
B. This standard should be considered alongside Cornell’s Green Building Guidelines (Design and Construction Standard 018110), which require all new buildings and major renovations to meet LEED/30 standards. Specific items that could potentially affect the selection of furniture products under the requirements of this standard include minimum recycled content, recyclability of the product after its useful lifespan, life cycle costs and construction waste reduction.

C. Only approved Cornell University local distributors and installers shall be used for the purchase and installation of furniture. Check with Cornell’s Procurement Services for current approved providers and/or installers.

D. Cornell is committed to the goal of 100% accessibility for campus facilities. All furniture and modular furniture systems shall be arranged to allow for full access to unobstructed and wheelchair accessible aisles which lead to exits. All primary and secondary aisles will meet the width requirements that conform to the most current version of the Building Code of New York State.

PART 2: PRODUCT REQUIREMENTS

2.01 GENERAL

The following items apply to all furniture products defined here-in:

A. Basis of Design – Selected products will meet the minimal standards of the preferred product line as designated by Cornell Procurement Services. At present the basis of design for loose and modular furniture is Sedgwick Business Interiors/Herman Miller and Roberts Office Interiors/TeKnion Furniture.

B. College Standards – Selected products will meet the institutional standards that are defined and in place within individual colleges and/or departments that go above and beyond the requirements here-in.

C. Compatibility with defined space standards – Selected products will allow for fit out of office and work stations to be fully functional within the identified boundaries of the University Space Use Guidelines.

D. Aesthetics – Selected Products will be suitable for the intended space use and will reflect the intent of the architectural aesthetic and/or the campus norm and not deviate from such aesthetics to address personal preferences of individuals in individual work spaces. When offices are furnished in an equitable and fair manner, it facilitates people moves versus added office furniture moves.
E. Flexibility – Selected products will allow for departments and / or colleges to reconfigure and repurpose furniture components in a manner that is easily and readily adaptable. Work surfaces with legs are more adaptable than those requiring clips, brackets and associated support panels. Common office furniture “building blocks” that can be re-used to create a private office, add/deduct components for a shared office, or use of similar components for graduate offices, can minimize inventory and maximize unit/group’s flexibility. Designing spaces that closely match space standards allows conversion of an office to a small conference room and vice-versa, or two 80 SF workstations to fit within a 160 SF private office. Unique or custom furniture pieces will be limited to specific areas agreed upon by the University Architect and/or his/her designee.

F. Warrantee – Selected products and installations will be provided with full manufacturer and installers warrantees as outlined in the Contract established by Cornell Procurement Services (CPS) and the contracted vendor(s). Provision of furniture through bidding and/or other methods of procurement will meet the same requirements for warrantee and can get copies of these requirements from CPS.

G. Minimum Performance Standards – Selected products will be in compliance with all industry, state, and local codes as it pertains to health and safety for the areas where it will be used and the intended use of that space. Designer shall take into consideration durability of proposed furniture, appropriate for location. (Upholstery, leg finish, laminate versus veneer, edge details, scratch resistance, etc.) Ergonomics shall be integrated into the furniture design from excellent task chairs, articulated keyboard arms, computer monitor arms, task lights, and in some instances standing/sitting work height flexibility.

2.02 FURNITURE TYPES

A. Systems furniture

B. Office and Task seating

C. Public seating including lounge, waiting, and conference room seating.

D. Tables including dining, study, task, and occasional tables.

PART 3: METHODS

3.01 DESIGN

The following items apply to all furniture products defined here-in:
A. The project designer is to be either a registered architect licensed by the state in which the firm is located or NCIDQ (National Council for Interior Design Qualification) certified or licensed by the State in which the firm is located. Designer must be able to provide certification and license numbers if requested.

B. The project designer will engage and coordinate with Cornell Procurement Services in the earliest phases of design to assure that selection, ordering and pending installation of the furniture meets the requirements of the University.

C. Furniture may be specified and purchased from mutually acceptable manufacturers not currently listed with the Preferred Supplier. These manufacturers should be discussed with the Cornell Procurement Services representative and the Project Manager for acceptability. Such purchases may be subject to a bid process.

D. Throughout the project only scaled CADD drawings of furniture layouts, with current building plans referenced, are acceptable. All furniture pieces must be shown on the drawings and are to be labeled with discernable codes. All furniture is to be drawn on the plans and identified in a separate spreadsheet referencing only CU Facilities Inventory Group’s assigned room numbers. For multiple applications of the same furniture grouping, a group code may be assigned, i.e., Office Type 1.

3.02 PROCUREMENT

The following items apply to all furniture products defined here-in:

A. The project designer will work with the Preferred Supplier’s representative, Cornell Purchasing 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.

B. 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 designer is requested to plan adequate lead-time (12 weeks), and supply Cornell Purchasing with proposed specifications for the bidding process.

C. Furniture purchased with State funding (SUCF typically) does not need to be bid when the preferred vendor(s) are used and those products are at or below NY State Pricing. All other purchases need to be competitively bid, even when using Cornell preferred vendor services.
3.03 INSTALLATION

The following items apply to all furniture products defined here-in:

A. Furniture and systems furniture layout plans and the information submitted for installation shall include the campus building name, floor level, room numbers, furniture designation codes and contact information for a Cornell representative, the product supplier, the installation representative and the product manufacturer.

B. Furniture will be installed by the Preferred Supplier’s authorized installation team who will take full responsibility for all components of installation exclusive of final electrical and data connections.

C. Furniture installations where connections and or disconnections with the building proper are required will be performed by trade labors contracted with and paid in compliance with trade labor agreements in place with Cornell University at the time of installation.

D. The Preferred Supplier will procure and provide all ancillary installation components required for a complete installation of the furniture that has not previously been provided by the project GC. Example: GC will provide blocking in walls that have been identified early in design by the furniture supplier as required while the furniture installation team will provide attachment screws, clip hangers and surface mounted fillers required for a complete and proper installation of the product.

E. Furniture will be installed in compliance with ADA, local and State building codes as it pertains to exiting, life safety and accessibility.

PART 4: FURNITURE COMPONENT STRATEGIES

4.01 SAMPLE LAYOUTS

A. Attached on pages 6-12 are examples of a modular approach to fitting out office space. The sample layouts minimize furniture components for various office requirements and meet space requirements.
PRIVATE OFFICES OVER 160 NSF

Private offices over 160 NSF are limited to Department Chair, Dean, Department Division Head, Vice President, President/Provost, etc. At this level, the furniture will be of a level of finish, quality, and layout as required for the occupant. The idea of a standard furniture building block solution would not necessarily apply or be appropriate.
Flexible open office spaces can use the same furniture building blocks as private offices with the addition of the partition system. (Example workstation dimensions shown are 8'-0" wide and 10'-0" deep)
Creating standard office space to meet needs for small conference rooms or collaboration areas, etc. provides relief for additional offices if and when that priority trumps the existing use.
PRIVATE OFFICE - 120 NSF

Examples above illustrate ideas for 120 NSF private offices with standardized furniture building blocks. Actual room geometry, dimensions, door and window locations, projections from structure or building systems, mechanical units within the space, and occupant preferences will all impact possible layouts. Small private offices would be appropriate for lecturers, extension associates, managers, etc. (Example room size shown is 10'-0" wide and 12'-0" deep)
Examples above illustrate ideas for 120 NSF shared offices with standardized furniture building blocks. Actual room geometry, dimensions, door and window locations, projections from structure or building systems, mechanical units within the space, and occupant preferences will all impact possible layouts. Offices with two or more workstations would be appropriate for graduate students or lab tech positions, etc. (Example room shown is 10'-0" wide and 12'-0" deep)
Examples above illustrate ideas for 160 NSF shared offices with standardized furniture building blocks. Actual room geometry, dimensions, door and window locations, projections from structure or building systems, mechanical units within the space, and occupant preferences will all impact possible layouts. Offices with two workstations would be appropriate for visiting faculty, extension associates and many other staff/faculty positions. Examples showing three or more workstations are closer to graduate student or lab tech space standards, etc. (Example room size shown is 10'-0" wide and 16'-0" deep)
Illustrated above are 160 NSF private offices with standardized furniture building blocks. Actual room geometry, dimensions, door and window location, projections from structure or building systems, and occupant preferences will all impact possible layouts. Storage needs will dictate number of shelving units versus lateral files, etc. (Or stacked bookcase unit above lateral file) (Example room size shown is 10'-0" wide and 16'-0" deep)