Cleburne ISD Furniture Standards-Guidelines

Furniture standards are guidelines, which serve as tools for developing the physical components of a work environment whether in an office or classroom setting. The purpose of implementing furniture standards is to provide District staff and students with functional high quality furnishings in the most cost effective and expedient manner possible.

Standards aren't meant to be static; they should be flexible for changes over time and they should be reviewed and updated periodically. Standards facilitate a consistent quality and character of design and should reduce both the initial cost and the ongoing operating costs for the district. Our Standards program also recognizes that one size doesn't fit all, there will always be exceptions which can be evaluated on a case-by-case basis.

Selection criteria for furniture standards includes durability, compatibility with existing systems, guarantees/warranties, life cycle cost, ergonomics, quality and dealer support.

Furniture is an integral part of the day-to-day operations of the district no matter if you are faculty, staff or a student. There is always a desire to upgrade furniture and bring the overall appearance and function to the level held around the district. To make this process easier, we have implemented the following standards. We strongly believe this will help contribute to a more cohesive overall district appearance while maintaining a certain level of quality.

Please note that Cleburne ISD's basic philosophy on furniture and office moves is that CISD "moves people, not furniture". We will strive to move people into areas where existing furniture will meet or exceed CISD furniture standards.

Three key elements of a Workplace Standard are:

- Selection of product line (s)
- Development of standard configurations based on workspace usage
- Methodology of ongoing management of the program

Workplace standards will reduce Cleburne ISD's current costs of planning, providing, and managing furniture assets. Here's a quick summary of how Workplace Standards will measurably reduce CISD's cost to implement and manage their facilities.

1. Acquisition Costs Reduced with Workplace Standards

Standardizing with one or two dealers will result in better contract pricing, terms and delivery.

2. Costs Reduced with Workplace Standards

New or renovated space can be designed around defined modules promoting better building utilization. CISD staff are able to identify the amount of gross space needed in relocation situations, department shifts, etc. and are able to help plan and evaluate user requests more effectively.

3. Planning Costs Reduced with Workplace Standards

Less employee time is spent coordinating and managing furniture purchases.

4. Workplace Standards Improved

Aesthetics are managed - standard color schemes can be selected that will blend district wide reducing the task of managing a variety of finishes and fabrics with limited applications.

The following vendors are recommended for district furniture purchases:

Indeco Sales (BuyBoard Vendor)
Sales Representative – Gregg Stevenson
Office 254-791-6965
Cell 469-791-6965
gregg.stevenson@indecosales.com
www.indecosales.com



All furniture purchases will be processed through either BuyBoard or Tips/Taps

Bennetts Office Supply (Tips/Taps Vendor)
Sales Representative – Carma York
Office 817-641-9861
Cell 817-832-6998
bennetts2@yahoo.com
http://bennettsprinting.com/



Must have two Quotes for any furniture purchase.

Classroom Furnishings

Preferred Manufacturers: Artco-Bell (Indeco Sales) Virco (Bennetts Office Supply)







ERGONOMIC HANDLE

A convenient hand-hold, centered for best weight distribution, makes it easy to bring the Alphabet Chair along with you

DURABLE CONSTRUCTION

Heavy-duty seat brackets are designed for durability, while screw attachments provide greater load-bearing capacity, higher shear strength and better shell-to-frame retention



STACKS 4 HIGH

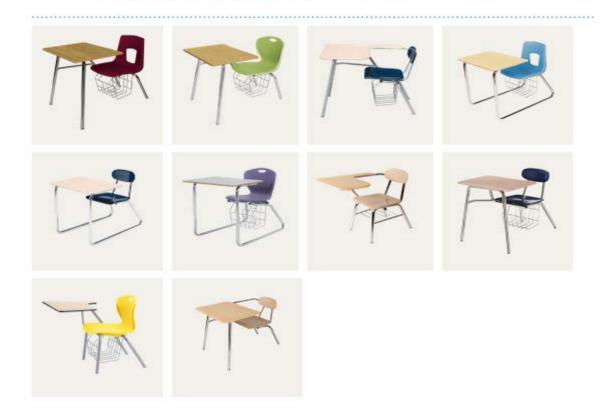
The 4-leg design allows the Alphabet Chair to stack four high and is available in four finishes

NO-SCUFF STABILITY

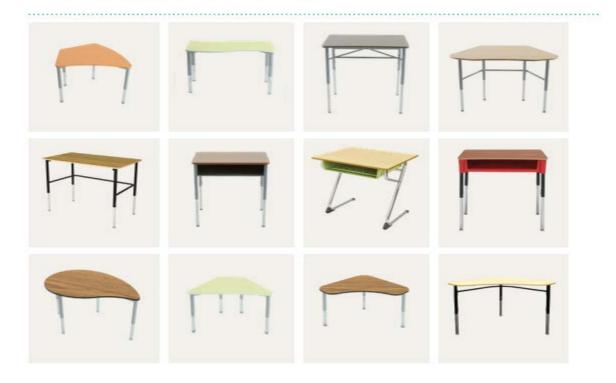
Interchangeable swivel glides, with caps available in nylon, felt, non-skid, and steel, keep the Alphabet level while protecting the surface beneath



Combination Desks



Student Desks



Chairs



Tables

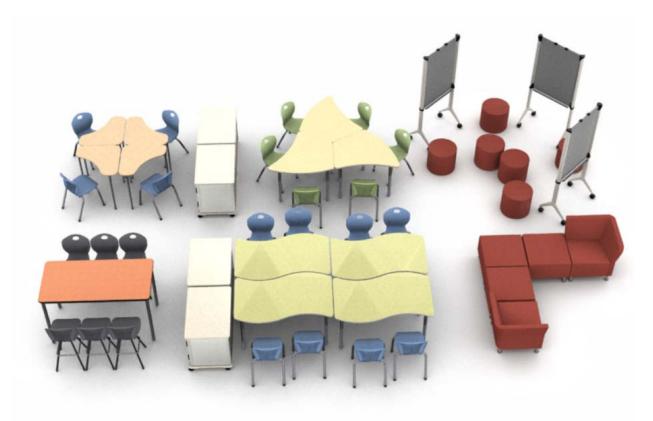


The Living Classroom Concept

The living classroom is a concept that works on the dynamic nature of learning, which is evolving continuously and develops every day. This theory is based on the idea that a classroom has multiple functions and the activities in the space keep changing based on the style of instruction and the participants. Transforming the classroom from the

19th century mechanical/industrial age to the 21st century, organic living classroom age is an important part of reinventing today's school systems.

The living classroom provides room for all types of learning. Each student learns a little differently, and the Living Classroom makes a place for everyone. A single desk or table is the right size for individual study, for partner projects, or for one-on-one tutoring sessions. When the team or project grows, desks and tables come together.



Reviewing critical pieces like standards, curriculum, instructional activities, and testing, is standard but it is also important to consider the classroom space and how to arrange desks, set up bulletin boards, and organize materials. You can bring these seemingly disconnected components together in a system of six learning zones. The instruct, learn, collaborate, gather, reflect and share zones will help establish routines, save time, and maintain organization from the first through the last days of school.

SIX ZONE LIVING CLASSROOM

ZONE 1 - INSTRUCT

Working with the teacher on projects or clarifications regarding the project or learning needs for the day or week.

2 ZONE 2 - LEARN

Area where students can do some heads down work alone or in teams on upcoming projects or current work assignments 3 ZONE 3 - COLLABORATE

Space where a large team can sit together and discuss projects or collaborate with the instructor on how to better their project levels.

4 ZONE 4 - GATHER

Getting together and deciding the journey for the day in the GATHER area. This is also outfitted with storage cabinets for students to store their belongings or materials needed during the class

5 ZONE 5 - REFLECT

Region where the students can sit together and discuss how the day evolved and what they accomplished during the day and what their plan for the next day might be.

6 ZONE 6 - SHARE

Present your ideas to the team or class on how you approached a project and your findings. Also present finished projects effectively in this area.

Zone 1: The instruction zone serves as a little oasis away from home, but it also helps you manage all of your professional responsibilities. This zone can be used as a private space to host one-on-one conferences with your students.

Zone 2: The learning zone houses the worksheets, resources, games, and tech tools for the subjects you teach. It's important to also display how subjects interconnect, because too many students have a difficult time relating subject matter to other disciplines. Tools and resources should be moved from closets, storage bins, or cabinets and placed in this zone. Provide anchor charts with key ideas and strategies, flashcards, study notes, key people in the field, timelines, and a variety of print materials. Upgrade your word wall by adding visuals and real objects. Organize vocabulary alphabetically or by concept or story -- the key is to provide context for each term. Define the zone with a header and comfortable seating.

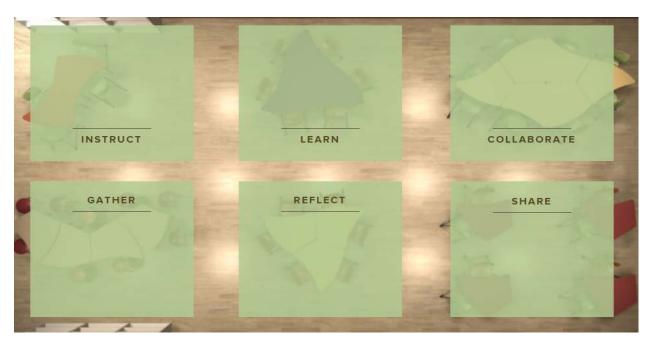
Zone 3: A collaborative zone serves multiple purposes. Students are reminded that we are all working toward common goals. It provides time to discuss what was learned, make connections, pose questions, present other perspectives, and engage in reflection. These discussions are an opportunity for you to evaluate progress, clarify information, address misconceptions, and take notes to plan ahead. At the start of the

year you will lead the discussions, but students should be guided until they can open, facilitate, and close the meetings. It is helpful to define the zone and include the meeting time in your schedule. You can use an area rug to anchor the space and give several students a place to sit. Other students can remain standing or bring in their chairs.

Zone 4: The gather zone houses all those items that spark imagination. These include arts and crafts materials, recorders, cameras, music makers, games, puzzles, and fun books and magazines. Share samples of different projects so that students have a jumping off point. You can harness all of this creativity by giving the students a central concept to explore. Have them draw what they see, list observations, and write down their questions.

Zone 5: Reflect. Sharing the classroom space with 20 or more other kids isn't always easy. Some students naturally prefer to work alone, while others simply need a quiet zone to catch up on work, study, read, write, take a test, or reflect. Some lounge seating or a spare table and chairs in a corner of your room can be used to define the zone. If possible, provide some earphones to help filter out classroom noise. If needed, study carrels to block visual distractions.

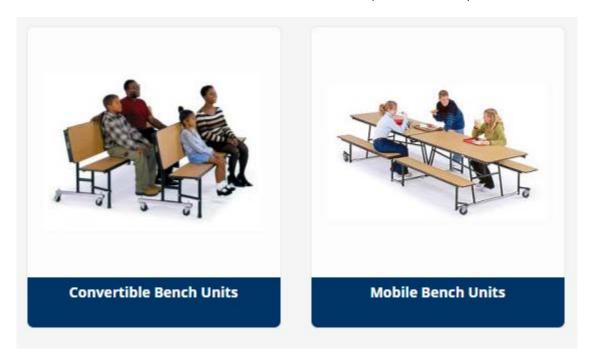
Zone 6: A sharing zone serves multiple purposes. Students are reminded that we are all working toward common goals. It provides time to discuss what was learned, make connections, pose questions, present other perspectives, and engage in reflection. These discussions are an opportunity for you to evaluate progress, clarify information, address misconceptions, and take notes to plan ahead. At the start of the year you will lead the discussions, but students should be guided until they can open, facilitate, and close the meetings. It is helpful to define the zone and include the meeting time in your schedule.

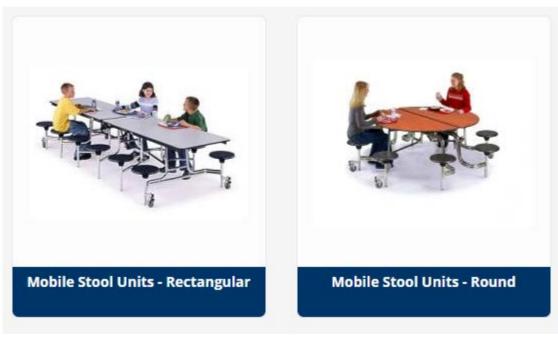




Cafeteria Furniture

Recommended Manufacturer: Midwest/Artco-Bell (Indeco Sales)





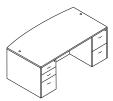
Office Furniture



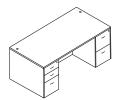
Nexus Series

Nexus is built to support today's businesses with solutions for offices, conference and reception areas that provide long-lasting furnishing value. From the executive and managers offices, to multi-person configurations, Nexus offers multiple solutions in popular Cherry, Mahogany, and Espresso colors with reeded edges.

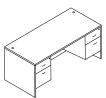
Nexus Series Typicals



Bow Top Desk 71"x41" NTYP1 21.3 cu.ft. - 325 lbs. Consists of: N-89, 65, 74 List \$1,625



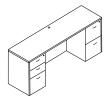
Double Ped Desk 71"x35" NTYP2 20.4 cu.ft. - 314 lbs. Consists of: N-01, 65, 74 List \$1,585



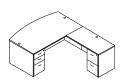
Double Ped Desk 66"x30" NTYP3 15.7 cu.ft. - 257 lbs. Consists of: N-02, 80, 80 List \$1,245



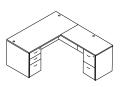
Double Ped Desk 60"x30" NTYP4 15.6 cu.ft. - 249 lbs. Consists of: N-03, 80, 80 List \$1,225



Kneespace Credenza 71"x24" NTYP5 19.1 cu.ft. - 275 lbs. Consists of: N-43, 65, 74 List \$1,415



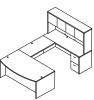
L-Shape w/Bow 71"x89" NTYP8 25.1 cu.ft. - 416 lbs. Consists of: N-89, 65, 45, 74 List \$1,970



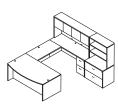
L-Shape 66"x78" NTYP9 22.9 cu.ft. - 379 lbs. Consists of: N-02, 65, 45, 74 List \$1,810



Executive Office NTYP11 47.3 cu.ft. - 740 lbs. Consists of: N-89, 65, 74, 43, 65, 74, 44H, 4DW List \$3,630



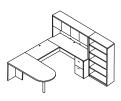
U-Shape w/Hutch 71"x113" NTYP12 36.2 cu.ft. - 658 lbs. Consists of: N-89, 65, 70, 43, 74, 44H, 4DW List \$2,885



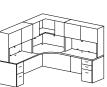
U-Shape w/Hutch + Storage 107"x113" NTYP13 55.5 cu.ft. - 890 lbs. Consists of: N-89, 65, 70, 43, 74, 44H, 4DW, 12, 53 List \$4,245



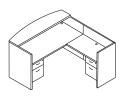
U-Shape w/Bullet 107"x72" NTYP14 28.4 cu.ft. - 525 lbs. Consists of: N-47, 70, 43, 65, 44H, 4DW List \$2,345



U-Shape w/Bullet + Bookcase 107"x108" NTYP16 35.2 cu.ft. - 674 lbs. Consists of: N-47, 70, 43, 74, 44H, 4DW, 56 List \$2,830



Corner Workstation 90"x90"x65" NTYP17 41.1 cu.ft. - 801 lbs. Consists of: N-45, 74, 83, 45, 65, 34, 84, 34 List \$3,595



Reception Station 71"x71"x42"H NTYP19 22.2 cu.ft. - 419 lbs. Consists of: N-122, 80, 125, 80 List \$1,925



Conference Group NTYP20 24.8 cu.ft. - 409 lbs. Consists of: N-36, 13, 100 List \$1,865





Nexus Series



N-89 71"x41"x29" **Bow Top Desk Shell** List \$605



N-43 71"x24"x29" Credenza Shell List \$395



71"x36"x29" Desk Shell List \$565



N-11 66"x24"x29" Credenza Shell List \$350



N-02 66"x30"x29" Desk Shell



N-122 71"x30"/36"x42" Reception Desk List \$730



N-03 60"x30"x29' Desk Shell List \$425



48"x30"x29" Desk Shell List \$405

N-45

48"x24"x29'

Return Shell

List \$345



N-47 71"x36"x29" Bullet List \$550

N-96

N-69

Return Shell

List \$315



72"x22"x29' Storage Credenza List \$1,550



71"x24"x29' Storage Credenza List \$1,550



N-46 42"x20"x29" 42"x24"x29' **Return Shell** (Use N-76 Pedestal) List \$285





35"x24"x29" Return Shell List \$280



N-70 48"x24"x29" Bridae List \$275



N-65 15.5"x22"x28" **BBF Ped** Ships Assembled List \$535



N-98 42"x24"x29" Bridae List \$245



N-93

Bridae

35"x24"x29"

N-83 42"x42"x29" **Corner Unit**

List \$430

N-TACK63

Overhead

Black Fabric

Tackboard for N-39

42" Dia. x29"H

Round Table

List \$565



N-12 36"x22"x29" **Lateral File** List \$1.035





Hutch w/Doors

List \$415

N-34 48"x15"x36"



31"x23"x29"

Ships Assembled

Combo File

N-39 66"x15"x36" Overhead Storage w/Laminate Doors List \$510



15.5"x22"x21' Hanging Ped - Desk Ships Assembled List \$400



Hanging Ped (for N-46) Ships Assembled List \$375



N-4DW 4-Door Laminate Kit for Open Overhead

List \$145



N-4DG 4-Door Glass Kit for Open Overhead **Aluminum Frame** List \$310



N-56 36"x14"x65" 5-Shelf Bookcase List \$535



26"x12" **Keyboard Tray** List \$80



15.5"x20"x28"

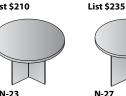
Ships Assembled

N-74

FF Ped

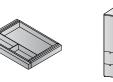
List \$485

N-TACK44 **Black Fabric** Tackboard for N-34 Overhead List \$210



N-23 47" Dia. x29"H **Round Table** List \$595

N-15



N-152 23.5 "x15" 22.5"x24"x65" **Center Drawer** Wardrobe Cabinet List \$80 Ships Assembled List \$1,425



N-125

42"x24"x41"

List \$395

Reception Return

Ships Assembled



N-84 42"x42"x36" **Corner Hutch** List \$625



N-TACK67 **Black Fabric** Tackboard for N-44H Overhead List \$240



N-38N 144"x48"x29" 12' Racetrack Table List \$1,525



N-20 24"x24"x20" **End Table** List \$195



OFD-LED.20

Task Light

N-37N 120"x48"x29" 10' Racetrack Table List \$1,045



N-100 48"x4"x48" **Presentation Board** Ships Assembled List \$625



OFD-LED.38 Task Light for Overhead/Shelf List \$270

NEW!

N-3738EXT

48"x48"x29"

and N-38N) List \$550

NEW! N-43LEG

28"x11"

List \$85

Conference Table

Extension (for N-37N

Half Leg for Credenza/

Return Shell (LEG ONLY)



N-44H

71"x15"x36"

List \$445

Open Overhead Hutch

N-53 36"x14"x36" Open Hutch List \$325



36"x14"x42" 3-Shelf Bookcase List \$395



N-36 95"x44"x29" 8' Racetrack Table List \$765



71"x35"x29" 6' Racetrack Table List \$585



UN401C-450C Lock Core and Kevs List \$25



(Use Seating Discount on Chairs Below) GI-100-CHE Cherry GI-100-MAH **GI-125-CHE** Mahogany Cherry **GI-100-ESP GI-125-MAH** Espresso Mahogany List \$295 Matches **GI-125-ESP** (-44) Black laminate series Fabric Espresso List \$315 Matches (-44) Black laminate series Fabric S-129-CHY Cherry K-99-LCH K-129-MAH Light Cherry Mahogany **K-99-MAH** K-129-LCH Mahogany **Light Cherry K-99-ESP** K-129-ESP Espresso (-33) Black Espresso **Fabric** S-99-CHY List \$400 (-33) Black Cherry Matches reeded & **Fabric** List \$380 radius edge wood series 🥏 Matches reeded & K - Kent radius edge wood series 🥏 S - Studio **M-94-CHY** M - Madison Satin Cherry List \$510 **TR-102-JTO** Matches inlay wood series Oxblood (-JTO) Oxblood TR-102-03 Vinyl Black Vinyl Padded Arms List \$225 (-33) Black Wrap No Casters Around **Fabric** Back TR-101-03 (-03) Black **Black Vinyl** Vinyl Mahogany TR-101-JTO finish wood

frame

Cannot be shipped FedEx/UPS.

Oxblood
List \$235
With Casters



Coated Base with Black End Caps (-EC3) Black Eco Leather

ECH31826-EC3

List \$395

Locking tilt control

Designer Height Adjustable Padded Arms with Coated Accents C-EC3) Black Eco Leather Silver Base with Black End Caps

OPH61606-EC3

List \$625

- Knee tilt control
- Height adjustable arms

9333E

List \$685

- 2-to-1 Synchro tilt
- Fixed cantilever arms



- One touch pneumatic seat height adjustment
 - Tilt lock
 - Tilt tension control

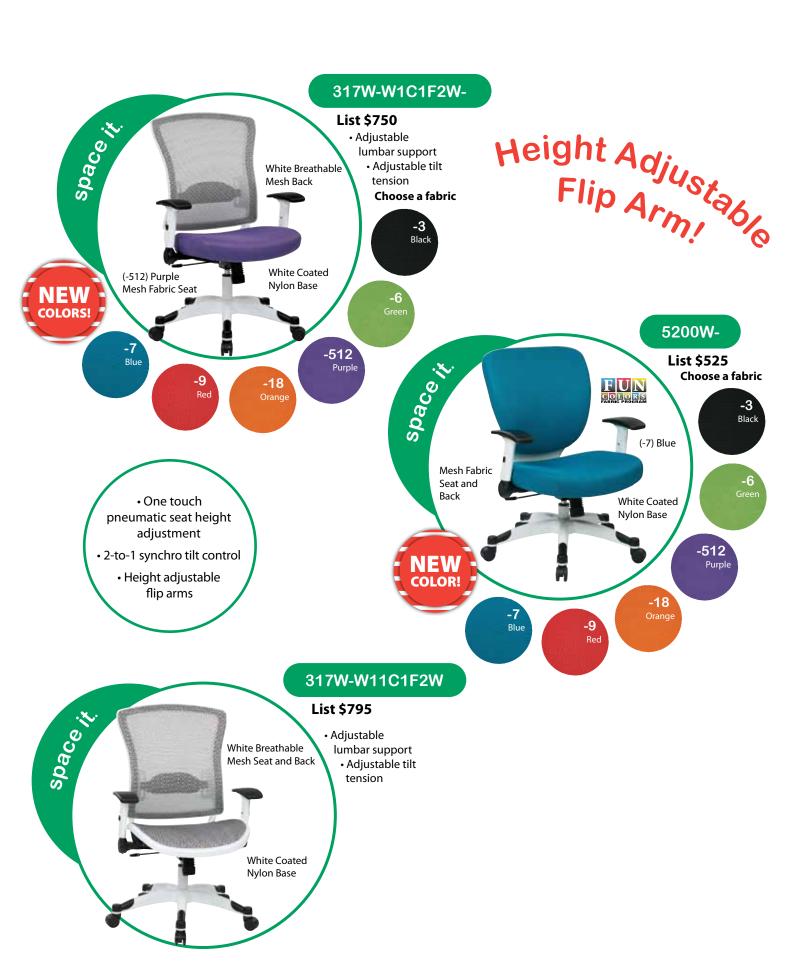


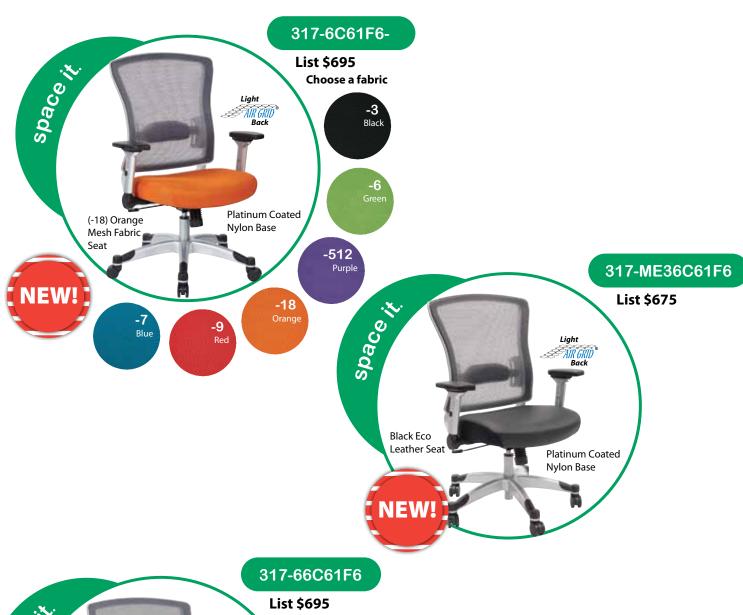














- One touch pneumatic seat height adjustment
- 2-to-1 synchro tilt control
 - Height adjustable flip arms
- Adjustable lumbar support
 - Adjustable tilt tension



Height Adjustable





529-E3R2N1F2





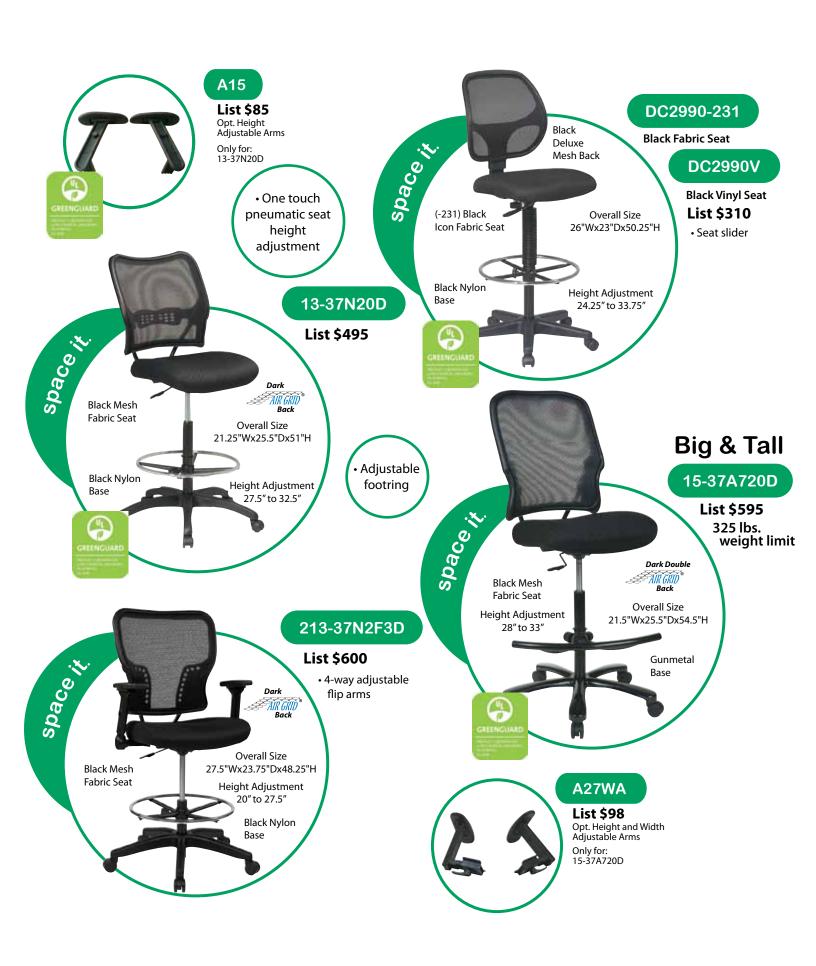
- One touch pneumatic seat height adjustment
- Adjustable lumbar support
- Height adjustable flip arms
- 2-to-1 synchro tilt control with tilt lock, and tilt tension control

529-3R2N1F2

List \$500















- One touch pneumatic seat height adjustment
 - Adjustable arms
- 2-to-1 synchro tilt control with tilt lock, and tilt tension control

