



# FURNITURE STANDARDS

**Facilities Department**

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# 12 50 00 FURNITURE

## STATEMENT OF PURPOSE & BACKGROUND

### Scope:

- Selection, preparation, and installation of furniture for specific applications.

### Statement of goals:

- Provide consistent, high quality furniture that:
  - Creates a clean and organized environment to support education.
  - Fits the educational environment, methods of teaching, and changing requirements of room function.
  - Provides an exact specification for standard furniture to use for all schools in the District which allows for ease in reuse, best pricing from manufacturers, and creates equitable conditions.

### Revision history of section:

- 4/9/2015
- 10/15/2018
- 9/13/2023

## SITE PROCEDURES

### General

- Sites must consult with and obtain the approval of the District's Furniture Coordinator for the purchase or installation of any interior furnishings, such as:
  - Tables and chairs
  - Desks and storage
  - Education soft seating and lounge items
  - Conference and collaborative tables
  - Modular walls and panels
  - Teacher workroom shelving and carts
  - Office and ergonomic support items
  - Media Center shelving, desks, and other student-centered pieces
  - Science and Art tables, chairs, and specialty casework
  - Administrative
- Examples of ancillary or accessory items that **do not** require approval from the Furniture Coordinator include:
  - Desk lamps
  - Culturally significant decorative rugs
  - Works of art
- The Furniture Coordinator provides furniture-related services for District facilities; works with administrators, project planners, custodial staff, and other stakeholders to meet the needs of furniture uses.
- Due to building and fire code regulations, site staff may **not** bring furniture items from home.
- Proposed furniture donations must be reviewed and approved by the Furniture Coordinator prior to site acceptance.
- Staff are strongly discouraged from making P-card purchases for furniture directly from Amazon or other retailers.
- Sites may recommend furniture lines and products for review and approval by the Furniture

Coordinator.

- Variations from the Standard Product lists may be approved on a case-by-case basis by the Furniture Coordinator.
  - Furniture for Special Education classrooms is reviewed and approved per request.

#### Design Process

- Unless otherwise provided by an Architect or licensed professional, the Furniture Coordinator designs room layouts and is responsible for maintaining a consistent level of quality and equity in furnishings throughout the District.
- District Standard Products are the preferred materials for all new furniture purchases and are the basis of design for room layout and size requirements.

#### Samples

- Sites may request furniture samples to test and familiarize themselves with various features by contacting the Furniture Coordinator. Samples readily available include:
  - Adult Seating, Task Chair
  - Sit/stand Lift

## OUTLINE SPECIFICATION

#### Part 1 General

- Furniture purchasing shall follow the purchasing guidelines for quotes versus bidding based on dollar amount and inclusion on various joint purchasing agreements/contracts.
- Quotes for all items shall be obtained by vendors and attached to requisitions. Manufacturers will have discounted contracts with various government agencies. Vendors shall state which contract they are using on the quote or list "not on contract."
- Freight costs shall be listed as a separate line item on the quote. Optional assembly or installation costs shall be listed as a separate line item on the quote.
- No sales tax shall be included on quotes or invoices. The SPPS tax exemption number can be provided to vendors if necessary.
- Furniture shall be sent directly to sites or to furniture dealer's warehouse. Verify the delivery address with the vendor prior to delivery.
- All locking furniture pieces shall come with 2 keys per lock. SPPS Carpentry Shop can make copies of the keys after delivery and installation.

#### Part 2 Products

- Refer to the following pages for fabric specifications and standard furniture selections.

#### Part 3 Execution

- Delivery, unpacking, assembly, installation and packaging/waste removal shall be performed by furniture vendor as part of their services.
  - All outside contracted services and labor on SPPS sites must be paid prevailing wage.

## FABRIC SPECIFICATION

### Pattern Information

- Content: Post-Consumer Recycled Polyester, Nylon, Polyester, Solution-dyed nylon or combination of fibers
- Finish: Crypton®, Alta, Incase or similar like finishes
- Application: Upholstery weight
- Fabric pattern are required for soft seating: on the seat cushion and the back cushion
- Base unit fabrics: tonal textured fabric can be modeled, textured, multicolor linear
  - Solid color fabric shall not be used on soft seating or office seating because it is prone to showing more wear and soiling
- Custom colors are not recommended
- Vinyl fabrics are not recommended due to the risk of punctures
- Width: varies per industry standard, typically 54"

### Environmental Criteria

- AB-2998 Compliant: Flame Retardant-Free
- Meets Criteria for Healthier Hospital Initiative
- Antimicrobial-Free | Antibacterial-Free
- PFAS-Free (including PFOA & PFOS Free)
- BPA, TRIS Free
- Formaldehyde Free
- PVC-Free
- Phthalate-Free
- Lead-Free
- Heavy Metal-Free
- Does not contain Conflict Minerals
- Proposition 65 Compliant
- LBC Red List-Free
- REACH-Compliant
- Low VOC's
- Contributes to LEED Certification
- Recycled Content

### Performance / Testing

Fabric is required to pass:

- Abrasion Resistance. Minimum 100,000 Double rubs (Wyzenbeek Method) or similar
- Abrasion test results exceeding ACT Performance Guidelines
- Bleach-Cleanable MINIMUM 1:10
- Liquid Barrier
- Water-Based Stain-Resistance
- Flammability: California Bulletin #117-13; UFAC: Class 1 / NFPA 260
- Lightfastness: 60 hours

### Cleaning

- Code: WS – Water-based and/or Solvent-based cleaners
- Can be cleaned using a minimum of 10% bleach maximum /90% water solution.

#### Pricing

- Fabric yardage cost shall be not more than US \$60.00 per yard.

#### Products / Acceptable Manufacturers:

Arc-Com  
Architex  
Designtex  
Maharam  
Momentum  
Pallas

End of Section

# STANDARD PRODUCTS

## TABLES

### Classroom Tables

(General Classroom, Breakout, Computer Lab, Art Classroom, Staff Lounge)

- Vendor: Acre Workplace and Innovative Office Solutions
- Manufacturer: Smith Systems
- Line: Interchange
- Model #:04102, 04107, 04121, 04124, 04130. 17241-3 (casters)
- Top: Fusion Maple laminate, 1 1/4" top
- Edge: Platinum. 3/8" bumper T-mold
- Frame: Platinum
- Casters: 3", 4 locking,
- Contract: E&I - EI00140
- Warranty: Limited 12 year





## Round High-Top Table

(General Classroom, Breakout)

- Vendor: Acre Workplace and Innovative Office Solutions
- Manufacturer: Smith Systems
- Line: Interchange
- Model #: 01504/01464
- Size: varies
- Top: Fusion Maple laminate, 1 ¼" top
- Edge: Platinum. 3/8" bumper T-mold
- Base: 4 point base, 28" diameter, 42" standing height, Platinum
- Contract: E&I - EI00140
- Warranty: Limited 12 year



## Personal Table

(General Classrooms, Breakout)

- Vendor: Acre Workplace
- Manufacturer: Steelcase/Turnstone
- Line: Campfire, Personal Table
- Model #: TS4TWP
- Size: 19.5"D x 14"W x 26"H
- Contract: SPPS Steelcase contract, E&I - EI00140
- Warranty: Limited 12 years



## Conference Table

(General Office)

- Vendor: Innovative Office Solutions, Intereum, and Acre Workplace
- Manufacturer: Fleetwood
- Line: Flip Nest table
- Model #: FNRS6302
- Size: 30" deep x 60" long x 29" high
- Top finish Maple Laminate
- Frame: Silver
- Base: casters locking
- Contract: OMNIA 07-88
- Warranty: Limited Lifetime



## STORAGE

### Teacher Desk & Pedestal Storage

(General Classroom)

- Vendor: Acre Workplace and Innovative Office Solutions
- Manufacturer: Smith Systems
- Line: Cascade
- Model #: 26159
- Size: 24"D x 54"W
- Top: Fusion Maple laminate, 1 1/4" top
- Edge: Platinum. 3/8" bumper T-mold
- Frame: Platinum
- Features: casters and Box/Box/File on right side
- Contract: E&I - EI00140
- Warranty: Limited 12 year



## Teacher Caddy or Presentation Cart

(General Classroom)

- Vendor: Acre Workplace and Innovative Office Solutions
- Manufacturer: Smith Systems
- Line: Cascade
- Model #:121V00000P, 221V00000P
- Size:
  - 221V00000P 19" deep, 29" wide, and 37" high
  - 121V00000P 19" deep, 21" wide, 37" high
- Top: Fusion Maple laminate, 1 ¼" top
- Edge: Platinum. 3/8" bumper T-mold
- Frame: Platinum
- Features: casters, riser, doors with shelves
- Contract: E&I - EI00140
- Warranty: Limited 12 year



## Teacher Storage Cabinet

(General Classroom)

- Vendor: Acre Workplace and Innovative Office Solutions
- Manufacturer: Smith Systems
- Line: Cascade
- Model #: R20006062P
- Whiteboard on backside
- Ends and door handles: Black
- Frame: Platinum
- Features: White board on back surface, casters, 14 clear bins, doors
- Contract: E&I - EI00140
- Warranty: Limited 12 year



## Large Storage Cabinet

(General Classroom)

- Vendor: Acre Workplace and Innovative Office Solutions
- Manufacturer: Smith Systems
- Line: Cascade (Mega-Tower)
- Model #: 921W00000P
- Size: 43" W x 19" D x 61"H
- Ends and door handles: Black
- Frame: Platinum
- Casters standard, 4 shelves
- Options, doors, whiteboard backer
- Contract: E&I - EI00140
- Warranty: Limited 12 year



## STUDENT SEATING

### Student Chairs

(General Classroom, Breakout, Computer Lab, Media Center, Staff Lounge)

- Vendor: Acre Workplace and Innovative Office Solutions
- Manufacturer: Artcobell
- Line: Alphabet chair
- Model #: ASCL14
- Model #: ASCL16
- Model #: ASCL18
- Size:
  - Elementary Size 14" SH (seat height) Grades PK-3
  - Middle School Size: 16" SH (seat height) Grades 4-8
  - High School Size: 18" SH (seat height) Grades 9-12
- Frame: Chrome
- Poly seat and back: Graphite
- Glides: nylon
- Contract: Equalis; EQ-052920-01
- Warranty: Limited Lifetime





## Adjustable Height Stool

(General Classroom, Breakout)

- Vendor: Acre Workplace and Innovative Office Solutions
- Manufacturer: Artcobell
- Line: Alphabet
- Model #: ASST18
- Size: 19"-27" adjustable seat height
- Frame: Chrome
- Poly seat and back: Graphite
- Non-Rocking
- Base: Foot ring with casters
- Contract: Equalis; EQ-052920-01
- Warranty: Limited lifetime



## Art & Science Stools

### Adjustable-height Stool

- Vendor: Acre Workplace and Innovative Office Solutions
- Manufacturer: Wisconsin Bench
- Line: 5-legged Adjustable Height Stool
- Model #: STL9186-AR5 Ht 18" -28"
- Model #: STL9186-AP5 Ht 22"-32"
- Frame: Black
- Hardwood 14" seat: Maple
- Glides: Non- marring
- Contract: TIPS-210305
- Warranty: 12 year



### Fixed-height Stool

- Vendor: Acre Workplace and Innovative Office Solutions
- Manufacturer: Wisconsin Bench
- Line: 4-legged Fixed Stool
- Model #: STL9186-AF4 Ht 18"
- Model #: STL9186-AJ4 Ht 24"
- Size: 15" Diameter
- Frame: Black
- Hardwood 14" seat: Maple
- Glides: Non- marring
- Contract: TIPS-210305
- Warranty: limited lifetime



### Fixed-height Stool

- Vendor: Acre Workplace and Innovative Office Solutions
- Manufacturer: Fleetwood
- Line: Rock Stool 4-legged Fixed Stool with rocking motion
- Model # ST18FS 18" Ht
- Model # ST22FS 22" Ht
- Model # ST26FS 26" Ht
- Soft urethane set cushion
- Frame: silver tone
- Glides: Non-marring
- Contract: OMNIA 07-88
- Warranty: 12 years



## Activity Stools

(General Classroom, Breakout)

- Vendor: Intereum
- Manufacturer: VS
- Line: Hokki
- Model #: 3825
- Sizes per grade Level:
  - Grades (PK, K) - Size: 12" SH
  - Grades (1 -3) - Size: 15" SH
  - Grades (4-12)- Size: 18" SH
  - Size: 20" SH
- Frame: 059 Arctic
- Frame colors: varies
- Contract: North East Metro ISD916 Joint purchasing
- Warranty: 12 years



## SOFT SEATING

### Upholstered Ottoman – round

(General Classrooms, Breakout)

- Vendor: Acre Workplace
- Manufacturer: Steelcase
- Line: Turnstone - Alight
- Model #: TS34401
- Size: 24" diameter, Seat height 16"
- Leg options: aluminum round leg or low-profile glides
- Upholstery: various
- Contract: SPPS Steelcase contract
- Warranty: Limited 12 years



- Vendor: Acre Workplace
- Manufacturer: SitOnIt Seating
- Line: Pasea
- Model: Mini Round Ottoman
- Size: 24" diameter, Seat height 17.6"
- Leg options: plinth base on Pasea
- Upholstery: various
- Contract: E&I - EI00140
- Warranty: Limited 12 years



## Upholstered Bench

(General Classrooms, Commons, Breakout)

- Vendor: Acre Workplace
- Manufacturer: Steelcase
- Line: Turnstone - Alight
- Model #: TS34403
- Size: 18"x 36" Seat Height 16"
- Leg options: aluminum round
- Upholstery: various
- Contract: SPPS Steelcase contract; E&I - EI00140
- Warranty: Limited 12 years



## Upholstered Loveseat

(General Classrooms, Breakout)

- Vendor: Innovative Office Solutions and Acre Workplace
- Manufacturer: Arcadia
- Line: Serafina lounge
- Model #: 4542-G
- Size: 38" W x 24" x 32"H
- Leg options: round metal pole brushed aluminum
- Upholstery: Patterned seat cushion and back modeled fabric base
- Contract: Omnia 07-78
- Warranty: 10 years



## Children's Upholstered Loveseat

(General Classrooms, Breakout)

- Vendor: Innovative Office Solutions and Acre Workplace
- Manufacturer: Arcadia
- Line: Serafinita Lounge
- Model #: 4642-G
- Size: 38" W x 24"D x 32"H
- Leg options: round metal pole brushed aluminum
- Upholstery: Patterned seat cushion modeled fabric back
- Contract: Omnia 07-78
- Warranty: 10 years





## ADULT SEATING

### Task Chair

(General Office & Teacher Classroom)

- Vendor: Acre Workplace, Innovative Office Solutions, and Intereum
- Manufacturer: SitOnIt Seating
- Line: Novo
- Model #: 1033 BK1 F/e3 AR6 FG3 CS5 CH1 B21 MC20 FC13 AL3 LA2 133F KD
- Size: Mid Back
- Adjustable height arms and width
- Adjustable lumbar support
- Standard Synchro With seat depth adjustment
- Size: Seat Height Adjusts 18 7/8"-23 5/8 HT
- Frame: Fog
- Mesh back: Black
- Fabric Momentum: Bobby color: Iris
- Base: 5-star with casters
- Contract: U of M #903969
- Warranty: Lifetime



## Office Guest Chair

(General Office)

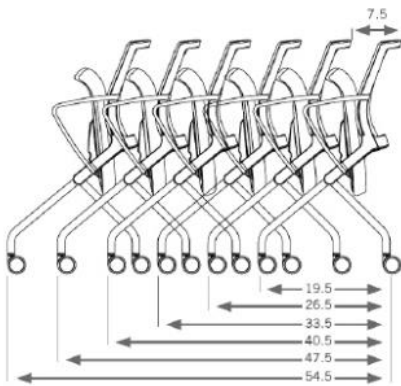
- Vendor: Innovative Office Solutions, Intereum, and Acre Workplace
- Manufacturer: SitOnIt Seating
- Line: Wit side
- Model #: 2221 AR1 US FG2 CS5 MB MC29 FC2 AC
- Size: 22.5" W x 23"D
- Back: Mesh MC29 color: Ocean
- Frame: Silver
- Fabric Momentum: Bobby color: Iris
- Base: 4-legged with Black carpet casters
- Contract: U of M #903969
- Warranty: Lifetime



## Conference Chair

(Conference)

- Vendor: Innovative Office Solutions, Intereum, and Acre Workplace
- Manufacturer: SitOnIt Seating
- Line: Movi
- Model #: 1061 FT4 AR1 SC27 FG2 CS5 MB MC29 FC2 AC
- Size: 23"W x 23"D
- Back: Mesh MC29 color: Ocean
- Frame: Silver
- Fabric Momentum: Bobby color: Iris
- Base: casters
- Contract: U of M #903969
- Warranty: Lifetime



## MEDIA CENTER

### Lounge Seating Media Center

(Media Center)

- Vendor: Innovative Office Solutions, Intereum, and Acre Workplace
- Manufacturer: Thonet
- Line: Moss 3
- Model #: varies
- Fabric Varies
- Contract: E&I - EI00149
- Warranty: Lifetime



## Media Center Bookcases

(Media Center)

- Vendor: Innovative Office Solutions, Intereum, and Acre Workplace
- Manufacturer: Fleetwood
- Line: Book stacks
- Model #: Varies
- Size: 36"W x 12" D heights vary
- Back: Mesh MC29 color: Ocean
- Frame Finish: Maple Laminate
- Shelf Finish: Steel gray
- Contract: OMNIA 07-88
- Warranty: Lifetime



## Media Center Circulation desk

(Media Center)

- Vendor: Innovative Office Solutions, Intereum, and Acre Workplace
- Manufacturer: Media Technology
- Line: Nomad circulation desks
- Model #: Varies per unit
- Size: Varies
- Frame Finish: Maple Laminate
- Front Face Finish: Laminate color
- Contract: NCPA, NCPA-106
- Warranty: 10 year



## Science Classroom Tables

(Science Classroom)

- Vendor: Innovative Office Solutions, Intereum, and Acre Workplace
- Manufacturer: WB Wisconsin Bench
- Line: Reflections
- Model #: CLW7254-630030-AC
- Size: curvilinear 30" x 60" surface with storage cabinet below
- Base: Maple Laminate
- Work Surface Finish: Laminate in elementary and middle school, Phenolic in high school
- Frame: Silver
- Base: 4-legged with casters
- Contract: TIPS-210305
- Warranty: Limited Lifetime



## OFFICE PRODUCTS

### Office Desk System

(General Office)

- Vendor: Acre Workplace
- Manufacturer: Steelcase
- Line: Currency and Turnstone
- Model #: varies
- Size: desk 30" x 72", rear credenza unit 24" D x 108"L
- Top Finish: natural maple laminate
- Base: Silver
- Contract: E&I - #EI00140
- Warranty: 12 years

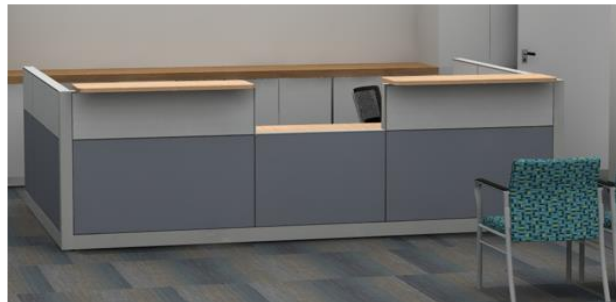




## Office Workstations System Furniture

(General Office)

- Vendor: Acre Workplace
- Manufacturer: Steelcase
- Line: Currency and Turnstone
- Model #: varies
- Size: Varies
- Top Finish: natural maple laminate
- Base: Silver
- Contract: E&I - #EI00140
- Warranty: 12 years



**School Reception Station**



## ERGONOMIC OFFICE PRODUCTS

### Sit/Stand Desk Top Dual Monitor

- Vendor: Innovative Office Solutions
- Manufacturer: Humanscale
- Line: Quick stand Dual Monitor
- Model #: varies
- Size: Freestanding base size: small 11" x 28", large 17" x 28"
- Finish: Black, white or silver
- Contract: Contract: E&I - #CNR01511
- Warranty: 5 years



## Sit/Stand Desk Top Single Monitor

- Vendor: Innovative Office Solutions
- Manufacturer:
- Line: Quick stand Single Monitor
- Model #: QSBC30CDD
- Size: Freestanding base size: small 11" x 28", large 17" x 28"
- Finish: Black
- Contract: E&I - #CNR01511
- Warranty: 5 years



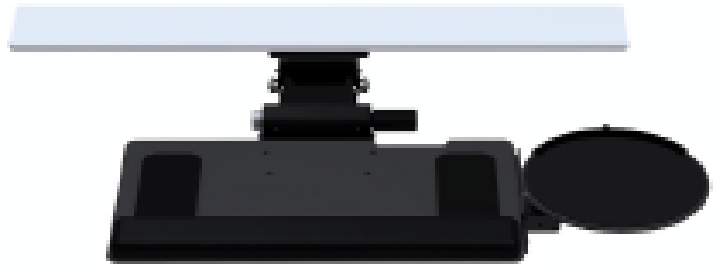
### Sit-Stand Work Surface Lift

- Vendor: Acre Workplace
- Manufacturer: Steelcase
- Line: Migration
- Model #: varies  
Need to specify the worksurface separately
- Size: varies 30" x 60" typical
- Finish: Silver
- Contract: E&I - #EI00140



### Articulating Keyboard Tray

- Vendor: Innovative Office Solutions
- Manufacturer: Humanscale
- Line: Keyboard Systems
- Model #: varies
- Size: varies
- Finish: Black or white
- Contract: E&I - #CNR01511



### Monitor Arm

- Vendor: Innovative Office Solutions
- Manufacturer: Humanscale
- Line: Keyboard Systems
- Model #: varies
- Size: varies
- Finish: Black or white, chrome
- Contract: E&I - #CNR01511

