

McGill University | Facilities Operations and Development | Design Services

Office Furniture Standards

December 2013

Office Furniture Standards

Introduction

The purpose of this document is to establish standards for office furniture at McGill University. It has been developed as a reference tool for office space furnishing. It also contains guidelines for the allocation of space type and layout that must apply upon replacing or buying office furniture.

The standards presented in this document refer to the following guidelines:

- ✓ Compliance with performance criteria set by University Services at McGill University
- ✓ Easy operation and management of (movable) property
- ✓ Efficiency and functionality
- ✓ Economy and cost effectiveness
- ✓ Life cycle of assets acquired by the University and related costs
- ✓ Flexibility and uniformity
- ✓ Quality and durability
- ✓ Ergonomics
- ✓ Quality layout
- ✓ Fairness

Who should read this guidebook?

The following may be required to review the furniture standards:

- ✓ McGill University personnel
- ✓ In-house professionals and external consultants (architects, designers, project managers, etc.)
- ✓ Furniture manufacturers and distributors
- ✓ McGill University's Procurement Services

What is the purpose of office furniture standards?

The goal of this new procedure for office furniture procurement is to:

- ✓ Support the interests of end-users in matters of economy, occupational health, safety, ergonomics and the environment
- ✓ Streamline office furniture procurement
- ✓ Stay up-to-date on various quality, safety and environmental standards
- ✓ Carry out environmentally responsible and sustainable purchasing
- ✓ Purchase high-quality and uniform furniture across the University
- ✓ Facilitate the reuse of furniture acquired by the University

Why buy from a sole supplier?

Always aiming at increasing flexibility and quality, buying from a sole supplier has significant advantages:

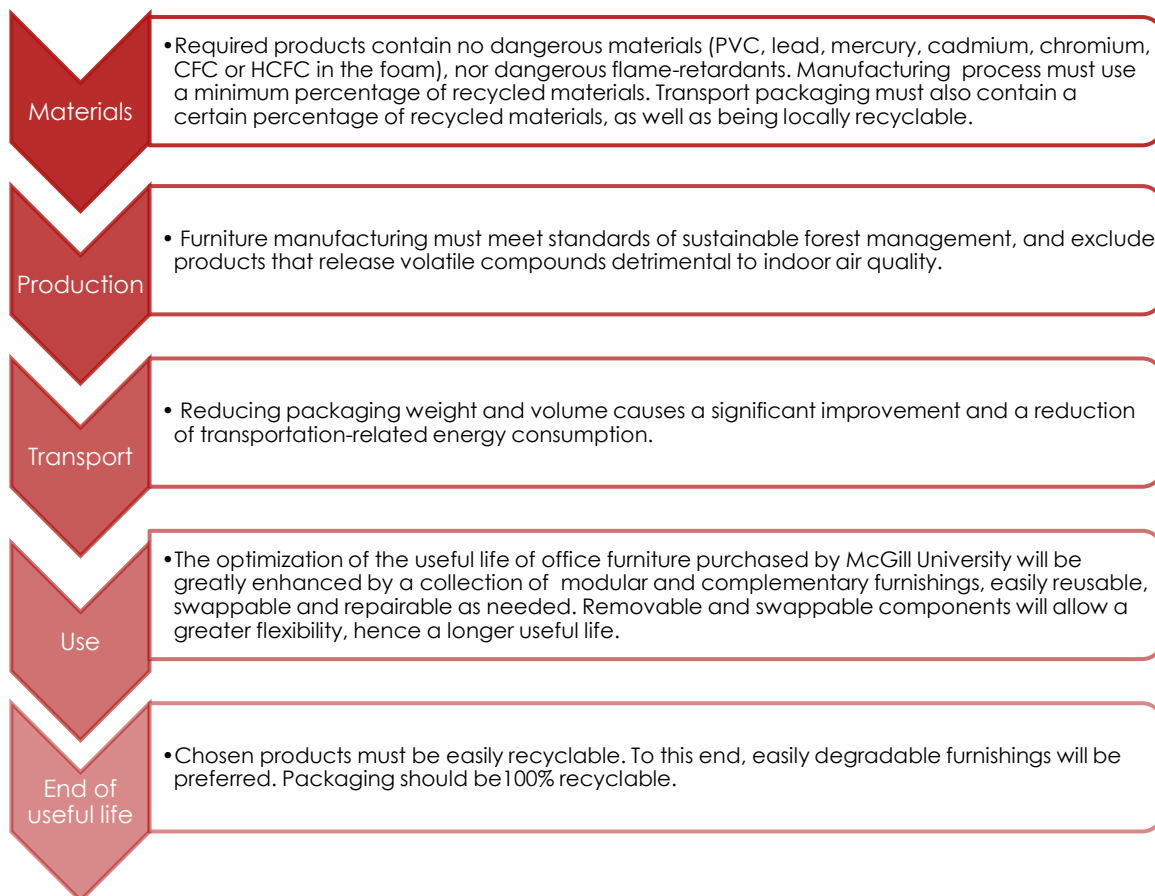
- ✓ Eliminate useless and low-quality purchases
- ✓ Ease of asset reuse between users because of complementarity and modularity of now standardized complete office furnishings
- ✓ Efficient management of existing furniture from purchase to disposal
- ✓ Setting reference standards and ensuring high performance service
- ✓ Dramatic reduction of procurement costs

Purchase of Eco-friendly Furniture and Life Cycle

As part of McGill University's sustainable development, office furniture standardization takes into account environmental impacts. Suppliers who are most environmentally-responsible were given preference.

Based on a life-cycle and related cost management approach, furniture selection factored in a prolonged use, thus reducing the amount of waste generated. A durability guarantee and upgradable features that allow greater item adaptability were taken into consideration. By upgradable features, we mean the possibility of adding new elements to an item in order to facilitate reuse, thus extending its original useful life (for example, adding a hutch on a desk, changing a workstation's layout, etc.).

Main sustainability issues related to furniture life cycle:



Environmental Impacts during Useful Life

The furniture's utilization is the most significant phase of its entire life cycle; environmental impacts must be minimized as much as possible. To this end, purchased items must have an extensive useful life. In order to support McGill University's commitment towards sustainable development, environmentally-responsible procurement will be carried out from now on, while fostering the purchase of furniture designed for a prolonged useful life.

We thus have selected with the greatest care, a complete range of furnishings, taking into account the following criteria:

- ✓ Overall solidity
- ✓ Timeless design (neutral colors and design)
- ✓ Possibility of repairing, adapting and adding-on
- ✓ Simple construction with limited number of different parts and materials
- ✓ Standard dimensions
- ✓ Easy care properties (easily cleaned surfaces, few maintenance products required, etc.)
- ✓ Attractive warranty

Considering the costs related to planning, procurement, utilization, operation and maintenance as well as asset disposal, it is obvious that buying high-performance items only has positive impacts. Items with a longer useful life are profitable!

Procedures

The new procurement procedure for office furniture introduces ethical and efficient operational and purchasing practices, governed by McGill University's philosophy of excellence.

Office furniture purchasing will be done through Procurement Services; this will give the McGillian community the best value on the market today, while acquiring assets that meet strict quality standards.

All office furniture purchases will have to be done from chosen suppliers according to a pre-selection from the furniture catalogue presented in this document.

All University services, units and departments will forward a request to Procurement Services when they wish to purchase office furniture and order from the catalogue that is presented in this document.

***** *Upcoming procedures from Procurement Services*

A series of strict performance criteria was established and resulted in the selection of a complete set of high-performance office furniture adapted to the needs of McGill users. These criteria have been key factors in the selection of the supplier who won the public tender. The agreement with this supplier is valid for a three-year contract subject to renewal.

Table A

PERFORMANCE CRITERIA		FURNITURE ITEMS						
		Desk (for enclosed space)	Work-station (for open space office)	Panel system (for open space office)	Desk chair	Visitor chair	Storage (all types)	Modular wall
1. General	1.1 BUSINESS SOLVENCY	Required						
	1.2 WARRANTY as requested by McGill University							
	1.2.1. On the overall item	Required						
	1.2.2. On operational mechanisms	N/A			Required	N/A		Required
	1.2.3. On fabrics	N/A		Required			N/A	
	1.3 STURDINESS AND DURABILITY							
	1.3.1 ANSI/BIFMA X5.1-2002 (Safety and Performance Standards)	Required						
	1.3.2 CAL 133 test	N/A		Required			N/A	
	1.3.3 The item must carry a guarantee to support a certain weight	Required						
	1.4 DELIVERY TERMS							
1.4.1 Eight weeks	Required							

2. Sustainability	2.1 INDOOR AIR QUALITY		
	2.1.1	LEED IEQ Credit 4.5: Low-emitting materials in furniture and seating systems	Required
	2.1.2	Exclusion of toxic substances in the item's manufacture	Required
	2.2 SUSTAINABLE FOREST MANAGEMENT		Required
	2.2.1	Sustainable forestry	Required
	2.3 RECYCLED CONTENT		
	2.3.1	LEED MR Credit 4.2: Recycled content in overall item's manufacture	Required
	2.3.2	Packaging used for transportation and protection of parts	Required
	2.4 REGIONAL MATERIALS		
	2.4.1	LEED MR Credit 5.1: Regional materials, twenty percent (20%) of materials regionally manufactured	Required
	2.5 GLOBALLY RECOGNIZED CERTIFICATIONS		
	2.5.1	EcoLogo CCD-033	Required
	2.5.2	Greenguard	Required
	2.5.3	Cradle-to-cradle	Required
	2.6 RECYCLABILITY		
	2.6.1	Components easily separable to allow item recycling at end of useful life	Required
	2.6.2	Used furniture collection program avoiding disposal in landfills	Required
	2.6.3	At least 50% of item must be recyclable	Required
	2.6.4	Packaging used for transportation and protection of parts must be 50% locally recyclable	Required

3. Technical Aspects	3.1 MODULARITY					
	3.1.1	Item consists of modules, is decomposable	Required			
	3.2 VERSATILITY					
	3.2.1	Full range of items for multiple needs	Required			
	3.3 ERGONOMICS					
	3.3.1	Minimum dimensions	Required			
	3.3.2	Comfort	Required	N/A	Required	N/A
	3.4 MATERIALS					
	3.4.1	Globally sought-after materials for the item	Required			
	3.4.2	Structure materials	Required			
	3.4.3	Base	Required			
	3.4.4	Finishes	Required			
	3.5 FLEXIBILITY					
	3.5.1	Reconfiguration options	Required		N/A	Required
	3.5.2	Mobility (item's weight)	Required			
	3.5.3	Construction simplicity / Assembly simplicity	Required			
	3.5.4	Adaptability / Interchangeability (left/right)	Required			

Space Allocation and Lists of Prescribed Items according to Employment Category

Since office space is allocated firstly on the basis of employees' functions, it also takes into account the tasks to be performed, the need for privacy and the hours spent at work. In compliance with the normative framework for university investments ("Cadre normatif des investissements universitaires du Québec"), typical surfaces are now allocated according to employment category.

Table B shows the various employment sectors at McGill University grouped by type of allocated space and prescribed items. The normative framework for university investments provides for a mean surface area of 11 m² for an office. This provision is then adjusted depending on the tasks, the title and the needs for each job type. These principles are designed to facilitate spatial planning and ensure fairness within the community. These guidelines must be followed as much as possible in existing locations. As for new constructions or major renovations, these standards are mandatory requirements and discrepancies will not be allowed. Professionals and clients are responsible for implementing these norms.

- **11.0 m² for the mean area of an office space;**
- **2.2 m² for the area of related spaces (20% per office space) – DEVELOPMENT OF FURNITURE STANDARDS FOR THESE SPACES: PENDING**

SOURCE:

http://www.mesrst.gouv.qc.ca/fileadmin/contenu/documents_soutien/Ens_Sup/Universite/PersUniv/CadreNormatifInves/14-5011.pdf

Table B

Category	Types of Room Occupant	Space Type	Square Meter per Person	Items Prescribed	
1	Academic Staff				
1a	Tenure Track (Full-time) Faculty, Tenure Track Faculty, Research Department Chair Associate or Assistant Dean	Office	14.52 m ²	<ul style="list-style-type: none">• One U-shaped desk with integrated lower and upper storage• Two large bookcases• One multipurpose chair• One conference table• Two visitor chairs	
1b	Non-Tenure Track (Full-time) Faculty, Non-Tenure Track Faculty, Visiting and Consulting	Office or cubicle	13.20 m ²	A) OFFICE: <ul style="list-style-type: none">• One L-shaped desk with integrated lower storage• Two small bookcases• One multipurpose chair• Two file cabinets• Two visitor chairs	B) CUBICLE: <ul style="list-style-type: none">• One L-shaped workstation with integrated storage• One file cabinet as required• One multipurpose chair• Two visitor chairs• Panel system as

					required
1c	Non-Tenure Track (Part-time) <i>Faculty, Non-Tenure Part-time</i>	Shared office or cubicle	3.30 m²	A) SHARED OFFICE: <ul style="list-style-type: none">One L-shaped workstation with integrated storageOne adjustable chairFile cabinet as requiredPanel system as required	B) CUBICLE: <ul style="list-style-type: none">One L-shaped workstation with integrated storageOne adjustable chairPanel system
2	Academic Librarian				
2a	Tenure Track (Full-time and reduced) & Non-Tenure Track	Office or cubicle	13.20 m²	A) OFFICE: <ul style="list-style-type: none">One L-shaped workstation with integrated storageFour small bookcasesOne multipurpose chairOne file cabinet as requiredTwo visitor chairs	B) CUBICLE: <ul style="list-style-type: none">One L-shaped workstation with integrated storageOne file cabinet as requiredOne multipurpose chairTwo visitor chairsPanel system
3	Senior Admin Executive Level				
3a	Senior Administration (Tenure & Non-Tenure) <i>Principal and Provost (custom office)</i> <i>Vice-principal</i> <i>Dean</i>	Office	19.80 m²	<ul style="list-style-type: none">One U-shaped executive desk with integrated lower and upper storageTwo large bookcasesOne multipurpose chairOne small bookcase or file cabinetOne conference tableFour visitor chairsOne conversation seatOne side table	
4	M Staff Inputs - Admin Support- Non-Unionized (Full & Part-time)				
4a	Directors (M4)	Office	14.52 m²	<ul style="list-style-type: none">One U-shaped desk with integrated lower and upper storageTwo file cabinetsOne multipurpose chairOne small bookcaseOne conference tableTwo visitor chairs	
4b	Managers (M3)	Office or cubicle	13.20 m²	A) OFFICE: <ul style="list-style-type: none">One L-shaped desk with integrated lower storageOne or two file cabinetsOne multipurpose chairOne small bookcaseOne conference tableTwo visitor chairs	B) CUBICLE: <ul style="list-style-type: none">One L-shaped workstation with integrated storageOne file cabinet as requiredOne multipurpose chairTwo visitor chairsPanel system

4c	Professionals (M1 and M2)	Shared office or cubicle	8.25 m ²	A) SHARED OFFICE: <ul style="list-style-type: none"> One L-shaped desk with integrated lower storage One or two file cabinets One multipurpose chair Panel system as required 	B) CUBICLE: <ul style="list-style-type: none"> One U-shaped workstation with integrated storage One multipurpose chair Panel system
5	C Staff Inputs (Unionized)				
5a	Admin Support - Unionized C (Full & Part-time)	Cubicle, unless an office is required	8.25 m ²	<ul style="list-style-type: none"> One U-shaped workstation with integrated storage One multipurpose chair Panel system 	
6	T & L Staff (Full & Part-time)				
6a	Admin Support- Unionized T & L (Full & Part-time) and Non-Unionized	Cubicle, or as required for specific situation	8.25 m ²	<ul style="list-style-type: none"> One U-shaped workstation with integrated storage One multipurpose chair Panel system as required OR BASED ON NEEDS	
7	Trade Services Staff				
7a	Trade Services Staff (Full & Part-time)	No allocated space, unless justified; cubicle	4.40 m ²	IF JUSTIFIED: <ul style="list-style-type: none"> One workstation with integrated storage One multipurpose chair Panel system as required OR OTHER BASED ON NEEDS	
8	Graduate Students				
8a	Graduate Students (2 nd and 3 rd cycle – Thesis)	Shared office or cubicle	4.40 m ²	A) SHARED OFFICE: <ul style="list-style-type: none"> One L-shaped workstation with integrated storage One adjustable chair File cabinet or small bookcase as required 	B) CUBICLE: <ul style="list-style-type: none"> One L-shaped workstation with integrated storage One adjustable chair Panel system as required
8b	Graduate Students (2 nd cycle Non-Thesis)	Shared office or cubicle	3.30 m ²	A) SHARED OFFICE: <ul style="list-style-type: none"> One L-shaped workstation with integrated storage One adjustable chair One small bookcase as required Panel system as required 	B) CUBICLE: <ul style="list-style-type: none"> One L-shaped workstation with integrated storage One adjustable chair Panel system as required

Furniture Catalogue

Prescribed furnishings are presented here for each employment category and space allocation.

This office furniture catalogue was prepared in collaboration with the supplier, based on economical, physical and environmental considerations linked to performance criteria set by University Services.

These standards were developed for the procurement of quality assets and to ensure consistency between workspaces. Greater layout flexibility as well as functional spaces will result from the layout principles illustrated in the following pages.

The drawings (plans and 3D views) presented here for illustrative purposes will eventually be replaced by the items from the supplier who will be the successful tenderer.

Category 1 – Academic Staff

1A - Tenure Track (Full-time)

Allocated to:

- Faculty, Tenure Track (Faculty Lecturer, Professor, Associate Professor, etc.)
- Faculty, Research
- Department Chair
- Associate or Assistant Dean

Size and type of allocated space:

Office | 14.52 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example, in the case of a protected area, or for any other reason pertaining to the building's architectural characteristics).

Prescribed items:

1- One U-shaped desk set with integrated lower and upper storage

- Drawer pedestal
- Hutch
- Work surface and side unit
- Credence

2- Two large matching bookcases

- Open storage units with adjustable shelves

As appropriate, they can be replaced by either of the following storage units:

- Two closed cabinets
- Two lateral metal file cabinets

3- One multipurpose chair

- Ergonomic
- Fully adjustable (backrest, armrests, seat, height)
- Choice of finish (Grade 1 or 2 fabrics)
- On casters
- Steel structure

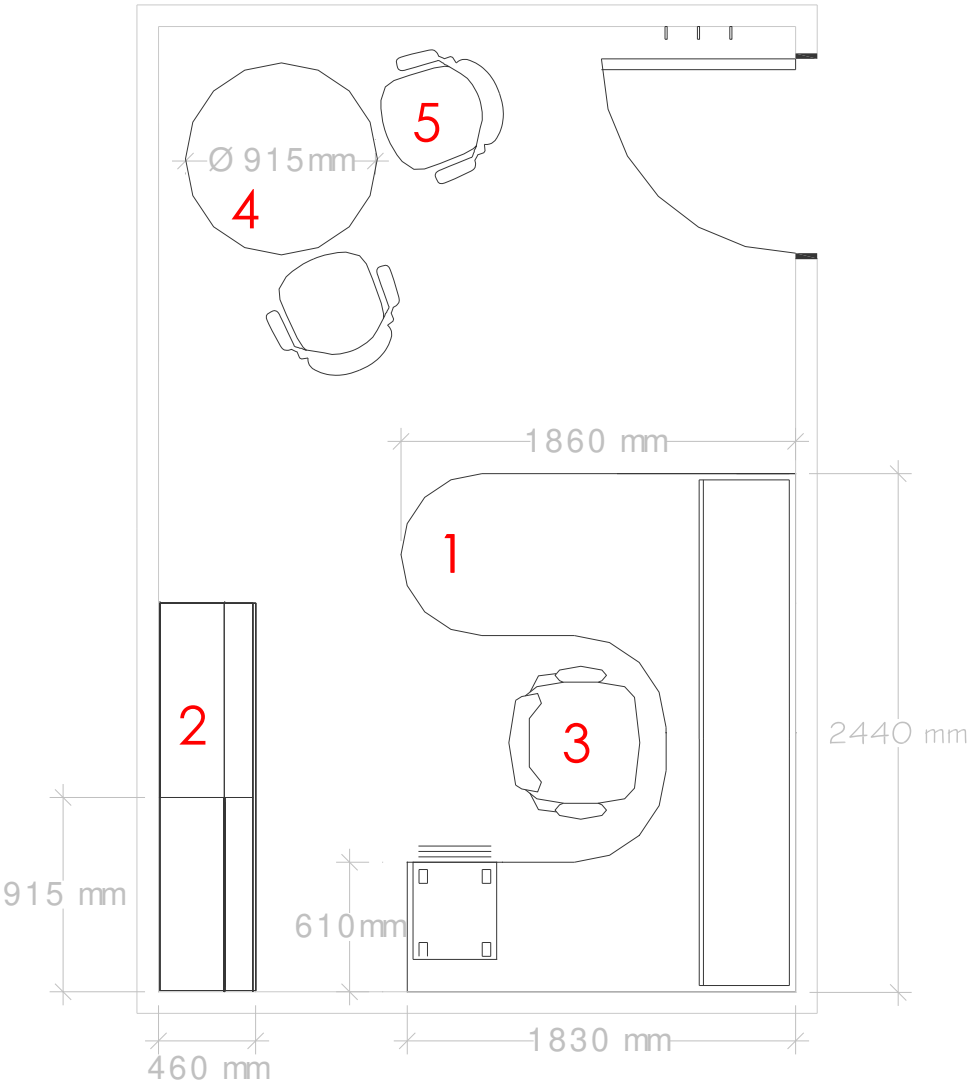
4- One matching conference table

- Ø 915 mm

5- Two visitor chairs

- On casters
- With armrests

Plans and Drawings



Category 1 – Academic Staff

1B - Non-Tenure Track (Full-time)

Allocated to:

- Faculty, Non-Tenure Track (Assistant Professor, etc)
- Faculty, Visiting and Consulting

Size and type of allocated space:

Desk or cubicle | 13.20 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building's architectural characteristics).

Prescribed items:

A) OFFICE:

1- One L-shaped desk set with integrated lower storage

- o Work surface and side unit
- o Drawer pedestal

2- Two small matching bookcases

- o Open storage units with adjustable shelves

As appropriate, they can be replaced by either of the following storage units:

- o Two closed cabinets
- o Two additional lateral metal file cabinets

3- One multipurpose chair

- o Ergonomic
- o Fully adjustable (backrest, armrests, seat, height)
- o Choice of finish (Grade 1 or 2 fabrics)
- o On casters
- o Steel structure

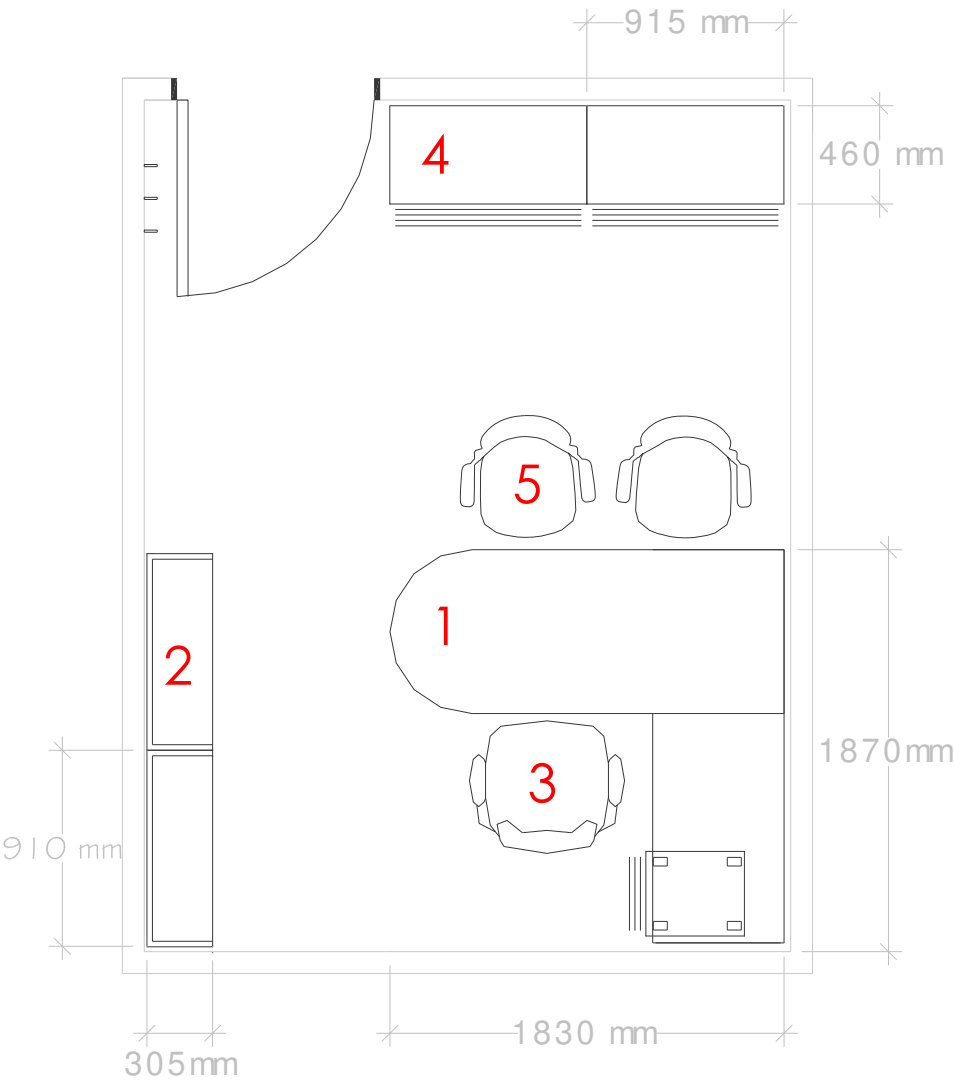
4- Two file cabinets

- o Lateral metal storage

5- Two visitor chairs

- o On casters
- o With armrests

Plans and Drawings



B) CUBICLE:**1- One freestanding L-shaped workstation with integrated storage**

- o Work surface and side unit
- o Integrated storage units consist of a drawer pedestal and storage tower with door

2- One file cabinet as required

- o Lateral metal storage

3- One multipurpose chair

- o Ergonomic
- o Fully adjustable (backrest, armrests, seat, height)
- o Choice of finish (Grade 1 or 2 fabrics)
- o On casters
- o Steel structure

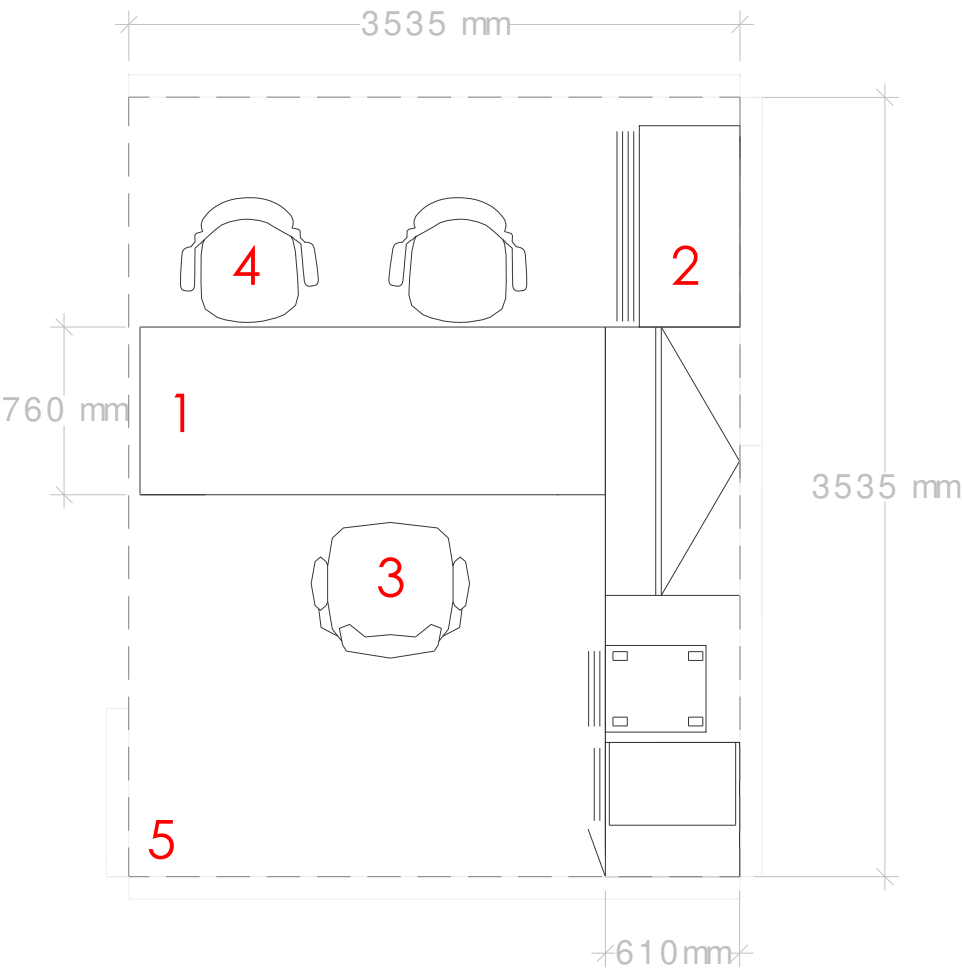
4- Two visitor chairs

- o On casters
- o With armrests
- o Open storage unit with shelves

5- Panel system as required

- o Divider panels; 54" maximum height

Plans and Drawings



Category 1 – Academic Staff

1C - Non-Tenure Track (Part-time)

Allocated to:

- Faculty, Non-Tenure Part-time

Size and type of allocated space:

Shared office or cubicle | 3.30 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building's architectural characteristics).

Prescribed items:

A) SHARED OFFICE:

1- One freestanding L-shaped workstation with integrated storage

- Work surface and side unit
- Drawer pedestal

2- One adjustable chair

- Chair with basic adjustments
- On casters

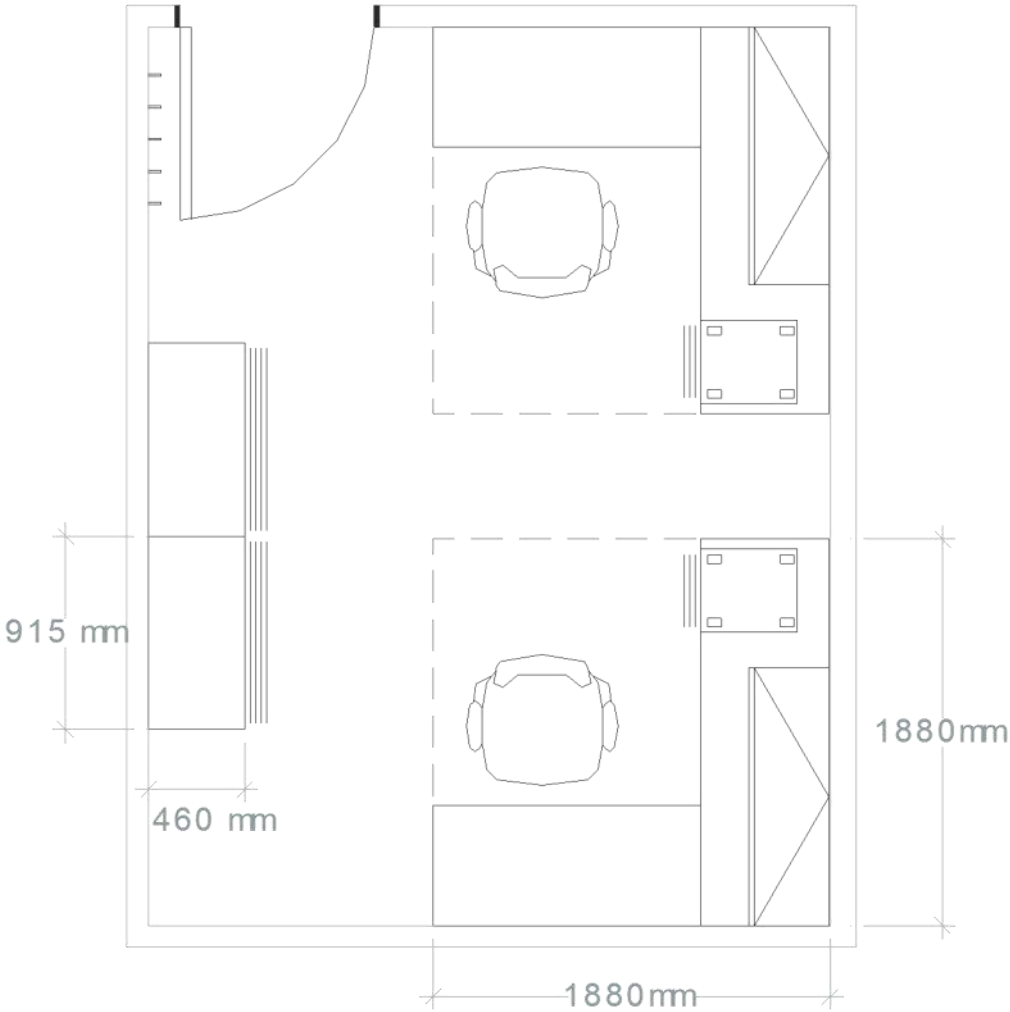
3- One file cabinet as required

- Lateral metal storage

4- Panel system as required

- Divider panels; 54'' maximum height

Plans and Drawings



B) CUBICLE:

1- One freestanding L-shaped workstation with integrated storage

- o Work surface and side unit
- o Drawer pedestal

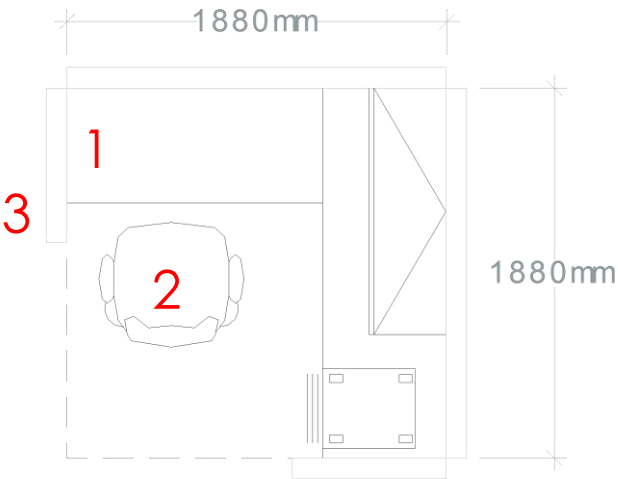
2- One adjustable chair

- o Chair with basic adjustments
- o On casters

3- Panel system as required

- o Divider panels; 54'' maximum height
- o Finishes match desk

Plans and Drawings



Category 2 - Academic Librarian

2A – Tenure Track (Full-time and reduced) & Non-Tenure Track

Allocated to:

- Full Librarian
- Associate Librarian

Size and type of allocated space:

Office or cubicle | 13.20 m²

Or based on existing conditions; in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building's architectural characteristics).

Prescribed items:

A) OFFICE:

1- One L-shaped desk set with integrated lower and upper storage

- Drawer pedestal
- Hutch
- Work surface and side unit
- Credence

2- Four small matching bookcases

- Open storage units with adjustable shelves

As appropriate, they can be replaced by the following storage units:

- Four lateral metal file cabinets

3- One multipurpose chair

- Ergonomic
- Fully adjustable (backrest, armrests, seat, height)
- Choice of finish (Grade 1 or 2 fabrics)
- On casters
- Steel structure

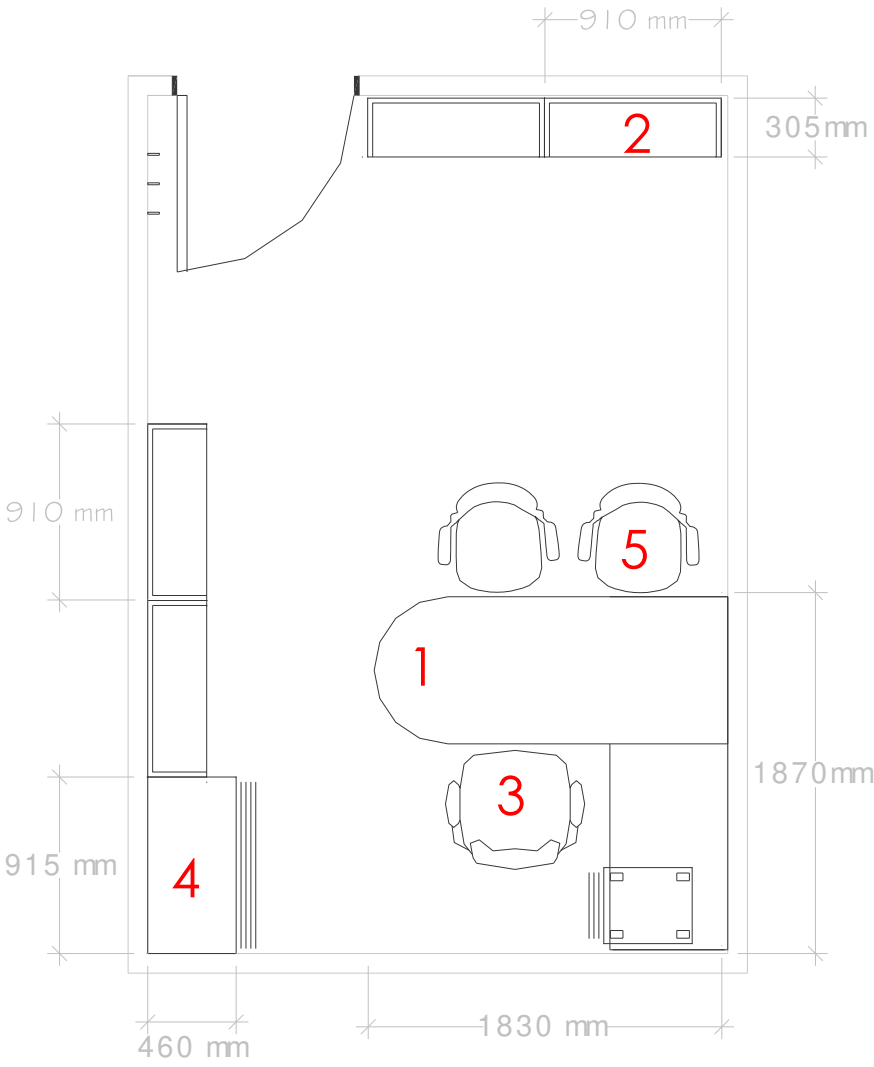
4- One file cabinet as required

- Lateral metal storage

5- Two visitor chairs

- On casters
- With armrests

Plans and Drawings



B) CUBICLE:**1- One freestanding L-shaped workstation with integrated storage**

- o Work surface and side unit
- o Drawer pedestal

2- One file cabinet as required

- o Lateral metal storage

3- One multipurpose chair

- o Ergonomic
- o Fully adjustable (backrest, armrests, seat, height)
- o Choice of finish (Grade 1 or 2 fabrics)
- o On casters
- o Steel structure

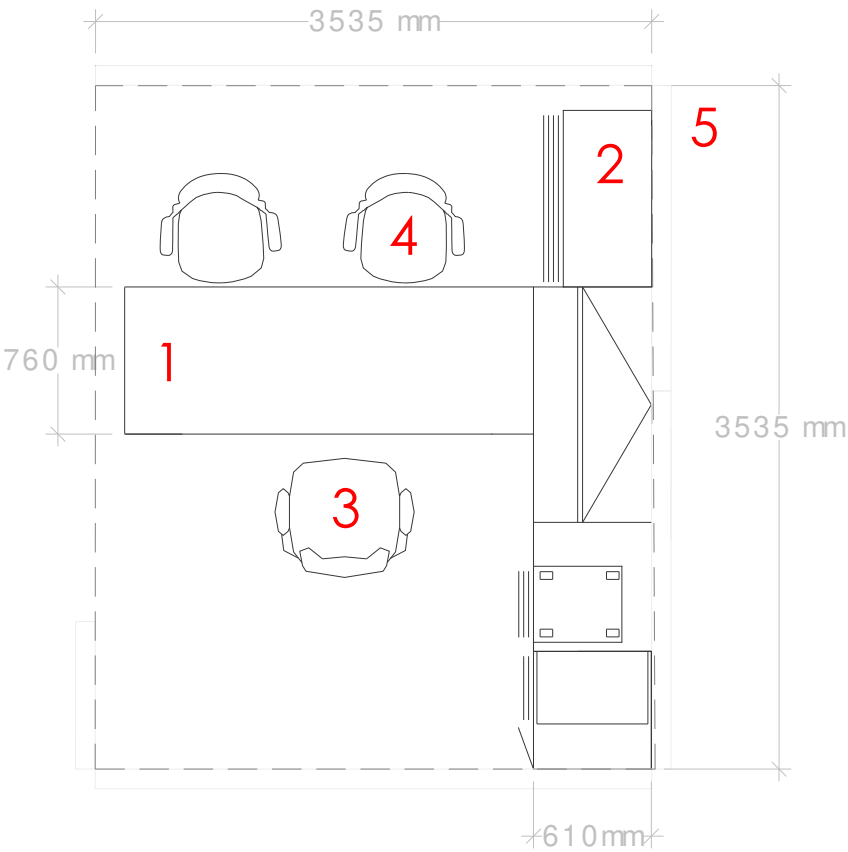
4- Two visitor chairs

- o On casters
- o With armrests

5- Panel system as required

- o Divider panels; 54'' maximum height
- o Finishes match desk

Plans and Drawings



Category 3 - Senior Admin Executive Level

3A – Senior Administration (Tenure & Non-Tenure)

Allocated to:

- *Principal and Provost (custom office)*
- *Vice-principal*
- *Dean*

Size and type of allocated space:

Office | 19.80 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building's architectural characteristics).

Prescribed items:

- **One U-shaped executive desk set with integrated lower and upper storage**
- Drawer pedestal
- Hutch
- Work surface and side unit
- Credence
- Wall mounted storage
- **Two large matching bookcases**
- Open storage units with adjustable shelves

As appropriate, can be replaced by either of the following storage units:

- Two closed cabinets
- Two lateral metal file cabinets

- **One multipurpose chair**
- Ergonomic
- Fully adjustable (backrest, armrests, seat, height)
- Choice of finish (Grade 1 or 2 fabrics)
- On casters
- Steel structure

- **One small matching bookcase**
- Open storage unit with adjustable shelves

Can be replaced by one of the following alternate furniture, matched with desk;

- Closed cabinet
- One lateral metal file cabinet

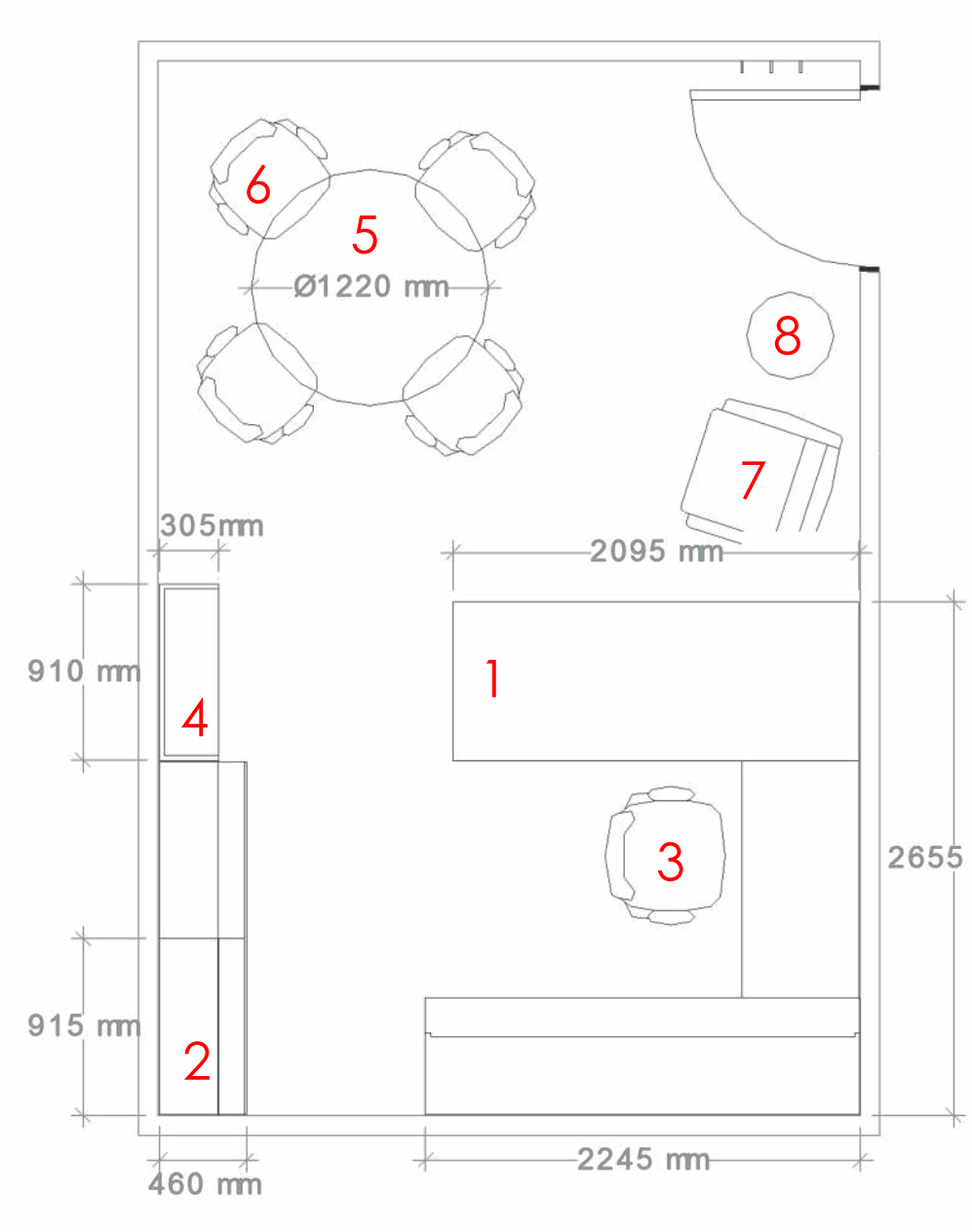
- **One matching conference table**
- Ø 1200 mm

- **Four adjustable visitor chairs**
- On casters
- With armrests

- **One conversation seat**

- **One side table**

Plans and Drawings



Category 4 – M Staff Inputs – Admin Support- Non Unionized (Full & Part Time)

4A – Directors (M4)

Allocated to:

- Director
- Faculty Administrator
- Associate Director

Size and type of allocated space:

Office | 14.52 m²

Or based on existing conditions; in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building's architectural characteristics).

Prescribed items:

1- One U-shaped desk set with integrated lower and upper storage

- Drawer pedestal
- Hutch
- Work surface and side unit
- Credence

2- Two file cabinets

- Lateral metal storage

As appropriate, can be replaced by the following storage units:

- Two small bookcases with adjustable shelves

3- One multipurpose chair

- Ergonomic
- Fully adjustable (backrest, armrests, seat, height)
- Choice of finish (Grade 1 or 2 fabrics)
- On casters
- Steel structure

4- One small matching bookcase

- Open storage unit with shelves

As appropriate, can be replaced by either of the following storage units

- Cabinet partially closed by doors
- Additional metal file cabinet

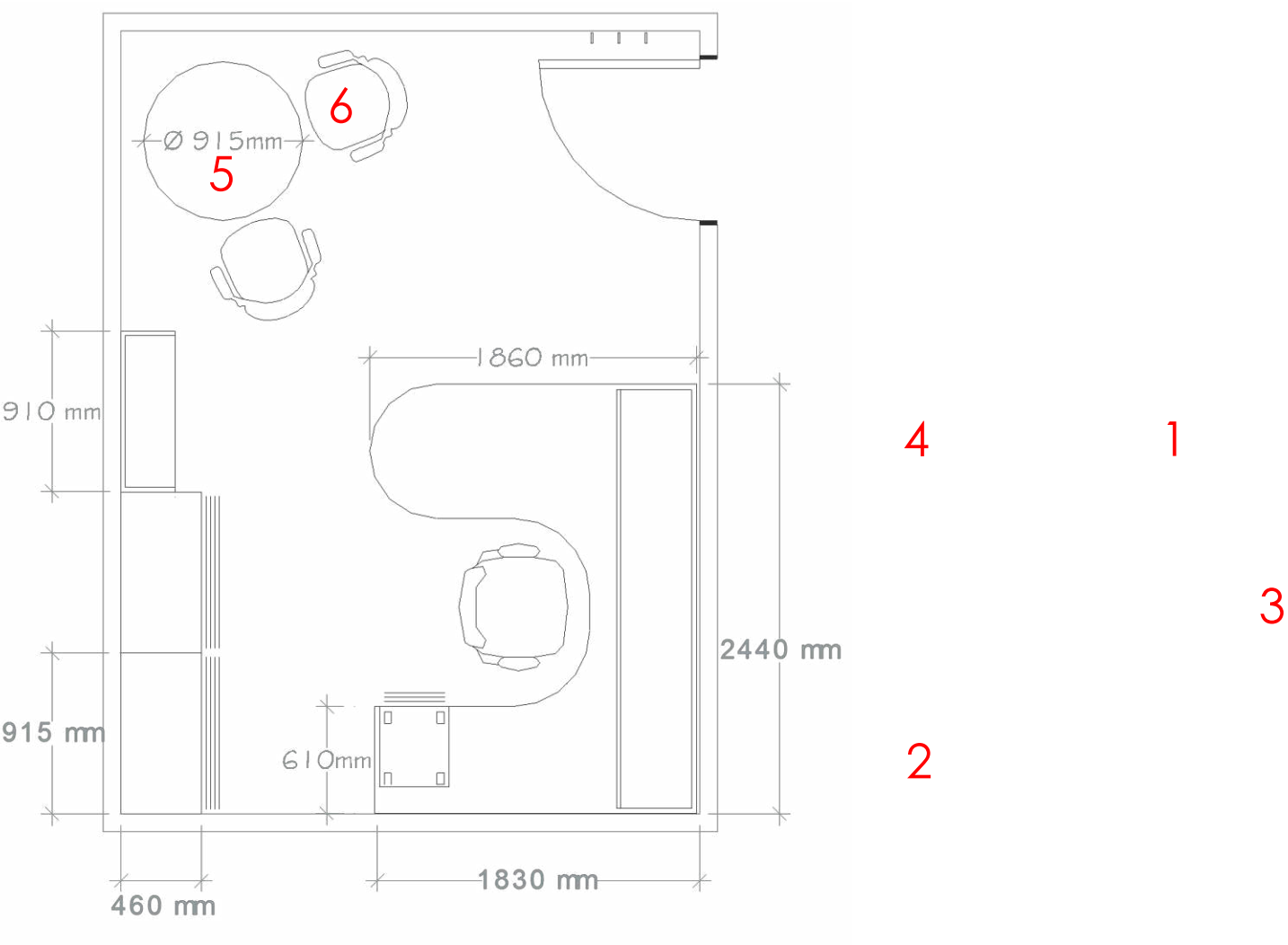
5- One matching conference table

- Ø 915 mm

6- Two visitor chairs

- On casters
- With armrests

Plans and Drawings



Category 4 – M Staff Inputs – Admin Support- Non Unionized (Full & Part Time)

4B – Managers (M3)

Allocated to:

- Supervisor
- Project Manager
- Senior Project Manager

Size and type of allocated space:

Office or cubicle | 13.20 m²

Or based on existing conditions; in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building's architectural characteristics).

Prescribed items:

A) OFFICE:

1- One L-shaped desk set with integrated lower storage

- Work surface and side unit
- Drawer pedestal

2- Two file cabinets

- Lateral metal storage

As appropriate, can be replaced by the following storage units:

- Two small bookcases with adjustable shelves

3- One multipurpose chair

- Ergonomic
- Fully adjustable (backrest, armrests, seat, height)
- Choice of finish (Grade 1 or 2 fabrics)
- On casters
- Steel structure

4- One small matching bookcase

- Open storage unit with shelves

Can be replaced by the following storage unit:

- Additional metal file cabinet

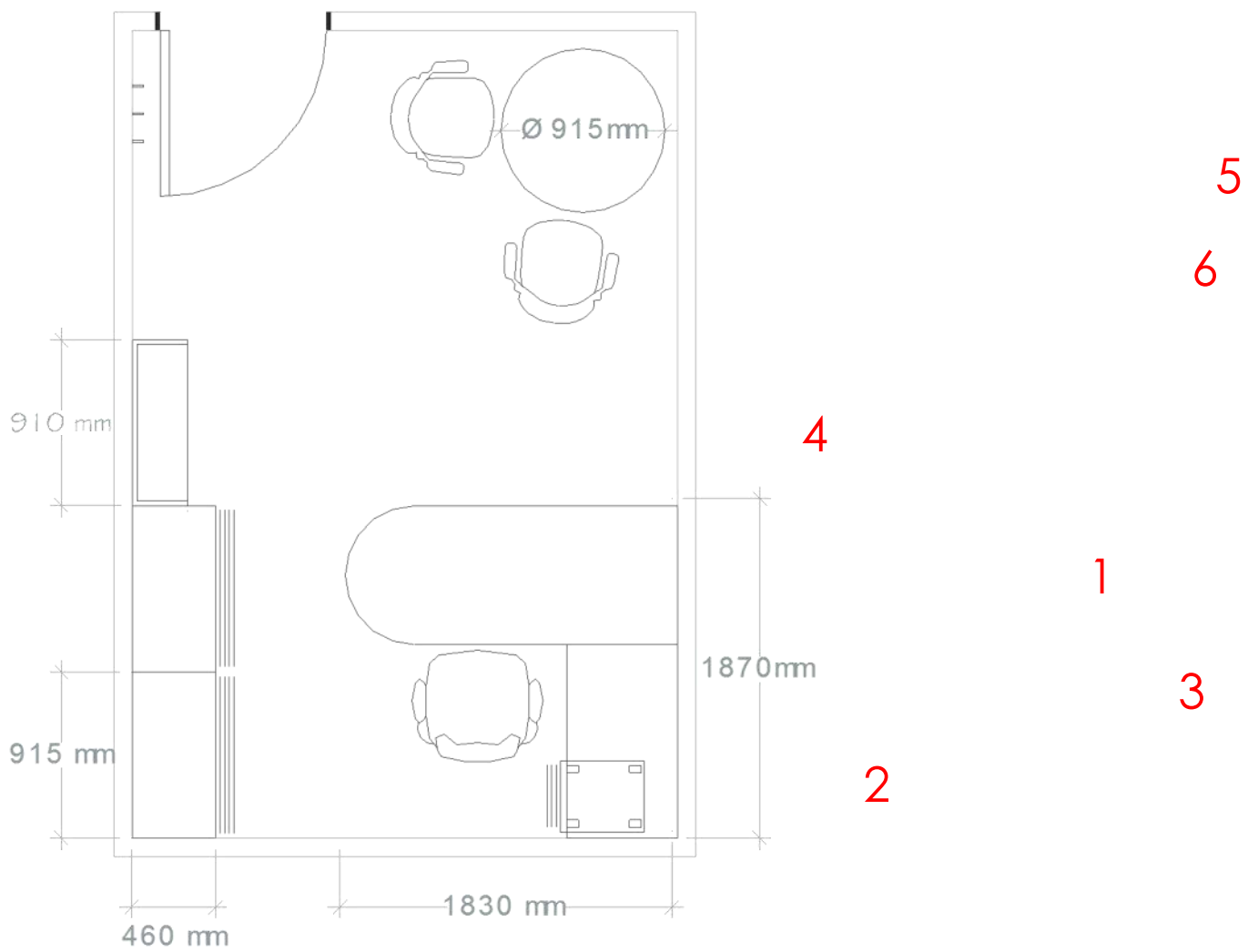
5- One matching conference table

- Ø 915 mm

6- Two visitor chairs

- On casters
- With armrests

Plans and Drawings



B) CUBICLE:**1- One freestanding L-shaped workstation with integrated storage**

- o Work surface and side unit
- o Drawer pedestal

2- One file cabinet

- o Lateral metal storage

As appropriate, can be replaced by the following storage unit:

- o One small bookcase with adjustable shelves

3- One multipurpose chair

- o Ergonomic
- o Fully adjustable (backrest, armrests, seat, height)
- o Choice of finish (Grade 1 or 2 fabrics)
- o On casters
- o Steel structure

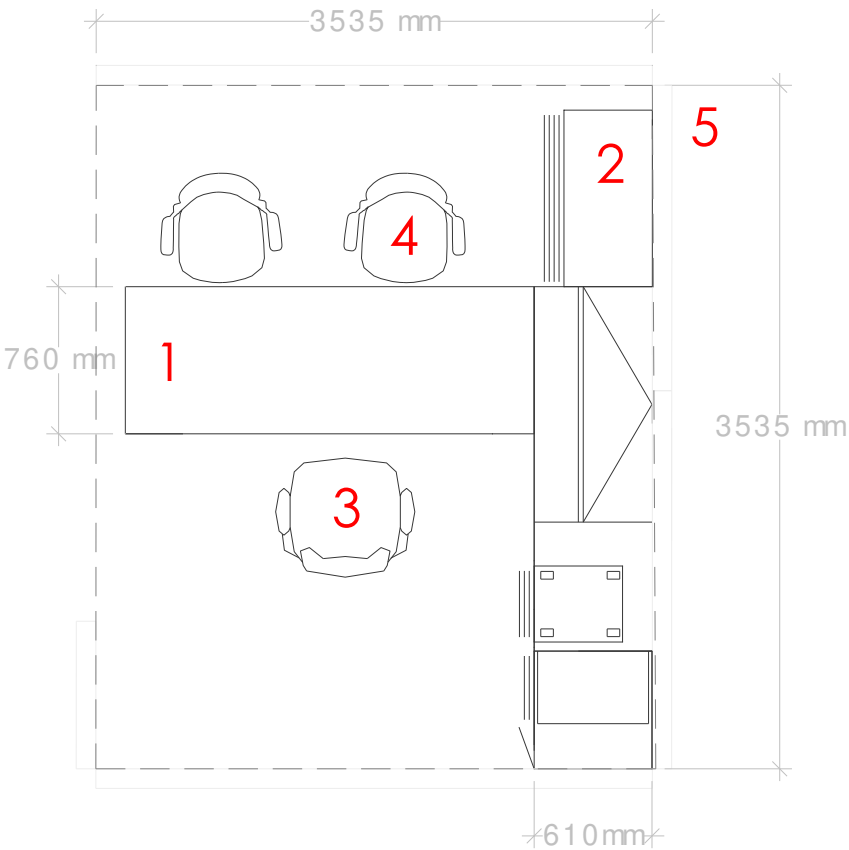
4- Two visitor chairs

- o On casters
- o With armrests
- o Open storage unit with shelves

5- Panel system

- o Divider panels; 54'' maximum height
- o Finishes match desk

Plans and Drawings



Category 4 – M Staff Inputs – Admin Support- Non Unionized (Full & Part Time)

4C – Professionals (M1 and M2)

Allocated to:

- Officer
- Assistant Project Manager

Size and type of allocated space:

Shared office or cubicle | 8.25 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building's architectural characteristics).

Prescribed items:

A) SHARED OFFICE:

1- One freestanding L-shaped workstation with integrated storage

- Work surface and side unit
- Drawer pedestal

2- One or two file cabinets

- Lateral metal storage

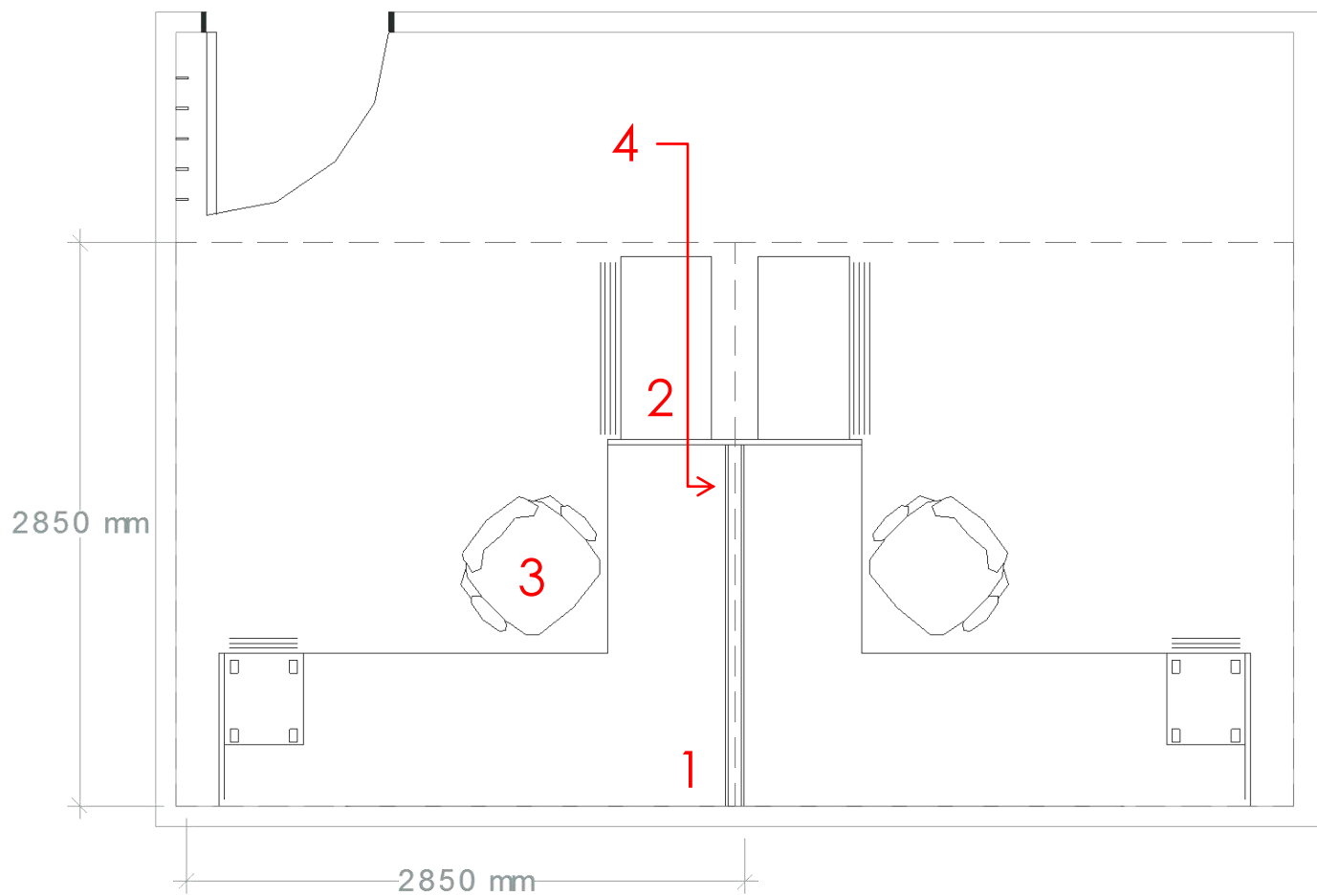
3- One multipurpose chair

- Ergonomic
- Fully adjustable (backrest, armrests, seat, height)
- Choice of finish (Grade 1 or 2 fabrics)
- On casters
- Steel structure

4- Panel system as required

- Divider panels; 54'' maximum height
- Finishes match desk

Plans and Drawings



B) CUBICLE:**1- One freestanding U-shaped workstation with integrated storage**

- Work surface and side unit
- Drawer pedestal
- Closed storage tower

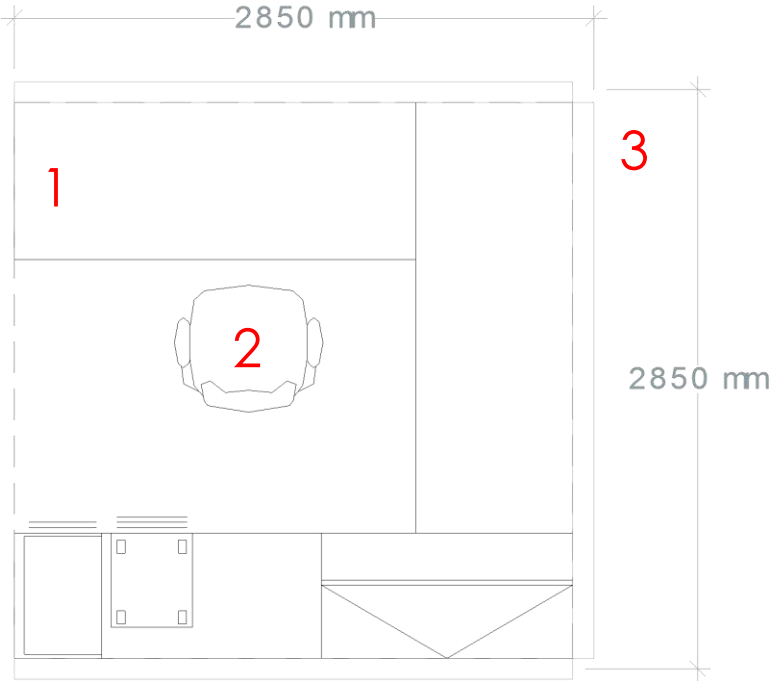
2- One multipurpose chair

- Ergonomic
- Fully adjustable (backrest, armrests, seat, height)
- Choice of finish (Grade 1 or 2 fabrics)
- On casters
- Steel structure

3- Panel system

- Divider panels; 54'' maximum height
- Finishes match desk

Plans and Drawings



Category 5 – C Staff Inputs (Unionized)

5A – Admin Support - Unionized C (Full & Part-time)

Allocated to:

- Senior Accounting Clerk
- Office Clerk
- Room Booking Coordinator

Size and type of allocated space:

Cubicle | 8.25 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building's architectural characteristics).

Refer to Category 4C, if an employee's functions require a closed office.

Prescribed items:

1- One freestanding U-shaped workstation with integrated storage

- Work surface and side unit
- Drawer pedestal
- Closed storage tower

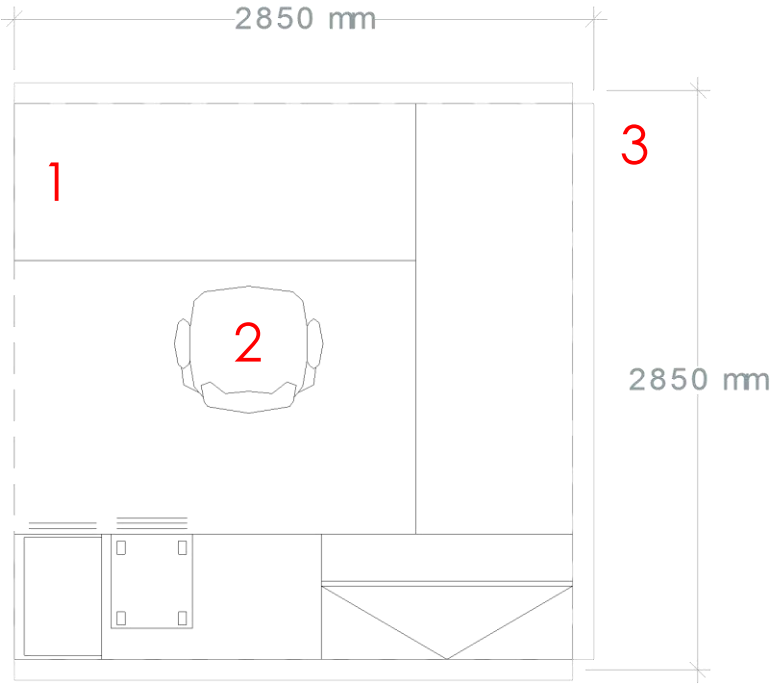
2- One multipurpose chair

- Ergonomic
- Fully adjustable (backrest, armrests, seat, height)
- Choice of finish (Grade 1 or 2 fabrics)
- On casters
- Steel structure

3- Panel system

- Divider panels; 54" maximum height
- Finishes match desk

Plans and Drawings



Category 6 – T Staff (Full & Part-time)

6A – Admin Support- Unionized T & L (Full & Part-time) and Non-Unionized

Allocated to:

- Building Technologists
- IT Support Technician
- Course Coordinator

Size and type of allocated space:

Cubicle or office according to functions | 8.25 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building's architectural characteristics).

Refer to Category 4C, if an employee's functions require a closed office. Conversely, certain employees in this category do not require an office, given the nature of their functions.

Prescribed items:

1- One freestanding U-shaped workstation with integrated storage

- o Work surface and side unit
- o Drawer pedestal
- o Closed storage tower

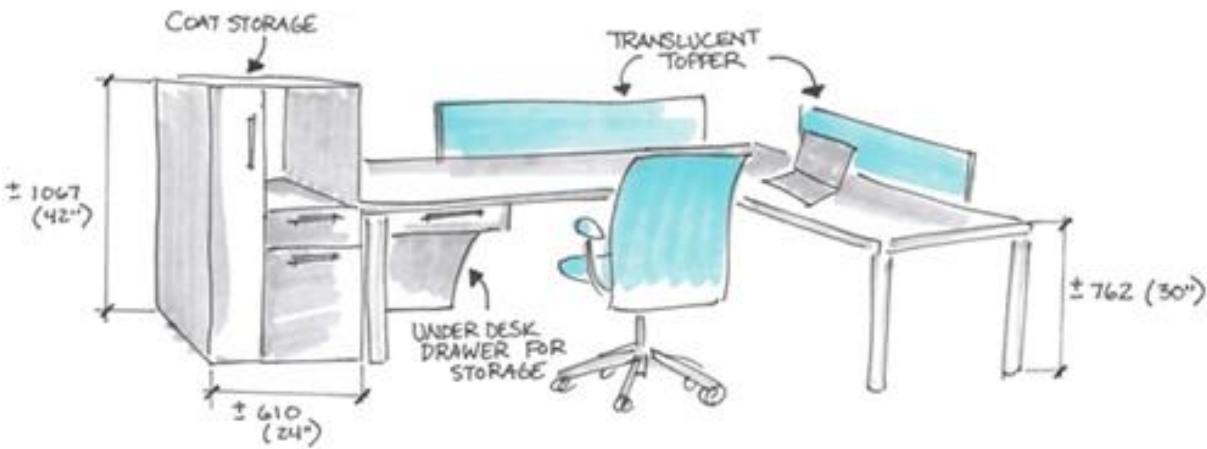
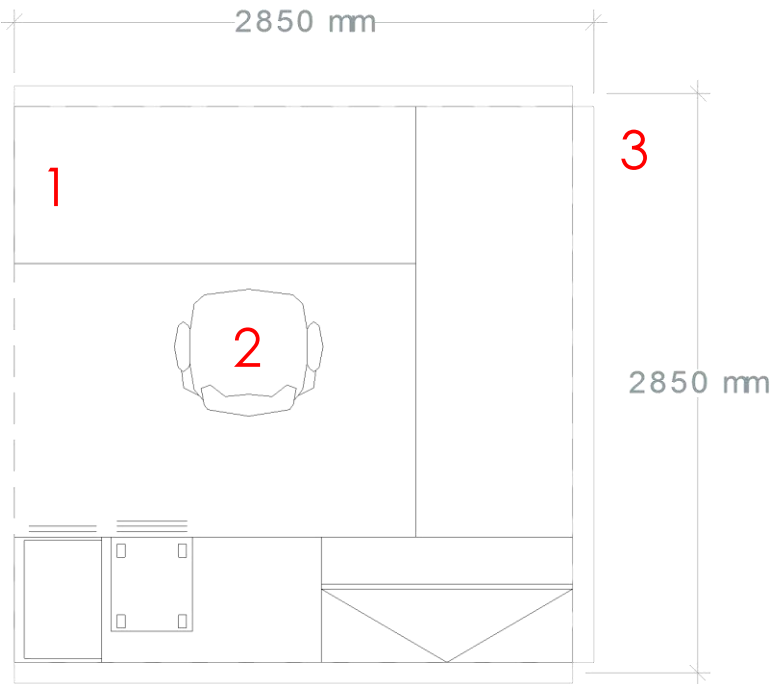
2- One multipurpose chair

- o Ergonomic
- o Fully adjustable (backrest, armrests, seat, height)
- o Choice of finish (Grade 1 or 2 fabrics)
- o On casters
- o Steel structure

3- Panel system

- o Divider panels; 54'' maximum height
- o Finishes match desk

Plans and Drawings



Category 7 – T Staff (Full & Part-time)

7A – Trade Services Staff (Full & Part-time)

Allocated to:

- *Laboratory Technician*
- *Electronics Technician*
- *Building Technologist*

Size and type of allocated space:

Cubicle depending **on functions** | 4.40 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building's architectural characteristics).

Employees in this category do not require an office given the nature of their functions

Prescribed items:

1- One freestanding L-shaped workstation with integrated storage

- Work surface and side unit
- Drawer pedestal

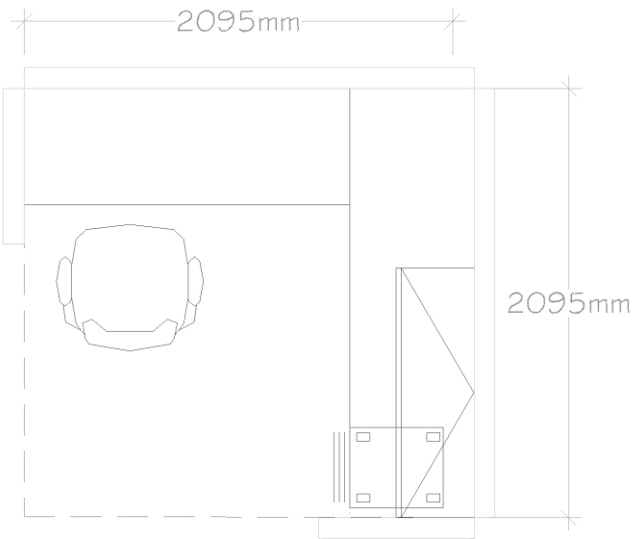
2- One multipurpose chair

- Ergonomic
- Fully adjustable (backrest, armrests, seat, height)
- Choice of finish (Grade 1 or 2 fabrics)
- On casters
- Steel structure

3- Panel system

- Divider panels; 54" maximum height
- Finishes match desk

Plans and Drawings



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Category 8 – Graduate Students

8A – Graduate Students (2nd and 3rd cycle – Thesis)

Allocated to:

- Graduate Students

Size and type of allocated space:

Shared office or cubicle | 4.40 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building's architectural characteristics).

Prescribed items:

A) SHARED OFFICE:

1- One freestanding L-shaped workstation with integrated storage

- o Work surface and side unit
- o Drawer pedestal

2- One adjustable chair

- o Chair with basic adjustments
- o On casters

3- One small bookcase as required

- o Open storage unit with shelves

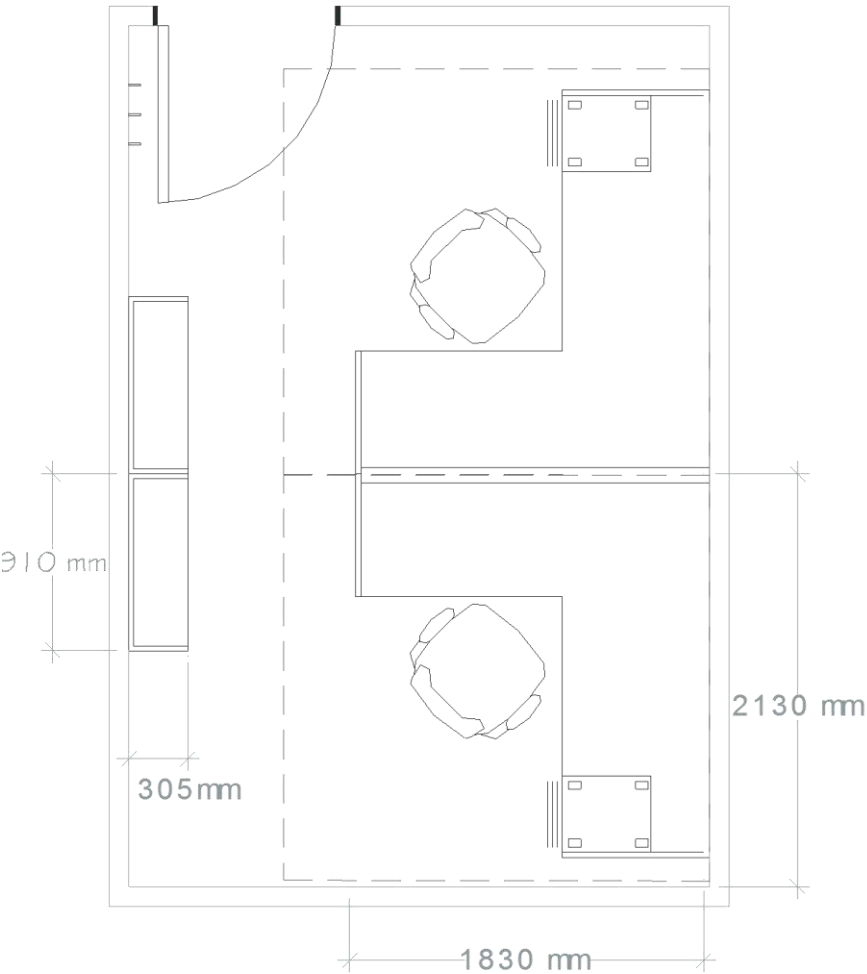
Can be replaced by the following storage unit:

- o Additional metal file cabinet

4- Panel system as required

- o Divider panels; 54'' maximum height
- o Finishes match desk

Plans and Drawings



B) CUBICLE:

1- One L-shaped workstation with integrate lower and upper storage

- Work surface and side unit
- Freestanding furniture
- Storage components integrated in panels and desk

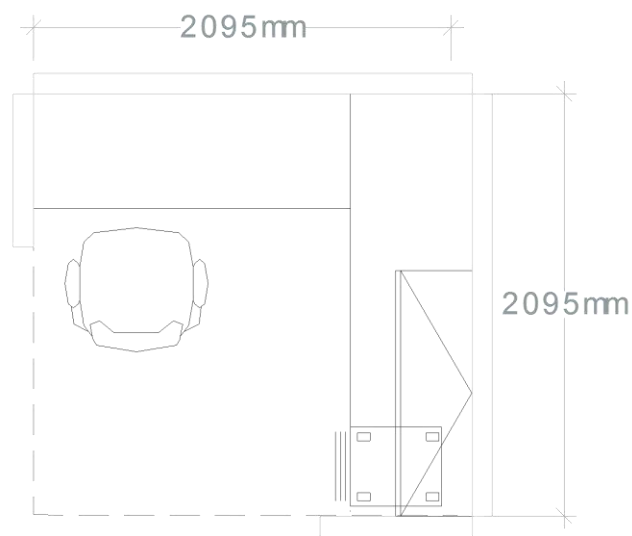
2- One adjustable chair

- Chair with basic adjustments
- On casters

3- Panel system

- Divider panels; 54'' maximum height
- Finishes match desk

Plans and Drawings



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Category 8 – Graduate Students

8B – Graduate Students (2nd cycle Non-Thesis)

Allocated to:

- Graduate Students

Size and type of allocated space:

Shared office or cubicle | 3.30 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building's architectural characteristics).

Prescribed items:

A) SHARED OFFICE:

1- One freestanding L-shaped workstation with integrated storage

- o Work surface and side unit
- o Drawer pedestal

2- One adjustable chair

- o Chair with basic adjustments
- o On casters

3- One small matching bookcase

- o Open storage unit with shelves

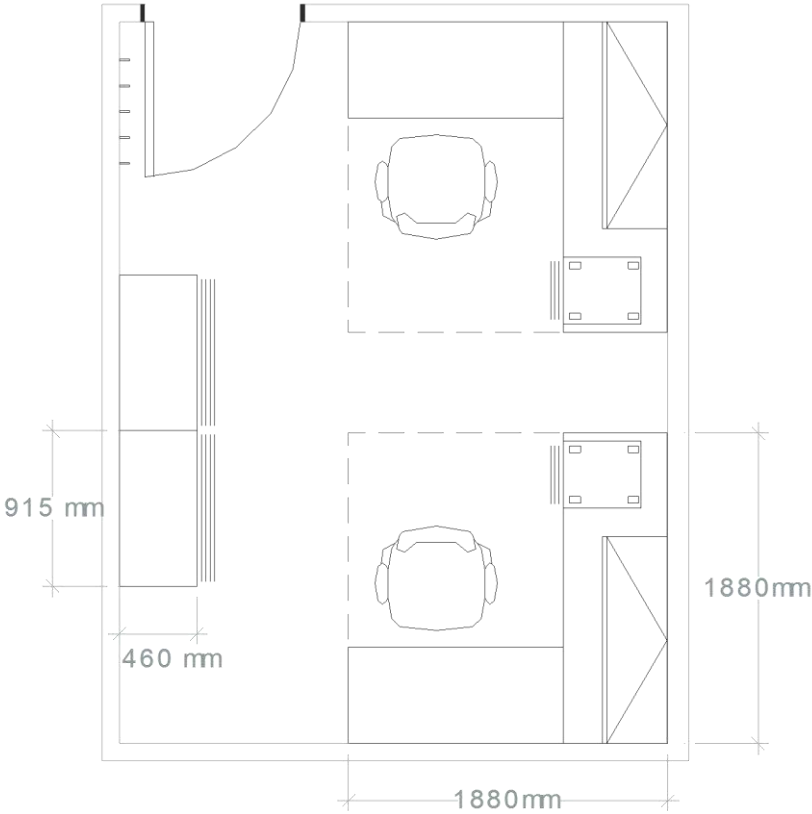
Can be replaced by the following alternate furniture:

- o Metal file cabinet

4- Panel system

- o Divider panels; 54" maximum height
- o Finishes match desk

Plans and Drawings



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B) CUBICLE:

1- One freestanding L-shaped workstation with integrated storage

- Work surface and side unit
- Drawer pedestal

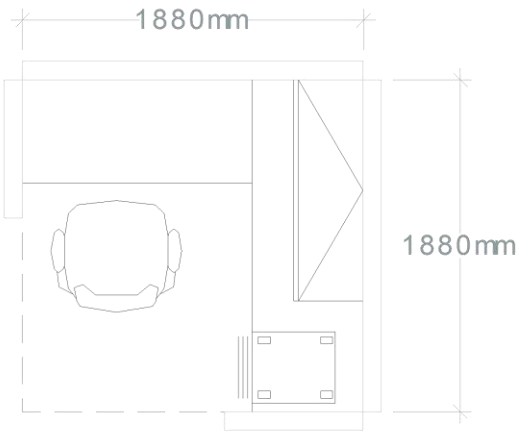
2- One adjustable chair

- Chair with basic adjustments
- On casters

3- Panel system as required

- Divider panels; 54'' maximum height
- Finishes match desk

Plans and Drawings



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Definitions

Adjustable chair: Office chair with conventional adjustments: adjustable seat height and backrest position.

ANSI/BIFMA X5.1-2002 Office Chairs: Standard for office chairs using a wide array of tests to assess their durability. It applies equally to swivel chairs and visitor chairs. The durability of backrest, seat and armrests is assessed through cyclic (repeated) load tests and static load tests (heavy load applied a limited number of times, once or twice).

BIFMA: Business and Institutional Furniture Manufacturer Association.

Conversation seat: Upholstered seat for relaxation.

Credence: The back part of a desk, attached to side unit. It offers additional work and storage surface.

Cubicle: Office space separated by a panel system, set in an open work area.

Desk (desk set): Furniture consisting of an horizontal work surface and one or two storage units.

Ergonomics: Ergonomics consists in adapting the work, the tools and the work environments to the human being (and not the opposite). Thus the ergonomic is adapted.

Hutch: Upper part of a desk with storage compartments, sometimes lighting.

Life cycle: Period covering all stages of an item's life, from design and manufacture through to obsolescence, including withdrawal from the market, disposal and release into the environment.

Lower storage: Storage compartments that can be attached to the desk under the work surface. Usually consists of drawers.

Mobile pedestal: Storage compartment with drawer(s) usually under the desk, on casters.

Modular walls: Most often glass partitions used instead of drywall. They are easily reusable in same height rooms.

Modularity: Built with standardized parts that allow easy and versatile use, with numerous parts that can be assembled in different ways.

Multipurpose chair: Office chair with five casters and several adjustment options (seat height, backrest height and forward-backward position, and armrest position).

Office furniture: Furniture set designed to be used in an office.

Panel system: Divider panels used to separate a work area in an open space office.

PEFC: Programme for the Endorsement of Forest Certifications.

Performance criteria: Value or requirement that items must meet to ensure quality, durability and environmental performance.

Standard: Statement on how to meet minimum requirements or achieve excellence, containing guidelines for the selection of items.

Swappability: Feature of a desk with two or more swappable components.

Upper storage: Storage compartments attached to the desk or a divider panel, higher than the work surface.

Visitor chair: Chair, usually with four legs and casters or coasters, with or without armrests. Can be on a base with five casters.

Work surface: Surface on which office tasks can be performed, the top of a desk.

Workstation: Space organized and equipped for the purpose of performing a task, mostly used in an open-plan layout or shared workspace.