



# **FURNITURE STANDARDS**

## **SPRING 2024**



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# **NOTATIONS**

## **Purpose of furniture standards:**

- Consistency of quality, warranty, & service of furniture purchased for University use
- Consistency of image projected
- Value for University dollars expended
- Consistency among faculty & staff offices, classrooms, & other common areas

## **Process for furniture selection & approval:**

- If a department cannot find what they need from Ignite Marketplace or needs direction on what they can order, they may contact Facilities Management (FM) with a request
- FM will meet with the office manager or someone in the department to assess the furniture need, provide assistance with furniture & fabric selections, & a cost estimate or guidance toward the right furniture dealer for an estimate
- Any ergonomic evaluations are available upon request for either existing or new workstations by Environmental Health & Safety
- FM reserves the right to deny or remove furniture or equipment that is a safety concern or deemed inappropriate

## **General:**

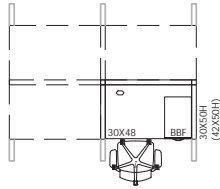
The “Baylor University Furniture Standards” document is the approved guideline for all new applicable furniture installation projects or requests as documented by Baylor University Facilities Management & Procurement Services.

Office/workstation furniture selection is based upon a “level system” that is predetermined by the position held by the Purchaser (user). This level system is comprised of varying layouts & finish materials which corresponds directly to the University’s appropriate standard square footage allotment per workspace. The University highly recommends compliance with the level system & the guidelines contained within.

Finish & fabric selections are predetermined by the standards specifications & cannot be altered. Any request for alterations from the predetermined specifications will need to be reviewed & approved by Facilities Management.

Product layout & orientation can be determined by the Purchaser to accommodate existing conditions. The Purchaser can request layouts & 3D line drawings from the Dealer for review & approval. Review or design assistance should not be required by Facilities Management for any furnishings listed within this standard.

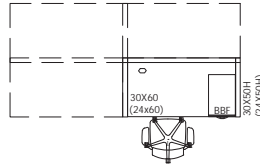
# CAMPUS OFFICE SIZES



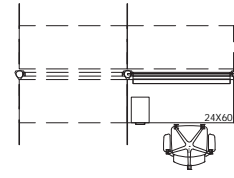
LEVEL ONE WORKSTATION

PANEL HEIGHT OPTIONS: 50" OR 65".

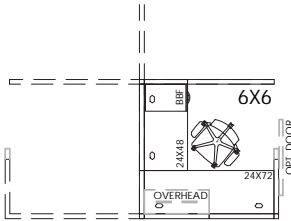
STUDENTS & STAFF: STUDENT WORKER, MASTERS STUDENT, DOCTORAL STUDENT, POST DOCTORAL STAFF.



LEVEL ONE WORKSTATION



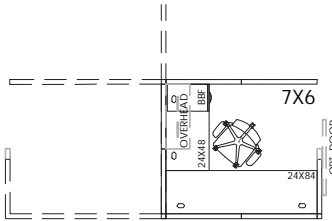
LEVEL ONE WORKSTATION



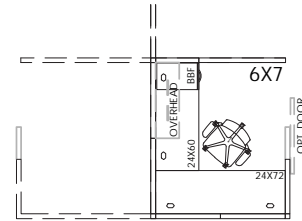
LEVEL TWO WORKSTATION: 45 - 50 S.F.

PANEL HEIGHT OPTIONS: 50", 65", OR 80". OPTIONAL DOOR AVAILABLE ON 65" AND 80" PANELS. OPTIONAL OVERHEAD SHELVING/STORAGE; OPTIONAL ADJUSTABLE HEIGHT DESK &/OR BRIDGE.

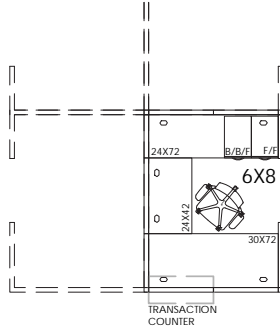
FACULTY & STAFF: ADMINISTRATIVE ASSISTANT, TECHNICIAN, FINANCIAL ADMINISTRATOR, PRODUCTION COORDINATOR, AIDE, UNIVERSITY RESEARCH ADMINISTRATOR, POST DOCTORAL STAFF, ADJUNCT PROFESSOR, PART TIME LECTURER, PART TIME PROFESSOR, VISITING PROFESSOR.



LEVEL TWO WORKSTATION: 45 - 50 S.F.



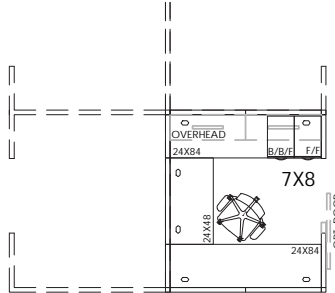
LEVEL TWO WORKSTATION: 45 - 50 S.F.



LEVEL THREE WORKSTATION: 55 - 65 S.F.

PANEL HEIGHT OPTIONS: 50", 65", OR 80". OPTIONAL DOOR AVAILABLE ON 65" AND 80" PANELS. OPTIONAL OVERHEAD STORAGE; OPTIONAL ADJUSTABLE HEIGHT DESK &/OR BRIDGE; OPTIONAL TRANSACTION COUNTER.

FACULTY & STAFF: ADMINISTRATIVE ASSISTANT OR ASSOCIATE, TECHNICIAN, FINANCIAL ADMINISTRATOR, PRODUCTION COORDINATOR, OFFICE MANAGER, PART TIME LECTURER, VISITING PROFESSOR, MANAGERS WHO SUPERVISE PROFESSIONAL STAFF AND WHO REPORT DIRECTLY TO THE DIRECTORS OR OTHER LEVEL THREE PERSONNEL.



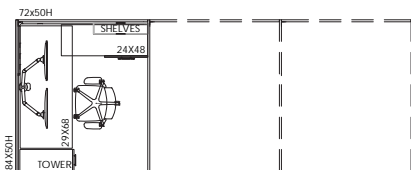
LEVEL THREE WORKSTATION: 55 - 65 S.F.

## LEGEND:

B/B/F = BOX/BOX/FILE

F/F = FILE/FILE

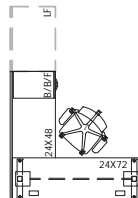
LF = LATERAL FILE



ALTERNATE OPEN OFFICE SYSTEMS

PANEL HEIGHT: 50". OPTIONAL OPEN SHELVING; OPTIONAL ADJUSTABLE HEIGHT DESK.

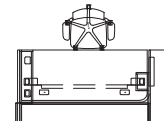
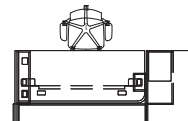
LEVEL TWO OR THREE FACULTY & STAFF.



RECEPTIONIST / ADMINISTRATIVE ASSISTANT:

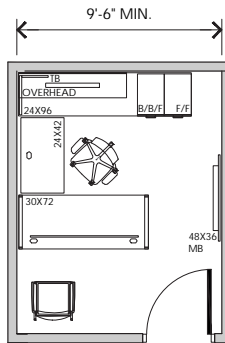
OPTIONAL ADJUSTABLE HEIGHT DESK; OPTIONAL PEDESTAL (BBF); OPTIONAL LATERAL FILE.

STAFF: STUDENT WORKER, ADMINISTRATIVE ASSOCIATE, OFFICE MANAGER, PROFESSIONAL STAFF WHO REPORT DIRECTLY TO LEVEL FIVE AND SIX MANAGEMENT.



NOTE: NOT TO SCALE

# CAMPUS OFFICE SIZES

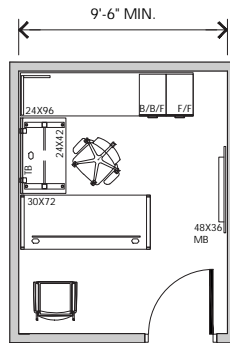


LEVEL THREE OFFICE: 110 - 130 S.F.

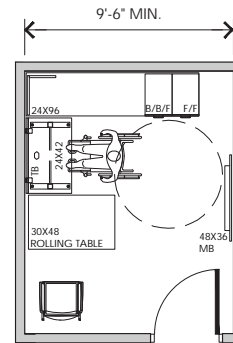
OPTIONAL OVERHEAD STORAGE: OPTIONAL ADJUSTABLE HEIGHT BRIDGE.

FACULTY: OFFICE MANAGER & BUDGET/FINANCIAL MANAGER AS DETERMINED BY DEPARTMENT, DEVELOPMENT AND BUSINESS OFFICER.

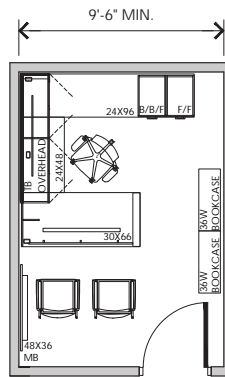
STAFF: ACADEMIC ADVISOR, SENIOR ACADEMIC CONSULTANT, MANAGERS, DIRECTORS, STUDENT RESIDENT DIRECTOR, OTHER STAFF AS DETERMINED BY AVP.



LEVEL THREE OFFICE: 110 - 130 S.F.



LEVEL 3 ACCESSIBLE OFFICE: 110 - 130 S.F.

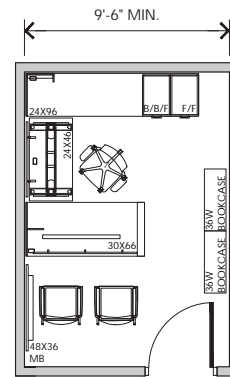


LEVEL FOUR OFFICE: 130 - 150 S.F.

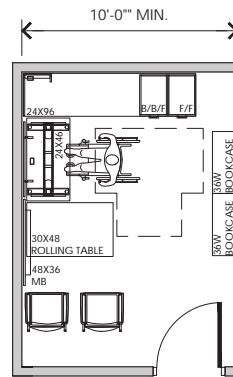
OPTIONAL OVERHEAD STORAGE: OPTIONAL ADJUSTABLE HEIGHT BRIDGE (24x46).

FACULTY: CHERRY AWARD OFFICE, FULL TIME PROFESSOR, FULL TIME LECTURER.

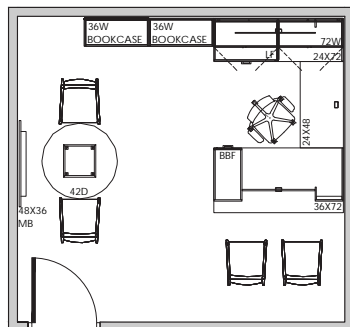
STAFF: DIRECTORS, STUDENT RESIDENT DIRECTOR, OTHER STAFF AS DETERMINED BY AVP.



LEVEL FOUR OFFICE: 130 - 150 S.F.



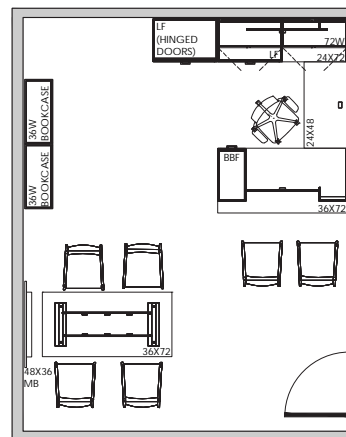
LEVEL 4 ACCESSIBLE OFFICE: 130 - 150 S.F.



LEVEL FIVE OFFICE: 175 - 220 S.F.

OPTIONAL ADJUSTABLE HEIGHT BRIDGE (24x46).

FACULTY: DEPARTMENT CHAIR, ASSISTANT OR ASSOCIATE VICE PRESIDENT OR DEAN, EQUAL OR SIMILAR PROFESSIONAL PERSONNEL REPORTING DIRECTLY TO THE VICE PRESIDENT OR OTHER LEVEL SIX PERSONNEL.



LEVEL SIX OFFICE: 200 - 300 S.F.

OPTIONAL ADJUSTABLE HEIGHT BRIDGE (24x46).

FACULTY: DEAN, VICE PRESIDENT, EQUAL PROFESSIONAL PERSONNEL REPORTING DIRECTLY TO THE PRESIDENT, GENERAL COUNSEL, AND CHIEF OF STAFF.

NOTE: NOT TO SCALE

# LEVEL ONE WORKSTATION



Allsteel - Terrace Panel Systems



Allsteel - Further Systems  
Optional Height Adjustable

- Student & Staff: Undergraduate Student, Masters Student, Doctoral Student, & Post Doctoral Student
- Fabrics & finishes are predetermined standards. Variation from the standard must be approved by Facilities Management. Approved finishes include:
  - Plastic Laminate: Green Soapstone
  - Metal Paint: Fossil
  - Panel Fabric: Tempest - Gold Rush
  - When new furniture is going next to existing furniture, matching the existing finishes is preferred.
- Laminate worksurfaces with matching t-mold edge.
- Painted metal on all system parts & under counter storage with fabric panels.
- Panels can be 50" or 65" high.
- Renderings are for visual aid & reference only & should not be regarded as an accurate portrayal of the finished product.



# LEVEL TWO WORKSTATION

45-50 SQ. FT.

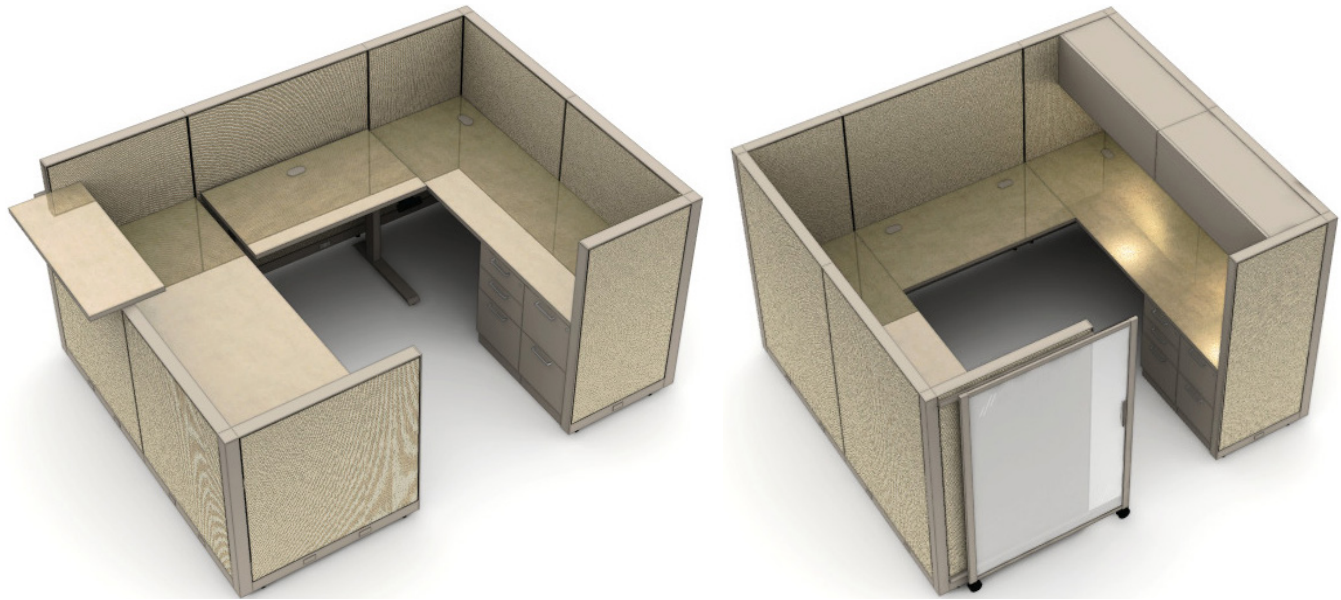


Allsteel - Terrace Panel Systems

- Faculty & Staff: Administrative Assistant, Technician, Clerk, Production Coordinator, Aide, University Research Administrator, Post Doctorate, Adjunct Professor, Part Time Lecturer, Visiting Professor
- Fabrics & finishes are predetermined standards. Variation from the standard must be approved by Facilities Management. Approved finishes include:
  - Plastic Laminate: Green Soapstone
  - Metal Paint: Fossil
  - Panel Fabric: Tempest - Gold Rush
  - When new furniture is going next to existing furniture, matching the existing finishes is preferred.
- Laminate worksurfaces with matching t-mold edge.
- Painted metal on all system parts & under counter storage with fabric panels.
- Panels can be 50", 65", or 80" high. Sliding doors can be added to panels at 65" or 80" high.
- Optional overhead shelving or storage.
- Renderings are for visual aid & reference only & should not be regarded as an accurate portrayal of the finished product.

# LEVEL THREE WORKSTATION

55-65 SQ. FT.



Allsteel - Terrace Panel Systems

- Faculty & Staff: Administrative Assistant, Office Manager, Part Time Lecturer, Visiting Professor, Technician, Clerk, Production Coordinator, Managers who supervise professional staff & who report directly to the directors or other level three personnel
- Fabrics & finishes are predetermined standards. Variation from the standard must be approved by Facilities Management. Approved finishes include:
  - Plastic Laminate: Green Soapstone
  - Metal Paint: Fossil
  - Panel Fabric: Tempest - Gold Rush
  - When new furniture is going next to existing furniture, matching the existing finishes is preferred.
- Laminate worksurfaces with matching t-mold edge.
- Painted metal on all system parts & under counter storage with fabric panels.
- Panels and sliding doors can be 50", 65", or 80" high.
- Optional overhead storage or height adjustable bridge.
- LED task lighting installed under overheads.
- Renderings are for visual aid & reference only & should not be regarded as an accurate portrayal of the finished product.



# OPEN OFFICE SYSTEMS

## ALTERNATE OPTION



Allsteel - Fit Panel Systems

- Allsteel Fit Panel Systems allow for an updated, alternate open office layout.
- Finishes are predetermined standards. Variation from the standard must be approved by Facilities Management. Approved finishes include:
  - Plastic Laminate: Natural Walnut
  - Metal Paint: Loft
  - When new furniture is going next to existing furniture, matching the existing finishes is preferred.
- 50" high panels are typical.
- Optional height adjustable desk.
- Optional shelving.
- Office configurations may vary according to office sizes & limitations.
- Renderings are for visual aid & reference only & should not be regarded as an accurate portrayal of the finished product.

# RECEPTION/ADMINISTRATIVE ASSISTANT

## FREE STANDING OPTION



### Allsteel - Gallery Panel System

- Staff: Student Worker, Administrative Associate, Office Manager, Typically Professional Staff who report directly to Level Five & Six management
- Finishes are predetermined standards. Variation from the standard must be approved by Facilities Management. Approved finishes include:
  - Plastic Laminate: Natural Walnut
  - Metal Paint: Fossil
  - When new furniture is going next to existing furniture, matching the existing finishes is preferred.
- Laminate worksurfaces with matching t-mold edge.
- Painted metal on all system parts & under counter storage with fabric panels.
- Panels are 35" high.
- Optional height adjustable L-shaped desk or height adjustable desk with fixed return and additional lateral file.
- If an office suite is using all JSI office furniture, the reception desk can also be from JSI.
- Renderings are for visual aid & reference only & should not be regarded as an accurate portrayal of the finished product.

# RECEPTION/ADMINISTRATIVE ASSISTANT

## ALTERNATE FREESTANDING OPTION



Gunlocke - Silea

- Staff: Student Worker, Administrative Associate, Office Manager, Typically Professional Staff who report directly to Level Five & Six management
- Finishes are predetermined standards. Variation from the standard must be approved by Facilities Management. Approved finishes include:
  - Wood Veneer: Stratawood Light Walnut (final selection to be determined by the surrounding workstations)
  - Alternate Plastic Laminate: Natural Walnut
  - Solid Surface Front: Cameo White
  - When new furniture is going next to existing furniture, matching the existing finishes is preferred.
- Comes with height adjustable desk.
- Renderings are for visual aid & reference only & should not be regarded as an accurate portrayal of the finished product.

# LEVEL THREE OFFICE

110-130 SQ. FT.



Allsteel - Modular Casegoods

- Faculty: Office Manager & Budget Manager as determined by Department, Development & Business Officer  
Staff: Academic Advisor, Senior Academic Consultant, Managers, Directors, Student Resident Director as determined by AVP
- Fabrics & finishes are predetermined standards. Variation from the standard must be approved by Facilities Management. Approved finishes include:
  - Plastic Laminate Tops: Natural Walnut. Alternate: Green Soapstone
  - Plastic Laminate Vertical Fronts: Natural Walnut
  - Metal Paint: Fossil
  - Tackable Fabric: Tempest - Gold Rush
  - When new furniture is going next to existing furniture, matching the existing finishes is preferred.
- Laminate worksurfaces with matching t-mold edge.
- Mixed painted metal & wood laminate on all system parts & under counter storage.
- Optional overhead storage or height adjustable bridge.
- LED task lighting installed under overheads.
- Office configurations may vary according to office sizes & limitations.
- Renderings are for visual aid & reference only & should not be regarded as an accurate portrayal of the finished product.

# LEVEL FOUR OFFICE

130-150 SQ. FT.



JSI - Vision

- Faculty: Cherry Award Office, Full Time Professor, Full Time Lecturer  
Staff: Directors, Student Resident Director, other staff as determined by AVP
- Fabrics & finishes are predetermined standards. Variation from the standard must be approved by Facilities Management. Approved finishes include:
  - Wood Veneer: Walnut, Umber
  - Metal Paint: Fossil
  - Tackable Surface Fabric: Tempest - Gold Rush
  - When new furniture is going next to existing furniture, matching the existing finishes is preferred.
- LED task lighting installed under overheads.
- Bookshelves in Level Four offices are painted metal.
- Optional overhead storage or height adjustable bridge.
- Office configurations may vary according to office sizes & limitations.
- Renderings are for visual aid & reference only & should not be regarded as an accurate portrayal of the finished product.



# LEVEL FIVE OFFICE

175-220 SQ. FT.



JSI - Vision

- Faculty: Department Chair, Assistant or Associate Vice President or Dean, & equal or similar professional personnel reporting directly to the Vice President, or other Level Six personnel
- Fabrics & finishes are predetermined standards. Variation from the standard must be approved by Facilities Management. Approved finishes include:
  - Wood Veneer: Walnut, Umber
  - Tackable Surface Fabric: Tempest - Gold Rush
  - When new furniture is going next to existing furniture, matching the existing finishes is preferred.
- LED task lighting installed under overheads.
- Optional height adjustable bridge.
- Office configurations may vary according to office sizes & limitations.
- Renderings are for visual aid & reference only & should not be regarded as an accurate portrayal of the finished product.

# LEVEL SIX OFFICE

200-300 SQ. FT.



JSI - Vision

Storage Option

- Faculty: Dean, Vice President, & equal professional personnel reporting directly to the President, General Counsel, & Chief of Staff
- Fabrics & finishes are predetermined standards. Variation from the standard must be approved by Facilities Management. Approved finishes include:
  - Wood Veneer: Walnut, Umber
  - Tackable Surface Fabric: Tempest - Gold Rush
  - When new furniture is going next to existing furniture, matching the existing finishes is preferred.
- LED task lighting installed under overheads.
- Optional height adjustable bridge.
- Office configurations may vary according to office sizes & limitations.
- Renderings are for visual aid & reference only & should not be regarded as an accurate portrayal of the finished product.

# STANDING HEIGHT DESK



HAT - Adjustable Height Desk (electric)



HAT - Adjustable Height Corner Desk (electric)

- Finishes are for reference only & some are predetermined standards.
- Existing desks or bridges can typically be retrofitted to become an adjustable height work surface.
- Legs are Silver or Black.

# LOCKERS

## STUDENT OR HYBRID OFFICE



Allsteel - Align

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- Finishes are for reference only & some are predetermined standards.
- Pulls are Silver or Black.
- Lockers come in a variety of configurations and sizes.

# CAFÉ OR BREAK ROOM TABLES



JSI - Nosh Tables  
(30", 36", 42" sizes)



Allsteel - Structure  
(30", 36", 42" sizes)

- Finishes are for reference only & some are predetermined standards.
- Tops & edges are plastic laminate.
- Legs & supports are painted Silver or Black.
- Sizes listed are standard sizes, but additional sizes may be used if necessary.



# CAFÉ OR STUDY TALL TABLES



JSI - Reef Tables (power optional)



Allsteel - Harvest Tables (power optional)

- Finishes are for reference only & some are predetermined standards.
- Tops & edges are plastic laminate.
- Powered tables allowed where power exists in the floor or wall.

# TASK SEATING



Level 1-3  
Allsteel - Lyric



Level 3-6  
Allsteel - Evo Mesh



Level 4-6  
Allsteel - Acuity

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- Fabrics & finishes are for reference only & some are predetermined standards.
- Approved mesh colors are Dusk, Black, & Mist.
- Approved arm, base, & frame colors are Black & Titanium.

# TASK SEATING

## ALTERNATE OPTIONS



SitOnIt - Novo & Novo Large & Tall



Via Seating - 4-UP / 4u Mesh



Knoll - ReGeneration

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- Fabrics & finishes are for reference only & some are predetermined standards.
- Approved arm, base, & frame colors are Black & Titanium.
- The Via Seating 4-UP chair lowers to a standard sitting height and raises to a bar/standing height.

# GUEST SEATING



- Fabrics & finishes are for reference only & some are predetermined standards.
- Knox: Arms and back have optional wood veneer in Umber.
- Knox: Legs & supports are painted black metal or silver.
- Ria & Ramona: Wood veneer to match desk finish.

# CONFERENCE SEATING

 <p>Allsteel - Clarity</p>	 <p>Allsteel - Evo Fabric &amp; Mesh Back</p>
 <p>Stylex - F4 Fabric &amp; Mesh Back</p>	 <p>Stylex - Insight &amp; Insight Mesh</p>

- Fabrics & finishes are for reference only & some are predetermined standards.
- Clarity: Approved aluminum frame finishes are White, Carbon, or Silver.
- Clarity: Approved mesh colors are Taupe, Graphite, Flint, or Clay.
- Evo: Approved mesh colors are Dusk, Black, & Mist.
- Evo: Approved arm, base, & frame colors are Black & Titanium.



# BAR HEIGHT STOOLS

## CAFE OR STUDY



JSI - Knox Bar Height Stool



KI - Strive or LimeLite Cafe Stool



Allsteel - Lyric Multipurpose Stool



Allsteel - Inspire Stool

- Fabrics & finishes are for reference only & some are predetermined standards.

# TASK STOOLS



Classroom or Studio  
Allsteel - Inspire Stool (Arms or armless)



Classroom or Studio  
KI - Strive or LimeLite Task Stool (Arms or armless)



Laboratory  
Cramer - Helix Lab Chair



Laboratory  
Global Industries - Biofit Stool

- Fabrics & finishes are for reference only & some are predetermined standards.

# CLASSROOM SEATING

## TYPICAL

### PREFERRED



KI - Strive or LimeLite Chair (Poly back, upholstered seat, armless, with casters)



KI - Strive Nesting Chair (Poly back, upholstered seat, with casters)



Allsteel - Inspire Chair (Plastic back, upholstered seat, armless, with casters)



Allsteel - Seek Chair (Mesh back, upholstered seat, arms, with casters)

- Fabrics & finishes are for reference only & some are predetermined standards.
- Approved paint colors for legs, frame, & supports are Black & Silver, or to match poly seat color.

# CLASSROOM SEATING



Moveable Tablet Arm  
KI - Learn2 (Strive poly back, upholstered seat, oversized tablet arm, with casters, storage optional)



Moveable Tablet Arm  
Steelcase - Node Tripod (Poly chair on casters with tablet arm)



Computer Rooms  
KI - Strive (Poly back, upholstered seat on 5-star base, arms or armless)



Computer Rooms  
KI - LimeLite (Poly back, upholstered seat on 5-star base, arms or armless)

- Fabrics & finishes are for reference only & some are predetermined standards.
- Legs & supports are Black & Silver.

# CLASSROOM TABLES

## TYPICAL

### PREFERRED



Allsteel - Aware Table  
(24x48, 24x60, 24x72, 30x60)



KI - Pirouette Tables  
(24x48, 24x60, 24x72, 30x60)

- Fabrics & finishes are for reference only & some are predetermined standards.
- Options include fixed legs, legs with casters, & flip fold top. The Pirouette tables also have a height adjustable option.
- Tops & edge are plastic laminate.
- Legs & supports are painted Black or Silver.



# LOUNGE SEATING

## TYPICAL

 <p>JSI - Connect</p>	 <p>JSI - Collective Motion</p>
 <p>Arcadia - Achella</p>	 <p>Martin Bratrud - Gleneagles</p>

- Fabrics & finishes are for reference only & some are predetermined standards.
- JSI, Arcadia, & Martin Bratrud are preferred furniture manufacturers. The Connect, Collective Motion, Achella, & Gleneagles Lounges are available options, but other JSI, Arcadia, & Martin Bratrud products may be acceptable.

# LOUNGE SEATING

## TYPICAL



Allsteel - Jetty:Mod



Bernhardt Design - Valentina



Davis - Ginkgo



Davis - Tote

- Fabrics & finishes are for reference only & some are predetermined standards.
- Allsteel, Bernhardt Design, & Davis are preferred furniture manufacturers. The Jetty:Mod, Valentina, Ginkgo, & Tote Lounges are available options, but other Allsteel, Bernhardt Design, & Davis products may be acceptable.

# MARKERBOARDS

## TYPICAL



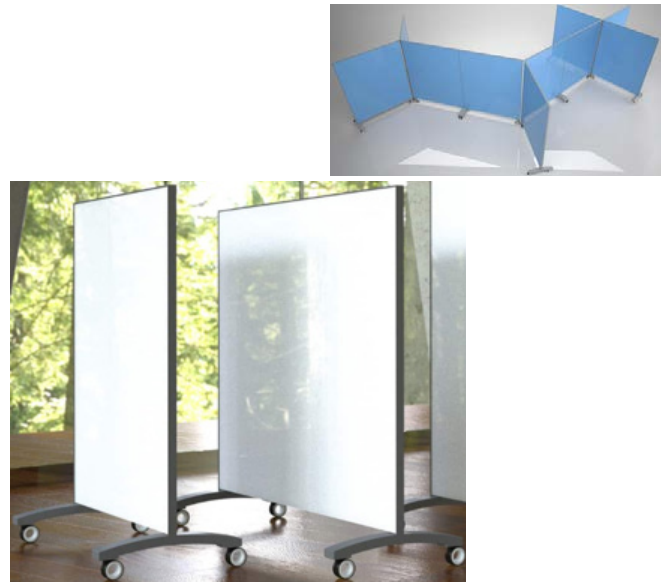
Calyx by Claridge - Connect X2 Mobile Markerboard (36"x72", 48"x72", 60"x72")



Calyx by Claridge - Mina Mobile Markerboard (36"x60", 36"x72", 42"x72")



Allsteel - Aware Markerboard (36"x50", 36"x72", 60"x72")



Clarus - go! Mobile Rolling Glass Markerboard (40"x73")

- Finishes are for reference only & some are predetermined standards.
- Sizes listed are commonly used sizes, but other size options are available.
- Clarus go! Mobile can create privacy walls.

# ACCESSORIES

## TYPICAL



Witt Industries - Geocube Waste & Recycling Bin Receptacle (32 gallon, square opening)

### ATHLETICS



Witt Industries - Standard Series Waste & Recycling Bin Receptacle (55 gallon, plastic flat-top lid with single round opening & liner)



Tournesol - Wilshire Planters

*Left Intentionally Blank*

- Finishes are for reference only & some are predetermined standards.
- The approved color for Geocube waste & recycling receptacles is Charcoal.
- Waste & recycling receptacles may vary in size, shape, & manufacturer depending on location.
- Tournesol is a preferred planter manufacturer. The Wilshire planters are available options, but other Tournesol planters may be acceptable.

# EXTERIOR FURNITURE



Landscape Forms - Catena Chair



Landscape Forms - Verona Chair



Landscape Forms - Catena Table



Landscape Forms - Americana Lounge Chair

- Bronze & Silver are the approved finishes for Landscape Forms metal furniture.
- Charcoal Grey is the approved finish for the Landscape Forms Americana Lounge Chair. A tablet arm (either right or left) and a bag hanger are also available on this chair.



# EXTERIOR FURNITURE



Landscape Forms - Wellspring Table & Chair



Dumor - Bench 119 & 120 (6' Long)



Dumor - Bike Rack 125-60 (or appropriate length)



Dumor - Receptacle 287-32SH

- Finishes are for reference only & some are predetermined standards.
- Bronze is the only approved finish for Dumor Furniture.