

GUIDANCE FOR OFFICE SYSTEMS FURNITURE

GENERAL INFORMATION

- 1.1 Columbia University has a negotiated purchasing agreement with Steelcase Inc. for a pre-selected range of contract furniture. Steelcase products should be used wherever possible.
- 1.2 Columbia University purchases all furniture through one of two Steelcase Dealers:
 - a. Empire Office Furniture, 212-607-5500
 - b. Waldner's Business Environments, 212-696-7500
- 1.3 Steelcase offers a broad variety of types, sizes and characteristics of workspace options that are suitable for different work types. CU utilizes Steelcase systems furniture for open plan office space as well as to achieve visual privacy for specific work functions.

DESIGN REQUIREMENTS

- 2.1 There are two Steelcase systems that are appropriate for installation as systems furniture if they meet certain criteria - Montage and Answer. Both systems are available in varying panel heights. The panel height used will determine if the product is used as "systems furniture" or as a "partition" subject to design by a licensed professional and approval by regulatory agencies.
 - a. Montage is a robust furniture system with door lockability options similar to that of a private office. The panel height required for installation of a lockable door is 86 ½". To comply with ADA, the pocket door panel assembly must be 90" or 96" wide.
 - b. Answer is a lighter weight furniture system that can be fitted with a sliding door. For the installation of a sliding door the required panel height is 66". Answer sliding track door is available in 36 and 42" width and 66" or 78" high. The track must attach to Steelcase panels on both sides.
- 2.2 In addition to panel height, both Montage and Answer systems furniture must meet these criteria to be used as "systems furniture":
 - a. There must be at least 18" clear between the panel and the ceiling.
 - b. When modifying an existing workstation, there should be no significant change in the footprint of the space it is defining.
 - c. The modification should not create an obstruction to existing lighting or ventilation.
 - d. There should be no standing height obstruction to visual or audible fire alarm signals or exit signs.
 - e. There should be no change to egress patterns or travel distances.
 - f. It should not create a dead end corridor.
 - g. The top panel must be made of glass to ensure visual connection to existing fire life safety devices and exit signs.