

GUIDANCE FOR FURNITURE IN PUBLIC SPACES

GENERAL INFORMATION

- 1.1 This section applies to user/occupier-requested informal seating in academic buildings. Furniture being purchased as part of a larger project should follow the guidance of the Consultant of Record.
- 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

DESIGN REQUIREMENTS

- 2.1 Safety is of paramount importance in making decisions regarding the type and placement of furniture in public spaces.
- 2.2 Prior to purchasing new furniture or repurposing existing furniture in any public space (lobbies, corridors, vestibules, etc.), submit a plan for review and approval to the Columbia University Office of Fire Safety showing:
 - a. The placement within the designated area
 - b. The method of ensuring that the furniture cannot be moved
- 2.3 Furniture may not be placed in code designated Safe Areas, Egress Paths or other areas that create a tripping hazard or bottleneck. Safe Areas and Egress Paths are as defined in DOB (Dept. of Buildings) approved Life Safety Drawings. Any proposed re-evaluation of approved Safe Areas or Egress Paths will require DOB approval via formal application.
- 2.4 Furniture used for the purposes of distributing items (such as food and beverage or handouts) must account for queuing and milling of students in its placement out of Safe Areas or Egress Paths.
- 2.5 Furniture must be CAL117 non-combustible.
- 2.6 Furniture must be immovable. Ganging of chairs or bolting to floors or wall is acceptable.
- 2.7 Safe Areas and Egress Paths are to be designated by distinct floor or other markings that clearly indicate the areas that are to be kept clear of loose items such as backpacks. Change of flooring material or pattern is an acceptable means of designating a Safe Area or Egress Path.