

# FURNITURE STANDARDS



uOttawa

Immeubles  
Facilities



## Furniture Standards

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2024-12-01

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**VOLUME II – FURNITURE & ACCESSORY PRODUCTS**

## A. COMPUTER MEDIA GROUP (CMG) Catalogue

|                 |              |
|-----------------|--------------|
| Refer to sheets | As indicated |
|-----------------|--------------|

## B. BREZACH SOLUTIONS Catalogue

|                 |              |
|-----------------|--------------|
| Refer to sheets | As indicated |
|-----------------|--------------|

## C. CAPITAL OFFICE INTERIORS (COI) Catalogue

|                 |              |
|-----------------|--------------|
| Refer to sheets | As indicated |
|-----------------|--------------|

## 1.0 GENERAL

### 1.1 Background

- .1 In 2006, The **UofO** defined a new Standard for Office Furniture. The Standard outlines the minimum performance and functionality requirements of the most commonly used furniture products on campus.
- .2 The standardization of commonly used furniture products allows the University to select and procure quality furniture products that address the following criteria: aesthetics, durability, ergonomics, functionality, life-cycle cost, maintenance, non-obsolescence, performance, safety, sustainability and warranty.

### 1.2 Standing Offer

- .1 In 2013, the **UofO** issued an original (updated) competitive market process (RFP) based on these standards to identify products and suppliers that meet the product, service and price criteria in conformity with OEMC & Province of Ontario contract for furniture. Based on this process, the University created Several Standing offers with the following Companies:
  - A. COMPUTER MEDIA GROUP (CMG).
  - B. BREZACH SOLUTIONS.
  - C. CAPITAL OFFICE INTERIORS (COI).
- .2 The Furniture includes mainly Office, Classroom & Lounge types; but could also extend to Laboratory furniture from specialized manufacturers.
- .3 The Standing Offer expires in March 2026 (with annual options to extend). The intent of the Standing Offer is to streamline the procurement process for small and medium scale projects as well as everyday campus requests.
- .4 A brief guidelines and advises on some products samples are indicated in **4. Furniture Guidelines** of this Volume.
- .5 This Furniture Standards Document addresses the most common units that may applies to the different conditions. Other Furniture or Equipment providers are available via the VOR process. If you wish to add another vendor, and after validating with the **SME DES** - the CPS has capability to add approved vendors to roster of the contract.
- .6 Always consult with **SME DES** before selecting any piece of furniture for choices, advise on installation as well as any other related.

### 1.3 Policies & Procedures

- .1 The following Procurement Policies & Procedures must be followed for all items not included in the Standing Offer:
  - Policy 36 – Supply of Goods and Services  
<https://www.uottawa.ca/administration-and-governance/policy-36-supply-goods-and-services>
  - Policy 65 - Use or Disposal of Surplus or Unused Furniture and Equipment

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<https://www.uottawa.ca/administration-and-governance/policy-65-use-or-disposal-surplus-or-unused-furniture-and-equipment>

- Design and Construction Guidelines  
<https://www.uottawa.ca/about-us/administration-services/facilities/policies-procedures-and-guides>
- Furniture Reuse Program  
<http://www.sustainable.uottawa.ca/index.php?module=CMS&func=view&id=27>

### 1.4 Useful links

.1 To be consulted as applicable:

- **UofO** Ergonomics:  
<http://www.hr.uottawa.ca/health/ergonomics.php>
- Ontario Ministry of Labour – Computer Ergonomics:  
[http://www.labour.gov.on.ca/english/hs/pdf/gl\\_comp\\_erg.pdf](http://www.labour.gov.on.ca/english/hs/pdf/gl_comp_erg.pdf)

**1.0 GENERAL**

**1.1 Overview**

- .1 The following are main information implicated in the current Guidelines. For full contact information, visit **UofO** web site.

**1.2 Definition, References and Contact info:**

.1 General:

**UofO:** University of Ottawa, duly constituted and having a place of business at:  
550 Cumberland,  
Ottawa, Ontario, K1N 6N5.

**OBC:** Ontario Building Code

**OFC:** Ontario Fire Code

.2 Facilities and UofO Service departments:

**CPS:** Central Procurement Services  
Contact: Eric Roberge - [eric.roberge@uottawa.ca](mailto:eric.roberge@uottawa.ca)

**DES:** Interior Design services  
Contact: Nathalie Charron – Cell :613-286-6514

**TLSS:** Teaching and Learning support Service – A/V components  
Contact: Xavier Erdmer – Ext.: 5900

**SME:** Subject Matter Experts

**1.0 GENERAL**

- 1.1 Project Manager** (To be assigned by **UofO**)  
.1 To be updated in line of most recent Policies.
- 1.2 Furniture Coordinator** (To be hired by **UofO**)  
.1 To be updated in line of most recent Policies.
- 1.3 Furniture Supplier** (Refer to selected Suppliers in **Volume II**.  
.1 To be updated in line of most recent Policies.
- 1.4 User Representative** (To be assigned by the Faculty or Service).  
.1 To be updated in line of most recent Policies.

## Furniture Standards

### 1.0 GENERAL

#### 1.1 Overview

- .1 Keep design consistent. Use the same colours, finishes and details within the same areas.
- .2 Provide adequate space for storage, filing cabinets, coat hooks and wardrobes.
- .3 Allow adequate space for photocopiers, printers and appliances. Verify product specifications for dimensions and maintenance instructions.
- .4 Situate workstations and equipment against walls to facilitate access to electrical and communication outlets. Jiffy poles and extension cords are not permitted.
- .5 Coordinate furniture plans with Mechanical / Electrical plans. Do not place furniture in front of wall controls or switches. Leave adequate space in front of HVAC equipment for proper air circulation and access.
- .6 Respect barrier free design requirements in all public areas. Provide required accessible spaces in classrooms, labs and lounges. Provide accessible surfaces at reception and service counters. Use height adjustable surfaces if necessary.

#### 1.2 Anchoring

- .1 The following types of furniture shall be securely anchored to the floor (or tied together) – if free standing, or to the walls; with considerations to seismic control and other structural regulations – including appropriate backing:
  - .1 Floor-mount narrow Bookshelves.
  - .2 Furniture located close to Exits, on critical path to Exits with limited space.
  - .3 Furniture with electrical / data or other plugs.
  - .4 Furniture in public spaces.
- .2 When drilling in floor, a prior scanning is necessary if we suspect any piping or electrical cables in the concrete.
- .3 Avoid drilling as possible and use other means as possible (e.g. tying together), for future flexibility and cost savings.
- .4 Bolt types:
  - .1 A lag bolt is to be used to facilitate removal and replacement of furniture in the designated locations.
  - .2 Remaining hardware is to be flush to floor when furniture is removed.
  - .3 Embedment length is to be a minimum of 1.5" and not to exceed 2.5".

### 2.0 FURNITURE TYPES

#### 2.1 Chairs (CLC, FTC, MPC, PTC, MTC, VC)

- .1 Contact the **SME DES** when selecting a task chair model for a project. The University has selected standard task chair models for clients to choose from.
- .2 Identify clients with specific ergonomic needs or health reports at the beginning of each project. An appropriate chair will be recommended by the **SME DES**. This will be analyzed on a case-by-case basis.
- .3 Contact the **SME DES** for chair fabric selections. Standard options have been selected for each chair model in Black and Charcoal.
- .4 Specify proper chair casters based on floor finish:

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- .1 Hard floor caster: To be specified for resilient flooring or any hard surface flooring. Casters are usually softer and will be the most specified in new projects due to carpet being replaced by resilient flooring in most spaces.
- .2 Carpet casters: To be specified for carpeted areas. Casters are harder to allow a smoother glide.



### 2.2 Classroom Tables (CLT)

- .1 To take into consideration **OBC** and **OFC** minimal clearance and egress requirements.



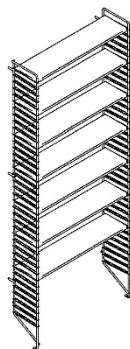
### 2.3 Filing Cabinets and Storage (FCS, FSC)

- .1 Bookcases are available in 2 styles:

**Metal Ladder Shelving ("gables")**

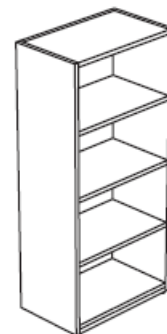
OR

**Bookcase (Laminate)**



Dimensions: 32"W x 11"D x 84"H

Advantages:



Dimensions: 30"W x 12"D x 66"H  
36"W 72"H

Advantages:



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- Maximizes available storage space.
- Takes up less space.
- Additional units can be added in “bays”.
- Flexible – neutral finish makes it easy to relocate.

Disadvantages

- Must be secured to wall.

- Freestanding
- More formal appearance.

Disadvantages

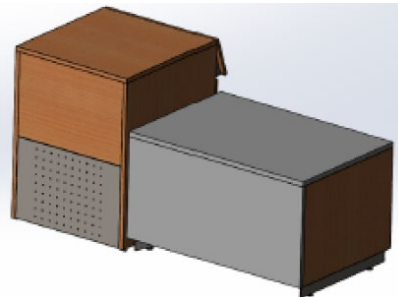
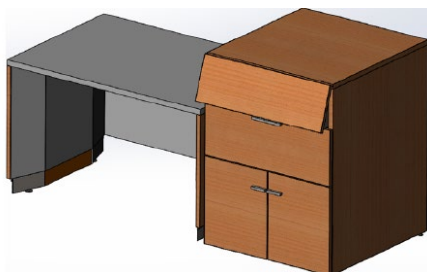
- Takes up more space

**2.4 Meeting Tables (MTA)**

- .1 Select T-Leg, Four Point Base or Square Base tables. These configurations allow maximum uninterrupted leg space therefore increasing the number of people who can sit comfortably at the table.
- .2 Where power and A/V modules are required in tables, specify tables with integrated wire management system.

**2.5 Podium Desks (PCD)**

- .1 Servicing, locations, and accessories to be coordinated with TLSS.



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### 2.6 Private booths (PHB)

- .1 To be provided with all services, HVAC, sprinkler-head-ready and other security features, compatible with building features and connected to related services.
- .2 Where the booths are individually ordered (not part of a broader project with professional consultants), the manufacturer shall provide a Turn-Key service that include the installation, Strobe and Sprinkler connections to existing life-safety infrastructure (as needed by local Codes), and any other M&E services required for the appropriate function – including Permit application with the City and local authorities.



### 2.7 Stools (ST)

- .1 Fixed stools to meet engineered to ensure compliance with security codes.



### 2.8 Training Tables (TTA)

- .1 When using training tables in seminar rooms where tables are shared between 2 people, specify a minimum 60" [1524] wide table to allow adequate space for users. Verify selected chair model width and height to ensure adequate clearance under table.
- .2 Various leg types are available (ie. post leg, T-leg, C-leg, mobile, fixed). Select the most functional for the application.
- .3 In areas where flexibility and re-configurability are a priority, consider specifying flip-top tables that can easily be nested and stored away.
- .4 Specify a modesty panel when tables are being used in seminar or meeting rooms.



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### 2.9 Workstations (WS)

#### .1 General:

- .1 Only freestanding furniture systems shall be specified. Panel hung furniture systems are not permitted.
- .2 Workstation dimensions to be specified in standard 6" increments.
- .3 Where larger workstations are required, specify station in several modules to facilitate future use and flexibility.
- .4 To allow access to electrical and HVAC equipment, do not specify modesty panels against walls. Modesty panels to be specified when visual privacy is required.
- .5 Inset, and modesty panels to be specified for D-top work surfaces and mobile tables used as meeting surfaces.
- .6 Full modesty panels to be specified for reception desks.
- .7 Computer monitors to be placed at a 90° angle from windows when possible, to minimize glare.
- .8 Panel & wall-hung furniture are not permitted within this category.



#### .2 Workstation Types:

##### .1 WS-A1, WS-A2, WS-B1:

- .1 Corner stations can be used in private offices or open areas. Because of their space efficient foot print, they are ideal for areas where space optimization is a priority. They are ideal for users who work on non-confidential issues or where teamwork is required. Pay special attention to layout to avoid users having their back to the door or to busy circulation areas. Mobile table can be used for additional work surface and as an informal meeting surface.

##### .2 WS-C1, WS-C2:

- .1 Use in private or shared offices. Ideal for users who meet with students or external clients. Recommended for users who deal with confidential or sensitive issues.

##### .3 WS-D1, WS-D2:

- .1 Use in private offices where maximum work surface is required. Ideal for users who meet with students or external clients. Recommended for users who deal with confidential or sensitive issues.

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.4 WS-E1, WS-E2:

- .1 Use in shared offices or open areas as a touch down space for employees who are not in the office full time or in student offices or study areas. Panel heights can be adjusted based on privacy requirements.

.5 WS-F1:

- .1 Use for private or shared offices, L-Shaped workstation with height adjustable desk with modesty panels.

.3 Overhead Cabinets:

- .1 Wall mounted overhead cabinets are not permitted.
- .2 Only one (1) height of overhead cabinet to be installed. Do not stack overheads.

2.10 **Workstation Accessories (WSA)**

- .1 For Task Lights, specify adjustable task lighting (Universal Light) under overheads. Magnetically mounted light fixtures allow users to freely move the fixture.

2.11 **Various (Lounge Chair, Multi Use Chair, Work Pod, Panel System & similar (AXF))**

- .1 Various options and types are available. For Panel, Booth, Reception desks and other similar systems, consult with **SME Arch** to ensure compatibility with egress and other **OBC** and security requirements.
- .2 Contact the **SME DES** for assistance with color and fabric selection, to ensure compatibility with existing building finishes and surrounding character.
- .3 Panel foot supports are not permitted. Where long spans of free-standing panels are required, specify the appropriate panel system (Teknion Leverage or equivalent).
- .4 Maximum panel height to be 66" [1676mm]. To minimize visual obstructions and allow better light distribution in open spaces, specify 51" [1295mm] height panels with translucent elements where possible.



**2.12 Laboratory Furniture**

- .1 Depending on projects specifics and complexities, some Lab furniture and accessories could be ordered through the this VOR Providers, based on detailed specs and documents.

**3.0 FINISHES****3.1 Standard finishes**

- .1 Fabrics:
  - .1 Specify high performance, commercial grade fabrics for all areas. The resistance to abrasion should exceed 100 000 double rubs.

**4.0 ELECTRICAL**

*(Based on Teknion power and data distribution system).*

**3.1 General**

- .1 In order to minimize the need of an electrician for minor interventions, **UofO** will give preference to systems that allow modifications by users and do not require being hard wired (ceiling or base feed).

**3.2 Typical installation**

- .1 Generally, most of the electrical power for new office workstations will be fed through regular 15A, 125 Volts Duplex or Quadplex receptacles installed recessed in the wall adjacent to the workstations by an external electrician.
- .2 In most cases, one (1) Under Surface Plug-In Power Bar model: RLPP will be sufficient for bringing power to computer, screen and lighting on each workstation.
- .3 The power bars shall be secured, above floor level, on the furniture in such a way to avoid wiring laying down on the floor. The under-desk wire race track provided by the manufacturer with the furniture shall be used for that purpose.

**3.3 Multiple workstations**

- .1 Fed from ceiling:
  - .1 In the case where it is required to supply electrical power to multiple workstations and where it is not possible to provide power as mentioned in the previous paragraph, for instance, workstations could be grouped together in the middle of an open space where no wall is accessible and where it is not possible to bring electrical circuits from under floor, then the electrical power shall be fed from the

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ceiling by using model RLSP Power Pole and the factory supplied Electrical Ceiling Feed model: RLDCF.

- .2 Wiring connections in ceiling space shall be provided by an external electrician.

- .2 Fed from wall:

- .1 In the case where it is required to supply electrical power to multiple workstations requiring more than one circuit and one end of the workstations row is against the wall, an electrical Base Feed model: RLDBF could be used instead of a power pole.
- .2 A recessed outlet box mounted on the wall including all necessary wiring and circuits shall be provided by an external electrician and shall be mounted at a proper height and location in a way to be able to connect power from the side of the first work station in the row.
- .3 The “daisy chaining” of conventional power bars is not acceptable. Where multiple stations are used, each station must be provided with a power bar cord that reaches its own outlet.

- .3 Under desk electrical outlet system:

- .1 **UofO** will privilege the installation of factory supplied Undersurface Power Outlet (4 Wire System) such as model: RLWP4B capable of providing 2 different electrical circuits at each workstation outlet device.
- .2 The 4 wire system normally applies only where there are less than 8 regular workstations in grouping. 4 workstations per electrical circuit will normally be allowed depending on computer size and other amperage loads.

- .4 Computing and communication system:

- .1 A Power Pole Divider such model: RLSD must be provided to separate electrical from Tel/Data cables that need to be run in the power pole.
- .2 Normally Tel/Data outlets will be provided by the University of Ottawa Computing and Communication Services and be installed directly under work surfaces. Communication wiring will be run inside the furniture’s under desk wire race tracks.

### 3.4 Specific requirements

- .1 All electrical requirements must be carefully examined prior to proceed with electrical specifications or ordering and shall be checked over by the **U of O SME M&E**.
- .2 All electrical components shall bear a recognized certification mark or label approved for use in Ontario.