FURNISHING STANDARDS

FOR

BRIGHAM YOUNG UNIVERSITY

Prepared by
The Furnishings Committee
Revised
May 2008
Furnishing Standards

The following are furnishing standards that have been approved by the Furnishings Committee for use in all typical offices and common areas in all buildings on the BYU campus.

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FURNISHINGS COMMITTEE MISSION STATEMENT

The Furnishings Committee is to 1) review and make recommendations to the University administration on furnishings standards for all campus buildings; 2) contact appropriate departments and/or individuals relative to suggestions made for improvement; 3) review exceptions to the Furnishings Policy and make recommendations to the Campus Planning and Use Committee; and 4) act on any other matters referred to it by the University administration.

Furnishings Committee Organization

The Furnishings Committee is comprised of individuals selected from various departments across campus, appointed to serve by the President of the University, and responsible to the Administrative Vice President.
FURNISHINGS COMMITTEE

Terry Hatch, Committee Chair
  Physical Facilities
  Purchasing
  2-7001

Jim Dain
  Physical Facilities
  Director of Building Services
  2-5520

Catherine Strange
  Facilities Planning
  Interior Design Supervisor
  2-5556

Gene Libutti
  Facilities Planning
  Administrative Assistant-Special Projects
  2-5404

Anne Schroeder
  Physical Facilities
  Director of Space Management
  2-5409

Boyd LeeMaster
  Auxiliary Maintenance
  Furnishings and Facilities
  2-1793

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  Assistant to the Dean
  2-4622

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  Marriott School of Management
  Assistant to the Dean
  2-6824

Mary Asmus
  Facilities Planning
  Department Secretary
  2-5446

Student Advisory Council Representative
  2-7181
CAMPUS PLANNING & USE COMMITTEE

Brian K. Evans, Committee Chair
    CFO and Administrative Vice President

John S. Tanner
    Academic Vice President

Brent W. Webb
    Associate Academic Vice President
    Research and Graduate Studies

K. Fred Skousen
    Advancement Vice President

Kelly Flanagan
    Information Technology Vice President
    C.I.O.

Jan Scharman
    Student Life Vice President

Sandra Rogers
    International Vice President

Ole M. Smith
    Assistant Administrative Vice President
    Physical Facilities

Anne Schroeder
    Director of Space Management
    Physical Facilities

Bob Ross
    Assistant Director of Space Management
    Physical Facilities
FURNISHING ACQUISITION PROCEDURES

Please note the following (which has been clarified) from the University Handbook: All furnishings, including keyboard trays, desks, chairs, file cabinets, carpets, window and wall coverings, etc., must be purchased using a Physical Facilities Work Request. Acquisition is to be coordinated through the Physical Facilities Planning Division, 240 BRWB, ext. 8-5556.

New Furniture: (New furniture includes aesthetic improvements, i.e. reupholsters, upgrades).

1. Requestor fills out Work Request form. (This form is available for electronic submission at “plantwo.byu.edu.”)
2. Physical Facilities routes approved work request to Facilities Planning for action.
3. After Planning meets with the requestor, the cost estimate is sent to the college representative (with a copy to the requestor) for approval.

   Planning flags any requests that are not standard and routes them to the Furnishings Committee before returning the form to the college representative. Physical Facilities will notify the college representative of those requests sent to the Furnishings Committee for review.
4. College representative approves Cost Summary, including justification and possible sources of funding, then forwards it for necessary approvals.
5. Approved Cost Summary returned to Physical Facilities for order of furniture.
6. Purchase requisition written and furniture ordered through Purchasing Department. Furniture is expected to arrive 6-12 weeks from the order date.
7. Furniture arrives at BYU Physical Facilities (Moving), and is then delivered and installed to the requestor/department.
8. Department account charged and Work Order closed.

Furniture Replacements: (For replacing existing furniture that is worn out and not repairable).

1. Requestor fills out Work Request form, noting that the request is “Replacement of Existing Furniture” (that is worn out and not repairable).
2. Physical Facilities evaluates request and recommends appropriate source of funding.

Furniture Repairs: (Existing Academic furniture will be repaired at no cost to the department).

1. User contacts building custodian.

Used Furniture: (The University stocks a limited amount of used furniture available at no cost to departments).

1. Requestor contacts College Representative.
2. College Representative contacts Space Management (2-5408) for evaluation and action.
FURNISHING STANDARDS PRICE LIST

Building Standard Carpet Tile  Not to Exceed $40.00/yd (installed)
Building Standard Draperies  Not to Exceed $25.00/yd for fabric (not installed)
Standard for WallFinishes  Not to Exceed $25.00/yd
Standard for Upholstery Fabric:  Not to Exceed $65.00/yd maximum for all areas, except President’s Area
DESCRIPTION

This standard is intended to include typical office furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following positions:

- **Student Assistant**
- **Part-Time Faculty**

Floor Coverings
- Carpet or vinyl tile flooring with carpet, wood, or rubber base
- Floor covering to match the building standards
- Carpet to be the building standard carpet tile - $40.00/yd installed

Wall Finishes
- Painted block or gypsum board or as is typical with building

Window Coverings
- Building standard drapes or blinds

Systems Furniture (Metal furniture with laminate work surface)
- (8) Lineal feet of work surface
- (2) Binder bins or hang on shelf units with lights
- (1) Drawer pedestal
- (1) Desk chair with arms
- (1) Side chair
- (1) File cabinet (Lateral or Standard)
- (1) Articulated keyboard
- (1) Center drawer

**Budget:**
- Freestanding: $3,500 - $5,300
- With Powered Panels: $5,500 - $7,300

Building design and function should determine the use of either freestanding furniture or power panel supported furniture. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing offices. Existing office furnishings may vary from this guideline, and may remain until future moves or remodeling is complete.

The office size standard is 35-80 sq ft, depending on furniture needed.
DESCRIPTION

This standard is intended to include typical office furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following position:

Secretarial Area

Floor Coverings
- Carpet with carpet, wood, or rubber base
- Carpet to match the building standards
- Carpet to be the building standard carpet tile - $40.00/yd installed

Wall Finishes
- Painted block or gypsum board or as is typical with building. Accent walls are permitted in department office reception areas.

Window Coverings
- Building standard drapes or blinds

Systems Furniture (Metal furniture with laminate work surface)

- (12) Lineal ft of work surface including corner work surface
- (3) Binder bins or hang on shelf units with lights
- (2) Drawer pedestals
- (1) Desk chair with arms
- (2) Side chairs
- (2) File Cabinets (Lateral or Standard)
- (1) Center drawer
- (1) Articulated keyboard

Budget:  
Freestanding  $6,100 - $7,700
With Powered Panels  $7,100 - $8,700

Building design and function should determine the use of either freestanding furniture or power panel supported furniture. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing offices. Existing office furnishings may vary from this guideline, and may remain until future moves or remodeling is completed.
DESCRIPTION

This standard is intended to include typical office furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following positions:

<table>
<thead>
<tr>
<th>Staff Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Staff Office</td>
</tr>
<tr>
<td>Faculty Office</td>
</tr>
<tr>
<td>Supervisor and Coordinator Office</td>
</tr>
</tbody>
</table>

Floor Coverings
- Carpet with carpet, wood or rubber base
- Carpet to match the building standards
- Carpet to be the building standard carpet tile - $40.00/yd installed

Wall Finishes
- Painted block or gypsum board or as is typical with building

Window Coverings
- Building standard drapes or blinds

Systems Furniture (Metal furniture with laminate work surface)
- (12) Lineal ft of work surface including corner work surface
- (2) Binder bins or hang-on shelf units with lights
- (3) Drawer pedestals
- (1) Desk chair with arms
- (2) Side chairs with arms
- (3) File cabinets (Lateral or Standard)
- (2) Bookshelves (80 lin ft)
- (1) Center drawer
- (1) Articulated keyboard

Budget:
- Freestanding $5,735 - $8,850
- With Powered Panels $8,000 - $10,000

Building design and function should determine the use of either freestanding furniture or power panel supported furniture. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing offices. Existing office furnishings may vary from this guideline, and may remain until future moves or remodeling is completed.

THE OFFICE SIZE STANDARD IS 120 SQ FT.
DESCRIPTION
This standard is intended to include typical office furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following positions:

Manager and Director Office
Managing Director Office
Associate Chair Office
Department Chair Office
Associate & Assistant Dean (see Dean’s Suite)

Floor Coverings
- Carpet with carpet, wood or rubber base
- Carpet to match the building standards
- Carpet to be the building standard carpet tile - $40.00/yd installed

Wall Finishes
- Wood Paneling (if existing in office)
- Painted block or gypsum board or as is typical with building.

Window Coverings
- Building standard drapes or blinds.

Systems Furniture (Metal furniture with laminate work surface or match wood, if existing)
- (17) Lineal ft of work surface, including corner work surface
- (2) Binder bins or hang on shelf units with lights
- (3) Drawer pedestals
- (1) Desk chair (high back with arms)
- (4) Side chairs with arms
- (1) Radius end table
- (3) File cabinets (Lateral or Standard); or 2 bookcases; or 80 lin ft of built-ins
- (1) Center drawer
- (1) Articulated keyboard

Budget: $12,000

Building design and function should determine the use of either freestanding furniture or power panel supported furniture. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing offices. Existing office furnishings may vary from this guideline, and may remain until future moves or remodeling is completed.
DESCRIPTION
This standard is intended to include typical office furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following positions:

**Executive Director Office and Suite**
**Dean Office and Suite**

Floor Coverings
- Carpet with carpet or wood base
- Carpet to match the building standards
- Carpet to be the building standard carpet tile - $40.00/yd installed

Wall Finishes
- Textured paint or wood paneling. Accent walls (walls treated with other than standard paint colors).

Window Coverings
- Building standard drapes or blinds

Freestanding Wood or Metal Furniture
- (18) Lineal feet of work surface
  - (1) Desk chair (high back with arms)
  - (4) Side chairs (with arms)
  - (2) File cabinets (4 drawer lateral or equivalent)
  - (1) Bookshelf (100 lineal ft) built-in or cabinets
  - (1) Articulated keyboard
  - (2) Drawer pedestals
  - (2) Binder bins or hang-on shelf units with lights

Budget: $12,000 - $16,000

Occasional tables and lamps as dictated by the design layout are approved for this category. Building design and function should determine the use of either freestanding furniture or power panel supported furniture. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing offices. Existing office furnishings may vary from this guideline, and may remain until future moves or remodeling is completed.

*THE OFFICE SIZE STANDARD IS 200 SQ FT.*
DESCRIPTION
This standard is intended to include typical office furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following positions:

Associate Vice-President
Assistant Vice-President

Floor Coverings
- Carpet with carpet or wood base
- Carpet to match the building standards
- Carpet to be the building standard carpet tile - $40.00/yd installed

Wall Finishes
- Textured paint or wood paneling. Accent walls (walls treated with other than standard paint colors).

Window Coverings
- Building standard drapes or blinds

Freestanding Wood Furniture
- (20) Lineal feet of work surface
  - (1) Desk chair (high back with arms)
  - (4) Side chairs (with arms)
  - (1) File cabinet (Lateral or equivalent in wood)
  - (1) 42" round table or computer table
- (60) Lineal feet of bookshelves built-in or cabinets
  - (1) Articulated keyboard
  - (3) Drawer pedestals and storage
  - (2) Binder bins or hang-on shelf units with lights

Budget: $16,000

Occasional tables and lamps as dictated by the design layout are approved for this category.

Building design and function should determine the use of either freestanding furniture or power panel supported furniture. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing offices. Existing office furnishings may vary from this guideline, and may remain until future moves or remodeling is completed.
DESCRIPTION

This standard is intended to include typical office furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following position:

Vice President

Floor Coverings
- Carpet with Carpet or Wood Base
- Carpet to match the building standards
- Carpet to be the building standard carpet tile - $40.00/yd installed

Wall Finishes
- Textured paint or wood paneling. Accent walls (walls treated with other than standard paint colors).

Window Coverings
- Building standard drapes or blinds

Freestanding Wood Furniture
- (20) Lineal feet of work surface
  - (1) Desk chair (high back with arms)
  - (6) Side chairs (with arms)
  - (1) File cabinet (lateral or equivalent in wood)
  - (1) Conference table
- (60) Lineal feet of bookshelves built-in or cabinets
  - (1) Articulated keyboard
  - (3) Pedestals and storage
  - (2) Binder bins or hang on shelf units with lights

Budget: $18,000

Sofas, Occasional Tables and Lamps as dictated by the design layout are approved for this category. Building design and function should determine the use of either freestanding furniture or power panel supported furniture. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing offices. Existing office furnishings may vary from this guideline, and may remain until future moves or remodeling is completed.

The office size standard is 225 sq ft.
DESCRIPTION

This standard is intended to include office furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following position:

President

Floor Coverings
Carpet with carpet or wood base
Carpet as approved by the president

Wall Finishes
Textured paint or wood paneling. Accent walls (walls treated with other than standard paint colors).

Window Coverings
Building standard drapes or blinds

Freestanding Wood Furniture
(1) Executive desk (36 x 72) with return (24 x 96), with pedestal and center drawer
(1) Credenza (25 x 72) to match desk
(1) Desk chair (high back with arms, fabric or leather)
(6) Side chairs (with arms)
(1) File cabinet (4 drawer lateral or equivalent)
(1) Sofa (36 x 84)
(60) Lineal feet of bookshelves built-in or cabinets
(1) Articulated keyboard

Sofas, side chairs, occasional tables and lamps as dictated by the design layout are approved for this category. Building design and function should determine the use of either freestanding furniture or power panel supported furniture. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing offices. Existing office furnishings may vary from this guideline, and may remain until future moves or remodeling is completed.
DESCRIPTION

This standard is intended to include typical fixed seating, floor coverings, wall finishes, window coverings and other special furnishing needs for the following area:

**Auditorium**

Floor Coverings
- Carpet with carpet or wood base (carpet to be building standard carpet tile)

Wall Finishes
- Painted block or gypsum board
- Acoustical wall covering or wood paneling to fit design of building

Window Coverings
- Building standard drapes or blinds.

Furniture
- Tele-odium
- Stacking armchairs
- Fixed auditorium seating w/ writing tablets (oversized tablets to be standard)
- Tables as required for design and setup
- 4% Seating for ADA requirement
- 3% Seating to be left-hand tablet arms

Building design and function should determine the use of either freestanding furniture or power panel supported furniture. Wall hung or portable chalkboard, whiteboards and tack boards as dictated by the design layout are approved for this category. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing buildings. Existing auditorium furnishings may vary from this guideline, and may remain until future changes or remodeling is completed.
DESCRIPTION

This standard is intended to include typical classroom furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following area:

Classroom

Floor Coverings
- Vinyl tile flooring with rubber base
- Carpet with carpet or wood base (carpet to be building standard carpet tile)

Wall Finishes
- Painted block or gypsum board

Window Coverings
- Building standard drapes or blinds

Furniture
- Tele-cabinet
- Stacking chairs with tablet arms (oversized tablet to be standard)
- Tables as required for design and setup
- 4% Seating for ADA requirement
- 3% Seating to be left-hand tablet arms

Chalkboard, whiteboards and tackboards as dictated by the design layout are approved for this category.

This standard is developed to be a guideline for the planning of new facilities and remodeling of existing buildings. Existing classroom furnishings may vary from this guideline, and may remain until future changes or remodeling is completed.
**DESCRIPTION**

This standard is intended to include typical computer lab furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following area:

**Computer Room**

**Floor Coverings**
- Vinyl tile flooring with rubber base
- Carpet with carpet or wood base (carpet to be building standard carpet tile)

**Wall Finishes**
- Painted block or gypsum board

**Window Coverings**
- Building standard drapes or blinds.

**Furniture**
- Computer chairs
- Computer tables (size will vary with design layout)
- 4% Computer tables and seating for ADA requirement

Whiteboards and tack boards as dictated by the design layout are approved for this category.

This standard is developed to be a guideline for the planning of new facilities and remodeling of existing buildings. Existing furnishings may vary from this guideline, and may remain until future changes or remodeling is completed.
DESCRIPTION
This standard is intended to include typical furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following area:

**Conference Room**

Floor Coverings
- Carpet with carpet or wood base (carpet to be building standard carpet tile)

Wall Finishes
- Textured paint or wood paneling

Window Coverings
- Building standard drapes or blinds

Furniture
- Conference table (size to fit room)
- Conference room chairs
- Side table or credenza

Bookshelves are approved for installation in conference rooms. Design to be based on room size, use and layout that work best with function and department needs. Chalkboard, whiteboards and tackboards as dictated by the design layout are approved for this category. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing buildings. Existing furnishings may vary from this guideline, and may remain until future changes or remodeling is completed.
DESCRIPTION
This standard is intended to include typical furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following area:

**Corridor**

Floor Coverings
- Vinyl tile flooring with rubber base
- Terrazzo with terrazzo base
- Carpet with carpet, rubber or wood base (carpet to be building standard carpet tile)

Wall Finishes
- Painted block or gypsum board (wall coverings are not permitted in corridors).

Window Coverings
- Building standard drapes or blinds

Furniture
- Benches
- Planters

This standard is developed to be a guideline for the planning of new facilities and remodeling of existing buildings. Existing furnishings may vary from this guideline, and may remain until future changes or remodeling is completed.
DESCRIPTION
This standard is intended to include typical furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following area:

Gallery

Floor Coverings
- Carpet with carpet or wood base (carpet to be building standard carpet tile)
- Resilient or hard surface Flooring

Wall Finishes
- Painted gypsum board

Window Coverings
- Building standard drapes or blinds

Furniture
- Benches
- Sectional seating
- Sofas
- Armchairs to match sofa
- Occasional tables and lamps

Built-in specialty lighting and display equipment as dictated by the design layout are approved for this category. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing buildings. Existing furnishings may vary from this guideline, and may remain until future changes or remodeling is completed.
DESCRIPTION
This standard is intended to include typical furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following area:

Library

Floor Coverings
Carpet with carpet, rubber or wood base (carpet to be building standard carpet tile)

Wall Finishes
Painted gypsum board
Textured paint

Window Coverings
Building standard drapes or blinds

Furniture
Bookshelves
Seating
Benches
Carrels
4% Study tables and study chairs for ADA requirement

Specialized areas may include special seating, sofas, side chairs and tables as dictated by the design layout are approved for this category. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing buildings. Existing furnishings may vary from this guideline, and may remain until future changes or remodeling is completed.
DESCRIPTION
This standard is intended to include typical furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following area:

**Lobby**

Floor Coverings
- Carpet with carpet, rubber or wood base (carpet to be building standard carpet tile)

Wall Finishes
- Painted gypsum board

Window Coverings
- Building standard drapes or blinds

Furniture
- Sectional seating
- Benches
- Sofas
- Arm chairs
- Occasional tables
- Planters

Display cabinets, tack boards and counters as dictated by the design layout are approved for this category. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing buildings. Existing furnishings may vary from this guideline, and may remain until future changes or remodeling is completed.
DESCRIPTION
This standard is intended to include typical furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following area:

| Faculty Common and Lunch Room |

Floor Coverings
- Carpet with carpet, rubber or wood base (carpet to be building standard carpet tile)
- Vinyl tile and rubber base

Wall Finishes
- Painted gypsum board

Window Coverings
- Building standard drapes or blinds

Furniture
- Booths
  - Chairs (stacking)
  - Tables, collapsible (round, rectangular)

Cabinets, counters and plumbing as dictated by the design layout are approved for this category. Adjustable counter and sink segment to meet ADA requirements. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing buildings. Existing furnishings may vary from this guideline, and may remain until future changes or remodeling is completed.
DESCRIPTION

This standard is intended to include typical furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following area:

**Reception Area**

Floor Coverings
- Carpet with carpet, rubber or wood base (carpet to be building standard carpet tile)
- Vinyl tile and rubber base

Wall Finishes
- Painted block or gypsum board. Accent walls are permitted in department office reception areas. Paint is recommended.

Window Coverings
- Building standard drapes or blinds

Furniture
- Arm Chairs
- Sofas
- Tables (round, rectangular)

Built-in display cabinets, counters and tack boards as dictated by the design layout are approved for this category. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing buildings. Existing furnishings may vary from this guideline, and may remain until future changes or remodeling is completed.
DESCRIPTION
This standard is intended to include typical office furniture, floor coverings, wall finishes, window coverings and other special furnishing needs for the following area:

Student Common Area/Lounge

Floor Coverings
- Carpet with carpet, rubber or wood base (carpet to be building standard carpet tile)
- Vinyl tile and rubber base

Wall Finishes
- Painted block or gypsum board

Window Coverings
- Building standard drapes or blinds

Furniture
- Sectional seating/benches
- Chairs (stacking)
- Study tables wired for data and electrical needs
- Occasional tables
- Planters

Display cabinets, counters and tack boards as dictated by the design layout are approved for this category. This standard is developed to be a guideline for the planning of new facilities and remodeling of existing buildings. Existing furnishings may vary from this guideline, and may remain until future changes or remodeling is completed.
Carpet Standards

Through the years, the number of carpet styles and colors has increased dramatically in our campus buildings. In an effort to better manage the variety of carpets that are used (and subsequently stored for future maintenance and replacements), the BYU administration has asked the Furnishings Committee and the Facilities Planning Interior Design Department, with input from various campus sources, to recommend a clarification to the campus carpet standard. The proposed standard was presented to the Campus Planning and Use Committee and subsequently approved by the President’s Council.

The standard identifies seven basic carpet schemes which can be used. Each scheme includes colors, patterns and styles based on approved church contracts with manufacturers. When carpet is installed in a new space or existing carpet is replaced, the carpet standard already in use for that building is automatically the approved replacement scheme. Once the carpet in the entire building as a whole has reached the end of its useful life (usually 10-15 years) a new scheme can be considered by Physical Facilities to replace an existing standard. There are no exceptions to these standards. Any appeal to this policy must be made to line supervisors and administrators, who can take the request forward to their line Vice President if they deem it appropriate. Physical Facilities cannot make exceptions unless directed to do so by the administration.

Any member of the faculty or staff who would like additional information regarding this policy is invited to contact the Facilities Planning Interior Design department supervisor at 2-5556 for a detailed review of standards that apply to their area or building.

Accent Walls

Accent walls are walls treated with something other than standard paint colors. Accent walls could be complimentary paint or wood.

Accent walls are permitted in dean’s level and above offices and suites and in department office reception areas. Paint is recommended. Accent walls with paint or wood are not permitted in individual faculty and staff offices.
Considerations When Choosing A Chair

Kind of Work Performed
- How do you spend your day at work?
- Do you sit down a little or a lot?
- If you typically sit for short periods at a time, or use a computer only occasionally, you can probably get along with a chair that offers basic adjustments.
- In general, the longer you sit in a chair at one stretch, and the more frequently you use a computer, the more important adjustability becomes.
- Adjustability is also important when a variety of people must use the same work chair, as in a reception area or team space.

User Comfort and Control
You can tell if a chair will provide comfort for prolonged sitting by asking yourself:
- Does the design support the way you move as you work?
- Are the controls easy for you to reach and adjust?
- Does it have the proper kind of adjustments to support the kinds of tasks you perform?
- Does it have enough adjustment range to accommodate different body types and sizes?

Cost of Ownership
Of course you need to choose a chair that fits your budget. But remember, there are typically other costs involved as well.
- Does the design minimize those aches, pains, and discomforts that tend to increase absences and boost healthcare costs?
- Will the chair help you increase productivity?

User-Centered Design
Good design is more than attractive styling. It must also support the needs and characteristics of the person using it.
- Does it help them work more effectively?
- Does the design balance style, comfort, performance and durability?
Seating and Chair Standards

Standard Classroom Seating
Company: Virco
Model: Virtuoso
- Plastic seat and back without arms $89.04
- Upholstered seat and back with arms $106.40
- Plastic seat and back with tab arms $166.00

Standard Fixed Seating
Company: Irwin
Model: Marquee
- BYU oversized tab arm $175.00

Standard for Desk Chairs
Company: Steelcase
Models: a’ la carte without arms $175.00
- a’ la carte with arms $200.00
- Surprise with arms $250.00
- Criterion with arms $450.00
- Leap with arms $625.00

Company: Herman Miller
Model: Aeron $750.00

Company: Brayton
Model: Spinz $850.00

Standard for Conference Room Chairs
Company: Gunlocke
Model: Monde (Vinyl (leather look-alike) $600.00

Company: Cartwright
Models: Jake (Vinyl look-alike) $600.00
- “J J” (Vinyl look-alike) $475.00

Company: Patrician
Model: Trinity (Vinyl look-alike) $400.00

Company: Steelcase (Turnstone)
Models: Jacket (Only in leather in black, green, burgundy) $330.00
- 319 Executive (Only in leather) $250.00

All prices will vary according to fabric and features on chair
VIRTUOSO®

The Virtuoso® Series elegantly unites comfort and durability. Designed by internationally renowned sculptor Charles Perry, Virtuoso features a patented articulating back mechanism that gently flexes to accommodate your position in the chair. Its tubular steel frame, buttressed by 7/16” solid steel rods and two underseat cross braces, makes Virtuoso more than tough enough for meeting halls, auditoriums, offices and educational environments.

Self-skinned urethane arms are standard on selected Virtuoso models. As an added convenience, Virtuoso chairs with or without arms can be stacked interchangeably. Four Virtuoso models also feature a fixed tablet arm for classroom and training applications.

Fourteen plastic seat and back colors and two standard frame finishes give you the freedom to coordinate the Virtuoso with your decor. If you'd like upholstered chairs, we offer an array of fabric patterns from which to choose.

Patented Articulating Back
Virtuoso’s patented articulating back works in harmony with your body for enhanced seating comfort.

Virtuoso Model Selection

<table>
<thead>
<tr>
<th>Plastic Seat and Back</th>
<th>Upholstered Seat and Back</th>
</tr>
</thead>
<tbody>
<tr>
<td>2945, 2945G</td>
<td>2945P, 2945PG</td>
</tr>
<tr>
<td>2945A</td>
<td>2945AP</td>
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<tr>
<td>2945TA</td>
<td>2945AP</td>
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<tr>
<td>2945TALH</td>
<td>2945TAPLH</td>
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</tbody>
</table>
51526 MARQUEE

- 51 Plastic Back, Tufted Upholstery
- 5 Marquee Seat
- 26 Plastic Decorator Aisle Panel with Marquee Wood Armrests, and Number and Letter Plates

51566 TA MARQUEE

- 51 Plastic Back, Tufted Upholstery
- 5 Marquee Seat
- 66 Marquee Laminate Surfaced Decorator Aisle Panel, Laminate Armrests, Laminate Surfaced Tablet Arm, Number and Letter Plates, and Round Aisle Light Cove
STEELCASE ‘A LA CARTE

- Pneumatic height
- Swivel mechanism
- Swivel-tilt mechanism
- Synchro-tilt mechanism
- Articulating mechanism
- Adjustable seat depth
- Three arm options (fixed T, height- and width-adjustable T, and C-arms)
- 10 year warranty on seating mechanisms, pneumatic cylinders

Statement of Line

Mid-back task with modified round back
Mid-back task with round back
High-back task with round back
Mid-back task with square back

High-back task with square back
Guest with round back
Guest with square back
3/4-Height side
STEELCASE SURPRISE!

- Pneumatic height
- Fixed or height-adjustable arms
- Stool has adjustable foot ring
- Swivel mechanism
- Swivel-tilt mechanism
- Articulating mechanism
- Variable back lock
- Back height
- Seat depth
- Tilt tension
- 10 year warranty on seating mechanisms, pneumatic cylinders

Statement of Line

Task
  arm/armless

Stool
  arm/armless

Guest

Manager
STEELCASE CRITERION

- Adjustable:
  - Back height
  - Back tension
  - Variable back stop
  - Pneumatic seat height
  - Seat angle
  - Seat depth
  - Height, width, and pivot arms
- Fixed arms
- Armless
- Posture-tilt
- Ideal if you sit for long periods of time
- 10 year warranty on seating mechanisms, pneumatic cylinders

Statement of Line

High-back     Mid-back    Criterion Plus

High-back stool    Mid-back stool
Herman Miller AERON

- Single-stage/two-stage pneumatic height adjustment
- Standard tilt, tilt limiter, tilt limiter and seat angle
- Height-adjustable option that moves the arms 4" vertically and a fully adjustable option that moves the arms 4" vertically and pivots the arm pads 15° outward and 17 1/2° inward
- Adjustable lumbar
- Pellicle® material that conforms to the user's body and retains its original shape when unoccupied
- Tilt limiter that allows the user to set the tilt range to limit the amount of recline
- 12-year, 3-shift warranty

Statement of Line

Single-Stage Pneumatic

Two-Stage Pneumatic
STEELCASE SPINZ

- Stationary or adjustable arms
- Adjustable seat depth and angle
- 3-in-1 satellite control with tilt tension, back lockout, and pneumatic lift. Black power-coat, polished aluminum, or wood base
- 1998 Best of NeoCon Award
- 10 year warranty on seating mechanisms, pneumatic cylinders

Statement of Line

Conference 780    Mid-back 781    High-back 782
STEELCASE LEAP

- Live Back changes shape to mimic your unique spinal motion
- Upper and lower back controls meet the different support needs of your upper and lower back
- Height, width, pivot arms provide natural support for your arms
- Natural Glide System lets you recline without pulling you away from your work
- Seat edge angle control lets front third of seat angle down for greater comfort
- 5-position back stop
- Labeled adjustment controls with Braille indicators
- Quick-change pillowed upholstery
- Rectilinear or see-through arms
- 10 year warranty on seating mechanisms, pneumatic cylinders

Statement of Line:

High-back

Full-back

Ribbon back frame available with standard or pillowed upholstery, bare-back, or bare-back with vest

Arch backframe available with standard upholstery

Full-back stool
STEELCASE (TURNSTONE) JACKET

- Available in leather only – 3 color options – black, green and burgundy
- Synchro-tilt mechanism
- Pneumatic seat height adjustments
- Tilt Tension adjustment
- Seat depth adjustable
- Height and width adjustable arms
- 10 year warranty on seating mechanisms, pneumatic cylinders

STEELCASE (TURNSTONE) 319 EXECUTIVE

- Available in leather only – 3 color options – black, green and burgundy
- Swivel – tilt mechanism
- Tilt tension
- Pneumatic seat height adjustment
- 10 year warranty on seating mechanisms, pneumatic cylinders
CARTWRIGHT “JAKE”

- Vinyl (Leather look alike)
- Base available in black, mirror cast aluminum or reinforced hardwood

CARTWRIGHT “J J”

- Vinyl (Leather look alike)
- Base available in black, mirror cast aluminum or reinforced hardwood
GUNLOCKE “MONDE”

- Vinyl (Leather look alike)
- Swivel tilt with tension adjustment or knee/tilt with tension adjustment and upright lockout
- Pneumatic or manual lift height adjustment
- High back or mid back

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PATRICIAN “TRINITY”

- Vinyl (Leather look alike)
- Low or high back
- Tensioned swivel tilt and pneumatic lift
- Limited 5 year warranty