

**UNIVERSITY OF DAYTON**

Facilities Planning and Construction Management

Furniture Standards  
July 2023



**University  
of Dayton**

University of Dayton

Office Furniture Standards for  
Faculty and Staff

President's Council  
Reviewed and approved

Updated July 2023

# UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards  
2023



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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 and staff offices

Process for furniture selection and approval, and funding:

- Department contacts FPCM with request, identifying personnel and job description
- FM meets with office occupant to assess needs, develop furniture specifications; then specifications are reviewed to determine whether they fall within standards quality and/or cost level
- Ergonomic evaluations are available upon request for either existing or new workstations by Environmental Health and Safety/Risk Management.
- FM completes "Furniture Funding Worksheet for Expenditures Exceeding Standard Allotments" if needs are above standards quantity and/or cost level
- Upon completion of funding paperwork, furniture order is placed
- FM reserves the right to deny or remove furniture or equipment that is a safety concern or deemed inappropriate.

# UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards  
2023



University  
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Type of space/end user: Full-Time Faculty

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Standard Furniture pieces:

- 66" w x 30" d desk with drawer pedestal
- 48" w x 24" d return with drawer pedestal
- Lap/pencil drawer
- 1- 48" w overhead rail mounted binder bin with LED light and tackboard
- 1 - 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 1 - 36" w x 65" h bookcase with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 2 - Guest chairs: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame

Standard furniture construction:

- Desk and return: Metal structure, laminate top
- File cabinets, bookcases: Metal

Quality similar to:

- Desk and return: Steelcase Universal worksurfaces or similar File cabinet: Steelcase Universal Series or similar Bookcases: Steelcase Universal Storage Products or similar Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

# UNIVERSITY OF DAYTON

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Type of space/end user: Part-Time Faculty

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## Standard Furniture pieces:

- 66" w x 30" d desk with 2 drawer pedestals
- Lap/pencil drawer
- 1 - 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 1 - 36" w x 65" h bookcase with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 1 - Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame

## Standard furniture construction:

- Desk: Metal structure, laminate top
- File cabinets, bookcases: Metal

## Quality similar to:

- Desk: Steelcase Universal worksurfaces or similar
- File cabinet: Steelcase Universal Series or similar Bookcases: Steelcase Universal Storage Products or similar Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

# UNIVERSITY OF DAYTON

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Type of space/end user: Graduate Assistant

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## Standard Furniture pieces:

- 60" w x 30" d desk with drawer pedestal
- 1 – 36" w 52" h 4–drawer vertical file, with lock and hanging file frames
- 1 – 36" w x 65" h bookcase with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters.
- 1 – Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame – shared between two assistants

## Standard furniture construction:

- Desk: Metal structure, laminate top
- File cabinets, bookcases: Metal

## Quality similar to:

- Desk: Steelcase Universal worksurfaces or similar
- File cabinet: Steelcase Universal Series or similar Bookcases: Steelcase Universal Storage Products or similar Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

# UNIVERSITY OF DAYTON

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Type of space/end user: Secretary - Senior Administrative Assistant (Cubicle)

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## Standard Furniture pieces:

- 66" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 66" w x 24" d back desk/credenza with 36" w 2 drawer lateral file
- 36" Transaction Top
- Lap/pencil drawer
- 66" h panels defining workstation space
- 1 - 72" w binder bin with under-bin LED light
- 1 - 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms (or no arms), adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 1 - Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame

## Standard furniture construction:

- Desk, bridge, and back desk/credenza: Metal structure, laminate top
- Panels: Fabric-covered, metal frame, tackable acoustic panels File cabinets, binder bin: Metal

## Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces or similar
- File cabinet: Steelcase Universal Series or similar
- Panels: Answer or similar
- Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

# UNIVERSITY OF DAYTON

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Type of space/end user: Secretary – Senior Administrative Assistant (Not within cubicle)

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## Standard Furniture pieces:

- 66" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 66" w x 24" d back desk/credenza with 36" w 2 drawer lateral file
- Lap/pencil drawer
- 2 – 36" w overhead rail mounted binder bin with LED lights and tackboards
- 1 – 36" w 52" h 4–drawer vertical file, with lock and hanging file frames
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms (or no arms), adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 1 – Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame

## Standard furniture construction:

- Desk, bridge, and back desk/credenza: Metal structure, laminate top
- File cabinets, binder bin: Metal

## Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal or similar
- File cabinet: Steelcase Universal series or similar
- Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

# UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

Furniture Standards  
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University  
of Dayton

Type of space/end user: Exempt Staff, **Grade A**  
Assistant, Administrative Assistant (Cubicle)

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## Standard Furniture Pieces:

- 66" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 66" w x 24" d back desk/credenza with 36" w 2 drawer lateral file
- Lap/pencil drawer
- 66" h panels defining workstation space
- 1- 72" w binder bin with under-bin LED light
- 1 - 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 1 - 36" x 65" h bookcase with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms ( or no arms), adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 1 - Guest chairs: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame

## Standard furniture construction:

- Desk, bridge, and back desk credenza: Metal structure, laminate top
- Panels: Fabric-covered, metal frame, tackable acoustic panels
- File cabinets, bookcase, binder bin: Metal

## Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces or similar
- File cabinet: Steelcase Universal series or similar
- Panels: Answer or similar
- Bookcases: Steelcase Universal Storage Products or similar
- Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reolv or similar



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University  
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Type of space/end user: Exempt Staff, **Grade A**  
Assistant, Administrative Assistant (Not within cubicle)

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## Standard Furniture pieces:

- 66" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 66" w x 24" d back desk/credenza with 36" w 2 drawer lateral file
- Lap/pencil drawer
- 2 - 36" w overhead rail mounted binder bin with lights and tackboards
- 1 - 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 1 - 36" x 65" h bookcase with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms (or no arms), adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 1 - Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame

## Standard furniture construction:

- Desk, bridge, and back desk/credenza: Metal structure, laminate top
- File cabinets, bookcase, binder bin: Metal

## Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces, or similar
- File cabinet: Steelcase Universal Series or similar
- Bookcases: Steelcase Universal Storage Products or similar
- Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

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Facilities Planning and Construction Management

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University  
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Type of space/end user: Exempt Staff, **Grade B**  
Assistant Director, Coordinator, Manager (Not within cubicle)

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## Standard Furniture pieces:

- 66" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 66" w x 24" d back desk/credenza with 36" w 2 drawer lateral file
- Lap/pencil drawer
- 2 – 36" w overhead rail mounted binder bin with lights and tackboards
- 1 – 36" w 52" h 4–drawer vertical file, with lock and hanging file frames
- 1 – 36" x 65" h bookcase with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 1 – Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame

## Standard furniture construction:

- Desk, bridge, and back desk/credenza: Metal structure, laminate top
- File cabinets, bookcase, binder bin: Metal

## Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces or similar
- File cabinet: Steelcase Universal Series or similar
- Bookcases: Steelcase Universal Storage Products or similar
- Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

# UNIVERSITY OF DAYTON

Facilities Planning and Construction Management

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University  
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Type of space/end user: Exempt Staff, **Grade B**  
Assistant Director, Coordinator, Manager (Cubicle)

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## Standard Furniture pieces:

- 66" w x 30" d desk with drawer pedestal
- 48" w x 24" d bridge
- 66" w x 24" d back desk/credenza with 36" w 2 drawer lateral file
- Lap/pencil drawer
- 65" high panels defining workstation space
- 1- 72" w binder bin with under-bin light
- 1 - 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 1 - 36" x 65" h bookcase with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 1 - Guest chair: Fabric upholstered chair with either legs or sled base, fixed arms or no arms, metal frame

## Standard furniture construction:

- Desk, bridge, and back desk/credenza: Metal structure, laminate top
- File cabinets, bookcase, binder bin: Metal

## Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces or similar
- File cabinet: Steelcase Universal Series or similar
- Panels: Answer or similar
- Bookcases: Steelcase Universal Storage Products or similar
- Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

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University  
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Type of space/end user: Exempt Staff, **Grade C**  
Director, Assistant Dean, Assistant Director

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## Standard Furniture pieces:

- "U" shaped workstation, 72" x 96"
- 2 – fixed pedestals
- 1– 72" w overhead rail mounted binder bin with light and tackboard
- Lap/pencil drawer
- 1 – 36" w 52" h 4–drawer vertical file, with lock and hanging file frames
- 2 – 36" x 65" h bookcases with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 4 – Guest chairs: Fabric upholstered chair fixed arms or no arms, metal or plastic frame
- 42" dia. Conference Table

## Standard furniture construction:

- Desk, bridge, and back desk/credenza: Metal structure, woodgrain laminate top
- File cabinets, bookcase, binder bin: Metal
- Table: Woodgrain laminate top with vinyl or pvc edge, metal pedestal base

## Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces, Steelcase Context or similar
- File cabinet: Steelcase Universal Series file cabinet or similar Bookcase: Steelcase Universal Storage Products or similar Table: Universal table or similar
- Desk chair: Steelcase Amia or similar
- Guest chairs: Steelcase Reply or similar

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Type of space/end user: Exempt Staff, **Grade D**  
Assistant Vice President, Associate Dean, Director

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## Standard Furniture pieces:

- "U" shaped workstation, 100" x 144"
- 1 – fixed pedestal
- 1 – 30" 2 drawer lateral file under credenza
- 1 – 36" 2 drawer lateral file under credenza
- 1 – 72" w binder bin with light with tackboard
- Lap/pencil drawer
- 1 – 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 2 – 36" x 65" h bookcases with adjustable shelves
- Desk Chair: Fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 6 – Guest chairs: Fabric upholstered chair fixed arms or no arms, metal and plastic frame
- 72" Conference Table

## Standard furniture construction:

- Desk, bridge, and back desk/credenza: Metal structure, with laminate top (wood grain laminate ok)
- File cabinets, binder bin: Metal, or metal with wood front Bookcase: Metal
- Table: Laminate top with vinyl or pvc edge, metal pedestal base

## Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Universal worksurfaces, Steelcase Context or similar
- File cabinet: Steelcase Universal Series file cabinet or similar Table: Universal table or similar
- Desk chair: Steelcase Leap or similar
- Guest chairs: Steelcase Think or similar

# UNIVERSITY OF DAYTON

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University  
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Type of space/end user: Exempt Staff, **Grade E**  
Vice President CIO, Dean

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## Standard Furniture pieces:

- 72" w x 36" d desk with drawer pedestal
- 48" w x 24" d bridge
- 72" w x 24" d back desk/credenza with drawer pedestal
- Lap/pencil drawer
- 72" w binder bin with tackboard and under-bin LED light
- 1 - 36" w 52" h 4-drawer vertical file, with lock and hanging file frames
- 2 - 36" x 65" h bookcases with adjustable shelves
- Desk Chair: Leather or fabric upholstered chair with pneumatic height adjustment, adjustable arms, adjustable lumbar support, tilt, swivel, with casters. May have adjustable seat depth, back lock
- 6 - Guest chairs: Fabric or leather upholstered chair with casters, fixed arms or no arms, metal or wood frame
- 36" x 72" Conference Table

## Standard furniture construction:

- Desk, bridge, and back desk/credenza: Wood structure, wood top
- File cabinets, bookcase, binder bin: Wood, or metal with wood front
- Bookcase: Wood
- Table: Wood edge, with wood base

## Quality similar to:

- Desk, bridge, back desk/credenza, and binder bin: Steelcase Elective Elements, or similar
- File cabinet: Steelcase Elective Elements, or similar
- Table: Steelcase Convene, or similar
- Desk chair: Steelcase Gesture, Siento or similar
- Guest chairs: Steelcase Siento or similar

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**University  
of Dayton**

Type of space/end user: Applies to all Faculty/Staff

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## Supplemental Furniture Pieces:

- Adjustable height table
- Keyboard tray
- Active Lift Riser

## Standard furniture construction:

- Adjustable height table: Metal base with laminate top, PVC edges .
- Keyboard tray: Metal structure with plastic platform
- Active Lift Riser: Metal Structure with plastic platform

## Quality/estimate cost similar to:

- Adjustable Height Table: Steelcase Migration SE Adjustable Worksurface Series:  
(30 X 46)  
(30 X 60)
- Keyboard tray: Steelcase Details Classic Rectangular with Standard Stella Mechanism or similar
- Active Lift Riser