

Furniture Check List



OVERALL OFFICE SPACE

- * Open Office
- * Private Offices
- * Reception
- * Training rooms
- * Conference rooms
- * Huddle areas
- * Lounge areas
- * Hotel/Swing space
- * Break room/Kitchen
- * Mail Room/Storage room
- * Warehouse/Shop
- * Mother's room

WORKSTATIONS

- Traditional or benching
- Size
- Powered or Non-powered
- Power source
- Quantity of outlets
- Belt line or desk top power
- Corner or straight surfaces
- Wing panels
- Grommets/Scallops
- Privacy Screens/Glass
- Locking or non-locking
- Upper storage
- Lower storage
- Adjustable height/Sit to Stand
- Color and style

PRIVATE OFFICES/DESKS

- Size
- Metal, laminate or wood
- Overhead storage
- Lower storage
- Wall mounted or freestanding
- Straight, L-shape or U-shape
- Tower, mobile ped, lateral files
- Adjustable height desk/Sit to Stand
- Meeting table, guest chairs

CHAIRS

Task chairs

- Ergonomic
- Mesh or fabric
- 24 hour use
- High or low back
- Colors and style

Conference & Huddle chairs

- Legs or wheels
- Chairs or stools
- Fabric, mesh or leather
- Large or small scale
- Colors and style

Training room/multipurpose chairs

- Legs or wheels
- Stacking or non-stacking
- Plastic or fabric
- Flip and nest
- Colors and style

Break room chairs

- Plastic or fabric
- Chairs or stools
- Stacking or non-stacking
- Arms or armless
- Colors and style

Guest Chairs

- Legs or wheels
- Metal or wood
- Fabric, mesh or leather
- Colors and style

Reception & Lounge Chairs

- Fabric or leather
- Tablet
- Large or small scale
- Arms or armless
- Colors and style

TABLES

Conference tables

- Size
- Shape
- Powered or non-powered
- Wood or Laminate
- Base/leg style
- Mobile
- Colors

Training/Multipurpose tables

- Size
- Shape
- Powered or non-powered
- Mobile
- Flip and Nest
- Colors

Break room tables

- Size
- Square or round
- Base color
- Top color
- Sitting or standing height

FILING & STORAGE

- Size
- Number of drawers
- Vertical or lateral files
- Locking or non-locking
- Laminate tops
- Storage cabinets
- Bookshelves
- Specialty storage

LITTLE EXTRAS

- Pencil drawers
- Keyboard trays
- Monitor arms
- Power modules
- Tackboards
- White Boards
- Lights
- Paper Flow