

UNIVERSITY OF VICTORIA FURNITURE POLICY - APPENDIX A

PRIVATE OFFICES (PRESIDENT, VICE-PRES, ASSOC. VICE-PRES, DEANS, SASSOC DEANS, ADMIN. REGISTRAR, UNIV. SECRETARY, UNIV. LIBRARIAN, EXEC. DIR.)

OFFICES (IE PEA - FACULTY, DIRECTORS, MANAGERS, OFFICERS, COORDINATORS)

OFFICES - SHARED (IE SESSIONAL, SPECIALIST INSTRUCTORS, PIMS, ADJUNCTS)

ADMINISTRATION AND RECEPTION AREAS - CLERICAL SUPPORT

GRADUATE STUDENT AREAS

STUDENT STUDY AREAS

LECTURE THEATRES

LABORATORIES

MEETING ROOMS

CLASSROOMS

SEMINAR - CONFERENCE ROOMS

COMPONENT DESCRIPTION

COMMENTS

EXECUTIVE OFFICE WORKSTATIONS

WOOD VENEER/HP LAM	3 - DESK COMPONENTS																		X	Options - desk size, configuration, finishes
WOOD VENEER/HP LAM	1 - OVERHEAD STORAGE HUTCH																		X	Options - size, task light, finish
WOOD VENEER/HP LAM	1 - WARDROBE																		X	Options - size, finishes
WOOD VENEER/HP LAM	2 - BOOKCASES																		X	Options - size, finishes
WOOD VENEER/HP LAM	1 - FF PEDESTAL																		X	Options - finishes
WOOD VENEER/HP LAM	1 - BBF PEDESTAL																		X	Options - finishes
COMPONENT	1 - ARTICULATING KEYBOARD																		X	Standard
WOOD VENEER/HP LAM	1 - FILING CABINET																		X	Options - size, finishes
WOOD VENEER/HP LAM	1 - MEETING ROOM TABLE																		X	Options - size, finishes

PRIVATE OFFICE WORKSTATIONS

HP LAMINATE	L-SHAPED WORKSTATION - 2 COMPONENTS																			X	Options - worksurface size, configuration
HP LAMINATE	1 - OVER DESK STORAGE UNIT																			X	Options - size, task light
HP LAMINATE/METAL	1 - BBF PEDESTAL																			X	Standard
METAL	1 - FILE OR STORAGE UNIT																			X	
COMPONENT	1 - ARTICULATING KEYBOARD																			X	Standard
HP LAMINATE	1 - MEETING ROOM TABLE OR BULLET																			X	Options - size

OFFICES - SHARED

HP LAMINATE	1 - WORKSTATION (60X24 APPROX)																			X	Options - worksurface size
COMPONENT	1 - ARTICULATING KEYBOARD																			X	Standard
HP LAMINATE/METAL	1 - BBF PEDESTAL																			X	Standard

ADMINISTRATION AREAS

HP LAMINATE	L-SHAPED WORKSTATION - 2 COMPONENTS																			X	Options - worksurface size
HP LAMINATE	1 - OVERHEAD STORAGE HUTCH																			X	Options - size, task light
HP LAMINATE/METAL	1 - BBF PEDESTAL																			X	Standard
COMPONENT	1 - ARTICULATING KEYBOARD																			X	Standard

RECEPTION AREAS

HP LAMINATE	L-SHAPED WORKSTATION - 2 COMPONENTS																			X	Options - worksurface size
HP LAMINATE	1 - ACCESSIBLE WORKSURFACE																			X	Required at reception
HP LAMINATE	1 - TRANSACTION COUNTER																			X	Option - size, configuration
HP LAMINATE/METAL	1 - BBF PEDESTAL																			X	Standard
COMPONENT	1 - ARTICULATING KEYBOARD																			X	Standard

GRADUATE STUDENT AREAS

HP LAMINATE	1 - WORKSTATION (48X24)																			X	Standard
HP LAMINATE	1 - PULL OUT KEYBOARD TRAY																			X	Optional - dependent on room configuration
HP LAMINATE	1 - SUSPENDED PEDESTAL BF																			X	Standard
HP LAMINATE	1 - OVERHEAD SHELF INTEGRATED																			X	Optional - dependent on room configuration

STUDENT STUDY AREA

HP LAMINATE/METAL	STUDY CARRELS - ACCESSIBLE																			X	Required
HP LAMINATE/METAL	STUDY CARRELS																			X	

FILING CABINETS

METAL	3 DRAWER LATERAL FILE CABINET																		X	X	X	X	One per position
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STORAGE CABINETS

METAL	LOCKING STORAGE CABINET																			X	Optional - Number based on occupancy and function - size vary
METAL/HP LAMINATE	WARDROBE CABINET																			X	Optional - Number based on occupancy and function - size vary
METAL	HAZMAT STORAGE CABINETS																		X	Optional - Number based on occupancy and function - size vary	

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COMPONENT DESCRIPTION

COMMENTS

SEATING

PLASTIC	CLASSROOM STACKING CHAIR - SLED BASE		X					X	X					Type, number based on occupancy and function
PLASTIC	CLASSROOM TASK CHAIR - MOBILE		X											Type, number based on occupancy and function
PLASTIC	CLASSROOM TABLET CHAIR - SLED BASE		X											Type, number based on occupancy and function
FABRIC	MEETING - GUEST SIDE CHAIRS	X		X					X	X	X	X		Type, number based on occupancy and function
FABRIC	TASK CHAIR WITH ARMS - MOBILE								X	X	X	X		Type, number based on occupancy and function
FABRIC	TASK CHAIR NO ARMS - MOBILE						X		X					Type, number based on occupancy and function
VINYL	LAB STOOLS - NO BACK				X									Type, number based on occupancy and function
VINYL	LAB TASK CHAIRS - MOBILE				X									Type, number based on occupancy and function
VINYL	LAB TASK STOOLS - WITH BACK - MOBILE				X									Type, number based on occupancy and function
FABRIC	MEETING ROOM CHAIRS - MOBILE	X		X										Type, number based on occupancy and function
FABRIC/VINYL	LOUNGE SEATING				X		X	X	X					Optional size and number, based on room function

TABLES

HP LAMINATE	MEETING ROOM TABLES			X					X		X	X		Various sizes, shapes
HP LAMINATE	EQUIPMENT TABLES	X	X		X					X				Various sizes, shapes
HP LAMINATE	ACCESSIBLE CLASSROOM TABLES	X		X		X								Required (Minimum Size 36x24) one per classroom
HP LAMINATE	MOBILE TABLES - WHEELBARROW	X												Various sizes, shapes
HP LAMINATE	CONFERENCE TABLES						X							Various sizes, shapes, finishes
PLASTIC/HP LAMINATE	FOLDING TABLES						X							Various sizes

LABORATOR MODULAR FURNITURE

METAL	VARIOUS COMPONENTS, STORAGE & WORKTOPS				X									Options - size, shapes, shelving, storage
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FITAMENTS

WOOD/VENEER	BOOKCASES/SHELVING						X				X	X	X	One Bookcase - shelving unit per position.
VINYL/METAL	12"w x 18"h tackboard - under review		X								X	X		Faculty offices only.
VINYL/METAL	48"w x 48"h tackboard							X			X	X	X	Tack board or Whiteboard not both
VINYL/METAL	96"w x 48"h tackboard	X	X	X										Quantity as required
METAL	48"w x 48"h whiteboard magnetic							X			X	X	X	Tack board or Whiteboard not both
METAL	96"w x 48"h whiteboard magnetic	X	X	X										Quantity as required
WOOD	18"w x 5"h wallmounted coathook										X	X	X	2 Hooks
WOOD	36"w x 5"h wallmounted coathook	X		X				X						4 Hooks
WOOD	72"w x 5"h wallmounted coathood		X											8 Hooks
METAL	LECTERN SMALL	X	X				X							
WOOD/VENEER	LECTERN - ACCESSIBLE	X					X							One per building - shared usage.
WOOD/VENEER	AV CONSOLES A, B, C, D	X	X				X							As required