PLANNING, DESIGN & CONSTRUCTION

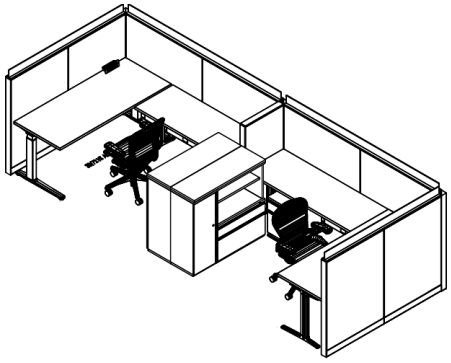
Furniture Standards

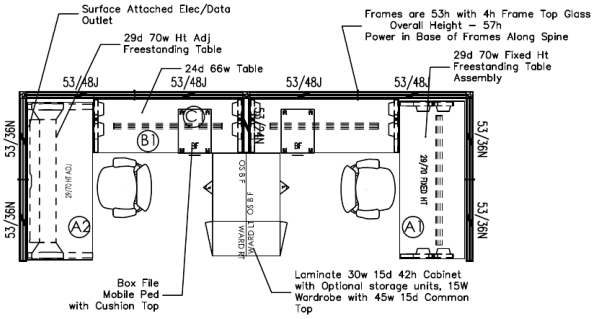
Harvard Medical School Campus Planning Office



1. Workstations

Workstation Typical Option One





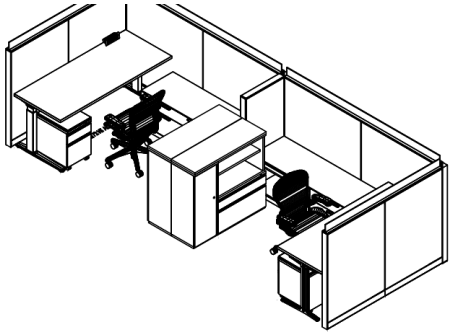
**See Workstation Kit Of Parts for Options

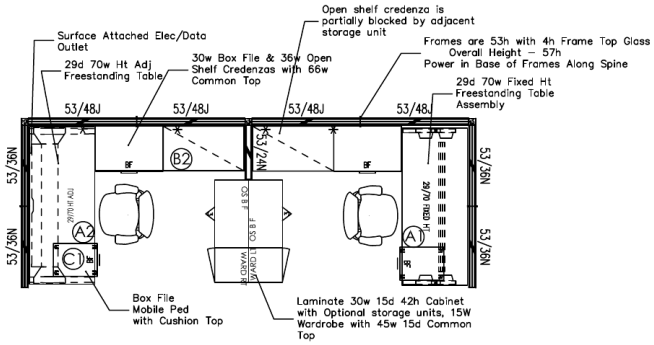
Two adjoining workstations with panel frames share a central laminate storage cabinet. The left workstation uses the height-adjustable primary table (A2) and the right workstation uses the fixed-height primary table (A1). Each has a 24d 66w secondary table (B1) and a mobile box file pedestal with cushion top (C1). See the Workstation Typical Kit of Parts for options.

Labeled components:

- Surface attached elec/data outlet
- A2 – 29d 70w height-adjustable freestanding table
- A1 – 29d 70w fixed-height freestanding table assembly
- B1 – 24d 66w table
- C1 – Box file mobile pedestal with cushion top
- Laminate 30w 15d 42h cabinet with optional storage units, 15w wardrobe with 45w 15d common top
- Frames are 53h with 4h frame top glass; overall height 57h; power in base of frames along spine

Workstation Typical Option Two





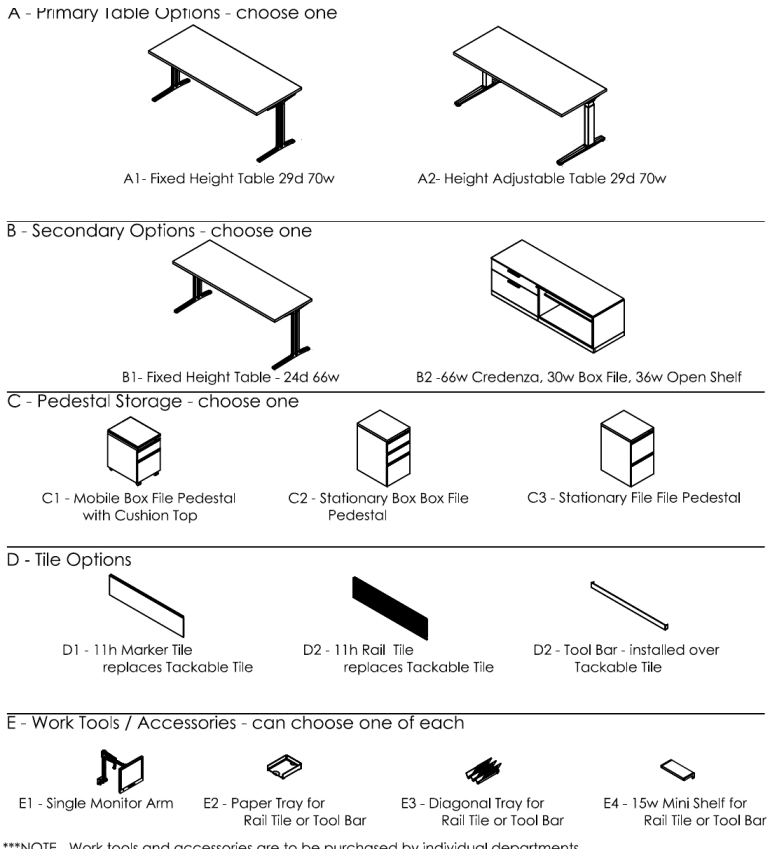
**See Workstation Kit Of Parts for Options

Two adjoining workstations with panel frames share a central laminate storage cabinet. The left workstation uses the height-adjustable primary table (A2) and the right workstation uses the fixed-height primary table (A1). Each has a credenza with box file and open shelf (B2) and a box file pedestal (C1). The open shelf credenza is partially blocked by the adjacent storage unit. See the Workstation Typical Kit of Parts for options.

Labeled components:

- Surface attached elec/data outlet
- A2 – 29d 70w height-adjustable freestanding table
- A1 – 29d 70w fixed-height freestanding table assembly
- B2 – 30w box file and 36w open shelf credenzas with 66w common top
- C1 – Box file mobile pedestal with cushion top
- Open shelf credenza is partially blocked by adjacent storage unit
- Laminate 30w 15d 42h cabinet with optional storage units, 15w wardrobe with 45w 15d common top
- Frames are 53h with 4h frame top glass; overall height 57h; power in base of frames along spine

Workstation Typical Kit of Parts



A – Primary Table Options (choose one)

- **A1** – Fixed Height Table 29d 70w
- **A2** – Height Adjustable Table 29d 70w

B – Secondary Options (choose one)

- **B1** – Fixed Height Table – 24d 66w
- **B2** – 66w Credenza, 30w Box File, 36w Open Shelf

C – Pedestal Storage (choose one)

- **C1** – Mobile Box File Pedestal with Cushion Top
- **C2** – Stationary Box Box File Pedestal
- **C3** – Stationary File File Pedestal

D – Tile Options

- **D1** – 11h Marker Tile, replaces Tackable Tile
- **D2** – 11h Rail Tile, replaces Tackable Tile
- **D2** – Tool Bar, installed over Tackable Tile

E – Work Tools / Accessories (can choose one of each)

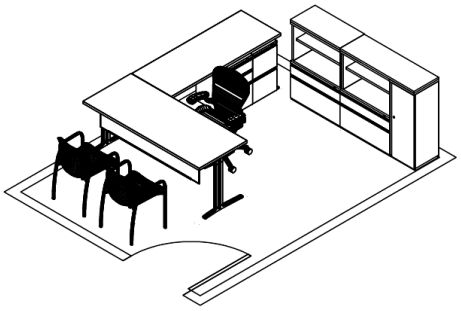
- **E1** – Single Monitor Arm

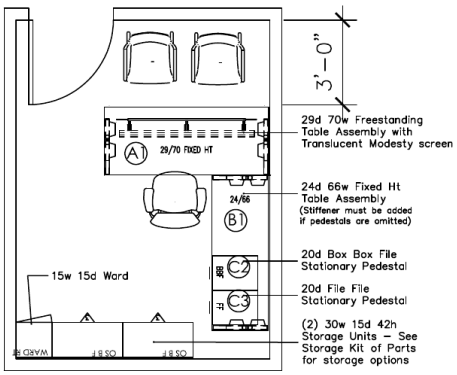
- **E2** – Paper Tray for Rail Tile or Tool Bar
- **E3** – Diagonal Tray for Rail Tile or Tool Bar
- **E4** – 15w Mini Shelf for Rail Tile or Tool Bar

Note: Work tools and accessories are to be purchased by individual departments.

2. Private Offices – 100 SF (9x11 / 9x12)

Private Office Option One – 100 SF





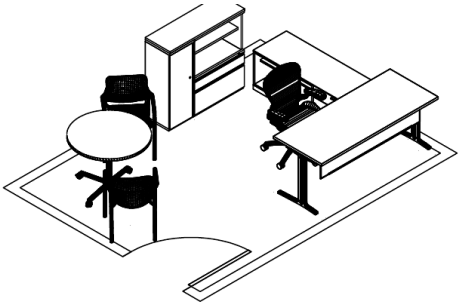
**See Private Office Kit Of Parts for Options

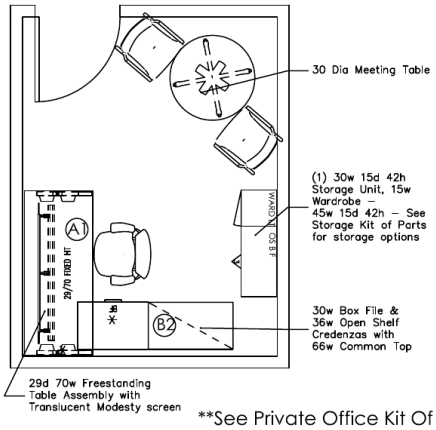
The door is at the upper left. Two guest chairs sit just inside the door, facing a fixed-height freestanding table (A1) with a translucent modesty screen. The user's chair is behind it. A 24d 66w fixed-height table (B1) extends from the right end of the desk, with two stationary pedestals beside it. Two 30w storage units and a 15w wardrobe line the bottom wall. A 3′-0″ dimension is marked near the guest chairs. See Private Office Kit of Parts for options.

Labeled components:

- A1 – 29d 70w freestanding table assembly with translucent modesty screen
- B1 – 24d 66w fixed-height table assembly (stiffener must be added if pedestals are omitted)
- C2 – 20d box box file stationary pedestal
- C3 – 20d file file stationary pedestal
- (2) 30w 15d 42h storage units – see Storage Kit of Parts for storage options
- 15w 15d wardrobe

Private Office Option Two – 100 SF





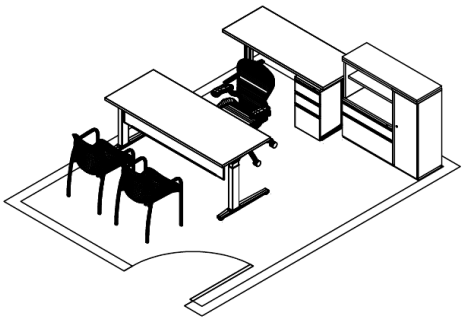
**See Private Office Kit Of Parts for Options

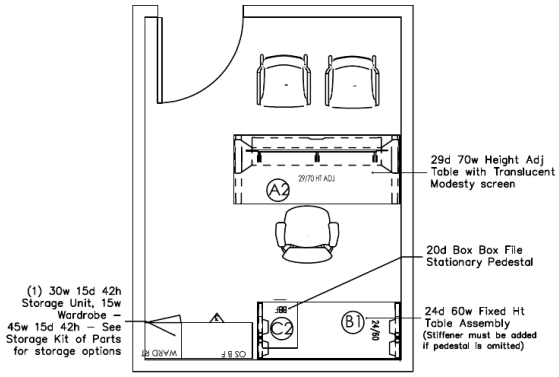
The door is at the upper left. A 30-inch-diameter meeting table with two chairs sits near the door. A fixed-height freestanding table (A1) with a translucent modesty screen runs along the left wall, with the user's chair beside it. A credenza (B2) sits at the bottom, and a storage unit with a wardrobe sits on the right wall. See Private Office Kit of Parts for options.

Labeled components:

- 30 dia meeting table
- A1 – 29d 70w freestanding table assembly with translucent modesty screen
- B2 – 30w box file and 36w open shelf credenzas with 66w common top
- (1) 30w 15d 42h storage unit, 15w wardrobe – 45w 15d 42h – see Storage Kit of Parts for storage options

Private Office Option Three – 100 SF





**See Private Office Kit Of Parts for Options

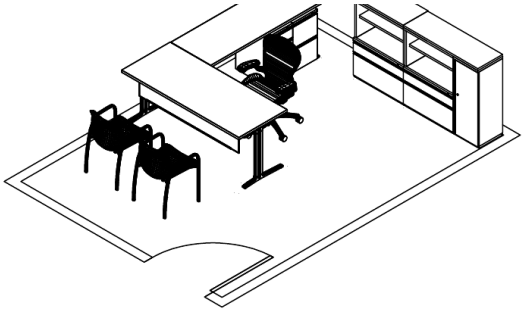
The door is at the upper left. Two guest chairs face a height-adjustable table (A2) with a translucent modesty screen. A fixed-height table (B1) with a stationary box file pedestal (C2) sits behind the user's chair at the bottom right. A storage unit with a wardrobe sits at the bottom left. See Private Office Kit of Parts for options.

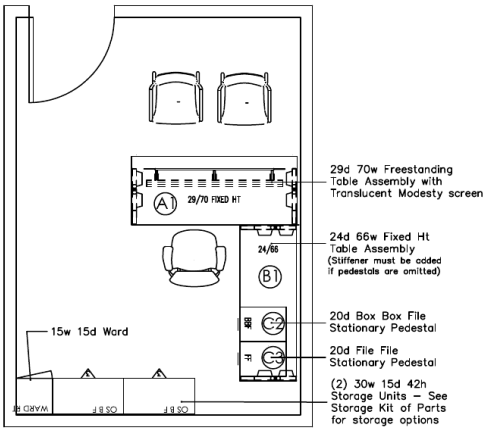
Labeled components:

- A2 – 29d 70w height-adjustable table with translucent modesty screen
- B1 – 24d 60w fixed-height table assembly (stiffener must be added if pedestal is omitted)
- C2 – 20d box box file stationary pedestal
- (1) 30w 15d 42h storage unit, 15w wardrobe – 45w 15d 42h – see Storage Kit of Parts for storage options

3. Private Offices – 140 SF (10x14 / 12x12)

Private Office Option One – 140 SF





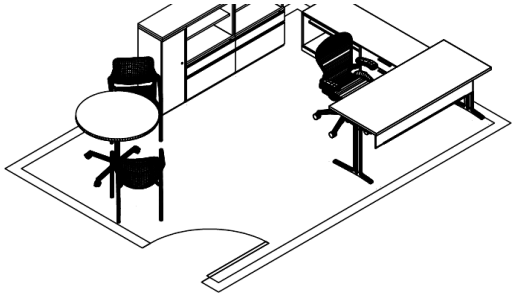
**See Private Office Kit Of Parts for Options

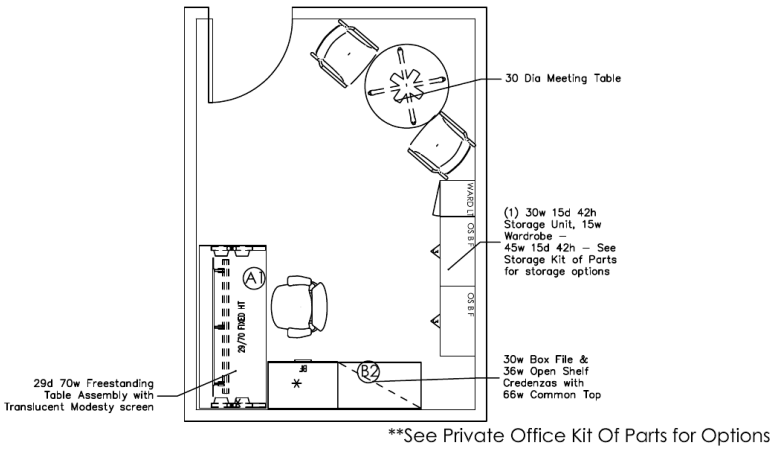
The arrangement matches the 100 SF Option One in a larger room. Two guest chairs face a fixed-height freestanding table (A1) with a translucent modesty screen. A 24d 66w table (B1) with two stationary pedestals extends from its right end. Two 30w storage units and a 15w wardrobe line the bottom wall. See Private Office Kit of Parts for options.

Labeled components:

- A1 – 29d 70w freestanding table assembly with translucent modesty screen
- B1 – 24d 66w fixed-height table assembly (stiffener must be added if pedestals are omitted)
- C2 – 20d box box file stationary pedestal
- C3 – 20d file file stationary pedestal
- (2) 30w 15d 42h storage units – see Storage Kit of Parts for storage options
- 15w 15d wardrobe

Private Office Option Two – 140 SF





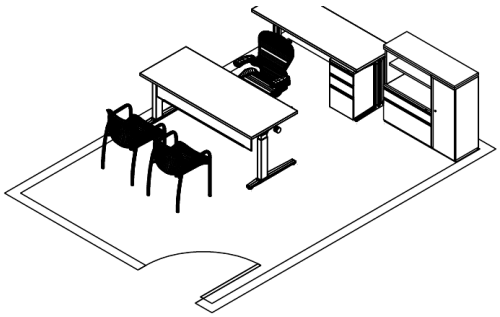
**See Private Office Kit Of Parts for Options

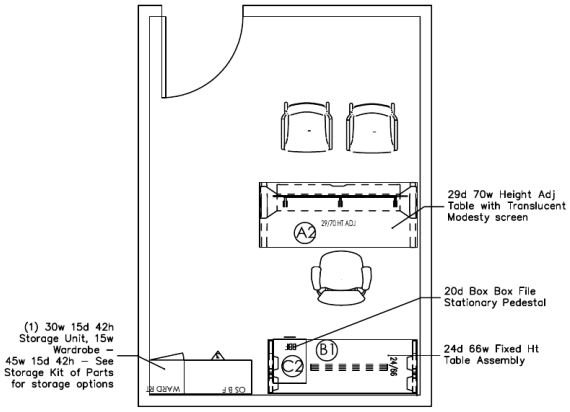
The arrangement matches the 100 SF Option Two in a larger room. A 30-inch-diameter meeting table with two chairs sits near the door. A fixed-height freestanding table (A1) with a translucent modesty screen runs along the left wall, a credenza (B2) sits at the bottom, and storage units with a wardrobe line the right wall. See Private Office Kit of Parts for options.

Labeled components:

- 30 dia meeting table
- A1 – 29d 70w freestanding table assembly with translucent modesty screen
- B2 – 30w box file and 36w open shelf credenzas with 66w common top
- (1) 30w 15d 42h storage unit, 15w wardrobe – 45w 15d 42h – see Storage Kit of Parts for storage options

Private Office Option Three – 140 SF





**See Private Office Kit Of Parts for Options

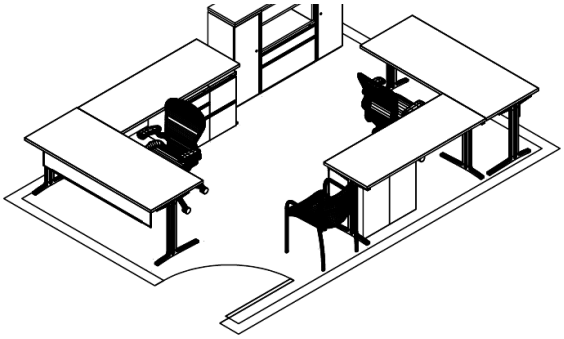
The arrangement matches the 100 SF Option Three in a larger room. Two guest chairs face a height-adjustable table (A2) with a translucent modesty screen. A fixed-height table (B1) with a stationary box file pedestal (C2) runs along the bottom wall, and a storage unit with a wardrobe sits at the bottom left. See Private Office Kit of Parts for options.

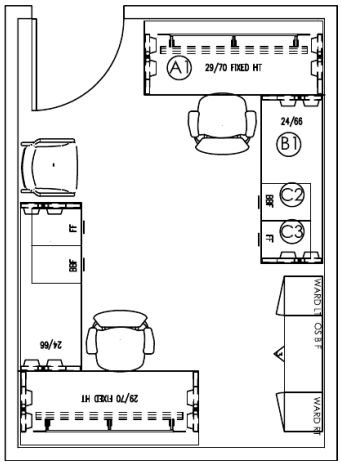
Labeled components:

- A2 – 29d 70w height-adjustable table with translucent modesty screen
- B1 – 24d 66w fixed-height table assembly
- C2 – 20d box box file stationary pedestal
- (1) 30w 15d 42h storage unit, 15w wardrobe – 45w 15d 42h – see Storage Kit of Parts for storage options

4. Shared Offices – 140 SF (10x14 / 12x12)

Shared Office Option One – 140 SF

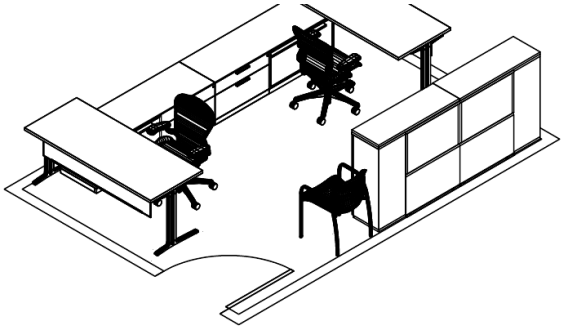


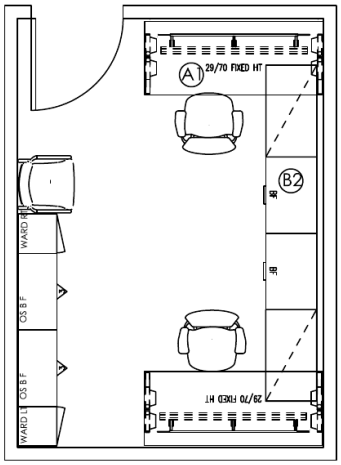


**See Private Office Kit Of Parts for Options

Two people share the office. One fixed-height table (A1) with a 24d 66w table (B1) and two stationary pedestals (C2 and C3) is at the top of the plan. A second fixed-height table with a 24/66 table and pedestals is at the lower left. Storage units with wardrobes line the right wall, and one guest chair sits on the left wall. The drawing shows item codes only. See Private Office Kit of Parts for options.

Shared Office Option Two – 140 SF

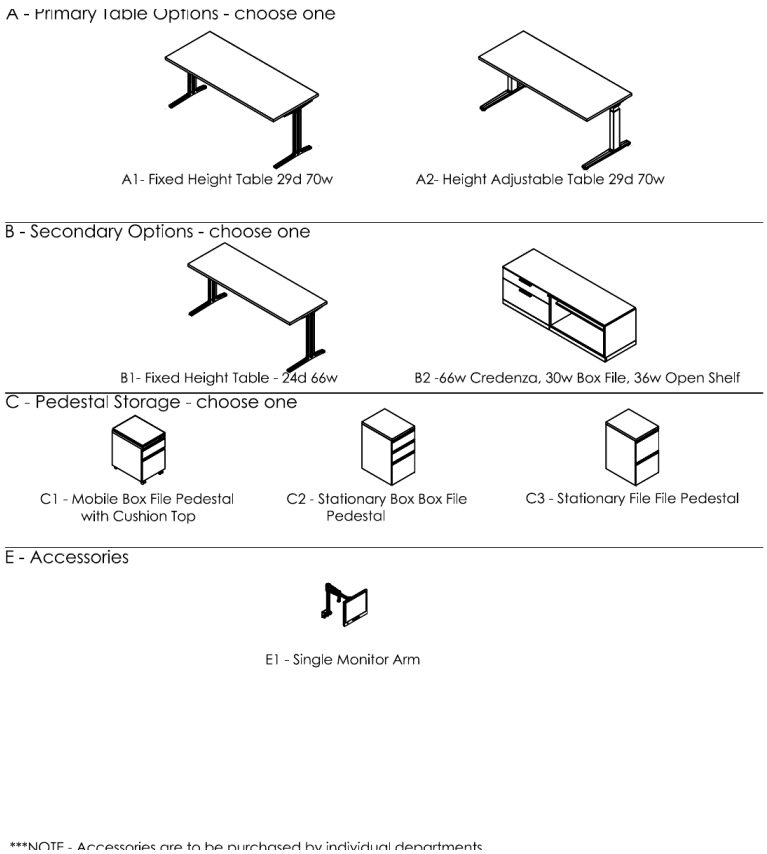




**See Private Office Kit Of Parts for Options

Two people share the office. Fixed-height tables (A1) sit at the top and bottom of the plan, and a credenza (B2) runs between them along the right wall. Storage units with wardrobes line the left wall, and one guest chair sits on the left wall. The drawing shows item codes only. See Private Office Kit of Parts for options.

5. Private Office Typical Kit of Parts



A – Primary Table Options (choose one)

- **A1** – Fixed Height Table 29d 70w
- **A2** – Height Adjustable Table 29d 70w

B – Secondary Options (choose one)

- **B1** – Fixed Height Table – 24d 66w
- **B2** – 66w Credenza, 30w Box File, 36w Open Shelf

C – Pedestal Storage (choose one)

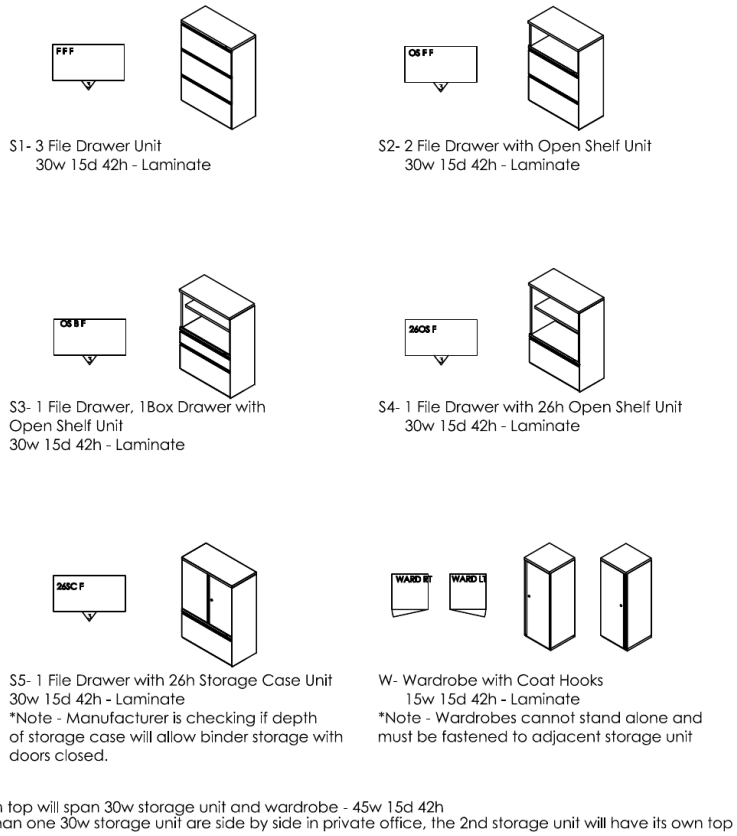
- **C1** – Mobile Box File Pedestal with Cushion Top
- **C2** – Stationary Box Box File Pedestal
- **C3** – Stationary File File Pedestal

E – Accessories

- **E1** – Single Monitor Arm

Note: Accessories are to be purchased by individual departments.

6. Laminate Storage Kit of Parts for Private Offices and Workstations



All storage units are 30w 15d 42h laminate. The plan label in parentheses is the symbol used on the layout drawings.

- **S1** (plan label FFF) – 3 File Drawer Unit, 30w 15d 42h – Laminate
- **S2** (plan label OS FF) – 2 File Drawer with Open Shelf Unit, 30w 15d 42h – Laminate
- **S3** (plan label OS B F) – 1 File Drawer, 1 Box Drawer with Open Shelf Unit, 30w 15d 42h – Laminate
- **S4** (plan label 26OS F) – 1 File Drawer with 26h Open Shelf Unit, 30w 15d 42h – Laminate
- **S5** (plan label 26SC F) – 1 File Drawer with 26h Storage Case Unit, 30w 15d 42h – Laminate
- **W** (plan labels WARD RT and WARD LT) – Wardrobe with Coat Hooks, 15w 15d 42h – Laminate

Note (S5): Manufacturer is checking if depth of storage case will allow binder storage with doors closed.

Note (W): Wardrobes cannot stand alone and must be fastened to adjacent storage unit.

Common top will span 30w storage unit and wardrobe – 45w 15d 42h.

If more than one 30w storage unit are side by side in private office, the 2nd storage unit will have its own top.

7. Typical KOP Furniture, Finishes, and Seating

Typical KOP Furniture Manufacturers/Furniture Lines

- Herman Miller – Canvas Office, TU Storage
- Knoll – Dividends Horizon

Typical KOP Furniture Finshes

Panel Frames

- White Metal

Panel Upholstrey

- Herman Miller: Springwood 4N05 Horizon
- Knoll: Skylark in Mist#W17184

Worksurfaces

- White Laminate
- Natural Maple Woodgrain Laminate
- Aged Cherry Woodgrain Laminate
- Walnut on Ash Woodgrain Laminate

Typical Seating Options

Office/Task Chairs

- Herman Miller Aeron Chair
- Steelcase Think Chair
- Knoll Generation Chair

Guest Chairs

- Herman Miller Caper Chair
- Herman Miller Verus Chair
- Steelcase Move Chair
- Global Vion Chair
- Source Tier Chair
- Knoll Moment Chair