

1.0 **GENERAL**

1.1 **Related UBC Guidelines**

- .1 Section 06 40 00 Architectural Woodwork
- .2 Section 12 20 00 Window Coverings and Blinds;
- .3 Section 12 30 00 Fabricated Casework;
- .4 Section 12 35 53 Laboratory Casework;
- .5 Section 27 05 28 Pathways for Communications Systems – 1.20.3.
- .6 Contact Facilities Planning for area specific furnishing standards. Phone: 604-822-3059
- .7 [Learning Space Design Guidelines](#)
- .8 [UBC LEED Implementation Guide](#)
- .9 [UBC Guidelines for Seismic Protection of Building Contents](#)

1.2 **Coordination Requirements**

- .1 UBC Facilities Planning, UBC Vancouver at 604-822-3059, UBC Okanagan at 250-807-8182.
- .2 UBC Information Technology (IT)
- .3 Electrical Consultant

2.0 **DESIGN REQUIREMENTS**

2.1 **General**

- .1 Contact Facilities Planning for furnishings guidelines. UBC Vancouver at 604-822-3059, UBC Okanagan at 250-807-8182.
- .2 Ensure all products comply with CSA Standards, latest edition of the BC Building Code, and BC Fire Code.
- .3 Ergonomics: Furniture should meet current ANSI/BIFMA and CSA standards. Contact UBC Workplace Health Services, Human Resources for UBC's Policy and Procedures regarding Ergonomics; phone: 604-822-9040.
- .4 Quality assurance: Specify durable materials for long-term, institutional use. Furniture (hard goods) shall have a standard minimum 5-year written manufacturer's warranty on all components. Upholstered furniture (soft seating) shall have a standard minimum 3-year written manufacturer's warranty. Learning Spaces furniture shall have a minimum standard 10-year written manufacturer's warranty. Residential quality furniture is not permitted due to concerns over fire safety and durability standards.
- .5 Environmental: Specify products with reduced environmental impact. Consider items with certifications such as Greenguard, Cradle-to-Cradle (C2C), Green Seal, and FSC Chain of Custody. Specify locally manufactured products whenever possible (within 500km radius).
- .6 Coordinate layouts with furniture placement with electrical and communications outlets.
- .7 Seismic Restraint: Design for the seismic restraint of shelves, cabinets, fixtures and vending machines, according to BC Building Code Part 4 and CSA S832-06 'Seismic Risk Reduction of Operational and Functional Components (OFCs) of Buildings'.
 - .1 Lobby Areas to include seismic restraint for vending machines.
 - .2 Seismic restraint of artwork (where provided) is required.

2.2 Office Spaces:

- .1 Office furniture: Design desks and workstations to support the work tasks of the user(s). Configurations may include a lockable box/file pedestal and/or a lockable 2-drawer file pedestal (keyed alike); a task light; a tack board; overhead storage or shelving; an adjustable keyboard tray with provision for computer mouse; an adjustable task chair; and one or two guest chairs as required.
- .2 Office shelving: Typical enclosed offices shall have wall-mounted or freestanding shelving to meet user requirements. Install wall-mounted shelves utilizing slotted vertical standards securely fastened to reinforced walls, laid out in +/-800 mm bays, complete with +/-300 mm deep adjustable shelves. Alternately, provide freestanding bookcases securely fastened to the wall.
- .3 Filing: File cabinets shall meet current ANSI/BIFMA and CSA standards. Securely fasten filing cabinets that are 3-drawers high or taller to walls and adjacent cabinets (where present).
- .4 Seismic: Securely fasten all taller loose furniture such as shelving and cabinets to floors or walls to meet seismic requirements as per 2.1.7.
- .5 Where feasible, re-use or re-furbish existing furniture. Alternately, specify new furniture that is durable and provides an extended service cycle that will also provide future opportunities to be repurposed or recycled.

2.3 Conference Rooms

- .1 Seating in Meeting and Conference Rooms should be upholstered and height-adjustable with fixed arms. Specify to meet user requirements.
- .2 Tables shall be easily movable.
- .3 Table edges should be durable and scratch resistant.

2.4 Millwork:

- .1 Manufacture and/or install architectural millwork and case goods to AWMAC standards in effect at time of award of contract.
- .2 Custom built-in tables and other millwork to have 3mm edge banding to match the finished countertop.
- .3 Refer to Section 12 30 00 Fabricated Casework for further detail.

2.5 Learning Spaces:

- .1 Contact Facilities Planning UBC Vancouver at 604-822-4175, UBC Okanagan at 250-807-8182 for current classroom furniture standards furnishings guidelines.
- .2 Coordinate design of learning spaces with the Learning Space Design Guidelines.
- .3 All Learning Spaces furniture shall have a minimum standard 10-year written manufacturer's warranty.
- .4 Provide designs suitable for appropriate quantities of left-handed people.

- .5 If specifying upholstery, ensure it is durable and easy to clean.
- .6 Specify frame finishes for durability.

2.6 Drapery (previously in Section 09 00 10)

- .1 Where drapery is required to be fire retardant, use only inherently permanent fire retardant fabrics. (Fabrics manufactured utilizing Trevira and/or Avora polyester fibers are considered inherently fire retardant).

2.7 Laboratories

- .1 Refer to Section 12 35 53, Laboratory Casework for additional information.
- .2 Laboratory chairs and stools shall be durable, easy-to-clean seats in a non-absorptive material. Where appropriate and applicable, consider ergonomic task seating.

2.8 Libraries

- .1 Contact Facilities Planning for furnishings guidelines -UBC Vancouver at 604-822-3059 and UBC Okanagan at 250-807-8182.
- .2 Provide seismic restraint by means of metal gussets, struts and/or angles securely fixed to the building structure
- .3 Tables shall be easily movable.
- .4 Edges of tables and other furniture shall be durable and scratch resistant.
- .5 Coordinate layouts with electrical and communications outlets.

*****END OF SECTION*****