

SECTION 12 50 00: FURNITURE

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change
3/7/2022	1.3a and b, 2.d, 4.b	Updates to contacts and specific requirements
10/20/2025	Review of all sections	Comprehensive revisions to 12 50 00

PART 1 – GENERAL**1.1 Summary**

- a. All furniture specified for campus use must be commercial-grade to ensure durability, safety, and cost-efficiency. Use of home or office retailers is prohibited. Commercial-grade products are required to comply with applicable standards, including ANSI/BIFMA, California Technical Bulletin 117, and UL certification to meet campus safety and legal requirements- standards that home and office retailers typically do not meet.

1.2 Submittals

- a. UO Design and Construction Design Team will review and approve all final furniture selections prior to order placement.
- b. UO Design and Construction Design Team will review all final furniture drawings for code compliance prior to order placement.
- c. The furniture specifications package will consist of, but not be limited to:
 - Labeled/coded furniture plan
 - Master furniture listing of all specified products, including code number
 - Listing of all furniture dealers, including address, email, phone, and contact name
 - Listing of all COM upholstery suppliers, including address, email, phone, contact name
 - All sheets must be numbered and dated.
 - Separate specifications sheet noting each coded item, including:
 - i. Furniture code
 - ii. Quantities
 - iii. Manufacturer
 - iv. Part or Model number
 - v. Finishes, including: Full specifications of COM upholstery fabric, pattern number, fiber content, durability, and light-fastness.
 - vi. Basic description
 - vii. Basic dimensions (tables and desks only)
 - viii. Special requirements/instructions (i.e. keying instructions, fabric stripe to be applied vertically, etc.)
 - ix. Space/room numbers
- d. Furniture Specification Example:

Floor	Room Number	Room Name	Qty	Tag	Item	Manufacturer	Model	Description	Finish	Upholstery	Comments
1	105	Office	2	C1	Guest Chair	Steelcase	Move	Armless, Hard Surface Casters, Poly Seat/Back	Black	Manufacturer, Pattern, Color & #	N/A

1.3 Procurement

- a. Acceptable Dealers include:
 - Office World <https://www.officeworldworkplace.com/>
 - Hyphn <https://www.hyphn.com>
 - Pacific WRO <https://www.pacificwro.com>
 - System Source <https://www.systemsource.com>
 - PeopleSpace <https://www.peoplespace.com>
 - Environments <https://www.environmentsnw.com>
- b. To ensure the best pricing is obtained on purchases, all available purchasing contracts shall be utilized (i.e. OMNIA, TIPS, Sourcewell, etc.).

PART 2 – PRODUCTS

- a. General:
 - See Classrooms Appendix for additional furniture standards
 - Furniture shall be selected that allows for easy cleaning of the floor surface below.
 - i. Furniture should either provide sufficient clearance to allow vacuuming underneath or extend fully to the floor with a durable, protective base or edge.
- b. ADA Requirements: When new furniture is purchased, the layout within the given space must meet current ADA guidelines.
- c. Furniture Finishes:
 - Worksurfaces should be matte finish, High Pressure Laminate. Wood veneer surfaces should be used only for staff in upper administration or high public exposure.
 - Fabric Durability: Must meet or exceed ACT (Association for Contract Textiles) guidelines for Flammability, Wet & Dry Crocking, Colorfastness to Light, Physical Properties, and High Traffic Abrasion. Additional details below.
 - Seating Fabric Abrasion: Must meet or exceed 100,000 Double Rubs (Wyzenbeek method) or 75,000 (Martindale cycles) for guest seating in private and public spaces.
 - Light Fastness: Fabrics must be selected with light fastness rating that is appropriate for the space in which it will be installed.
 - Other Fabric Standards: In areas where food and beverages may be present, coated or non-woven fabrics are preferred to ensure durability and ease of maintenance. If woven fabrics are specified, they must include stain-resistant properties and/or an impermeable backing to provide adequate protection against spills and staining.
- d. Adjustable ergonomic desk chair (Task Seating):
 - Ergonomics must include, but are not limited to: Seat height and depth adjustability; back angle adjustability; lumbar support; arm height adjustability.
 - Seat upholstery must meet or exceed durability requirements listed above.

- Chair frame finish is recommended to be black on base, arms, and any other mechanism that is not upholstered.
- Vendors should allow for trial use of a prospective chair for at least 10 working days prior to purchase.
- For additional assistance with ergonomics related to chair and work desk selection, please contact the following:

Ergonomic & Safety Coordinator
Safety & Risk Services
www.safety.uoregon.edu/ergonomics

e. Conference Seating:

- Provide casters rather than glides to allow for smooth movement and flexible configurations.
- Chairs shall incorporate wall-saver leg designs that prevent the chair back from contacting and damaging adjacent walls or finishes.
- Seating should utilize either upholstered or mesh materials to provide user comfort during meetings.
- Provide a mix of arm and armless chairs within each conference setting to support mobility needs and user preferences.

f. Soft Seating/ Lounge:

- Lounge and soft seating in public common areas should include integrated power to support device charging; the use of freestanding power poles is discouraged.

g. Tables

- When glides are specified, provide height-adjustable glides to accommodate uneven surfaces.
- All tables should have High Pressure Laminate matte finish with matching 3mm PVC edge banding.

h. Desk Ergonomics:

- For full-time workstations, height-adjustable desks are preferred and should include cord management. Monitor arms and keyboard trays are optional, per user preference.

i. Furniture for New Staff: When a new position and/or offices are created, standard furniture options for new staff and faculty shall be designed per UO space guidelines.

j. Surplus Furniture: A department can request used furniture from surplus. If appropriate selections are available, the department requesting the furniture is responsible for all costs associated with moving and installation, as well as removal of existing furniture if required.

PART 3 – INSTALLATION

- a. All items taller than 6'-0" must be secured to the building structure.
- b. No furniture may cover radiators, valves, environmental controls, equipment, or electrical outlets.
- c. It is the design team's responsibility to receive, inspect, and sign for the furniture at the scheduled delivery date. If any issues arise with furnishings, the dealer must be contacted directly to help resolve the issue.
- d. Prevailing Wage Rates (PWR) and an associated PWR Fee are mandated by the State of Oregon – Bureau of Labor and Industries (BOLI).

PART 4 – MAINTENANCE

- a. All furnishings should hold a manufacturer's warranty of at least 10 years.
- b. Cleaning and maintenance of furniture frames and finishes must adhere to the manufacturer specified products and methods. Unapproved practices and products may void manufacturer warranties.