

TG 8 FURNITURE, FITTINGS AND EQUIPMENT

This draft incorporates no significant changes other than reformatting the old PF 15 and 16 into this TG 8.

8.1 FURNITURE, CURTAINS AND BLINDS

8.1.1 General Note

Loose furniture and curtains do not form part of University building contracts and are supplied by the Services Section of the Property and Facilities Division. Items under these categories are for information only.

Loose furniture, curtains and blinds are purchased by the Services Section from the funds allocated in the total building project. Teaching and research equipment do not form part of the project authorisation.

8.1.2 University Standards

- (a) Refer to University standard furniture specifications as set out in Furniture Handbook.(??) Use standard furniture items illustrated in this document as a guide for space planning.
- (b) Refer DG 31 - Laboratories.
- (c) Refer Policy and Guidelines for Screen Based Equipment issued by Occupational Health and Safety Unit.

8.1.3 Types of Built in Furniture

- (a) Laboratory Bench with Overhead Cupboards (Reagent Shelves)
 - i. All three variations illustrated show a service duct enabling all service points to be attached to the island unit clear of the bench surface.
 - ii. Chemical resistant laminates or other approved finishes are required for benchtops and underbench 'unit' tops in most laboratory installations.
- (b) Under Bench Units - Type A, B, and C are illustrated in DG 31 – Laboratories.

8.1.4 Adjustable Shelving

- (a) For wall-mounted shelving provide laminated custom wood planks, 300 deep with upturn ends and fix to wall with slotted metal brackets.
- (b) Use 25mm thick board.
- (c) Fix 200mm high sides with 50mm radius corners.
- (d) Refer other variations in separate document DG 30 - Teaching Facilities.

8.1.5 Loose Furniture

- (a) These items are outlined in detail in Furniture Handbook,(???) a copy of which is kept in the office of Services Section for perusal.
- (b) Refer Appendix 1 for Standard Furniture allocations.

8.1.6 Curtains and Wall Fabrics

- (a) Curtains for Prestigious Areas (Privacy) - an open scrim (???) curtain of a high quality wool or acrylic fabric. The fabric to be fire retardant in public spaces. Wool is regarded as a naturally fire retardant fabric, with some acrylics being flame retardant in the

process of manufacture and will last longer or for more washings than fabrics that have been sprayed with a fire retardant liquid. Depending on the material density, the curtain would contain approximately double fullness to 2 1/2 times fullness. Good quality tracks.

- (b) Curtains for Libraries and Curtains to Reduce Glare - an open scrim curtain reduces glare and still lets some light penetrate the fabric. For main curtains the fullness should be not less than double fullness and ranging to 2 1/2 times. Recommended weight: 140gms/m².
Alternative: Solarlon(??) fabric as translucent and reduced intrusion of ultra violet light, or Sun Filters.
- (c) Black Out Curtains for Projection Rooms - the fabric to be a cotton based fabric with acrylic coatings on one side to form a 100% blackout material. If required, the fabric can be of a plain colour one side, with the blacking to the windows. The curtains to have double fullness and allow to hang well below window sill or opening to give as much projection as possible. The light will filter around the perimeter of the curtains and not through it.
Recommended weight: 190gms/m².
- (d) Curtains for Sound Dampening - curtain fabric to be of a heavy quality such as a wool or wool blend and preferably with a cotton lining independent of the main curtain so as to form a cavity between the two. Full height curtains would be more beneficial than sill height.
Recommended weight: 190gms/m².
- (e) Refer Appendix 2 for Standard requirements.

8.1.7 Blinds

- (a) Horizontal venetians are not preferred because of long term operational and cleaning purposes.
- (b) Vertical Venetians - chosen fabric on sliding track with manual operation preferred.
 - i. Holland type preferred with hold down feature.
 - ii. Roman Blinds are another option.

8.1.8 Accessories and Fittings

- (a) Hinges:
 - i. Butt - Chrome plated steel.
 - ii. Piano - Chrome plated steel.
 - iii. Use Phillips head 16mm long threaded countersunk screws.
 - iv. Do not use concealed type.
- (b) Cupboard Door Handles and Grips:
 - i. Moulded black PVC finger grip, or anodised aluminium.
- (c) Locks:
 - i. [Lockwood](#) cupboard door type.
 - ii. Check requirements for keying alike.
- (d) Catches:
 - i. Nylon roller catches preferred.
 - ii. Do not use magnetic catches or ball catches.
- (e) Drawer Slides with baked enamel steel runners and nylon rollers.
 - i. Heavy duty extendable drawer slides, for large drawers.

8.1.9 Colours and Finishes

- (a) Built in Furniture Items - supply samples of the following for approval by the Project Manager.
 - i. Laminates, veneers, glass, epoxy finishes and Polyester Powder coating on Steel Frames.

- ii. Bench top finishes.
- (b) Loose Furniture - as for 15.8.1 plus samples of fabrics, vinyl, leather and castors.
- (c) Curtains and Blinds - provide samples sufficient to clearly demonstrate colour, texture, pattern and also compatibility with room requirements. All samples to meet the approval of the Project Manager.

8.2 CLOCKS

8.2.1 Policy ((TO BE REVIEWED))

Battery operated clocks are to be provided in examination halls, lecture theatres seating 100 persons or more and places where times must be recorded. They are not fitted on different levels of multi-level buildings, or in general offices, private offices, laboratories or seminar rooms, unless otherwise specified.

8.2.2 Clock Type

Install only battery operated clocks 230mm diameter with white surround, GW quartz or approved equivalent.

8.2.3 Special Fittings and Fitments

- (a) University Standards:
 - i. Refer DG 16 – Mechanical Engineering.
 - ii. Instructions for operating audio-visual equipment in lecture rooms.(??what is this and where does it live??)
 - iii. Refer DG 30 – Teaching Facilities.

8.2.4 Types of Special Fittings

Libraries - General Note: (Check State Gov't regs.)

Furniture in libraries is not always standard. Most library furniture is custom built and although items such as library carrels have some similarity in size and design, at least in academic libraries, other furniture will vary according to the size of the library, the nature of its major clientele, the density of activity and so on. For example, in a school library or a public library, the height of furniture and fittings will be lower than in an academic library. This also applies to other items such a periodical display. Refer illustrations for the following:

- (a) Shelving.
- (b) Study Carrels.
- (c) Audio Visual Carrels.
- (d) Abstract Bench.
- (e) Periodical Display Units (for every - 2300mm x 500mm.
100 titles displayed, 205sqm in display - for 79 titles displayed and consultation room are required) -1800mm x 900mm:
 - i. Photocopiers for correct usage - (will largely depend on brand).
 - ii. Change or credit card dispensers - 300mm x 270mm.
 - iii. Book Return Trolleys 650mm x 550mm.
- (f) Built-in office desks and benches - this section applies to built-in office desks, reception desks, student computer labs, library benches and other benches where computers and clerical tasks are performed. The design of built-in desks and benches requires consultation with the users and will vary depending on the functions to be performed at that workstation:
 - i. Writing/clerical tasks only.
 - Seated work only.
 - o Height: 720mm.

- o (NOTE: Desk-height built-ins which allow workers to sit with their feet touching the floor are preferable to high benches that require them to sit on high chairs with their feet on a foot ring. The latter should only be chosen for combination seated/standing work (see section 2.1.2 below).
Depth: either 750 or 900mm depending on tasks and equipment. For screen based activities with standard size monitor minimum depth is 800mm.
- ii. Combination seated/standing work:
 - Laboratory benches: 900mm high.
 - Intensive-use reception desks: 1020mm high.
(NOTE: intensive-use reception desks should allow the eye height of the seated worker to be level with the eye height of the standing customer).
Depth: either 750 or 900mm depending on tasks and equipment.
- iii. Keyboard tasks only.
- iv. Where built-in office desks or benches will house computers or other computer based equipment and this is the only task performed, such furniture should comply [AS/NZ 4443](#).
- v. Combination writing/clerical and keyboard tasks
 - Seated work - [AS/NZ 4443](#) should apply. Keyboard adjustability should be provided by a height-adjustable keyboard tray 700mm wide x 300mm deep (adjustable to a minimum distance of 580mm from the floor), and the remainder of the desk should be 720mm high.((??))
 - Standing work or combination seated/standing work AS/NZ 4443 should apply.
- (g) Audio Visual Fittings
 - i. General - Refer DG 30 – Teaching Facilities for Design and Installation of Audio Visual Equipment
 - Overhead Projectors.
 - Projection Screens.
 - Audio Visual Carousel Projectors and Mobile Stands.
 - TV Units (wall mounted).
 - Microphones and Speaker Systems.
 - Lecturn Units.
 What about new Data Projector (Powerpoint type) via PC technology – add this in here somewhere
- (h) Fume Cupboards - Refer to DG 16 – Mechanical Engineering and [AS/NZ 2243.8](#).
- (i) Autoclaves - 'Atherton(??)' and 'Getinge(??)' products preferred.
- (j) Cold Rooms - supervision check required by P & F Maintenance personnel during construction. Ensure penetrations are kept to a minimum so that the integrity of the vapour seals are retained.
(This does not happen - ?? the practicality??)

8.2.5 Other Special Fittings

The following is a list for which the University have no special guidelines that apply. Each one requires specialist design to suit the practical requirement;

- (a) Environmental Rooms
- (b) Laminar Flow Units
- (c) Sound Attenuated Rooms
- (d) Electrically Screened Rooms
- (e) Radioactive Rooms. Refer AS/NZS 2243. Ionizing radiation and the University Occupational Health and Safety Unit). - Refer DG 16 – Mechanical Engineering

- (f) Dark Rooms for photographic use. Main items of concern are provision of adequate ventilation and acid proof benches.

8.2.6 Pin Boards and Screens

- (a) Types of Boards:
- i. Pin Boards
 - ii. Chalk Boards
 - iii. White Boards
 - iv. Projection Screens
- (b) Specifications:
- i. Laminated backing board with building name and number at top.
 - ii. Standard door signs fixed to backing board. - Refer illustration in DG 23 – Way Finding and Signs.
 - iii. Pin Boards - use either of two types:
 - Caneite fabric-covered.
 - Aluminium frame.
 - Standard sizes are: 915, 1220, 1830 wide and up to 3.6 metres long. 900mm or 1200mm high.
 - iv. KROMINIE board 6mm thick glue fixed with contact adhesive to 13mm particleboard or ply and framed with aluminium channel with mitred corner joints and secret fixings.
 - v. Standard sizes are: 1220 or 1830 x maximum length of 3.6m. 900mm or 1200mm high.
- (c) All White Boards (Refer PF 50 Teaching Rooms) - preferred specification as follows:
- i. White Vitreous porcelain coated steel writing face
 - ii. Laminate to caneite substrate and 0.4 mm galbond backing
 - iii. Frame with clear anodised extruded aluminium with secret fixings at the corners.
 - iv. Hang board by secret fixing 'Z' section to wall
 - v. Fix full length snap-on anodised aluminium pen holder
 - vi. Recommended pens should only be wipe dry marker type
- (d) Projection Screens (Refer PF 50 Teaching Rooms)
- i. Recommended either of 2 types:
 - Tripod - free standing
 - Pull down type - suspended from ceiling, 1270 x 1270 up to 2400 x 2400 sizes as for 4.1.1.
 - ii. There are two standard finishes:
 - Matt white vinyl for OHP standard projection.
 - Silver Lenticular - for daylight application.
 - iii. Various configurations are used depending on user requirements e.g. (flat, wing, mobile).
 - iv. Recommended sizes are:
 - Tripod 1270 x 1270 up to 2400 x 2400.
 - Pull down - as for 4.3.1.

8.3 OTHER IMPORTANT ISSUES

For non standard items a Furniture Project Officer will contact the end user and attend the briefing in order to ascertain the requirement. Refer to Procurement Workbook.

- (a) Full set of electrical drawings to be provided at the time of requesting a quotation.
- (b) Finalised construction drawings and program to be supplied before ordering.
- (c) GPOs and Data outlets should be located at 800mm H above desks.

- (d) Preferred Supplier Arrangement (PSA) (Link) - All furniture items to be used for tasking purposes to be selected from our "Preferred Supply Arrangement" which enables us to access furniture items approved under Australian Standards, AFRDI tested and comply with OH & S requirements.

8.4 SAMPLES OF RECOMMENDED FURNITURE ITEMS

List from Liz Reynolds

8.5 OTHER IMPORTANT ISSUES

8.6 ABBREVIATIONS

PSA	Preferred Supplier Arrangement
GPO	General Purpose Outlet
AFRDI	Australian Furnishing Research and Development Institute