SECTION 125100 - OFFICE FURNITURE

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

B. SECTION 017300 – EXECUTION

C. SECTION 016000 - PRODUCT REQUIREMENTS

1.2 SUMMARY

A. This Section includes the following:

1. Desks.
2. File cabinets.
3. Tables.
4. Chairs.

1.3 PERFORMANCE REQUIREMENTS

A. Desk Standard: Comply with ANSI/BIFMA X5.5.
B. File Standard: Comply with ANSI/BIFMA X5.3.

1.4 SUBMITTALS

A. General: Submit each item in this Article according to the Conditions of the Contract and Division 1 Specification Sections.

B. Shop Drawings detailing fabrication and installation of furniture unit, size and location of power and data outlets, and conditions requiring accessories. Indicate dimensions taken from field measurements.

C. Samples for initial selection in the form of manufacturer's color charts consisting of actual units or sections of units showing the full range of colors, textures, and patterns available for each type of unit indicated.

1. Include Samples of hardware involving color or finish selection.

D. Samples for verification in full-size units of each type of unit indicated; in sets for each color, texture, and pattern specified, showing the full range of variations expected in these characteristics.

1. Tabletop or Work-Surface Finish: Manufacturer's standard-size unit, not less than 3 inches (76 mm) square.
2. Exposed Finishes: Manufacturer's standard-size unit, not less than 3 inches (76 mm) square.

3. Drawer Pulls: Manufacturer's full-size unit.

E. Schedule of office furniture using same room designations indicated on Drawings.

F. Maintenance data for office furniture to include in the operation and maintenance manual specified in Division 1. Include the following:

1. Methods for maintaining office furniture and finishes.
2. Precautions for cleaning materials and methods that could be detrimental to finishes and performance.

1.5 QUALITY ASSURANCE

A. Single-Source Responsibilities: Obtain each type of office furniture from one source and by a single manufacturer.

B. Electrical Component Standard: Provide components that comply with NFPA 70 and that are listed and labeled by UL.

1.6 PROJECT CONDITIONS

A. Field Measurements: Verify location of office furniture dimensions by field measurements before fabrication and show recorded measurements on Shop Drawings. Coordinate installation schedule with work of other contracts to avoid delaying the Work.

B. Space Enclosure and Environmental Limitations: Do not install office furniture until space is enclosed and weatherproof, wet-work in space is completed and nominally dry, work above ceilings is complete, and ambient temperature and humidity conditions are and will be continuously maintained at values near those indicated for final occupancy.

PART 2 - PRODUCTS

2.1 OFFICE FURNITURE

A. Products: Subject to compliance with requirements, provide one of the products specified in each office furniture Product Data sheet at end of this Section.

B. Special Product Warranty: Submit a written warranty, executed by Manufacturer, agreeing to repair or replace furniture which fails in materials or workmanship within the specified warranty period. This warranty shall be in addition to, and not a limitation of, other rights the Owner may have against the Contractor under the Contract Documents.

C. Warranty period is at least 3 years after date of Substantial Completion.

2.2 SOURCE QUALITY CONTROL

A. Examination: At Architect's or Owner's option, furniture may be inspected and tested at manufacturer's expense to determine compliance with Contract Documents. Examination may be made at factory by Architect's or Owner's representative at any time during the process of manufacture, at any point of delivery, or after installation.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine areas and conditions, with Installer present, for compliance with requirements for maximum moisture content, installation tolerances, and other conditions affecting installation. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 INSTALLATION

A. Comply with manufacturer's printed instructions for installation.
B. Install office furniture plumb and level. Align with adjacent casework.

3.3 ADJUSTING

A. Adjust components and accessories for proper operation and alignment.

3.4 DEMONSTRATION

A. Startup Services: Engage a factory-authorized service representative to provide startup service and to demonstrate and train Owner's maintenance personnel as specified below.

1. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

2. Train Owner's maintenance personnel on procedures and schedules related to startup and shutdown, troubleshooting, servicing, and preventive maintenance.
3. Review data in the operation and maintenance manuals. Refer to Division 1 Section "Contract Closeout."
4. Schedule training with Owner, through Architect, with at least 7 days' advance notice.

3.5 PROTECTION

A. Provide final protection and maintain conditions, in a manner acceptable to manufacturer and Installer that ensure office furniture is without damage or deterioration at the time of Substantial Completion.

END OF SECTION 125100