Project Specific Typicals (edit for specific project requirements, add/edit/delete as needed)

**Item #1: Casegoods, Typical Office Description**

1. Style
* Furniture and hardware should be [contemporary] [transitional] [traditional] in design.
* Design shall have features including [a mix of wood & metal components], [reveals], [supporting features/storage with raised decorative feet], [raised work surface with reveal], [raised panels], [other].
1. Construction
* Exterior veneer to be Grade A of genuine [walnut] [maple] [mahogany][beech] [cherry][other].
* [FSC wood is required]
* [Bookcases, hutches, and other storage units shall have a fully finished back to allow for use away from the wall.]
1. Worksurfaces
* Main work surface to be [rectangular] [bullet shape] [bow front] [speciality shape]
* [Work surface to be laminate to match the veneer components.] [Work surface to be veneer with solid wood edge].
* Provide [full height] [3/4] modesty panels, [under each work surface] [see plan for locations].
* [Main worksurface to be fully open with a [pedestal][single leg][symmetrical] [asymmetrical] base.]
1. Overhead Storage
* Provide desk supported cabinets with [open shelves] [frosted glass] [metal ] [fabric covered] [acrylic] [resin] [wood veneer][painted][other] doors.
* Provide wall hung cabinets with [open shelves] [frosted glass] [metal ] [fabric covered] [acrylic] [resin] [wood veneer] [painted][other] doors.
* Provide open [wood] [glass] shelving.
1. Freestanding Storage
* Provide a tower storage unit to align with the height of the overhead and approximately [24”] [30”] [36”] wide
* One half to be a wardrobe and hanging rod
* The other half to be a combination of
* [Two (2) file drawers][Two(2)box drawers and (1) file drawer] [Open shelves] [Cabinet with door] to be below
* [Open shelves][Storage cabinet with door] to be above .
* Provide a bookcase [24”][30”][36”][42”]wide and [2][3][4][5] shelves high.
* Provide a file cabinet [30”][36”][42”][48”]wide and [2][3][4] high.
* Provide flat oversized document drawers to accommodate papers that are a minimum of [18x24],[24x36],[30x42].
1. Under Surface Storage
* [Provide a standard pedestal with two (2) file drawers]
* [Provide a standard pedestal with two (2) box drawers, and two (2) file drawers]
* [Provide a lateral file at [30”][36”] wide]
* [Provide a mobile pedestal with one (1) box drawer with a pencil tray, one (1) file drawer with a fabric pad on top. Fabric [to be grade 3 from standard offerings][specified on typical].
* [Provide open shelving, see typical for location]
1. Task Lighting
* Provide task lighting under each overhead storage unit.
1. Wire management
* [1] [2] grommet(s) to be specified on all pieces including desks, returns, work surfaces and credenzas. See plan for location.
* Provide [troughs for wire management] [open pedestals for wire management] [data and power modules as indicated on plan].
1. Ergonomic Accessories
* Provide ergonomic articulating keyboard tray with non-handed mouse tray [and wrist support].
* Provide [(1)] [(2)] [(3)] [desk mounted] [wall mounted] monitor arms with [vertical] [horizontal] [vertical & horizontal] arms at each station.
* Provide a corner sleeve.
1. Tools and Accessories
* Provide [slatwall] [toolbar] with [(1)][(2)][(3)] vertical and [(1)][(2)][(3)] horizontal paper management tool], [one (1) pencil holder], [one (1) shelf], [two(2) glass shelves], [phone shelf], [card holder], [cup holder].
* [Provide a speciality [drawer] or [rail] for cell phone placement and charging.]
* Provide tack board [from standard offerings in grade 3] [as specified in drawing].
* [Provide a pencil drawer.]
1. Miscellaneous
* All doors and drawers to be locking and keyed alike within each workstation.
* [Exposed metal surfaces to be a metallic finish]

**Item #1: Office: Individual Plan and Isometric Drawing**

**[Project specific; original drawings to be included]**

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