

MODULAR FURNITURE

When planing the purchase of modular furniture, look at each wall where furniture is to be placed and check for the following items which cannot be obstructed: any type of access hatch mounted in wall, any type of heating and air-conditioning (HVAC) louver, light switches or thermostats.

PROCEDURE

- At the same time a purchase request is submitted to procurement, submit a DELPRO work request to have the electrical system connected, or order system furniture connected with 12/3 SJ and cord cap NEMA 5-15 option. This option will allow furniture to be plugged directly into existing electrical outlets.
- Submit a DELPRO telecommunications request to make any necessary changes to the phone system.

OTHER CONSIDERATIONS

- System furniture walls or partitions must be ordered so that top of walls are no closer than 18 inches below ceiling height.
- Plan smaller single desk unit stations so that they can be moved without disassembly.
- If large stations must be used (cannot be moved without disassembly) a DELPRO work request must be submitted to relocate any existing utilities. This is a very expensive option: the area must be renovated to remove all existing utilities (all types of electrical devices, phone wiring) that will be covered by the unmovable furniture sections. The work request must also include new hard wired electrical service and phone wiring for the new furniture.
- Obtain a list from the prospective companies of existing locations in the building and visit those sites for user input and recommendations.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director