



**THE UNIVERSITY OF NEW MEXICO
DEPARTMENT OF PLANNING, DESIGN & CONSTRUCTION**

PRIVATE OFFICE FURNISHINGS GUIDELINES

JANUARY 2023

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PART I: ABOUT THE GUIDELINES

Section A Guiding Principles: Private Office Furnishings

Standards and Guidelines provide direction and consistency in our facilities and campus systems. Facility design guidelines provide guidance for the project architects/engineers, project management teams, and contractor teams during the design, renovation, and construction process for University of New Mexico projects. Design guidelines should be used along with the project-specific program.

The Private Office Furnishings Guidelines have been developed based on long-term durability and aesthetics. The use of furniture defined in these guidelines is encouraged but does not preclude the use of other manufacturers, styles, colors, etc. UNM's Planning, Design & Construction (PDC) Interiors should review products outside of provided guidelines to ensure compatibility, quality, functionality, etc. Replacement of or addition to existing furnishings should be done with like products and finishes.

Finishes should be carefully chosen to reflect and coordinate with the building or existing furnishings/finishes to keep uniformity of inventory and campus brand.

1. **Review Process:** All non-standard furnishings selections for projects on UNM campuses should be reviewed by UNM PDC Interiors to promote consistent aesthetics and appropriateness of installations across facilities.
2. **Durability:** UNM prioritizes the use of manufacturer's products of the highest quality possible to ensure that the life of the product lasts as long as possible and to promote fiduciary responsibility.
3. **Sustainability:** All construction or renovation projects at UNM will be designed to emphasize the lifecycle costs associated with the operations and maintenance of the facility over initial capital costs and to meet or exceed the U. S. Green Building Council's LEED Silver standard per the Governor's Executive Order 2006-001.

PART II: SPECIFICATIONS

Section B General Specifications

i. Private Office Furniture Options

PDC Interiors has determined that the best practice is to provide primarily freestanding furniture for private offices. The main factors for this determination include the user's ease of reconfiguring furniture to meet their needs (within code compliance) and ease of movement within a department or building by the building's facilities management team. When initial cost is a factor, the modular wall-mounted product is approximately 30-40% less expensive than freestanding casegoods but can provide the same functionality as the freestanding product. Modular wall-mounted furniture, however, requires a furniture dealer to design for any desired relocation and a professional furniture crew to break down and reinstall the product requiring time and costs for additional labor and parts (if needed).

Freestanding Casegoods or Wall Mounted Modular

a. Description: U- or L-shaped configuration to include:

- Front desk with an inset for guests with a return surface (L-shaped) or a bridge surface and a back surface (U-shaped). If budget allows, the best practice is to provide a height-adjustable front desk, bridge, or L-shaped desk, which provides a sit-to-stand work function that encourages user movement throughout the day.
- Minimum desk storage: One box/box/file pedestal drawer (can be mobile for flexibility). One additional file/file pedestal drawer or lateral file can be added as needed.
- Additional freestanding bookcases and file cabinets can be added as needed.
- Set-on desk storage (available with writable glass front doors or open shelving) for binders/books. Hutches and wall-mounted overhead storage are also available but require professional relocation services.
- Wall-mounted tack board
- Freestanding LED desk lamp

b. Size (overall): Dependent upon office size and function required

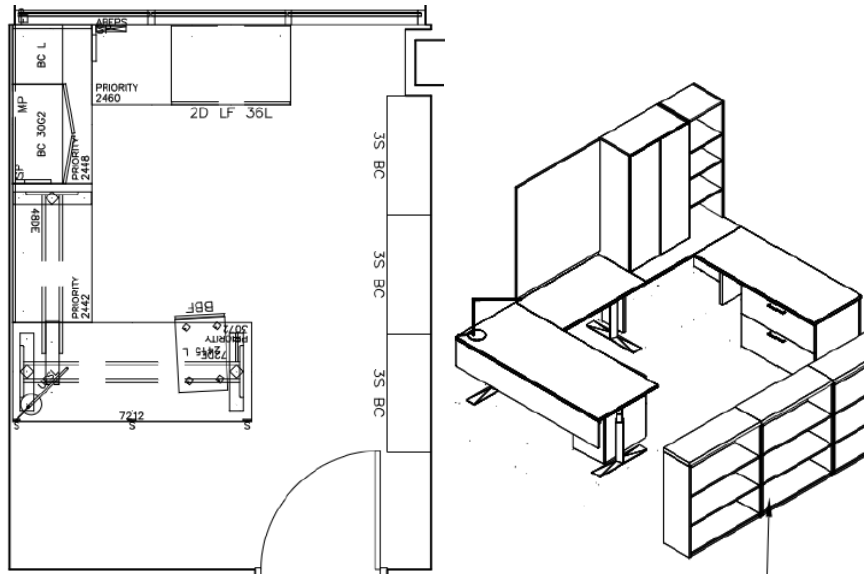
- Seated height: 29 – 30"
- Minimum height adjustable range (if specified): 22.75" – 48.5"

c. Minimum Specification Standards:

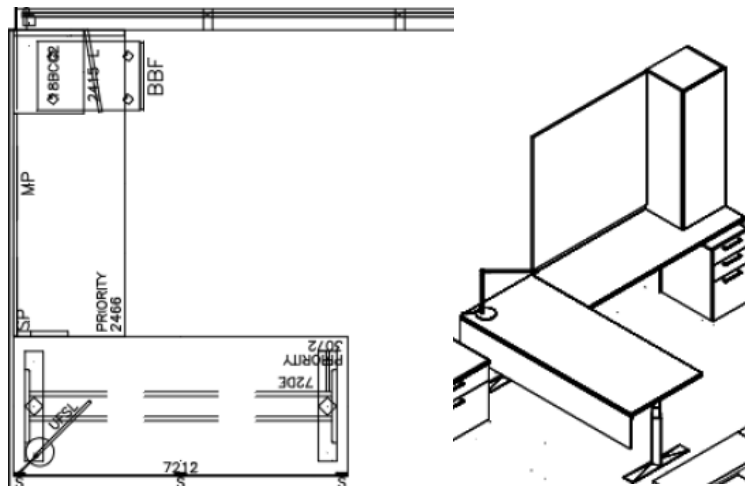
- All desktops/writing (horizontal) surfaces should be HPL (high-pressure laminate) surfaces with Vinyl Edge banding; TFL (thermofoil) or LPL (low-pressure laminate) is acceptable only on door/drawer fronts and vertical support surfaces.
- All pedestal and lateral files should have full extension drawer slides with steel ball bearings.
- Set on desk storage should have protective felt tape to protect the desk surface and ensure ease of movement or removable adhesion tape that does not damage the surface.
- Locks on storage within the office should be keyed alike and unique to each office.
- Warranty: Limited Lifetime

d. Basis-of-Design Reference: Kimball Priority or similar

U-Shaped Layout Example



L-Shaped Layout Example



ii. **Task (Desk) Seating**

A quality task chair is important for proper ergonomics and the user’s long-term comfort. The minimum specifications below provide basic ergonomics, comfort, and customization for 95% of users. Users that are significantly taller or shorter than average height or have specific needs for their health and well-being should be provided the opportunity to work with a specialist to determine a task chair that will suit their needs. UNM Environmental Health and Safety (EHS) provides individual assessments for UNM employees who are concerned that their workspace is causing pain and discomfort. Visit the [EHS ergonomics page](#) to request an assessment. Upholstery should be selected for long-term durability.

a. Description: Fully upholstered or mesh back mid-back task chair with height adjustable arms, lumbar adjustment, and seat sliding mechanism.

b. Minimum Specification Standards:

- 300 lb. weight capacity
- 5 Star Caster Base (casters differ for hard/soft flooring to avoid injury)
- Live Back or Enhanced Synchro Mechanism
- Height Adjustable Arms
- Seat Sliding Mechanism
- Lumbar Adjustment
- Pneumatic Height Adjustment
- Warranty: 12-year or Limited Lifetime (fabric, foam 5 years)

c. Basis-of-Design Reference:

- Steelcase Leap 462 Series Work Chair or similar (\$\$\$)
- Sit on It Amplify or similar (\$\$)

Steelcase Leap 462



Sit on It Amplify Mesh or Upholstered Back



iii. Guest Seating

Guest seating should provide a comfortable upholstered chair for office visitors and can have a 4-leg or sled base (with or without arms). Upholstery should be selected for long-term durability.

a. **Description:** 4-leg or sled base guest chair with waterfall seat edge for leg comfort.

b. **Minimum Specification Standards:**

- Minimum seat width dimensions: 19.5"
- Seat height: 17.5"
- 300 lb. weight capacity
- Option: without arms
- Option: with casters (hard/soft flooring options)
- Glides: options are available for hard and soft flooring
- Warranty: Limited Lifetime (fabric, foam 5 years)

c. **Basis-of-Design Reference:**

- Sit on It Freelance



iv. Metal Storage and Filing

Metal lateral file cabinets, storage cabinets, and bookcases are available in 30", 36", and 42" widths and 2, 3, 4, and 5 high (shelves or drawers).

Description: Metal lateral file cabinets, storage cabinets, and bookcases

a. **Minimum Specification Standards:**

- All metal pedestal and lateral files should have full extension drawer slides with steel ball bearings

- Manufactured with cold rolled steel; 22-gauge steel back, 20-gauge steel sides, and welded case construction
- Shelves 20-gauge steel, adjustable in 2" increments
- Warranty: Limited Lifetime (moving parts 5 years)

b. Basis-of-Design Reference:

- Allsteel Essentials

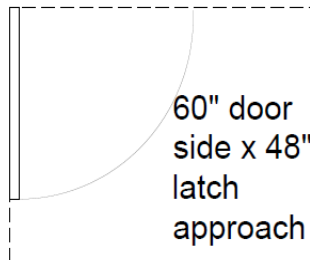
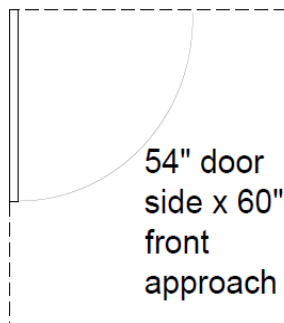


PART II: SPECIFICATIONS

Section C Private Office ADA Compliance Standards and Best Practices

i. Private Office ADA Compliance Standards

- Minimum ADA maneuvering box at room entry (48" x 60" or 54" x 60"; see below).



- U-Shape/ front of desk configurations can impose upon the ADA box area **IF** desk end support is inset and there is no obstruction under the desk (i.e., modesty panel). Front of desk can also be a table on casters in this scenario.

ii. **Private Office Best Practice**

- U-Shape Desk Interior Movement Space should be no smaller than 42"; however, 48" is preferable.
- Guest Seating in front of desk should be a minimum of 36" clear.