Furniture Standards

2023 Version

Contents

1.0 Introduction

The RMIT Furniture Standards document outlines the requirements for furniture selection, procurement and installation to be implemented across all RMIT facilities.

This document revision includes the new requirement for Furniture Suppliers to demonstrate compliance with these Furniture Standards for all RMIT University furniture purchases.

1.1 Objectives

The objectives of this standard are to:
- Enable the University to optimise the use of its built environment through flexible furniture solutions whilst maintaining fit-for-purpose space functionality;
- Promote a sustainable approach to furniture selections, materials, delivery, reuse and disposal;
- Reduce the risk of injury of RMIT staff, students and visitors through the provision of fit for purpose furniture;
- Streamline and improve the procurement of University furniture (via the RMIT Furniture Panel);
- Provide internal stakeholders, consultants, contractors and suppliers with clear expectations of RMIT Furniture requirements and associated processes;
- Assure RMIT stakeholders of exceptional quality and rigorous service expectations;
- Provide consistent minimum requirements for furniture functionality across the university.

1.2 Scope

This standard applies to all furniture purchases by RMIT University (incorporating RMIT Training and RMIT Online entities), including but not limited to:
- New and refurbishment projects (both Capex and Opex)
- Business-As-Usual (BAU) purchases (Opex)

Audience

This standard applies to a broad audience of RMIT staff, consultants, contractors and suppliers, including:
- All RMIT staff are required to order furniture, specifically:
  o PSG (Property Services Group) Capital Works, Project Managers;
  o PSG Facilities Managers;
  o Any other RMIT Staff responsible for the purchase of furniture
- Consultants (Architects and Designers) are required to specify furniture schedules for PSG staff;
- Contractors are required to order furniture for PSG staff;
- Suppliers are required to quote and supply furniture for RMIT staff, consultants or contractors.

Locations

This standard applies to all internal and external locations at all RMIT Australian campuses, but excludes:
- Leased spaces – facilities owned by RMIT but leased to others where the lessee is responsible for providing furniture. Note: leased spaces furnished by RMIT are required to comply with this standard;
- Retail premises; and
- Student Accommodation.

Furniture Selections

Standard Furniture Selections

This Furniture Standards document details the requirements for 'standard' types of furniture commonly used across the University, including:

- Workstations
- Storage
- Chairs
- Tables
- Lounges/Breakout Furniture
- Outdoor Furniture

Non-standard Furniture Selections

Other types of furniture (not specifically detailed in this Standard) will be required to be purchased by RMIT from time to time. In these instances, the principles and requirements of this Standard still apply.

Approval for all Non-standard Furniture Selections must be obtained from PSG Design Compliance Committee prior to procurement of furniture.

1.3 How to use the Furniture Standards

RMIT Staff – BAU (Opex Purchases)

The Furniture Standards provide guidance for staff when considering furniture purchases.

It identifies *Standard Furniture Selections* that RMIT staff can procure directly via the RMIT Furniture Panel (within allowable procurement limits).

Note: any furniture selections/changes for Learning & Teaching spaces are subject to review and endorsement from PSG Campus Planning & Services team.

Consultants/Designers

The Furniture Standards provide guidance for consultants/designers when selecting and specifying furniture for RMIT Property Services Group (PSG) projects.

It identifies *Standard Furniture Selections* that are considered to be compliant with RMIT's requirements and which may be specified without further approval required from the PSG Design Compliance Committee.

Note: any furniture selections/changes for Learning & Teaching spaces are subject to review and endorsement from PSG Campus Planning & Services team.

It also identifies *Non-standard Furniture Selections* that require consultants/designers to specify selections for consideration by the PSG Design Compliance Committee.

Contractors

The Furniture Standards inform contractors of RMIT's expectations for the performance, procurement, installation and reuse/disposal of furniture associated with projects.

Furniture Suppliers

The Furniture Standards inform suppliers of RMIT's expectations for the compliance, performance, procurement, installation and reuse/disposal of all furniture supplied to the University (either BAU, Opex or Capex project applications).

RMIT operates a panel of approved Furniture Suppliers, which should be utilised wherever possible.

General

Where the word "must" is used, this indicates that a statement is mandatory.

Where the word "should" is used, this indicates that a statement is a recommendation.

For Property Services Group furniture projects, this Furniture Standard is intended to be read in conjunction with the RMIT Design Standards and any other briefing requirements (such as Space Allocation Schedules) provided by the PSG Campus Planning team.

1.4 Demonstrating Compliance with the Furniture Standards

Staff

Furniture items available for purchase via the RMIT Furniture Panel will be deemed to be compliant with the RMIT Furniture Standards (for the purposes of RMIT Staff BAU Opex purchases), subject to selection criteria outlined below.

Non-standard Furniture items require approval from the PSG Design Compliance Committee prior to procurement or deployment.

Consultants

At the completion of each design stage (Concept Design/Schematic Design/Design Development) the consultant team shall complete a Compliance Statement to confirm that the furniture selections proposed are compliant with the Furniture Standards.

Contractors

Any furniture substitutions proposed by a contractor must comply with the Furniture Standards.

Furniture Suppliers

Suppliers must provide certification that all proposed selections meet or exceed the Furniture Standards requirements. The intention of this Furniture Standard is to outline the minimum functionality standard with which suppliers must comply.

Non-compliances/Departures

Where a furniture item is not able to be or is not proposed to comply with the Furniture Standards, the proposed departure must be detailed and submitted to the PSG Design Compliance Committee for approval, prior to procurement of furniture.

In all instances, the PSG Design Compliance Committee will provide a decision as to whether a proposed departure from this Standard is approved or not approved.

1.5 Roles and Responsibilities

PSG Design Compliance Group

The PSG Design Compliance Group includes representatives from PSG Capital Works, FAM, Campus Planning and Reporting & Compliance (including Sustainability) teams.

The role of the PSG Design Compliance Committee is to:

- Oversee compliance of the University's Furniture purchases in accordance with the requirements of the RMIT Furniture Standard

- Assess departures from the RMIT Furniture Standards standard selections and determine the appropriateness to approve departures in accordance with the principles of the standard

- Consult with internal RMIT stakeholders (including HSW) on departures to the standard selections prior to approval

All proposed departures to the standard selections in the Furniture Standards are to be assessed and approved by the PSG Design Compliance Group.

PSG Technical User Group

All proposed departures to the standard selections in the Furniture Standards are to be assessed initially by the PSG Technical User Group. Once endorsed, departures shall be submitted to the PSG Design Compliance Group for approval.

RMIT Health, Safety and Wellbeing Team

The RMIT Health, Safety and Wellbeing (HSW) Team provide RMIT staff with advice regarding HS&W risks associated with furniture.

For BAU furniture advice, staff should liaise directly with RMIT HSW Team.

For project furniture advice, PSG staff will liaise directly with RMIT HSW Team.

If a furniture item is not a pre-approved RMIT product, review by RMIT HSW Team is mandatory prior to procurement. Any furniture required in chemical or specialist laboratories must be reviewed by RMIT HSW team.

1.6 Document Revisions

The Furniture Standards document is intended to be revised annually.

Feedback on the effectiveness of the Furniture Standards is invited via the PSG Design Compliance Group. The Group will review any feedback as part of an annual review cycle and determine any revisions required to the Furniture Standards in response to feedback from stakeholders and consultants, outcomes of Post Implementation Reviews or other changes to relevant industry codes and standards.

2.0 Furniture Selections

2.1 General Principles

Aligned with the RMIT Furniture Standards objectives, all furniture selections must be based on:

- Fit-for-purpose functionality (including spatial flexibility)
- Sustainability outcomes (including material selection and reuse opportunities)
- Safe design (including stability, structural capacity and flammability)
- Accessibility and ergonomics (including adjustability)
- Quality (including durability and minimum performance requirements)
- Availability (including supply chain transparency)
- Whole-of-Life costing
- Future flexibility
- Compliance with RMIT standards

2.2 Spatial Considerations

Furniture selections must consider spatial impacts prior to purchase, including but not limited to:

- Number of furniture items and impacts on maintaining spatial density requirements
- Size of furniture items and impacts on adjacent circulation paths required for access/egress routes and/or accessibility compliance.
- Type of furniture items, adaptability for multi-purpose use and ease of movement to optimise flexible use of space
- Associated services, fixing requirements and impact to the built environment
- Long term flexibility;
    - For example, built in furniture in office spaces can limit future flexibility and potential requirements for IT services.
    - Further, like-for-like replacement may not be the best option, as aspects such as frame size and configuration can facilitate better arrangements in existing spaces or enable easy reuse via the RMIT Furniture Store.

2.3 Furniture Re-use Considerations

Furniture selections must consider sustainability opportunities such as furniture reuse, repurposing and responsible disposal of surplus furniture.

2.3.1 Furniture Reconditioning and Repair

Existing furniture may still be under warranty for defects in materials or manufacture. For furniture requiring repairs or maintenance, contact the Property Services Service Desk.

Email: propserv.service.desk@rmit.edu.au or phone: 03 9935 2111

2.3.2 Reuse Opportunities

Furniture selections should consider reuse opportunities prior to purchase of new furniture. Second-hand furniture options available from the RMIT Furniture store can be viewed via the RMIT Site (Secondhand furniture).

Existing surplus furniture is to be assessed for reuse:

- PSG Projects (Opex and Capex) must identify reuse opportunities for existing furniture located within project scope boundary and recommend one of the following treatments:
    - Reuse within the project; or
    - Stored for reuse by RMIT; or
    - Upcycled or disposed by others.
- The proposed treatment/disposal of existing furniture must be agreed with the PSG Sustainability team (prior to obtaining quotes or approved Business Case).

2.3.3   Furniture Storage

The following criteria is to be applied to all furniture proposed to be stored for reuse by the University:

- Compatibility with current Furniture Standards selections
- Capacity to optimise flexible use of space
- High-quality product design and materials
- Excellent condition and working order
- Current warranty

All furniture storage should be confirmed with the Furniture and Relocation Coordinator – Sarah Capparella sarah.capparella@rmit.edu.au.

Surplus furniture that does not comply with the criteria for storage by the University must be disposed of responsibly in accordance with the requirements in Clause 2.3.4 below.

2.3.4   Responsible Furniture Disposal

All surplus existing furniture that cannot be reused by the University, and does not fulfil the storage criteria in Clause 2.3.3 above, must be repurposed, upcycled, or disposed of responsibly in accordance with the following requirements:

- Engage a suitably qualified contractor to remove surplus furniture for use by other parties or refurbishing furniture or repurposing of materials. Note: disposal to landfill is discouraged and RMIT has a minimum 90% from landfill diversion requirement.
- Provide RMIT Sustainability Team with a waste report/statement detailing furniture disposal outcomes (materials recycled/landfilled), including evidence of chain of custody (for example, receipts and/or disposal tickets).
- Waste reports must be emailed to RMIT's Sustainability Team at sustainability@rmit.edu.au no later than one month from the date when the reuse/disposal occurred.

2.4 Workstations

2.4.1 Workstations – Standard Furniture Selections

Workstation furniture is suitable for office environments supporting academic and professional staff as well as higher degree research students.

Principles

- Portable desk-based units are to be avoided; examples include Vari Desk.
- 100% of workstations shall be electronically height adjustable.
- Workstations should avoid mechanical fixings that prohibit future flexibility and adaptability.
- L Shaped desks are not to be used.
- Partition screens are not to be installed between adjacent workstations or at ends.

Standard Workstation Desks

Type: Height-adjustable workstation
Code: WS, refer size nominations below
- Sizes*:
    - Staff: Range of 1200-1800mm W x 700-800mm D (Code: WS1)
    - HDR: Range of 1000-1500 W x 700-800mm D (Code: WS2)
- Fixed height option:
    - Staff: 700-720mm H
    - HDR: 700-720mm H
- Height adjustment option:
    - Height adjustable desks to have a height range between 650-1200mm AFFL.
    - LED display required to identify height setting.
    Note: furniture installers must set the height of all height-adjustable workstations at 700mm H prior to completion of installation.
- Finishes:
    - 'H' leg style frames – colour: white or black
    - Laminate top – colour: white
    - ABS edging – colour: white
- Option: Modesty and/or Divider Panels
    - Subject to positioning and requirements, a front or side modesty panel or a removeable divider screen may be required between users.
    - Architect/Designer (or RMIT staff selecting BAU furniture) to determine requirements to suit furniture layout.

*Note: Size of desk required to consider functional use, number of monitors, shelves, and other obstructions.

IT Fixtures

- Soft wiring, including easily accessible cable tray system, starter sockets, 2 power, 2 data and access to 4 GPO outlets from the user position (2 above the desk and 2 below).
    Note: for IT and AV technical specification consult the ITS and AV Design Standard.
- Fixed (screwed or clamped) monitor arms are to be used in conjunction with the screen.

Partition Screens (Optional)

- 25-30mm thick with aluminium frame preferred
- Maximum 1200mm H AFFL (Above Finished Floor Level) as standard
- Typical finishes:
    - Frame – Colour: white or black

- o Worktop – laminate. Colour: white
- o Screens – fabric: light or dark grey (or combination) or 'Echopanel' (preferred)
- Self-healing pin-able acoustic material to be provided to workstation partition screens that is removable for ease of repair and replacement. Where a workstation is located against a wall, a pin board is to be provided equivalent to the screen.

Key Criteria (must be considered prior to purchase)

a) Size of desk for functional requirements (i.e., hot desk, number of monitors and shelves/other obstructions)
b) Weight restrictions of the unit being purchased (e.g., dual screens and large desktop computers)
c) Ability of the person to operate the unit (Extension/Flexion of the spine)
d) HSW team must assess the workstation prior to purchase to ensure the product is suitable

2.4.2 Workstations – Non-Standard Furniture Selections

Workstation items departing from the requirements listed above may be considered for use at RMIT University – these items will be considered on a case-by-case basis by PSG Design Compliance Committee.

Approval from the PSG Design Compliance Committee is required prior to procurement of Non-Standard Furniture selections.

2.5 Storage

2.5.1 Storage – Standard Furniture Selections

Principles

- Personal storage allocations are to be provided in accordance with RMIT University Workspace Principles.
- Individual storage solutions to consider locker opportunities to facilitate height adjustable desks and spatial flexibility.
- All storage solutions are not to impede the workstation height adjustment mechanism e.g., not clash when the workstation is lowered.
- Individual coat storage is not acceptable.
- Type of locker storage will be determined by user group:
    - Locker storage in student spaces: refer to below specifications
    - Locker storage in staff spaces: refer to Design Standards

Locker Storage (student spaces)

Type: Pin access personal lockers.
Code: SL, refer size nominations below.
Size: Varies:

- SL1: 1600mm H x 1600mm W x 500mm D (SL1) (indicative)
  Full height not to exceed 2100mm (to top of top locker)
  (Bank of 16 'standard' lockers)

Features:

- Battery operated 4-digit pin access with timer application functionality (appropriate time to be confirmed with stakeholder group)
- Must display timer application
- Must be fixed to adjacent wall.
- Must display signage adjacent to lockers showing operational instructions
- Option for 500mm kickboard between bottom of bottom locker and floor

Finish: Satin
Colour: Black, white or grey
Other considerations:
Security MUST be informed of locker solution and provided with training on usage and operation by nominated suppliers/contractors, for support as required.
Note: option for customised sizing per project.

Individual Desk Storage

Type: Pedestal Storage Unit (3-drawer)
Code: PS1
Size: 640mm H x 470mm W x 500mm D (indicative)
Note: Check clearance under workstation frame to confirm appropriate height of storage unit prior to procurement of furniture item.
Features:

- Two-box drawers plus one file drawer
- Lockable with keys
- 5-castor anti-tip base

Finish and Colour: to match workstation frame. Powder coated metal or laminate finishes are acceptable.

Team Storage

Type: Tambour Storage Unit
Code: TS, refer size nominations below.
Size: Heights vary:

- TS1: 750mm H x 900mm W x 450-500mm D (indicative)
- TS2: 900mm H x 900mm W x 450-500mm D (indicative)
- TS3: 1200mm H x 900mm W x 450-500mm D (indicative)
- TS4: 1500mm H x 900mm W x 450-500mm D (indicative)

Features:

- Lockable with keys
- 3 Levels with 2 adjustable shelves (minimum) and 1 fixed shelf (optional)
- Note: Two door- tambour cabinets consisting of smooth action doors that retract into the cabinet are ideal for limited spaces and aisles.

Finish: Satin (typical). Powder coated metal is also acceptable.
Colour: Black or White body with matching doors
Note: Tambour options are not recommended for tall storage units.

Image: Tambour Storage Unit (Sample)

Type: Filing Storage Unit
Code: FS, refer size nominations below.
Size: Heights Vary:

- FS1: 1000mm H x 900mm W x 500mm D (indicative)
- FS2: 1300mm H x 900mm W x 500mm D (indicative)

Features:

- Lockable with keys
- Low stop drawer mechanism preferred
- 3 and 4 drawer options
- Optional divider hoops
- MUST include weights to prevent tipping

Finish – Satin. Powder coated metal is also acceptable.
Colour: Black or White body with matching doors

Image: Filing Storage Unit (Sample)

2.5.2   Non-Standard Furniture Selections

Furniture storage items departing from the requirements listed above may be considered for use at RMIT University – these items will be considered on a case-by-case basis by PSG Design Compliance Committee.
Approval from the PSG Design Compliance Committee is required prior to procurement of Non-Standard Furniture selections.

2.6 Chairs

For all seating selections, the supplier and/or Architect must clarify and advise the requirement for hard or soft castors (or glides) for compatibility with the floor finish.
For assistance with specific needs and selecting the appropriate chair, please contact a member of the HSW team. The Senior Advisor, Health and Safety can assist in adjusting the chair to suit the needs of the user.

2.6.1   2.6.1 Chairs – Standard Furniture Selections

Task Chairs

Task Chairs are for staff office environments to support long-term use applications, such as desk-based work. Task chairs may also be used in student flat-floor classrooms, meeting, or study spaces.

Type: Height-adjustable Task Chair with 5-star castor base (no arms)
Code: CH1
Seat height range: 430mm – 550mm to top of seat pad (gas lift) suitable for use working at 630mm-850mm.
Features:

- Fully upholstered seat pad with seat slide
- Seat depth adjustment with option to provide a high lift gas strut (if required)
- Adjustable recline durable mesh back (preferred) / or fully upholstered oval back options
- Must have lumbar support (height adjustable required for staff spaces)
- No arms
- Nylon 5-star castor base

Optional Additional Features – subject to HSW workstation assessment:

- (Optional) High lift gas lift
- (Optional) Lockable and/or soft/hard casters (casters to suit the floor)
- (Optional) Back lock / synchro tilt option

Finish: Seat pad (fabric/vinyl/leather); mesh; nylon parts.
Colour: Black finish (coloured task chairs are not supported). Note standard base colour: black with optional polished base.

Draft Chairs

Draft Chairs are for staff or student use working on bench height desks or counters (typically 900-1200mm height range).

Type: Extended height gas lift with flat, adjustable metal foot ring
Code: CH2
Seat height range: 630-970mm to top of seat pad
Features:

- Adjustable metal foot ring
- Adjustable lumbar support
- Fully upholstered seat pad with seat slide
- Pressure-lock casters and/or soft/hard casters (casters to suit the floor)
- Optional back lock

Finish: Typically, upholstery with the exception of applications in specialist laboratories and workshops which must be vinyl or plastic only.
Colour: Black finish (coloured chairs are not supported).

Image: Drafting Chair (Sample)

Nesting Chairs

Nesting chairs are for select classrooms and multipurpose spaces where the ability to fold-up and 'nest' (store) furniture is advantageous with short-term seating applications (<3 hours).
Type: Stackable or Foldable Chair
Code: CH3
Features:

- Fully upholstered seat pad preferred
- Stackable or foldable frame
- (Optional) Nylon 4 leg castor base
- (Optional) Pressure-lock casters and/or soft/hard casters (casters to suit the floor)

Finish: Upholstery, mesh, nylon parts.
Colour: All Black (coloured chairs are not supported). Optional polished base.

Tablet Chairs

Tablet chairs are for select classrooms where a writing surface (tablet) functionality is required.
Type: Tablet arm chair with castor-base
Code: CH4
Features:

- Adjustable tablet/writing surface
- Nylon 4 leg castor base
- Pressure-lock casters and/or soft/hard casters (castors to suit the floor)
- Fully upholstered fabric seat pad (optional vinyl or leather). Adjustable recline durable mesh back (preferred) or fully upholstered oval back options

Finish: Upholstery, mesh, nylon parts.
Colour: All Black (coloured chairs are not supported). Optional polished base.
Note: Any tablet chairs required in Chemical or specialist Laboratories not to have fabric seat or back support, vinyl or plastic only.

Multi-Purpose Chair

Multi-Purpose chairs are for multipurpose spaces where flexible furniture selections (such as foldable or stackable furniture items) are functionally advantageous.
Type: Varies
Codes:
MC1 – Upholstered fabric seat pad with mesh back on 4 or 5 star castor base (typical)
SM2 – Moulded polypropylene with sled base (typical) – preference is for flex back and upholstered seat pad
SM3 – Combination of plastic and upholstered (base and seat options vary)

Finish: Upholstered seat pad (fabric / vinyl / leather); Powdercoat base
Colour: Base – black or white (typical) optional polished aluminium or steel

2.6.2   Chairs – Non-Standard Furniture Selections

Chair selections departing from the requirements listed above may be considered for use at RMIT University – these items will be considered on a case-by-case basis by PSG Design Compliance Committee.
Approval from the PSG Design Compliance Committee is required prior to procurement of Non-Standard Furniture selections.

2.7 Tables

2.7.1   Tables – Standard Furniture Selections

Principles

- For spaces with multiple tables, consider height adjustment provisions across the space with at least one table to be wheelchair accessible.
- All table and chair combinations should allow a knee clearance of minimum 200mm.
- Meeting Room tables are for individual- or group-use with short-term seating applications (<3 hours). Meeting room tables may be informal (and relocatable) or formal (and fixed in place) – such as locations enabled with AV/ITS video technology.
- Classroom tables are for individual- or group-use with short-term seating applications (<3 hours). Classroom tables may be informal (and relocatable) or formal (and fixed in place) – such as locations enabled with AV/ITS technology.
- Classroom tables are compatible with the following RMIT space typologies:
  - Classrooms / Tutorial Rooms – subject to PSG assessment (i.e. impacts to Timetabling etc)
  - TBA
- Spatial impacts: allow a minimum 1500mm clearance between edge of classroom or meeting table and wall for chairs and circulation. DDA clearance at doorway.
- Where classroom tables are intended to be moveable, ensure compatibility between floor finish selection and table base selections to ensure furniture movement does not mark the flooring.

Meeting Tables

Types and sizes: (most common in bold)
- Rectangle (optional flip table on castors) – sizes:
  MTR1: 1500mm x 750mm (4 persons),
  MTR2: 1800mm x 900mm (6 persons),
  MTR3: 2400mmx1200mm (8-10 persons),
  MTR4: 700mx700mm (single),
  MTR5: 1400mmx700mm (double didactic)
- Square – sizes:
  MTS1: 700mm x 700mm (1 person – exam)
  MTS2: 800x800mm (2-4 persons)
  MTS3: 1200x1200mm (4-6 persons)
  MTS4: 1600mmx1600mm (6-8 persons)
- Round – sizes:
  MTC1: 800-900mm diameter (2-3 persons)
  MTC2: 1100-1200mm diameter (4-6 persons)
  MTC3: 1400-1600mm diameter (6-8 persons)
- Oval – sizes:
  MTO1: 1800x900mm
  MTO2: 2150mx1100mm (6 persons)
  MTO3: 2400x1200 (8-10 persons)
- Boat-shaped – sizes:
  MTB1: 2400x1200mm (8-10 persons)

Note: Larger meeting tables to suit 12-16 are typically 4800x800mm, however please seek advice from Property Services if and as required.

Features:
- 25mm Laminate top with ABS edging (optional 18mm highly durable compact laminate – seek advice from Property Services)
- Steel frame and base

- Heights:
  - Seated: 720mm H unless otherwise specified by RMIT
  - Bench/standing: Range of 900-1050mm (max) H (for compatibility with 650-700mm H stool/draft chair) unless otherwise specified by RMIT.
- Optional power
- Optional flip table – must have castor base.
  Important – all flip tables must have metal to metal fixing on understand or table to frame. No pinch points.

Finishes: Base – powdercoat (optional polished base/glides); Top – laminate with ABS edging (optional compact laminate or veneer finish may be considered– seek advice from Property Services)

Colour: Base – black posts and frame with polished metal glides; Top – white with matching ABS edge strip.

Classroom Tables

Types and sizes: (most common in bold)
- Rectangle (optional flip table on castors)- sizes:
  CTR1: 1500mm x 750mm (4 persons),
  CTR2: 1800mm x 900mm (6 persons),
  CTR3: 2400mmx1200mm (8-10 persons),
  CTR4: 700mx700mm (single),
  CTR5: 1400mmx700mm (double didactic)
- Square – sizes:
  CTS1: 700mm x 700mm (1 person – exam)
  CTS2: 800x800mm (2-4 persons)
  CTS3: 1200x1200mm (4-6 persons)
  CTS4: 1600mmx1600mm (6-8 persons)
- Round – sizes:
  CTC1: 800-900mm diameter (2-3 persons)
  CTC2: 1100-1200mm diameter (4-6 persons)
  CTC3: 1400-1600mm diameter (6-8 persons)
- Oval – sizes:
  CTO1: 1800x900mm
  CTO2: 2150mx1100mm (6 persons)
  CTO3: 2400x1200 (8-10 persons)
- Boat-shaped – sizes:
  CTB1: 2400x1200mm (8-10 persons)

Features:
- 25mm Laminate top with ABS edging (optional 18mm highly durable compact laminate – seek advice from Property Services)
- Steel frame and base
- Heights:
  - Seated: 720mm H unless otherwise specified by RMIT
  - Bench/standing: Range of 900-1050mm (max) H (for compatibility with 650-700mm H stool/draft chair) unless otherwise specified by RMIT.
- Optional power
- Optional flip table – must have castor base.
  Important – all flip tables must have metal to metal fixing on understand or table to to frame. No pinch points.

Finishes: Base – powdercoat (optional polished base/glides); Top – laminate with ABS edging (optional compact laminate or veneer finish may be considered– seek advice from Property Services)

Colour: Base – black posts and frame with polished metal glides; Top – white with matching ABS edge strip.

Meeting and Classroom Table examples – **SAMPLE** Indicative Images

2.7.2   Tables – Non-Standard Furniture Selections

Table selections departing from the requirements listed above may be considered for use at RMIT University – these items will be considered on a case-by-case basis by PSG Design Compliance Committee.

Approval from the PSG Design Compliance Committee is required prior to procurement/deployment of Non-Standard Furniture selections.

2.8 Lounge/Breakout Furniture

2.8.1 Lounge/Breakout Furniture – Standard Furniture Selections

Lounge/breakout furniture settings are for student and staff (individual or group) use with short-term seating applications (typically up to 3 hours).

Spatial requirements:

- Furniture selections to provide a mix of group and individual settings to support collaborative meeting and independent study/relaxation functions.
- Consider 20m^2 zones, allowing for 10 users per zone (such as described in Image 1, below), enabling furniture settings supporting groups of 6 (typical).
- Heights of furniture to be a mix of low, medium, and high settings, to avoid a formal classroom/meeting room feel (such as described in Image 2, below).

Features:

- Easily accessible fixed power USB and GPO options to approx. 60-70% of settings (mandatory)
- Echo panel style pinboard/white boards adjacent to conversation / coffee tables and low-back lounges, to allow for workshop style collaboration
- Student lockers to be considered as an option (approx. 1 bank of 16 lockers per 100 students). Note: battery operated 4-digit pin access, on a 12-hour timed application – refer Clause 2.5 Storage.
- Medium to highly trafficable spaces/walkways to have the shape of the furniture considered e.g. no sharp/pointy edges where a person could collide.
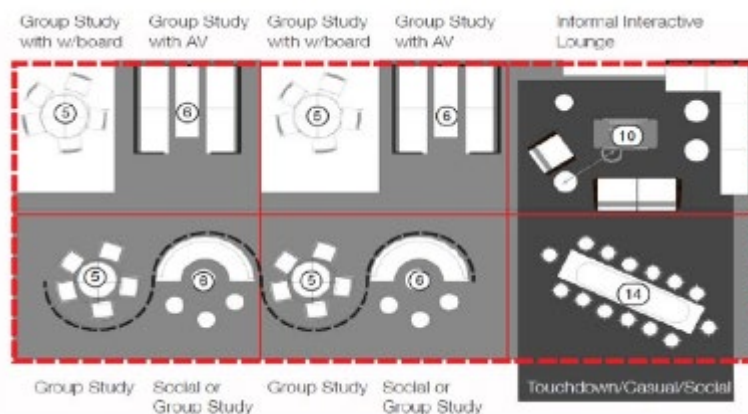

Image 1: Breakout spaces – zoning concept

Image 2: Breakout spaces – height concept

Lounge settings

- Lounge settings should make up approximately 15-30% of space
- Mix of fixed high and low back seats
- Seat pad minimum 450mm (firm seat) to 500mm (softer seat pad) to suit 700mm H table surface
- Depth of seat to be supportive of back without cushion requirement
- Timber (to match surroundings) or steel base with leather/vinyl upholstered seating

Coffee table settings

- Coffee table settings should make up approximately 5-10% of space with the intention to support conversation e.g. 5-6 person
- Consist of table approx. 400mm H and low height leather/vinyl upholstered seating with back support

Relaxed settings

- Relaxed settings should make up approximately 5-10% of space

Bench table

- Bench tables should make up approximately 10-15% of space
- 900mm H fixed bench with loose 650mm H leather/vinyl upholstered stools

Group worktables

- Group worktables should make up approximately 30-35% of space
- Rectangular shape preferred with compact laminate top preferred (either back or white with black trim)
- Typical size 1800x900mm (to suit 6)
- Tables either slim steel black or white frame (approx. 30mm) or central pole (min. 50mm) on pedestal base

Banquet seating

- Banquet seating should make up approximately 15-30% of space
- Fixed joinery with upholstered seat pad and adjoining tables (fixed preferred) with compact laminate or durable top (e.g. marine ply)
- Consider option for high back in cafes

Material Selections

Quality: High-quality, durable fixtures
Finishes: Pre-treated fabrics or vinyl/leather preferred.
Colour: Neutral palette (greys, blacks, whites (tables) with a splash of colour (not to dominate the space) to suit adjacent built environment. Bright colours such as yellow to be avoided.

Breakout/Kitchen Spaces
Finishes to be either polypropylene or vinyl/leather.

Image 3: Breakout spaces – example image

2.9 Computer Labs

- Where loose furniture is to be used, refer to above specifications for chairs (2.6) and tables (2.7).
- Where fixed bench arranges are required, use 850mm useable bench-top depth.
- For IT technical specification, refer to ITS Design Standards section 10.10.2.

2.10 Outdoor Furniture

2.10.1 Outdoor Furniture – Standard Furniture Selections

Outdoor settings are to be durable and sympathetic to their surroundings. Preference for an outdoor landscape Architect/Designer is preferred for advice when possible. Where heritage implications may need consideration, early advice is mandatory.

Outdoor can vary greatly from product to product and supplier to supplier. When selecting options, if not already endorsed and supported by the HSW team (confirmed by them in writing) it is required to seek their endorsement prior to procurement. For a list of pre-approved options, contact the HSW team.

2.10.2 Tables

Range in size and height (typically 700mm H noting on occasion a 900-1000mm H may be deployed), depending on requirements. As a general rule, allow 800mm per person. For example, a table requiring 6 people would ideally be at least 1800mm x 900mm, allowing additional space for those seated at each end.

Table sizes include, but are not limited to:

- Rectangle:
  OTR1: 1500x750mm (4-6 persons)
  OTR2: 1800x900mm (6 persons)
  OTR3: 2400x1200mm (8-10 persons)
- Square:
  OTS1: 800x800mm (2-4 persons)
  OTS2: 1200x1200mm (4-6 persons)
  OTS3: 1600x1600mm (6-8 persons)
- Round:
  OTC1: 800 or 900mm (2-3 persons)
  OTC2: 1100-1200mm (4-6 persons)
  OTC3: 1400-1600mm (6-8 persons)
- Oval:
  OTO1: 1800x900mm (6 persons)
  OTO2: 2100x1100mm (6 persons)
  OTO3: 2400x1200mm (8-10 persons)

Table Finishes

Typically, a sturdy steel frame (black preferred) and either compact laminate table surface or durable FSC certified timber. All metal tables to be avoided, however, will be considered. Perforations to assist with drainage to be considered on all options. Recycled plastic outdoor furniture (i.e. Replas) also recommended.

A central 50mm diameter (indicative size, supplier to provide firm advice on hole size) cut-out to be considered on 6-person plus size tables for umbrella insert.

2.10.3 Seating

Range from bench seating to individual seating, seated (450mm H) and bench (900mm H). Bench seating will typically match table pairing e.g. steel frame (black preferred). Recycled plastic outdoor furniture (i.e. Replas) also recommended. Other options include durable steel, with perforations to allow for drainage. Finishes will vary depending on the surrounding environment. Colours are supported, based on advice from the Architect/designer.

2.10.4   Umbrellas

Umbrellas may be considered on occasion. If deployed, these are typically through a large 6-person plus table with a firm and secure fixture to the ground. A steel plate fixture is not preferred. Size is typically a min 2000mm diameter (subject to Architect/supplier advice) in black finish. RMIT logo may be considered, per advice from Marketing team. NB. All umbrella options are subject to PSG and HSW review and approval prior to deployment.
Other HSW considerations when purchasing/installing umbrellas could include:
- Proximity to other hazards (Roof, cabling, heat sources etc)
- Anchoring the umbrella and usage in high winds
- Height of the umbrella with respect to human interaction (hitting head on the edge)

2.10.5   Fixtures and Fittings

All outdoor settings (excl individual seating) require the option to be fixed and this is to be included as part of the supplied product. When fixed, ensure that all outdoor furniture is bolted down securely to avoid the potential to create harm to people or the surrounding built environment during an extreme weather event such as strong winds or storm.

2.10.6   Outdoor Furniture – Non-Standard Furniture Selections

Outdoor Furniture selections departing from the requirements listed above may be considered for use at RMIT University – these items will be considered on a case-by-case basis by PSG Design Compliance Committee.
Approval from the PSG Design Compliance Committee is required prior to procurement of Non-Standard Furniture selections.

3.0 Requisition of Furniture

Furniture can be procured by RMIT staff (or contractors engaged by RMIT) in accordance with the requirements of the RMIT Furniture Panel, available on the RMIT website as follows: https://www.rmit.edu.au/staff/service-connect/payments-purchasing/supplier-panels-and-catalogues/furniture-panel

BAU furniture orders

The following information is required to be included on the requisition form:

- Vendor Name
- Vendor ABN
- Vendor contact details
- Project or Purpose of request
- Product details (Product name, RMIT code and quote reference number)
- Delivery address
- Delivery contact details
- Indicate if it is an asset
- Internal Order number and General Ledger code
- Intended furniture location (Room Number)

Project furniture orders

Items list above, as well as additional project specific details, as follows:

- RMIT Project Name
- Site contact details
- Expected delivery date
- Note: Cost centre approval is required before any furniture procurement can proceed.

4.0 Supplier Requirements

4.1 General Requirements

At a minimum, Furniture suppliers shall be required to comply with and fulfil the following requirements for all furniture orders placed by RMIT:

Requests for Quotation (RFQ)

Supplier quotes must include a statement of compliance confirming the proposed product selection meets or exceeds the RMIT Furniture Standards requirements.
Suppliers must include RMIT specific furniture code (eg TC1: Task Chair) on catalogues as well as RFQs/quotes.
On larger projects, pricing may be fixed on items specified for a period of not less than 12 months, subject to quantities, where a reasonable variation may occur due to economy of scale, noting this arrangement would be managed by RMIT Procurement and/or RMIT Capital Works.
Pricing to include delivery, installation and clean-up, to designated sites within Melbourne Metropolitan region (includes Melbourne CBD, Brunswick and Bundoora). A provisional after-hours delivery is also to be provided, if applicable. Note: after-hours is any time after 5pm and before 7am weekdays and all hours on weekends.

Inspection

On large project orders, a single sample of each furniture item is to be provided for approval prior to delivery, and in some cases may be required prior to order. Smaller orders require an inspection of supplied goods by the stakeholder to ensure the project is in good condition prior to approving the invoice payment.

Health and Safety

RMIT University is committed to providing a safe and secure environment for all students, staff and visitors including service personnel.
Our commitment and expectations include:
- Commitment to the compliance of applicable OHS regulations, Australian and International standards and codes for each category of furniture (e.g. GECA or similar)
- Eliminating and reducing identified OHSE hazards and risks
- Safety on campus as a highest priority

Any contractor working on RMIT premises under the management and control of RMIT University is required to complete the appropriate level of RMIT contractor induction prior to commencing work with RMIT University.

Fit for Purpose

Products specified are expected to meet the standards outlined throughout this document and achieve certifications outlined in this Standard. If products do not meet these requirements, vendors are to notify RMIT of this as part of their Request for Quotation (RFQ) response. All relevant Certifications are to be provided upon request.

Sustainability and CSR Due Diligence

Sustainability considerations should be incorporated into the full lifecycle of any product to ensure material selection, operation and disposal have a low social and environmental impact. Suppliers should have full traceability in their supply chains and have management practices which meet fundamental responsibilities in the areas of human rights including modern slavery, labour, environment and anti-corruption, in accordance with the RMIT CSR Supplier Code of Conduct signed by all panel members and appended to the contract.

4.2 Delivery Requirements

- Suppliers must have the ability to deliver within the RMIT specified lead times; failure to do so within this time may result in termination of the order, and RMIT reserves the right to withdraw from the contract and any time beyond expected delivery date at no cost to RMIT.
- All products must be delivered to site fully assembled, placed and all rubbish items removed from site by the contractor/installer.

On projects requested by RMIT, the delivery of equipment including any installation must be completed within RMIT specified project timeframe, unless agreed otherwise.

In addition to the delivery requirement timeframe parameter, the following delivery criteria must be detailed/adhered to by the vendor. Pre-site review and preparation for the delivery and installation of the equipment:

a) Site specifications/site measures for the preparation of the intended site, for the purposes of delivery or installation of the equipment;

b) Meet delivery timelines of the equipment, to include products fully assembled, placed with all rubbish items removed; and

c) During installation, maintain a cordoned-off safe work zone including relevant bollards and signage.

NB: Vendors may be novated to a managing/head contractor, who will include instruction on required timing of deliveries. RMIT encourages and supports suppliers that can demonstrate reduced and recyclable packaging methods.

Labelling of furniture

The supplier must provide a sticker on all supplied products that identifies the following information:

- Supplier's business name, contact number and website address
- Product name
- RMIT specific Furniture Code
- Date of installation (month/year)

4.3 Guarantee, Warranty and Operations Manual Requirements

Warranties

10 year structural / manufacturing warranty – five (5) year fabric warranty. Certificates to be provided as part of the RFQ process on larger projects, and as requested on smaller orders. Products are to be delivered in perfect condition, free from any defects and a guarantee provided that products will not rust or need repair at the for a minimum ten (10) year period (unless written agreement obtained from RMIT PSG representative) with the following:

Operations Manual Requirements

Submit the installer's warranty against defective workmanship or wrong installation. Submit the manufacturer's recommendations for demounting and relocation. Recommendations for service use, care and maintenance; and list of manufacture and suppliers of replacement parts.

Operations and Maintenance (O&M) Manual Requirement – Two (2) complete sets of standard manuals, operating manuals, training material and any other associated documentation as required in hard and soft copies, including evidence of product certification to relevant Australian standards.

- Suppliers to provide RMIT with care, operation and maintenance instructions on products supplied, and if requested, instructional videos.
- REVIT, Schematic and CAD drawings of supplied products may be requested and it is expected the supplier will provide these if required.

4.4 Product Certification and Standard Requirements

All furniture products proposed for supply to RMIT must comply with RMIT Furniture Standards requirements. Suppliers must cite compliance with the requirements of the RMIT Furniture Standards on any quote provided to RMIT.
All associated furniture products (such as locks/key barrels) must be compatible with relevant Australian Standards.
All furniture supplied to RMIT must be certified to all relevant standards, as applicable by product type, including but not limited to:

- Relevant Australian standards
- Relevant Industry standards and codes
- Worksafe Officewise 2006
- AFRDI Level 6 Severe Commercial, Blue Tick or equivalent
- Sustainable product certification schemes:
  - SMaRT 4.0 Platinum/Gold
  - AFRDI Green Tick Level A/Platinum or Level B/Gold
  - GECA FFM v3.0-2017
  - GreenRate Level A
  - FSC Certified Timber Products