

Furniture Standards

Version 4.0 September 2026

*For internal use by Property
Services Group and associated
consultants/contractors only*

Acknowledgement of Country

RMIT University acknowledges the people of the Woi wurrung and Boon wurrung language groups of the eastern Kulin Nation on whose unceded lands we conduct the business of the University. RMIT respectfully acknowledges their Ancestors and Elders, past and present. RMIT also acknowledges the Traditional Custodians and their Ancestors of the lands and waterways across Australia where we conduct our business.

Furniture Standards

Version 4.0 September 2026

Feedback on the effectiveness of the Furniture Standards is invited via the PSG Design Standards Governance Group. The Design Standards Governance Group will review any feedback and determine any revisions required to the Furniture Standards in response to feedback from stakeholders and consultants or other changes to relevant industry codes and Standards.

Title: Sentient

Artist: Hollie Johnson

Hollie is a Gunaikurnai and Monero Ngarigo woman from Gippsland who





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1.0 Introduction



Introduction

The RMIT Furniture Standards form part of RMIT's suite of Design Standards. These standards collectively support the execution of the University's strategic aspirations in place, as guided by RMIT's Living Master Plan.

The intent of the Furniture Standards is twofold: to help embed sustainable practices in the university's furniture selections, and to augment the in-person University experience with the best possible furniture settings.

The Furniture Standards are intended to provide RMIT staff, designers, contractors and suppliers with clear criteria for standard furniture selections, while enabling room for considered, 'non-standard' furniture selections that enhance our places and the built environment.

This document includes requirements 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 design quality through flexible furniture solutions whilst maintaining fit-for-purpose space functionality

Promote a sustainable approach to furniture selections and procurement, 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

Combine functionality with aesthetics to create inviting spaces that contribute positively to on-campus activities and experiences

1.2 Scope

This standard applies to all furniture purchases by or on behalf of RMIT University (incorporating RMIT UP and RMIT Online entities), including but not limited to:

- New and refurbishment projects (both Capex and Opex)
- Business-As-Usual (BAU) purchases (Opex)

1.2.1 Audience

This standard has been developed for the following audience:

- RMIT staff responsible for the purchase of furniture
- Property Services Group (herein referred to as PSG)
 - Minor Works;
 - Capital Works;
 - Facilities Managers;
- Contractors/Furniture Suppliers
- Consultants/Designers

1.2.2 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

1.2.3 Furniture Selections

Standard Furniture Selections

This Furniture Standards document details the requirements for 'standard' types of furniture commonly used across the University in the following space typologies:

- Learning & Teaching
- Informal Learning Spaces
- Campus Amenities
- Workplace

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 Technical User Group prior to procurement of furniture.

User Engagement

University staff and student representatives can be involved in the selection process of standard and non-standard Furniture selections, enabling the diverse perspectives and requirements from RMIT's community to shape our environments.

1.3 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, subject to the criteria outlined in Clause 2.0 Furniture Selections.

Non-standard Furniture items require approval from the PSG Technical User Group prior to procurement or deployment.



Consultants

At the completion of each design stage (Feasibility Study/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 comply with the Furniture Standards, the proposed departure must be detailed and submitted to the PSG Technical User Group for approval, prior to procurement of furniture.

In all instances, the PSG Technical User Group will provide a decision as to whether a proposed departure from this Standard is approved or not approved.

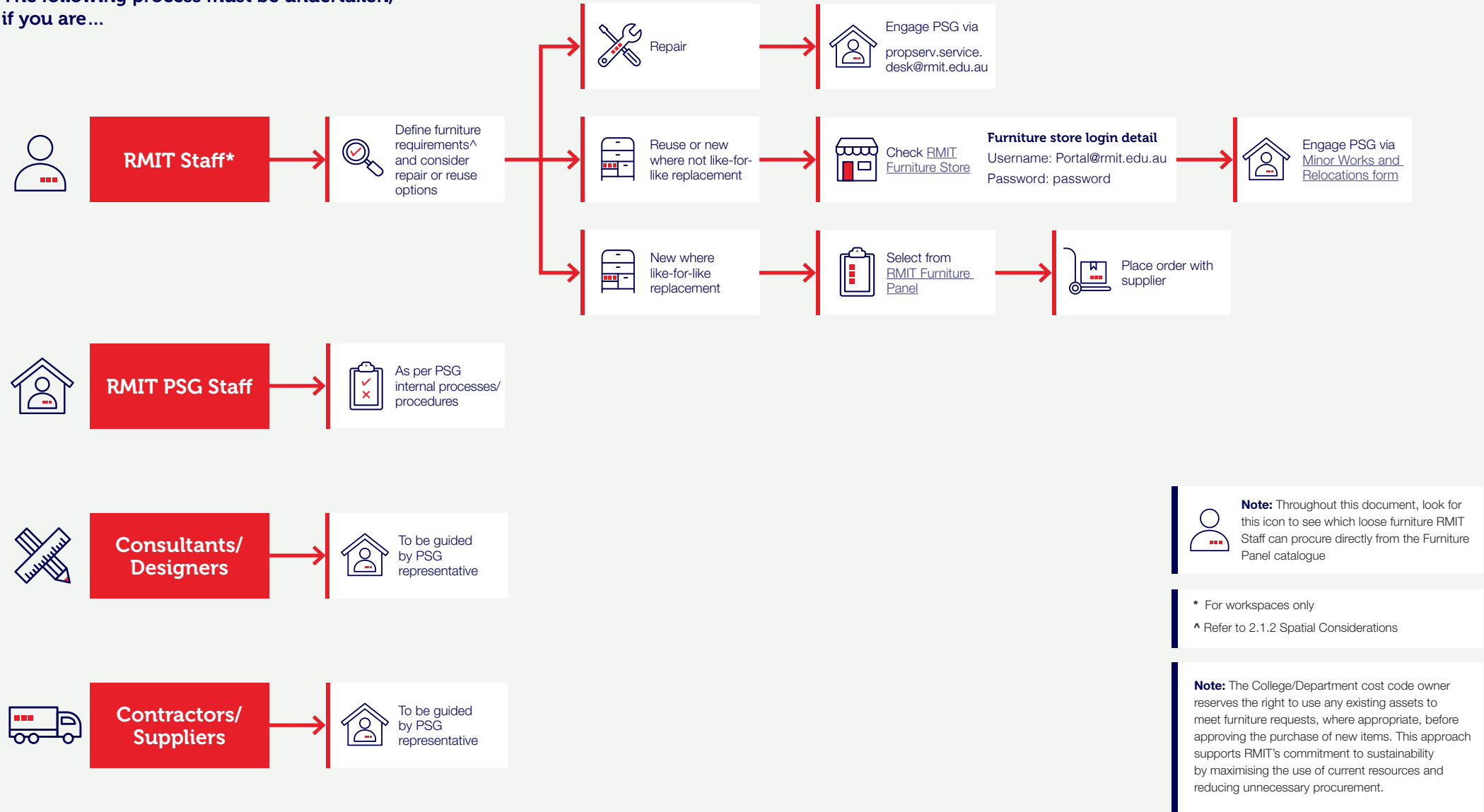
Note: furniture that is not referenced in this document is considered non-compliant/non-standard.



Note: Throughout this document, look for this icon to see which loose furniture RMIT Staff can procure directly from the Furniture Panel catalogue

1.4 How to use the Furniture Standards

The following process must be undertaken, if you are...



1.5 Accessibility & Diversity

RMIT has a long and proud history of commitment and action to ensure that opportunities to develop and succeed are open to everyone. The Inclusion, Diversity, Equity and Access (IDEA) Framework creates a blueprint for our continued journey towards our goal that RMIT is **'Inclusive by design: Everyone, everywhere, all the time'**.

To achieve our strategic aspirations, we need to ensure that everyone is included and enabled to thrive, wherever and wherever they are. A key guiding principle of the IDEA Framework is Universal Design - ensuring that our products, systems and environments are built for the diversity of the community from the outset so they are usable by all people.

All RMIT Standards aim to reflect these values. Consultants are expected to embrace these philosophies and engage to further develop this leadership role being performed by the University.

Key values:

- Student Wellbeing
- Social connection
- Inclusion
- Growth

1.6 Roles and Responsibilities

PSG Design Standards Governance Group

The role of the PSG Design Standards Governance Group is to oversee compliance of the University's Furniture purchases in accordance with the requirements of the RMIT Furniture Standard.

PSG Technical User Group

All proposed departures to the standard selections in the Furniture Standards are to be approved by the PSG Technical User Group.

RMIT Health, Safety and Risk Team

The RMIT Health, Safety and Risk (HS&R) Team provide RMIT staff with advice regarding H&S risks associated with furniture.

For **BAU furniture advice**, staff should liaise directly with RMIT HS&R Team (healthandsafety@rmit.edu.au).

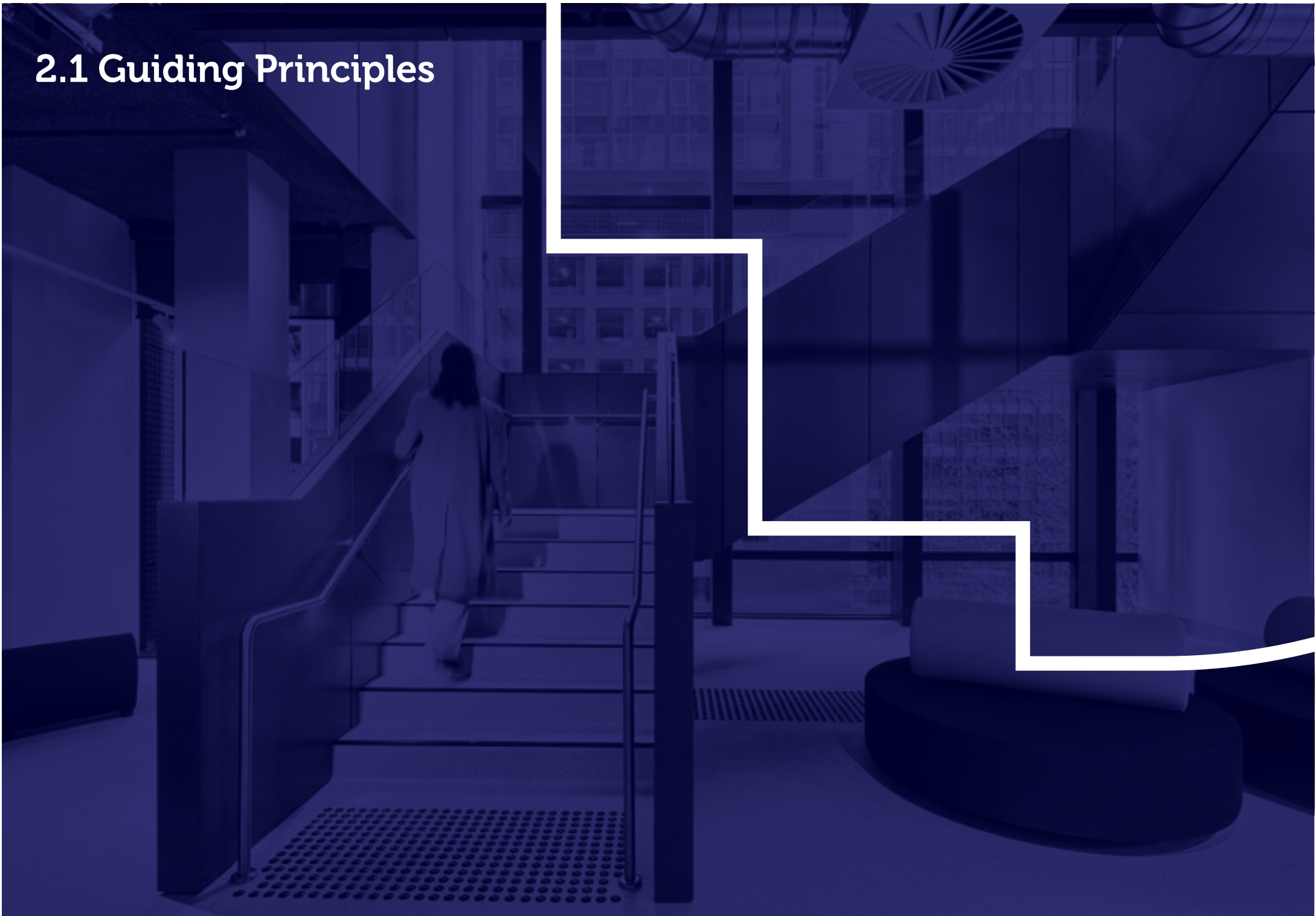
For **project furniture advice**, PSG staff will liaise with RMIT HS&R Team via PSG Technical User Group.

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

2.0 Furniture Selections



2.1 Guiding Principles



2.1.1 General Principles

As part of the suite of RMIT Design Standards, the RMIT Furniture Standards support the implementation of the University’s ambition as articulated in the RMIT Master Plan including the Master Plan goals:

- 1. Identity & Place
- 2. Community, Connection & Experience
- 3. Applied Innovation & Knowledge
- 4. Sustainability & Regenerative Practice

The Guiding Principles for the RMIT Furniture Standards include:

Connection , where furniture selections promote social behaviour, interaction, connection and group cohesion	Sustainability outcomes including product, materials selection, re-use and re-purposing opportunities	Future flexibility , via the RMIT Furniture Panel
Compliance with RMIT Standards for furniture functionality across the university	Quality , including durability and minimum performance requirements	Availability , including supply-chain transparency
Ergonomics , providing furniture selections that support healthy posture and reduce strain from long study sessions	Safe design , including stability structural capacity, flammability and low VoCs	
Inclusivity , ensuring furniture selections are accessible for all individuals regardless of physical abilities or limitations. Selections should be able to be flexible, adjustable and accessible to all students, including those with disabilities	Comfort , ensuring furniture selections (such as seating and tables) provide comfortable support for extended use without compromising functionality	

2.1.2 Spatial Considerations

Furniture selections must consider spatial impacts and user experiences prior to purchase. Please raise a [Space Request](#) for guidance with any furniture requirements which may change the way space is used or change the existing seating capacity.

2.1.2.1 Type of Furniture

To ensure the university can provide optimal places and user experiences, furniture must be carefully selected to align the type of furniture with the purpose of the space in which it is located. Types of furniture may include: Chairs, tables, storage units - and fixed or moveable versions.

2.1.2.2 Capacity Considerations

To provide optimal user experiences of our places, capacity impacts must be carefully managed to maintain compliance requirements such as Building Permit occupancy requirements, code conditions and appropriateness of Building Services (including ventilation, thermal comfort etc.). Changes to furniture selections and settings which may alter capacity must be requested via the Space Request process in the first instance.

2.1.2.3 Size of Furniture

Similarly, the size of furniture selections and the size of the room in which it is to be located must be carefully considered to ensure appropriate circulation and accessibility requirements can be maintained. Changes to furniture selections and settings can be tested via drawings as part of the Space Request process.

2.1.2.4 Services Considerations

To enable functional outcomes, adjustments to IT and AV services may also be required to support some furniture selections - particularly workstations, meeting rooms and classroom tables.

Note: The type, purpose, capacity and allocation of each university space is determined by PSG (Campus Planning) and documented in the Property Spatial database (SiSfm).

2.1.3 Furniture Sourcing and Reuse Considerations

RMIT University is dedicated to driving the transition to a circular economy, emphasising sustainable resource use and holistic approaches to systems and supply chains. This model moves away from the take-make-waste paradigm, aiming to eliminate waste and pollution through circular practices and sustainable procurement.

In line with this commitment, furniture selections must prioritise sustainability by considering opportunities for reuse, repurposing, and responsible donation or disposal of surplus items. RMIT mandates a minimum 90% diversion from landfill; disposal to landfill is a last resort.

2.1.3.1 Responsible Furniture Disposal

All surplus existing furniture that cannot be reused by the University, and does not fulfil the storage criteria in Clause 2.1.3.4 below, 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.

2.1.3.2 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 PSG Service Desk.

Email: propserv.service.desk@rmit.edu.au

Phone: 03 9935 2111

2.1.3.3 Reuse Opportunities

In the first instance, furniture selections should consider reuse opportunities prior to purchase of any new furniture. Second-hand furniture options available can be viewed via the [RMIT Furniture Store](#).

Existing surplus furniture is to be assessed for reuse:

- RMIT Staff 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 of by others

2.1.3.4 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 via the [Minor Works and Relocations form](#).

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 2.1.3.1 above.

2.1.4 RMIT & Third-Party Standards

The following standards and documents are identified as overarching requirements and should be read in conjunction with this Standard when considering design, specification and procurement of furniture for RMIT.

Note this document applies to National Construction Code (NCC) Class 5, 6, 7, 8 and 9 buildings. Principles of the Guidelines may apply to University projects involving Class 1, 2, 3, 4 and 10 buildings.

2.1.4.1 Mandatory RMIT Requirements

- [RMIT Design Standards](#)
- [RMIT Overarching Policies](#)
- [Sustainability Policy](#)
- [Responsible Practice](#)
- [Inclusion, Diversity and Equity Policy](#)
- [Health, Safety and Wellbeing Policy](#)
- [Disability Inclusion Action Plan and Implementation Guide](#)

2.1.4.2 External Requirements

Statutory Requirements

- National Construction Code and referenced Australian Standards
- Disability Discrimination Act
- Victoria Occupational Health and Safety Act 2004 (OHS Act)
- Applicable Statutory Planning Requirements

External Certification Schemes

- Green Building Council of Australia (GreenStar)
- Business + Institutional Furniture Manufacturers Association (BIFMA)
- Relevant Australian standards and codes
- Worksafe Officewise 2006
- AFRDI Level 6 Severe Commercial, Blue Tick or equivalent, and AFRDI 142 (Rated Load)
- 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

Legislation & Guidance

- [Occupational Health and Safety Act 2004](#): The primary legislation governing workplace health and safety in Victoria.
- [Occupational Health and Safety Regulations 2017](#): Provides more detailed requirements for fulfilling duties under the OHS Act
- [AS/NZS 4442:2018 Worksafe Victoria](#): Guidance for employers on office designs and layout, including workstation design and furniture
- [The Australian Furniture Association \(AFA\)](#) representing and supporting furniture businesses across the supply chain, it provides a range of services including guidance on sustainability and compliance

Industry Bodies

- Tertiary Education Facility Management Association (TEFMA)

2.2 Learning & Teaching Environments





2.2.1 Classroom Tables

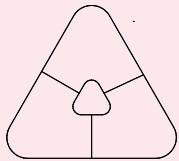
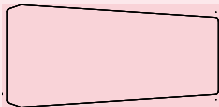
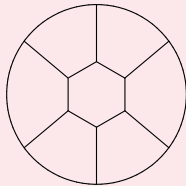
Classroom tables are for individual/group use within a classroom setting. Selections should be made with consideration of the agreed pedagogy or space typology which may also include IT and AV.

Spatial Requirements

- Allow a minimum 1540mm clearance between edge of classroom or meeting table and wall for chairs and circulation. Refer to AS 1428.1-2009 for DDA clearance at doorway

Notes

- For IT and AV technical specification consult the [ITS and AV Design Standard](#)
- Flip tables must have metal to metal fixings to the underside table top
- Furniture installers must set all height-adjustable tables at 750mm/900mm AFFL prior to completion of installation
- When considering base options, castor will provide more flexibility for reconfiguration, particularly if tables are not embedded with technology
- Consider table leg positions to avoid clashes with chairs
- Must be GECA Certified
- Must be minimum AFRDI Blue
- Minimum 10 year warranty

Code	Description	Size (mm)	Height Adjustment	Frame & Desktop	IT Fixtures
LT.CT1	Rectilinear 2 - 6 person 	a. 1600L x 800D x 750H b. 1600L x 800D x 900H (Bench)	Fixed height 1x Height adjustable (x30 per student) Range between 700H-1000Hmm Manual operated with LED display to identify height setting	<u>Frame:</u> Steel leg frame <u>Finish:</u> Powdercoat <u>Colour:</u> White or Black <u>Option:</u> Manual flip table (2 legs, 'T' or splayed 'T' format) with heavy duty lockable castors	If tables require built in access to GPO, USB charging, HDMI points, the following is to be provided: Cable basket required under table top Power and comms provisions required in accordance with RMIT ITS and AV Design Standards
LT.CT2	Triangular 6 person 	2100L x 2100W x 2100D x 750H	Fixed height <u>Base Options:</u> a. Lockable castors b. Adjustable glides	Tables to 'nest' together for ease of storage <u>Top:</u> 25mm thick MDF desktop with commercial range laminate finish and matching high impact edging. <u>Colour:</u> White <u>Option:</u> Compact laminate	If monitor arms are required, e.g. for Computer Labs, provision should be allowed for dual and single arms with an ability to either screw or clamp to top <u>Note:</u> By embedding technology into table, flexibility of the furniture and spaces are removed
LT.CT3	Wedge (6-8 person) 	2400L x 850-1100D x 750H			
LT.CT4	Petal Table Flip top 	Consists of 6 individual tables Overall cluster: 1574DIA x 750H Individual desk: 787L x 287 x 500W	Fixed height flip top with lockable twin wheel castors		
LT.CT5	Linear Height adjustable (1 person) 	1200L x 800D x 900H (Bench)	Fixed height 1x Height adjustable (per 30 student) Range between 700H-1000Hmm Manually operated with LED display to identify height setting	<u>Frame:</u> Steel leg frame <u>Finish:</u> Powdercoat <u>Colour:</u> White or Black <u>Top:</u> 25mm thick MDF desktop with commercial range laminate finish and matching high impact edging <u>Colour:</u> White <u>Option:</u> Compact laminate	



2.2.2 Classroom Chairs

For all seating selections, the supplier and/or designer 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 HS&R team. The Senior Advisor, Health and Safety can assist in adjusting the chair to suit the needs of the user.

Notes

- LT.CH3 is the most typical classroom chair to be specified.
- AFRDI defines a range of comfortable seating heights between 420mm to 510mm to accommodate 750mm table height and 630mm to 830mm to accommodate 900mm table/bench height
- Arms are typically not permitted: approval by [RMIT HS&R](#) required
- Consider flooring type to determine best castor option
- Must be GECA Certified
- Must be minimum AFRDI Blue
- Minimum 10 year warranty
- Polyurethane (PU) and polypropylene (PP) are both plastics used in education and workplace furniture. Polypropylene (PU) is a lightweight, durable and weather-resistant. Polyurethane is durable, thermal and chemical resistant
- Arms and headrests are considered non-standard. Approval by RMIT OH&S or Equitable Learning Services required

Code	Description	Height Adjustment	Base	Seat & Back
LT.CCH1	Ergonomic Classroom Chair For long duration study	Suitable for typical 750H bench or table 420mm-550mm high levered gas lift	5 star swivel base on castors <u>Castors:</u> a. For carpet surface b. For hard floor surface with weight activated castors c. Glides for hard floor <u>Finish:</u> Black nylon (plastic) <u>Arms:</u> Arms are typically not permitted. Approval by RMIT HS&R required <u>Minimum rated load:</u> 120kg	<u>Seat:</u> – Seat depth adjustment – Fully upholstered in commercial grade fabric – <u>Colour:</u> Dark commercial grade breathable fabric <u>Back:</u> – Medium height – Adjustable recline – Must have lumbar support adjustment a. Fully upholstered, dark commercial grade breathable fabric b. Mesh back, black Headrest may be requested based on specific activities. Approval by RMIT HS&R required
LT.CCH2	Classroom Chair On castors and stackable	Suitable for typical 750H bench/table Fixed height	4 leg steel base on castors <u>Finish:</u> Powdercoat colour black <u>Castors:</u> For carpet surface <u>Minimum rated load:</u> 120kg	<u>Seat:</u> – Polypropylene (PP) or polyurethane (PU) <u>Seat Options:</u> – Fully upholstered, dark commercial grade fabric – Upholstered seat pad, dark commercial grade breathable fabric
LT.CCH3	Classroom Chair Height adjustable	Suitable for typical 750H bench/table 420mm-550mm high levered gas lift	Swivel 5 star base on castors <u>Finish:</u> Black nylon (plastic) <u>Minimum rated load:</u> 120kg	<u>Back:</u> – Polypropylene (PP) or polyurethane (PU) – Perforated back (PP) or (PU)
LT.CCH4	Tablet Chair On castors with a personal writing surface	Fixed height <u>Tablet:</u> Worksurface to be adjustable, non-handed and able to rotate to side of chair when not in use <u>Size:</u> min. 550mm x 300mm	Swivel 5 star base on castors <u>Castors:</u> a. For carpet surface b. For hard surface with weight activated castors <u>Minimum rated load:</u> 120kg	
LT.CCH5	Classroom Drafting Chair Specify for 900h benches	Suitable for typical 900h bench or table 630-800mm high levered gas lift	5 star swivel base on castors with footring <u>Castors:</u> a. For carpet surface b. For hard floor surface, with weight activated castors c. Glides for hard floor <u>Finish:</u> Black nylon (plastic) <u>Arms:</u> Arms are typically not permitted. Approval by RMIT HS&R required <u>Minimum rated load:</u> 120kg	<u>Seat:</u> – Seat depth adjustment – Fully upholstered in commercial grade fabric – <u>Colour:</u> Dark commercial grade breathable fabric <u>Back:</u> – Medium height – Adjustable recline – Must have lumbar support adjustment a. Fully upholstered, dark commercial grade breathable fabric b. Mesh back, black
LT.CCH6	Classroom Low Stool	420mm-510mm fixed height	Steel sled base <u>Finish:</u> Powdercoat <u>Minimum rated load:</u> 120kg	Polypropylene (PP) or polyurethane (PU) seat <u>Option:</u> Seat pad commercial grade fabric



2.2.3 Laboratory & Workshop Tables

Furniture applications should be as flexible as possible to suit the varying needs of each lab, for both dry and wet labs. Note that suitability and necessity for registration under the Federal Department of Agriculture and Water Resources (DAWR) and the Office of the Gene Technology Regulator (OGTR) shall be checked by the consultant team.

Spatial Requirements

- Allow a minimum 1540mm clearance between edge of classroom or meeting table and wall for chairs and circulation. Refer to AS 1428.1-2009 for DDA clearance at doorway
- Refer to the [RMIT Design Standards and RMIT STEM College Laboratories Guideline](#) for specific and prescriptive laboratory design requirements
Refer to [Building and Safety Information](#)

Notes

- Furniture installers must set the height of all height-adjustable workstations at a height of 750mm prior to completion of installation
- Must be GECA Certified
- Must be minimum AFRDI Blue
- Minimum 10 year warranty
- For IT and AV technical specification consult the [ITS and AV Design Standard](#)

Code	Description	Size (mm)	Height Adjustment	Frame & Desktop	IT Fixtures
LT.LT1	Typical Table	<u>6 person:</u> a. 1600L x 900D x 750H b. 1600L x 900D x 900H <u>8 person:</u> c. 2400L x 900D x 750H d. 2400L x 900D x 900H	80% Fixed height 20% Height adjustable Range between 700H-1000Hmm Electric operated with LED display to identify height setting <u>Base Options:</u> a. Lockable castors b. Adjustable glides	<u>Frame:</u> Steel leg frame <u>Finish:</u> Powdercoat <u>Colour:</u> White or Black <u>Top:</u> 13mm Laboratory Compact Laminate <u>Colour:</u> White with a black core	If tables required built in access to GPO, USB charging, HDMI points, the following is to be provided: Cable basket required under table top Power and comms provisions required in accordance with RMIT ITS and AV Design Standards If monitor arms are required, for instance Computer Labs, provision should be allowed for dual and single arms with an ability to either screw or clamp to top <u>Note:</u> By embedding technology into table, flexibility of furniture and environments is removed

2.2.4 Laboratory & Workshop Chairs

For all seating selections, the supplier and/ or designer must clarify and advise the requirement for hard or soft castors (or glides) for compatibility with the floor finish.

Furniture applications should be flexible to allow for future change of use, for both dry and wet labs. Project-specific design requirements must be confirmed/approved with key stakeholders as part of consultation process.

Notes

- All laboratory seat and stool coverings shall be chemically resistant to the RMIT nominated chemicals used in the laboratory in which they are located. They shall be able to be wiped down with a nominated agent to decontaminate the surface in the event of a biological contamination
- AFRDI defines a range of comfortable seating heights between 420mm to 510mm to accommodate 750mm table height and 630mm to 830mm to accommodate 900mm table/bench height
- Arms are typically not permitted. Approval by RMIT OH&S required
- Consider flooring type to determine best castor option
- Must be GECA Certified
- Must be minimum AFRDI Blue
- Minimum 10 year warranty

Code	Description	Height Adjustment	Frame	Seat & Back
LT.LCH1	Ergonomic Lab Chair For 750mm high bench	Suitable for typical 750H bench/table 420mm-550mm high levered gas lift	5 star swivel base on castors <u>Castors:</u> a. For hard floor surface with weight activated castors b. Glides for hard floor	<u>Seat:</u> – Seat depth adjustment – Fully upholstered in chemically resistant vinyl or similar
LT.LCH2	Ergonomic Drafting Chair For 750mm high bench	Suitable for typical 900H bench/table 630-830mm high levered gas lift	Footring: Drafting chair only Finish: Black nylon (plastic) <u>Arms:</u> Arms are typically not permitted. Approval by RMIT OH&S required <u>Minimum rated load:</u> 120kg	<u>Back:</u> – Medium height – Adjustable recline – Must have lumbar support adjustment a. Fully upholstered in chemically resistant vinyl or similar b. Perforated Polypropylene

2.2.5 Laboratory & Workshop Storage

All storage solutions are not to impede into circulation spaces or clearances.

Notes

- Refer to the RMIT general laboratory design standard and STEM College Laboratories Chapter 2.0 for specific and prescriptive laboratory design requirements
- All storage placements must consider spatial implications and not impede into circulation spaces, paths of egress or existing clearances
- Minimum 5 year warranty

Code	Description	Size (mm)	Specification	Finish
LT.LST1	Tambour Storage Unit Storage unit with tambour doors and adjustable shelves	<u>2 adjustable shelves:</u> a. 900W x 1000H x 460D b. 1200W x 1000H x 460D <u>3 adjustable shelves:</u> d. 900W x 1200H x 473D e. 1200W x 1200H x 473D <u>4 adjustable shelves:</u> c. 900W x 1980H x 460D	Heavy duty steel construction White non-PVC tambour door slats with smooth slide mechanism Tambour doors retract into mechanism to save space Adjustable levelling feet required All storage is to be lockable, master keyed, or keyed alike	Powdercoated metal <u>Colour:</u> White or Black
LT.LST2	Open Shelf Storage Storage unit with open adjustable shelves	<u>2 adjustable shelves:</u> a. 900W x 1000H x 460D b. 1200W x 1000H x 460D <u>3 adjustable shelves:</u> d. 900W x 1200H x 473D e. 1200W x 1200H x 473D <u>4 adjustable shelves:</u> c. 900W x 1980H x 460D	Heavy duty steel construction Adjustable levelling feet required	



2.2.6 Teachers' Point

Notes

- All Teachers' Points to be electronically height adjustable. Furniture installers must set all height-adjustable workstations at a height of 900mm prior to completion of installation
- All Teachers' Points to be fitted with a restrictor that prevents them from being lowered below a minimum height of 700mm beneath the worktop, in accordance with AS1428 series and to accommodate AV equipment
- Minimum weight load of 180kg to allow additional equipment. To be confirmed with ITS and AV Group
- HS&R team must assess prior to purchase to ensure the product is suitable
- Shop drawings to be reviewed and approved by RMIT ITS and AV prior to manufacturing
- Minimum 5 year warranty
- For spaces that are public facing or virtual broadcasting, RMIT signage may be included with specification as follows:
 - 'RMIT University' logo profile to match RMIT brand font & colours
 - Ensure minimum 100mm clear space around all edges of RMIT University logo
 - Sign fabrication in permanent graphics vinyl adhered to front face modesty panel
 - Shop drawings to be reviewed and approved by RMIT prior to manufacturing
 - Refer to [RMIT Signage Design Standard](#) for further details

Code	Description	Size (mm)	Height Adjustment	Frame & Desktop	IT Fixtures
LT.TP1	Teachers' Point Tier 1 & Lecture Theatre Teaching spaces with Audio Visual Equipment	Island teachers' point 1000-1500W x 800D x 800-1200H	Teachers' point to be height adjustable sit to stand, range between 725-1000mm FFL electric operated and wheelchair accessible	<u>Frame:</u> Powdercoat finish steel <u>Colour:</u> White or Black <u>Modesty surround:</u> Hinged or removable perforated aluminium or MDF, in powdercoat finish to allow for 360 degree access to AV equipment below desk <u>Colour:</u> White or Black <u>Work Top:</u> 25mm thick MDF desktop with commercial range laminate finish and matching ABS edging. <u>Colour:</u> White	Equipment and technology provisions in accordance with ITS and AV Design Standard . – Minimum 16 RU total rack space with slide out compartments – 2x 5RU slide out racks, accessed from the audience side – 2x 3RU slide out racks, accessed from the presenter's side with custom 3RU PC face plate required for one side – All compartments lockable via combination locks – AV Touch panel mount – Recessed wireless microphone charger – Smart cable management from rack area via frame to base – Power and comms provisions required below and above worktop – Supplier to provide starter sockets and soft wiring sets. <u>Optional:</u> – Provision for monitor arms (dual and single arms may be used via C clamp mount) – Gooseneck Microphone clamp (wireless microphone) – LED reading light
LT.TP2	Teachers' Point Tier 2 & 3 Teaching spaces with Audio Visual Equipment	a. Wall facing teachers' point 1200-1500W x 800D x 725-1200H b. Island teachers' point 1200-1500W x 800D x 725-1200H	Teachers' point to be height adjustable sit to stand, range between 725-1000mm FFL electric operated and wheelchair accessible	<u>Frame:</u> Powdercoat finish steel <u>Colour:</u> White or Black <u>Modesty surround:</u> Hinged or removable perforated aluminium or MDF, in powdercoat finish to allow for 360 degree access to AV equipment below desk <u>Colour:</u> White or Black <u>Work Top:</u> 25mm thick MDF desktop with commercial range laminate finish and matching ABS edging <u>Colour:</u> White	Equipment and technology provisions in accordance with ITS and AV Design Standard . – Minimum 16 RU total rack space with slide out compartments – 1x 3RU Compartments to mount the room PC and with custom face plate required to suite PC size – All compartment lockable via combination lock – AV touch panel mount – Recessed wireless microphone charger station – Service access area to side and rear of all rack compartments – Smart Cable management from rack area via frame to base – Power and Comms provision required below and above worktop – Supplier to provide starter sockets and soft wiring sets <u>Optional:</u> – Provision for monitor arms (dual and single arms may be used via C clamp mount) – Gooseneck Microphone clamp (wireless microphone) – LED reading light



2.2.6 Teachers' Point

Notes

- All Teachers' Points to be electronically height adjustable. Furniture installers must set all height-adjustable workstations at a height of 900mm prior to completion of installation
- All Teachers' Points to be fitted with a restrictor that prevents them from being lowered below a minimum height of 700mm beneath the worktop, in accordance with AS1428 series and to accommodate AV equipment
- Minimum weight load of 180kg to allow additional equipment. To be confirmed with ITS and AV Group
- HS&R team must assess prior to purchase to ensure the product is suitable
- Shop drawings to be reviewed and approved by RMIT ITS and AV prior to manufacturing
- Minimum 5 year warranty
- For spaces that are public facing or virtual broadcasting, RMIT signage may be included with specification as follows:
 - 'RMIT University' logo profile to match RMIT brand font & colours
 - Ensure minimum 100mm clear space around all edges of RMIT University logo
 - Sign fabrication in permanent graphics vinyl adhered to front face modesty panel
 - Shop drawings to be reviewed and approved by RMIT prior to manufacturing
 - Refer to [RMIT Signage Design Standard](#) for further details

Code	Description	Size (mm)	Height Adjustment	Frame & Desktop	IT Fixtures
LT.TP3	Teachers' Point Teaching spaces with No Audio Visual Equipment	Island teachers' point 1200 - 1500W x 800D x 725-1200H	Teachers point to be height adjustable sit to stand, range between 725-1200mm AFFL Electric operated with LED display to identify height setting	<u>Frame:</u> Aluminium 2 leg frame <u>Finish:</u> Powdercoat finish <u>Colour:</u> White or Black <u>Modesty surround:</u> - Approx. 800mmH, 24mm thick custom Autex Vicinity desk screen (made up of cube panel) with proprietary Vicinity desk clamps spaced equally and symmetrically 50mm radius corner detail (inside edge) to Vicinity screen - 400mm high above finish floor level, 25-300mm thick perforated metal screen <u>Colour:</u> Grey or Black <u>Top:</u> 25mm thick MDF desktop with commercial range laminate finish and matching ABS edging <u>Colour:</u> White	Equipment and technology provisions in accordance with ITS and AV Design Standard – A minimum of 2x double GPOs, 2x data, 1x HDMI required – Supplier to provide starter sockets and soft wiring sets – Cable basket required below workstation top to enable height adjustable of top <u>Option:</u> Provision for monitor arms required. Dual and single arms may be used with an ability to either screw or clamp to top

2.2.7 Accessories

Furniture additions (for example privacy screens, whiteboards, etc.) which can facilitate better environments for students and staff.

Code	Description	Size (mm)	Frame	Panel
LT.AWB	Mobile Whiteboard	1200W x1800H	Tubular aluminium frame with a white powdercoat finish Heavy duty castors suitable for both hard and soft flooring Double sided with 360 degree rotation	Heavy duty magnetic porcelain whiteboard material Scratch and stain resistant Double-sided



Note: Throughout this document, look for this icon to see which loose furniture RMIT Staff can procure directly from the Furniture Panel catalogue

2.3 Informal Learning Spaces





2.3.1 Study Tables

Study tables are for informal learning environments to support long-term use applications (generally >3 hours), such as desk-based work.

Spatial Requirements

- Allow a minimum 1540mm clearance between edge of table and wall for chairs and circulation. Refer to AS 1428.1-2009 for DDA clearance at doorway
- For spaces with multiple tables, consider height adjustment provisions across the space with at least one table to be wheelchair accessible

Notes

- Weight restrictions of the unit being purchased must be considered (e.g., dual screens and large desktop computers)
- Heights of furniture to be a mix of low, medium, and high settings, to avoid a formal meeting room feel
- Flip tables must have metal to metal fixings to the underside table top
- For IT and AV technical specification consult the [ITS and AV Design Standard](#)
- Consider DDA requirements when specifying 900mm high tables
- Indoor student areas that are **not** informal learning areas e.g. social spaces, are considered non-standard
Co-designed furniture is non-standard and would require PSG Technical User Group approval

Code	Description	Size (mm)	Frame & Desktop	IT Fixtures
IL-ST1	Small Table - typical 4 person	a. 800DIA x 750H b. 800L x 800W x 750H	<u>Frame options:</u> a. Aluminium leg and framework construction, fully welded tapered slimline legs, with option for castors where needed, or b. Timber frame and leg system with a steel beam support – Easy assembly and disassembly for relocation and reuse – 12mm levelling adjustment in feet – <u>Colour:</u> Black or White <u>Top Options:</u> a. 25mm thick MDF top with commercial grade laminate finish and matching high impact edging or b. 25mm thick solid timber top with a non-yellowing clear coat polyurethane and a sharkfin edge Flip tables must have metal to metal fixings on underside or table to frame. No pinch points	Typically tables in breakout areas are not tethered with built-in GPOs and charging points. However, where tables are used in meeting rooms, there may be a requirement to do so, as follows: – Discreet cable conduit required to the underside of the table from either a floor box or wall mounted starter socket – Recessed table box to be provided to the centre of the table in accordance with RMIT ITS and AV Design Standards
	Small Table - high 4 person	a. 800DIA x 900H b. 800L x 800W x 900H		
IL-ST2	Medium Table - typical 6 person	a. 1200DIA x 750H b. 1600L x 900W x 750H		
	Medium Table - high 6 person	a. 1200DIA x 900H b. 1600L x 900W x 900H		
IL-ST3	Large Table - typical 10 person	3200L x 1000W x 750H		
	Large Table - high 10 person	3200L x 1000W x 900H		
IL-ST4	Virtual Meeting Table 5 person D-End	1800L x 1000W x 750H		
IL-ST5	Virtual Meeting Table 7 person D-End	2550L x 1000W x 750H		



2.3.2 Study Seating

Study seating is for informal environments to support long-term use applications, such as desk-based work. Task chairs are to support long-term use applications, such as desk-based work. Draft chairs are for student-use working on bench height desks or counters.

Spatial Requirements

- AFRDI defines a range of comfortable seating heights between 420mm to 510mm to accommodate a range of user heights
- AFRDI chairs are tested for different weight capacities to support users from 110kg
- All table and chair combinations should allow a knee clearance of minimum 300mm

Notes

- Polyurethane (PU) and polypropylene (PP) are both plastics used in furniture. Polypropylene (PP) is a lightweight, durable and weather-resistant. Polyurethane is durable, thermal and chemical resistant
- Indoor student areas that are **not** informal learning areas e.g. social spaces, are considered non-standard

Code	Description	Height Adjustment	Frame	Seat & Back
IL.SCH1	Ergonomic Study Chair For long duration study	Suitable for typical 750H bench/table 420mm-550mm high levered gas lift	5 star swivel base on castors <u>Castors:</u> a. For carpet surface b. For hard floor surface with weight activated castors c. Glides for hard floor <u>Finish:</u> Black nylon (plastic) <u>Arms:</u> Arms are typically not permitted. Approval by RMIT HS&R required <u>Minimum rated load:</u> 120kg	<u>Seat:</u> – Seat depth adjustment – Fully upholstered in commercial grade fabric – <u>Colour:</u> Dark commercial grade breathable fabric <u>Back:</u> – Medium height – Adjustable recline – Must have lumbar support adjustment a. Fully upholstered, dark commercial grade breathable fabric b. Mesh back, black An additional headrest may be requested based on specific activities. Approval by RMIT HS&R required
IL.SCH2	Study Drafting Chair Specify for 900h benches	Suitable for typical 900H bench/table 630-830mm high levered gas lift	5 star swivel base on castors and footring <u>Castors:</u> a. For carpet surface b. For hard floor surface, with weight activated castors c. Glides for hard floor <u>Finish:</u> Black nylon (plastic) <u>Arms:</u> Arms are typically not permitted. Approval by RMIT OH&S required <u>Minimum rated load:</u> 120kg	<u>Seat:</u> – Seat depth adjustment – Fully upholstered in commercial grade fabric – <u>Colour:</u> Dark commercial grade breathable fabric <u>Back:</u> – Medium height – Adjustable recline – Must have lumbar support adjustment a. Fully upholstered, dark commercial grade breathable fabric b. Mesh back, black
IL.SCH3	Low Stool	420mm-510mm fixed height	Steel sled base Footrest: High stool only <u>Finish:</u> Powdercoat Minimum rated load: 120kg	Solid timber seat <u>Option:</u> Seat pad commercial grade fabric
IL.SCH4	High Stool	650mm high (suitable for 900mm H bench/table)		
IL.SCH5	Booth Seat Setting Combination 2x high back lounge seats and a central table	<u>2 Seat Setting:</u> 2 x Lounge chair: 800W x1100H (including back and sides) 1 x 800 x 800 x 750h table <u>6 Seat Setting:</u> 2 x Lounges x 2100W x1350H (including back and sides) 1 x 2000L x 900W x 750H	<u>Seating:</u> Steel frame leg, 150mm off the floor <u>Finish:</u> Powdercoat Minimum rated load: 120kg per person <u>Table:</u> Steel frame post with disc base <u>Frame finish:</u> Powdercoat <u>Table top finish:</u> 25mm thick MDF with commercial range laminate finish and matching ABS edging	<u>Seat/back:</u> – Fully upholstered in commercial grade fabric



2.3.3 Breakout Space Tables

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

Spatial Requirements

- Allow a minimum 1540mm clearance between edge of table and wall for chairs and circulation. Refer to AS 1428.1-2009 for DDA clearance at doorway
- Consider 20m² zones, allowing for 10 users per zone, enabling furniture settings supporting groups of 6
- All table and chair combinations should allow a knee clearance of minimum 300mm

Notes

- Furniture selections to provide a mix of group and individual settings to support collaborative meeting and independent study/relaxation functions
- Heights of furniture to be a mix of low to high settings, and accessible table height, to avoid a formal classroom/meeting room feel
- For IT and AV technical specification consult the [ITS and AV Design Standard](#)
- Must be minimum AFRDI Blue and GECA Certified
- Minimum rated load to be 120kg per position
- Minimum 10 year warranty
- Indoor student areas that are **not** informal learning areas e.g. social spaces, are considered non-standard

Code	Description	Size (mm)	Frame & Desktop	IT Fixtures
IL.BT1	Small Table - typical 4 person	a. 800DIA x 750H b. 800L x 800W x 750H	<u>Frame options:</u> a. Aluminium leg and framework construction, fully welded tapered slimline legs, with option for castors where needed b. Timber frame and leg system with a steel beam support – Easy assembly and disassembly for relocation and reuse – 12mm levelling adjustment in feet – <u>Colour:</u> Black or White <u>Top Options:</u> a. 25mm thick MDF top with commercial grade laminate finish and matching high impact edging b. 25mm thick solid timber top with a non-yellowing clear coat polyurethane and a sharkfin edge	Typically tables in breakout areas are not tethered with built-in GPOs and charging points. However, where tables are used in meeting rooms, there may be a requirement to do so, as follows: – Discreet cable conduit required to the underside of the table from either a floor box or wall mounted starter socket – Recessed table box to be provided to the centre of the table in accordance with RMIT ITS and AV Design Standards
	Small Table - high 4 person	a. 800DIA x 900H b. 800L x 800W x 900H		
IL.BT2	Medium Table - typical 6 person	a. 1200DIA x 750 b. 1600L x 900W x 750H		
	Medium Table - high 6 person	a. 1200DIA x 900 b. 1600L x 900W x 900H		
IL.BT3	Large Table - typical 10 person	a. 3200L x 1000W x 750H		
	Large Table - high 10 person	a. 3200L x 1000W x 900H		
IL.BT4	Virtual Meeting Table 5 person D-End	a. 1800L x 1000 x 750H		
IL.BT5	Virtual Meeting Table 7 person D-End	a. 2550L x 1000 x 750H		
IL.BT6	Coffee Table	800DIA x 450H		
IL.BT7	Side Table	500DIA x 600H		

2.3.4 Breakout Space Seating

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
- 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
- Consider 20m² zones, allowing for 10 users per zone, enabling furniture settings supporting groups of 6
- Heights of furniture to be a mix of low, medium, and high settings, to avoid a formal classroom/meeting room feel

Notes

- Must be GECA Certified
- Must be minimum AFRDI Blue
- Minimum rated load to be 120kg
- Minimum 10 year warranty
- Indoor student areas that are **not** informal learning areas e.g. social spaces, are considered non-standard

Code	Description	Height Adjustment	Frame (Seating and Table)	Seat & Back
IL.BCH1	Modular Lounge Relaxed lounges can be placed next to each other to create longer seating settings. Versatile shapes to suit many applications.	<u>450H:</u> a.600L x 600W Curved corner b.450L x 450W (1 person) c.1500L x 450W (2 person) d.1800L x 450W (3 person)	Steel or timber internal frame <u>Option:</u> low height feet or glides	<u>Seat:</u> - Soft and supportive seat with high density foam - Features deep seat for maximum comfort - Fully upholstered, dark commercial grade breathable fabric
IL.BCH2	Booth Seat Setting Combination 2 x high back lounge seats and a central table	<u>2 Seat Setting:</u> 2 x Lounge chair: 800W x1100H (including back and sides) 1 x 800 x 800 x 750h table <u>6 Seat Setting:</u> 2 x Lounges x 2100W x1350H (including back and sides) 1 x 2000L x 900W x 750H	<u>Seating:</u> Steel frame leg, 150mm off the floor <u>Finish:</u> Powdercoat <u>Minimum rated load:</u> 120kg per person <u>Table:</u> Steel frame post with disc base <u>Frame finish:</u> Powdercoat <u>Tabletop finish:</u> 25mm thick MDF with commercial range laminate finish and matching ABS edging	<u>Seat/Back:</u> Fully upholstered, dark commercial grade breathable fabric
IL.BCH3	Cafe chairs a. Polypropylene Chair	450H Fixed height	Steel sled base Lightweight and durable Steel frame under seat support for structural rigidity Stackable <u>Finish:</u> Powdercoat	<u>Seat:</u> - Soft and supportive seat with high density foam - Features deep seat for maximum comfort - Seat pad in commercial grade fabric <u>Back:</u> - UV stabilised polypropylene shell - Lightweight and durable - Contoured back
	b. Fully upholstered Chair			
	c. Timber chair		Steel 4 leg base <u>Finish:</u> Powdercoat Steel frame under seat support for structural rigidity Stackable	Plywood seat and back Contoured seat and back for added comfort
IL.BCH4	Low stool	450H Fixed height	Steel sled base Lightweight and durable Steel frame under seat support for structural rigidity, footrest (high stool) <u>Finish:</u> Powdercoat	<u>Seat:</u> Solid timber seat <u>Option:</u> Seat pad fully upholstered, dark commercial grade breathable fabric
IL.BCH5	High stool	650H (suitable for 900mm H bench/table)		<u>Seat:</u> - Polypropylene shell - Lightweight and durable - Contoured

2.3.5 Lockers

Unallocated personal storage solution for students to securely stow away their items for short-term use.

Notes

- This section relates to free-standing lockers only. For built in lockers, refer to RMIT [Design Standards](#)
- For lockers in Staff Spaces, refer to RMIT [Design Standards](#)
- Storage areas must display signage adjacent to lockers showing operational instructions
- Locker height must not exceed 2100mm (to top of lockers)
- Must be fixed to adjacent wall
- Security MUST be informed of locker solution and provided with training on usage and operation by nominated supplier/contractors, for support as required
- Minimum 5 year warranty

Code	Description	Size (mm)	Specification	Finish
IL.LK	Student Lockers	<u>Individual locker sizes:</u> a. 400W x 500H x 500D (4 stack) b. 400W x 670H x 500D (3 stack) c. 400W x 1000H x 500D (2 stack) Further sizing options may be considered on a project by project basis and presented to PSG Technical User Group for approval.	Provide 18mm thick vertical panel to end of each bank of lockers or blank end fill panels where lockers are built between walls Provide 18mm thick top panel from top of lockers to ceiling, front and sides, depending on location Locker height must not exceed 2100mm (to top of lockers) Provide 100mmH, 18mm thick removable kicker with adjustable feet for levelling <u>Signage:</u> Provide 50mmH vinyl cut letters; all to match existing RMIT Signage Standard. Numbering sequence to be agreed prior to order <u>Mandatory Locking Mechanism:</u> Battery powered keypad ASSA ABLOY - ML55B	a. Steel construction with powdercoat finish b. Commercial grade laminate

2.4 Campus Amenities





2.4.1 Outdoor Furniture

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.

For non-fixed outdoor furniture, in public and open spaces specifically, ensure selection is heavy enough to withstand unlawful removal. Consider fixed furniture on balcony setting. However, still allow planned removal hardwood timber (teak and merba) enabling flexibility.

Alternative durable outdoor furniture made from weather-resistant materials such as powdercoated aluminium and UV-resistant plastics is acceptable. Preference should be given to recycled-content products where possible.

Notes

- 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
- All metal table top to be avoided. Select materials with lower thermal conductivity, such as wood or composite materials, or consider furniture with a combination of materials, like aluminium frames with wooden/composite slats with perforations to allow for drainage
- Heights of furniture to be a mix of low to high settings, and accessible table height
- Minimum 5 year warranty

Code	Description	Height Adjustment	Frame (Seating and Table)	Tabletop
CA.T1	Outdoor Table 4 person	a. 800L x 800W x 750H (square) b. 800D x 750H (round)	Single steel post on 5 star base <u>Finish:</u> Duralloy powdercoat <u>Fixing type:</u> Freestanding <u>Option:</u> Bolt-down	a. Compact laminate slats b. FSC certified hardwood timber (teak/merba) timber slats with clear oil c. Enviro Composite Wood
CA.T2	Outdoor Bench Table 6 person	2400L x 900W x 750H	Steel frame <u>Finish:</u> Duralloy powdercoat <u>Fixing type:</u> Bolt down	
CA.T3	Outdoor High Table 6 person	2400L x 900W x 900H	Steel frame <u>Finish:</u> Duralloy powdercoat <u>Fixing type:</u> Bolt down	
CA.C1	Outdoor Chair For 750H tables	450H	<u>Finish:</u> a. Mild Steel Galvanised Powdercoat in Black b. Stainless Steel Polished	a. FSC certified hardwood timber slats with clear oil b. Perforated Polypropylene (PP) c. Enviro Composite Wood
CA.C2	Outdoor Stool For 900H benches	650H	<u>Footring:</u> For 900H benches <u>Fixing Option:</u> Bolt down fixing	
CA.C3	Outdoor Bench Seat	2200L x 450W x 450H		
CA.S1	Outdoor Picnic Setting Bench and table setting, 6 person	Overall footprint 1820 x 1525	<u>Fixing Option:</u> Bolt down fixing	

2.5 Workplace





2.5.1 Workstations

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

Consideration must be given to the work style to be undertaken such as administrative tasks, agile working, touchdown desks.

Spatial Requirements

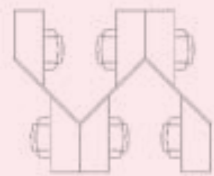
- Allow minimum 1540mm between workstations for DDA accessibility

Notes

- All workstations to be electronically height adjustable. Furniture installers must set all height-adjustable workstations at a height of 750mm prior to completion of installation
- All adjustable workstations to be fitted with a restrictor that prevents them from being lowered below the minimum height of 650mm
- Minimum weight load of 120kg per position.
- Workstation should be freestanding, either individually or in banks of no more than 8 desks
- For IT and AV technical specification consult the [ITS and AV Design Standard](#)
- Desk or frame mounted screens preferred with floor mounted workstation screens are not to be used
- Must be minimum AFRDI Blue and GECA Certified
- Minimum rated load to be 120kg
- Minimum 10 year warranty



Note: Throughout this document, look for this icon to see which loose furniture RMIT Staff can procure directly from the Furniture Panel catalogue

Code	Description	Size (mm)	Height Adjustment	Frame & Desktop	IT Fixtures
WP.WS1	Rectilinear Workstation Open Plan 	a. 1200W x 750D b. 1600W x 750D (typical) Workstation cluster to be determined by project	All workstations to be height adjustable sit to stand, ranging between 650-1200mm AFFL Electric operated with optional LED display to identify height setting	Frame: Typically 'H' leg style frame Finish: Metal powdercoat Colour: White or Black Screen/modesty panel (required) A screen is to be mounted below the desktop parallel to the desk length to create a modesty panel when the desk is raised above its neighbours. Screen may be solid or perforated.	Power and comms provisions required below and above workstation top in accordance with ITS and AV Design Standard , but the following is a minimum requirement per workstation: - 2x GPOs above bench - 2x GPOs below bench - 1x Data below bench All cabling to be housed in cable baskets mounted under bench to enable height adjustable worktops Workstation supplier to provide starter sockets and soft wiring sets Ceiling mount umbilicals acceptable where required Provision for monitor arms required
WP.WS2	Diversal Workstation Open Plan 	1600/1200W x 750D		Screen (optional): <i>If provided between back-to-back desks:</i> - To provide some local visual privacy and maintain broad visibility and visual connection across workspace. - Mounted on desk frame with top maximum 1200mm above finished floor level. - Solid, upholstered, or grey Echo panel, 24-48mm thick. <i>For greater acoustic and visual privacy:</i> - Mounted to three sides of an individual desktop, maximum 600mm above desktop level. - Side panels may be slide-on panels with a slot for the desktop. - Grey Echopanel, 24-48mm thick. - This style of desk privacy is not standard but for specific requirements only as individually required.	
WP.WS3	Snowflake Workstation Open Plan 	1200 x 1200W x 800D Maximum of 6 person per cluster			
WP.WS4	 Single Linear Focus or Quiet Room 	1600W (nominal) x 750D Size is variable to fit within enclosed room		Top: 25mm thick MDF desktop with commercial grade laminate finish and matching high impact edging, in timber or white	Cable basket require below workstation top with and to enable height adjustment of top Power and comms provisions required below and above workstation top in accordance with ITS and AV Design Standard Workstation supplier to provide starter sockets and soft wiring sets Provision for monitor arms required

Note: W.WS1, W.WS2 and W.WS3, an optional accessory is a modesty and/or divider panel. Subject to positioning and requirements, a front/side modesty panel or a removable divider screen may be required between users.



2.5.1 Workstations

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

Consideration must be given to the work style to be undertaken such as administrative tasks, agile working, touchdown desks.

Spatial Requirements

- Allow minimum 1540mm between workstations for DDA accessibility

Notes

- All workstations to be electronically height adjustable. Furniture installers must set all height-adjustable workstations at a height of 750mm prior to completion of installation
- All adjustable workstations to be fitted with a restrictor that prevents them from being lowered below the minimum height of 650mm
- Minimum weight load of 120kg per position.
- Workstation should be freestanding, either individually or in banks of no more than 8 desks
- For IT and AV technical specification consult the [ITS and AV Design Standard](#)
- Desk or frame mounted screens preferred with floor mounted workstation screens are not to be used
- Must be minimum AFRDI Blue and GECA Certified
- Minimum rated load to be 120kg
- Minimum 10 year warranty

Code	Description	Specifications
WP.WS5	Monitor Arms	<u>Weight Capacity:</u> Support monitors weighing between 2.7 kg and 12.7 kg <u>Arm Reach & Height Adjustment:</u> Provide an adjustable arm reach of up to 612 mm with a height adjustment range of 315 mm <u>Mounting Options:</u> Compatible with desk clamp, bolt-through, and slat wall mounts <u>Dual Monitor Capability:</u> Support dual monitors with the addition of an optional crossbar <u>Build Material:</u> Constructed from high-quality, sustainable materials <u>Cable Management:</u> Integrated cable management system

Note: W.WS1, W.WS2 and W.WS3, an optional accessory is a modesty and/or divider panel. Subject to positioning and requirements, a front/side modesty panel or a removable divider screen may be required between users.



2.5.2 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 meeting and conference spaces.

For assistance with specific needs and selecting the appropriate chair, please contact a member of the HS&R team. The Senior Advisor, Health and Safety can assist in adjusting the chair to suit the needs of the user.

Notes

- Must be GECA Certified
- Must be minimum AFRDI Blue
- Minimum rated load to be 120kg
- Minimum 10 year warranty

Note: To purchase non-standard furniture for staff members with specific needs, please contact:
healthandsafety@rmit.edu.au



Note: Throughout this document, look for this icon to see which loose furniture RMIT Staff can procure directly from the Furniture Panel catalogue

Code	Description	Size (mm)	Frame	Exterior
WP:CH1 	Ergonomic Task Chairs	Suitable for typical 750h workstation, bench or table 420mm-550mm high levered gas lift	5 star swivel base on castors <u>Castors:</u> a. For carpet surface b. For hard floor surface with weight activated castors c. Glides for hard floor <u>Finish:</u> Black nylon (plastic) <u>Arms:</u> Arms are typically not permitted. Approval by RMIT HS&R required <u>Minimum rated load:</u> 120kg	<u>Seat:</u> – Seat depth adjustment – Fully upholstered in commercial grade fabric – <u>Colour:</u> Dark commercial grade breathable fabric <u>Back:</u> – Medium height – Adjustable recline – Must have lumbar support adjustment a. Fully upholstered, dark commercial grade breathable fabric b. Mesh back, black An additional headrest may be requested based on specific activities. Approval by RMIT HS&R required
WP:CH2 	Ergonomic Drafting Task Chair	Suitable for typical 900h bench/table 630-830mm high levered gas lift		<u>Seat:</u> – Seat depth adjustment – Fully upholstered in commercial grade fabric – <u>Colour:</u> Dark commercial grade breathable fabric <u>Back:</u> – Medium height – Adjustable recline – Must have lumbar support adjustment a. Fully upholstered, dark commercial grade breathable fabric b. Mesh back, black



2.5.3 Storage

Personal storage allocations are to be provided in accordance with RMIT University Workspace Principles.

All storage solutions are not to impede the workstation height adjustment mechanism e.g., not clash when the workstation is lowered.

Notes

- With a move to unallocated workpoints, allocated lockers are the preferred option personal storage
- All storage is to be lockable, master keyed, or keyed alike
- Consider spatial impacts of storage units particularly Mobile Caddy unit
- All storage placements must consider spatial implications and not impede into circulation spaces, paths of egress or existing clearances
- Metal planter box (to suite tambour storage unit) is non-standard requiring PSG Technical User Group approval
- Minimum 5 year warranty

Code	Description	Size (mm)	Specification	Finish
WP.ST1 	Mobile Pedestal Small personal storage unit to fit under workstation, on castors with 2 personal drawers and 1 file drawer	390W x 520D x 600H OR similar	Heavy duty steel construction Anti-tilt mechanism fitted to ensure stability Full extension ball bearing runners fitted to allow full drawer access All storage is to be lockable, master keyed, or keyed alike	Powdercoated metal <u>Colour:</u> White or Black
WP.ST2	Mobile Caddy Long personal storage unit which protrudes from under the workstation, on castors with 2 personal drawers and 1 file, adjustable shelf and pen tray	900W x 520D x 600H OR similar	Heavy duty steel construction Anti-tilt mechanism fitted to ensure stability Full extension ball bearing runners fitted to allow full drawer access All storage is to be lockable, master keyed, or keyed alike	
WP.ST3 	Tambour Storage Unit Storage unit with tambour doors and adjustable shelves	<u>2 adjustable shelves:</u> a. 900W x 1000H x 460D b. 1200W x 1000H x 460D <u>3 adjustable shelves:</u> c. 900W x 1200H x 473D d. 1200W x 1200H x 473D <u>4 adjustable shelves:</u> e. 900W x 1980H x 460D f. 1200W x 1980H x 460D	Heavy duty steel construction White non-PVC tambour door slats with smooth slide mechanism; Tambour doors retract into mechanism to save space Adjustable levelling feet required All storage is to be lockable, master keyed, or keyed alike	
WP.LK	Staff Lockers Allocated personal storage	<u>Individual locker sizes:</u> a. 400W x 500H x 500D (4 stack) b. 400W x 670H x 500D (3 stack) c. 400W x 1000H x 500D (2 stack) Further sizing options may be considered on a project by project basis and presented to PSG Technical User Group for approval	Provide 18mm thick vertical panel to end of each bank of lockers or blank end fill panels where lockers are built between walls Provide 18mm thick top panel from top of lockers to ceiling, front and sides, depending on location Locker height must not exceed 2100mm (to top of lockers) Provide 100mm H, 18mm thick removable kicker with adjustable feet for levelling <u>Signage:</u> Provide 50mmH vinyl cut letters; all to match existing RMIT Signage Standard. Numbering sequence to be agreed prior to order <u>Locking Mechanism Options:</u> a. Battery powered keypad - ASSA ABLOY - ML55B b. Swipe Card access integrated with RMIT Electronic Access control system Further locking options may be considered on a project by project basis and presented to PSG Technical User Group for approval	a. Steel construction with powdercoat finish b. Commercial grade laminate



Note: Throughout this document, look for this icon to see which loose furniture RMIT Staff can procure directly from the Furniture Panel catalogue



2.5.4 Breakout & Meeting Space Tables

Lounge/breakout furniture settings are for Staff use on a short term basis (up to 3 hours) away from typical workspace settings.

Furniture selections are to provide a mix of group and individual settings to support collaborative meeting and independent touchdown and relaxation functions.

Spatial Requirements

- Consider Echo panel style pinboard/white boards adjacent to conversation/coffee tables and low-back lounges, to allow for workshop style collaboration
- Consider 20m2 zones, allowing for 10 users per zone, enabling furniture settings supporting groups of 6

Notes

- Heights of furniture to be a mix of low, medium, and high settings, to avoid a formal meeting room feel
- For IT and AV technical specification consult the [ITS and AV Design Standard](#)
- Consider DDA requirements when specifying 900mm high tables



Note: Throughout this document, look for this icon to see which loose furniture RMIT Staff can procure directly from the Furniture Panel catalogue

Code	Description	Size (mm)	Frame & Desktop	IT Fixtures
WP.BT1 	Small Table - typical 4 person	a. 800DIA x 750H b. 800L x 800W x 750H	<u>Frame options:</u> a. Aluminium leg and framework construction, fully welded tapered slimline legs, with option for castors where needed b. Timber frame and leg system with a steel beam support – Easy assembly and disassembly for relocation and reuse – 12mm levelling adjustment in feet – <u>Colour:</u> Black or White <u>Top Options:</u> a. 25mm thick MDF top with commercial grade laminate finish and matching high impact edging b. 25mm thick solid timber top with a non-yellowing clear coat polyurethane and a sharkfin edge	Typically tables in breakout areas are not tethered with built-in GPOs and charging points. However, where tables are used in meeting rooms, there may be a requirement to do so, as follows: – Discreet cable conduit required to the underside of the table from either a floor box or wall mounted starter socket. – Recessed table box to be provided to the centre of the table in accordance with RMIT ITS and AV Design Standards.
	Small Table - high 4 person	a. 800DIA x 900H b. 800L x 800W x 900H		
WP.BT2	Medium Table - typical 6 person	a. 1200DIA x 750 b. 1600L x 900W x 750H		
	Medium Table - high 6 person	a. 1200DIA x 900 b. 1600L x 900W x 900H		
WP.BT3 	Large Table - typical 10 person	3200L x 1000W x 750H		
	Large Table - high 10 person	3200L x 1000W x 900H		
WP.BT4	Virtual Meeting Table 5 person D-End	1800L x 1000 x 750H		
WP.BT5	Virtual Meeting Table 7 person D-End	2550L x 1000 x 750H		
WP.BT6	Coffee Table	800DIA x 450H		
WP.BT7	Side Table	500DIA x 600H		



2.5.5 Breakout & Meeting Space Seating

Lounge/breakout furniture settings are for Staff use on a short term basis (up to 3 hours) away from typical workspace settings.

Furniture selections are to provide a mix of group and individual settings to support collaborative meeting and independent touchdown and relaxation functions.

Spatial Requirements

- Consider 20m² zones, allowing for 10 users per zone, enabling furniture settings supporting groups of 6
- AFRDI defines a range of comfortable seating heights between 420mm to 510mm to accommodate a range of user heights
- AFRDI chairs are tested for different weight capacities to support users from 110kg

Notes

- Easily accessible fixed power USB and GPO options to approx. 60-70% of settings (mandatory)
- Heights of furniture to be a mix of low, medium, and high settings, to avoid a formal classroom/meeting room feel
- For common Health & Safety Concerns, refer to [RMIT & Third-Party Standards](#) Section 2.1.4.2: Legislation



Note: Throughout this document, look for this icon to see which loose furniture RMIT Staff can procure directly from the Furniture Panel catalogue

Code	Description	Size (mm)	Frame & Desktop	IT Fixtures
WP.BT1	Modular Lounge Relaxed lounges can be placed next to each other to create longer seating settings. Versatile shapes to suit many applications.	450H: a.600L x 600W Curved corner b.450L x 450W (1 person) c.1500L x 450W (2 person) d.1800L x 450W (3 person)	Steel or timber internal frame Option: low height feet or glides	Seat: - Soft and supportive seat with high density foam - Features deep seat for maximum comfort - Fully upholstered, dark commercial grade breathable fabric
WP.BS1	Booth Seat Setting Combination 2 x high back lounge seats and a central table	2 Seat Setting: 2 x Lounge chair: 800W x1100H (including back and sides) 1 x 800 x 800 x 750h table 6 Seat Setting: 2 x Lounges x 2100W x1350H (including back and sides) 1 x 2000L x 900W x 750H	Seating: Steel frame leg, 150mm off the floor Finish: Powdercoat Minimum rated load: 120kg per person Table: Steel frame post with disc base Frame finish: Powdercoat Table top finish: 25mm thick MDF with commercial range laminate finish and matching ABS edging	Seat/Back: Fully upholstered, dark commercial grade breathable fabric
WP.BCH3	 Lunchroom chairs a. Polypropylene Chair	450H Fixed height	Steel sled base Lightweight and durable Steel frame under seat support for structural rigidity Stackable Finish: Powdercoat	Seat: - Soft and supportive seat with high density foam - Features deep seat for maximum comfort - Seat pad in commercial grade fabric Back: - Polypropylene shell - Lightweight and durable - Contoured back - UV stabilised polypropylene
	b. Fully upholstered Chair			
	c. Timber chair		Steel 4 leg base Finish: Powdercoat Steel frame under seat support for structural rigidity Stackable	Plywood seat and back Contoured seat and back for added comfort
WP.BCH4	 Low stool	450H fixed height	Steel sled base Lightweight and durable Steel frame under seat support for structural rigidity Finish: Powdercoat	Seat: Solid timber seat Option: Seat pad fully upholstered, dark commercial grade breathable fabric
WP.BCH5	 High stool	650H fixed height (suitable for 900mm H bench/table)	Footrest: High stool only	Seat: - Polypropylene shell - Lightweight and durable - Contoured

A red-tinted photograph of a modern office interior. The scene shows a hallway or open-plan office space with glass partitions, desks, and office chairs. In the foreground, there's a large, low-profile sofa. The ceiling features circular recessed lighting. A prominent white curved line graphic is on the right side of the image. The text '3.0 RMIT Furniture Panel' is overlaid on the left side in white.

3.0 RMIT Furniture Panel



How RMIT Staff can buy furniture from the panel, directly through Workday

Purchase approved furniture through the Furniture Hosted Catalogue in Workday

1. Go to [Buying at RMIT](#) in Workday
2. Select Search Catalogue
3. For the Requisition type, select Standard Requisition from the dropdown menu in the search catalogue form
4. Select Search
5. Search for the furniture item you require using the item name or SKU code. SKU codes can be found within the relevant furniture category PDF catalogues below
6. Follow the Workday prompts to complete the purchase and approval process. For detailed instructions, refer to the [catalogue buying guide](#).



Note: Throughout this document, look for this icon to see which loose furniture RMIT Staff can procure directly from the Furniture Panel catalogue



How RMIT Staff can buy furniture through Property Services Group

Items that are in the Furniture Standard that can not be purchased through Workday can be purchased in consultation with Property Services Group.

Property Services Group and associated consultants/contractors can purchase furniture from the following preferred suppliers

- Direct Ergonomics
- EFI Furniture
- Ergo Labs Pty Ltd (Back Care)
- Haworth Australia Pty Ltd
- HOW Group
- Intraspace
- Living Edge (Aust) Pty Ltd
- Made by Tait (Outdoor Furniture Only)
- Nexus Interiors Australia Pty Ltd
- Podion Global
- Schiavello Systems (VIC) Pty Ltd
- Sensa Interiors (Bowens)
- Street Furniture (Outdoor Furniture Only)
- Tables Chairs and Workstations
- West Lab
- Winya Indigenous Office Furniture
- Workspace 360
- Workspace Commercial Furniture Pty Ltd
- Zenith RBA



4.0 Mandatory Supplier Requirements

Mandatory Supplier Requirements

Furniture suppliers shall be required to comply with and fulfil the requirements in this section for all furniture orders placed by RMIT.

This document revision includes new mandatory requirements for Furniture Suppliers to demonstrate compliance with these Furniture Standards for all RMIT University furniture purchases in the form of a Checklist.

Please note the compliance form is not required for furniture items ordered from the Furniture Panel. The form is only required for non-catalogue furniture.

4.1 General Requirements

4.1.1 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 (e.g. 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.

4.1.2 Samples and Inspections

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.

4.1.3 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. Directing to departures section if non-compliant.

4.1.4 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.

4.1.5 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

4.2.1 General

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 and placed in the final location. All rubbish items must be removed from site by the contractor/installer.

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

Note: 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.

4.2.2 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)
- Warranty details

4.2.3 Demonstration

The supplier must provide a demonstration to RMIT Staff and Facilities personnel (on RMIT request) for any moving components of the furniture. By way of example, but not limited to task chairs, height adjustable and flip top tables.

4.3 Guarantee, Warranty & Operations Manual Requirements

4.3.1 Warranty

- 10 year structural / manufacturing warranty
- 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 for a minimum ten (10) year period

4.3.2 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 & 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 and codes
- Worksafe Officewise 2006
- AFRDI Level 6 Severe Commercial, Blue Tick or equivalent, and AFRDI 142 (Rated Load)
- 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

Furniture Supplier Compliance Form



Form Number
Version 1.0, 2025

This form should be used by suppliers and submitted to RMIT PSG or RMIT representatives (Consultants / Head Contractors) at RFQ and at Contract Completion, to confirm compliance with the RMIT Furniture Standards, specifically Section 1.3 Demonstrating Compliance with the Furniture Standards and Section 4: Mandatory Supplier Requirements.

Any departures from this Standard must be identified and listed for RMIT review. Departures will be assessed and must be approved by PSG Technical User Group.

Clause	Description	RFQ Compliant	Contract Compliant
4.1	General Requirements	☐	☐
4.1.1	Request for Quotation (RFQs)	☐	☐
4.1.2	Samples & Inspections	☐	☐
4.1.3	Fit for Purpose	☐	☐
4.1.4	Health and Safety	☐	☐
4.1.5	Sustainability & CSR Due Diligence	☐	☐
4.2	Delivery Requirements	☐	☐
4.2.1	General	☐	☐
4.2.2	Labelling of Furniture	☐	☐
4.2.3	Demonstration	☐	☐
4.3	Guarantee, Warranty & Operations Manual Requirements	☐	☐
4.3.2	Demonstration	☐	☐
4.3.3	Operations Manuals	☐	☐
4.4	Product Certification & Standard Requirements	☐	☐

Notes/Departures:

Supplier Details:

Name:

Contact:

Date:

Signature:

RMIT Sign Off:

Name:

Signature:

