



Furniture Guideline

Developed by RMIT Property Services Group, in collaboration with the RMIT Occupational Health and Safety Team, Sustainability Team & the Strategic Sourcing & Procurement Team

2018 Version 1.2

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1.0 Introduction

RMIT University has developed a Furniture Guideline to streamline and improve the procurement of office and other furniture requirements. This guide has been developed to provide internal stakeholders, consultants and contractors with clear expectations of RMIT Furniture requirements and assure RMIT Stakeholders of exceptional quality, a seamless approach and rigorous service expectations, while ensuring suitable, fit for purpose functionality and efficient use of RMIT University funds.

Furniture suppliers will be selected based on market reputation, experience with RMIT or similar organisations and commitment to the RMIT furniture guide, standards and supplier requirements set out in this document.

2.0 Objective

The objective of this standard is to provide a seamless, efficient approach to fit-out, while reducing the risk of injury to RMIT staff, students, contractors and visitors through the selection of fit for purpose seating and furniture, that meets specific safety, structural and performance requirements (including stability, adjustability, structural capacity, durability, flammability, etc.).

3.0 Scope

All RMIT staff who may be required to order office furniture. Advice from either the Property Services Group (PSG) or Occupational Health and Safety and Finance teams may be required in some cases, and as noted in section 5.0 - Furniture Categories - Performance Specification. Also included on common items is an RMIT specific code, eg; TC1: Task chairs. Suppliers should include this information on catalogues and quotes.

- This Guideline is to be adhered to for all new projects and refurbishments
- Exemptions by approval through the senior leadership team (Property Services)

3.1 Selection of Furniture

- Furniture is selected based on
 - (a) Fit for purpose and a safe design;
 - (b) Durability in line with the Australian Furniture Research and Design Institute (AFRDI) or equivalent certification;
 - (c) Reputation and value for money;
 - (d) Low Volatile Organic Compounds (VOC's) and an Environmental Sustainable Design (ESD) as well as meeting the Green Building Council Australia (GBCA) level A or B requirements under Green Star (eg; GECA or equivalent certification). **NB: The Sustainability Team can provide further advice on GBCA if required.*
- RMIT University has preferred performance specifications as recommended in this guide. Refer to section 5.0. *Please note, size of desks and tables may require advice from PSG Space Planning team and / or Architects.*
- Finishes are proposed/recommended in some cases, noting there is scope for creative licence on a case by case basis, unless noted otherwise, for example, all black finish on task chairs.

3.2 Requisition of Furniture

- Typical information usually included on the requisition will include;
 - o Supplier name, product name, quote reference number.
 - o RMIT Project name, delivery details, site contact, expected delivery date & location.
 - o For all furniture procurement, approvals are required from Finance Cost Centre, prior to proceeding.
 - o Where appropriate, use existing RMIT furniture or refurbish / repair existing equipment to fulfil needs.

3.3 Responsible Disposal or Removal of Existing Furniture

- RMIT has a process for responsible management of furniture 'Reduce / Re-use, Re-sell, Re-cycle'.
- RMIT has a holding facility for furniture storage, for details contact the Property Services (PS) Service Desk.

3.4 Furniture Repair

- For furniture requiring repairs or maintenance, contact the Property Services Service Desk.
PS Service Desk: [email: propserv.service.desk@rmit.edu.au](mailto:propserv.service.desk@rmit.edu.au) or phone: **03 9925 2111**.

4.0 Supplier Requirements

4.1. General Requirements

At a minimum, selected vendors shall be required to comply with/fulfil the following:

- a) **Inspection** – On large project orders a single sample of each furniture item 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 product is in good condition prior to approving the invoice payment.
- b) **Health and safety policy and procedures** – any contractor working on RMIT premises under the management and control of RMIT University is required to complete the appropriate level of the RMIT contractor induction prior to commencing work with RMIT University. The induction procedure is required for contractors to undergo online induction testing as per RMIT standard operating procedures. NB: Contractors will require login details provided by RMIT to undertake the induction training.
- c) **Budget**
 - (i) 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 Strategic Sourcing and Procurement (SS&P);
 - (ii) Pricing to include delivery, installation and clean-up, to designated sites within Melbourne Metropolitan region. These will include the CBD, Brunswick and Bundoora. A provisional after hours delivery is also to be provided, if applicable. NB: After hours is anytime after 5pm and before 7am weekdays and all hours on weekends.
- d) **Fit for purpose** – Products specified are expected to meet AFRDI and GECA or international equivalent standards. If products do not meet this, 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. 'Important' comments in section 5.0 regarding workstations, seating and lounges to be acknowledged and adhered to.
- e) **Quality and value**
 - (i) 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;
- f) **Service**
 - (i) Ability to deliver within the specified lead time / and or 6 weeks as a standard; failure to do so within this time may result in termination of the order, and RMIT reserves the right to withdraw from the contract at any time beyond expected delivery date at no cost to RMIT;
 - (ii) All products are to be delivered to site, fully assembled, placed and all rubbish items removed.
 - (iii) Suppliers to supply RMIT with care, operation and maintenance instructions on products provided, and in some cases, if requested, instructional videos;
 - (iv) REVIT, Schematic and CAD drawings of supplied products may be requested and it is expected the supplier will provide these if required; and
 - (v) The supplier is to provide a sticker, displaying the supplier's business name, contact number and website address on all supplied products.

4.2. Product Certification and Standard Requirements

All products shall be certified to the following relevant standards:

- AS/NZS 4442;
- AS/NZS 4443:1997 *Office panel systems- Workstations*
- AS/NZS 4438:1997 *Height adjustable swivel chairs*
- Worksafe Officewise 2006
- AFRDI Level 6 Severe Commercial, Blue Tick or equivalent;
- FSC Certified and or GECA Certified or equivalent.

Other important information: SafeWork Australia – Ergonomic Principles and Checklists for Selection of Office Furniture and Equipment preferred. Documentation / certification shall be promptly provided upon request.

4.3. Guarantee, Warranty and Operations Manual Requirements

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 minimum (10) year period (unless agreed/specified by RMIT) with the following:

- a) Submit the installer's warranty against defective workmanship or wrong installation;
 - i) Submit the manufacturer's recommendations for demounting and relocation
 - ii) Recommendations for service use, care and maintenance; and list of manufacturer and suppliers of replacement parts.
- b) Operations and Maintenance (O&M) Manual requirement – Two (2) x complete sets of standard manuals, operating manuals, training material and any other associated documentation as required in hard and soft.
- c) Durability – Must be durable and not require replacement for a minimum of 10 years.
- d) MUST include a supplier company sticker to underside or non-obtrusive area of the product to include the supplier company name, contact number and website details.

4.4. Delivery Requirements

Delivery of equipment including any installation shall be completed within approx. six (6) weeks or less of order 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 or recyclable packaging methods.

4.5. Payment Method

Payment method shall be via:

- a. electronic funds transfer; and
- b. Net 30 Days.

NB: Meaning that the customer will pay the supplier in full by electronic funds transfer on or before the 30th calendar day (including weekends and holidays) of when the goods were delivered.

4.6. Bulk or Larger Orders

On larger bulk orders / or as directed by RMIT Staff, provided the vendor shall commit to installation (if applicable) at a time required by RMIT representatives. RMIT shall provide written notification ten (10) business days prior to the request for (any) installation for vendor preparation and timeline commitment to perform the installation required by the vendor to be completed and signed off by an RMIT representative.

Deposits only apply in special cases as agreed by RMIT University.

5.0 Furniture Categories - Performance Specification

WORKSTATIONS

5.1 Workstations and Screens:

All workstations, screens and storage is to meet Australian standards, specific criteria noted below and adhere to RMIT OH&S guidelines.

Key criteria:

- Standard Desks are to be:
 - a) White or black 'H' leg style frame, white laminate top and ABS edging;
 - b) Standard size is WS1: 1800mm W x 800mm D x 720mm H. NB: Where Hotdesking / HDR (Higher Degrees by Research) desks are deployed, a WS2: 1600mm W option is desirable.
- 80% User adjust. – Preference for winder adjust (or other simple user adjust option)
 - a) Height range 650mm to minimum 850mm
 - b) Leave the winder on hot desks to allow regular adjustment
- 20% Sit / stand (SS) electric with led display of height
 - a) 650mm to 1200+mm min. height range;
 - b) On larger projects of approx. 30+ workstations; 10% sit/stand allocation is usually sufficient.
- Screen:
 - a) 25 - 30mm thick with aluminium frame preferred, or fabric / 'eg; 'Echo' panel / pinnable as an option
 - b) 1200H AFL (above floor level) as standard.
- Soft wiring, including cable tray system, starter sockets, 2 power, 2 data and easy top access to 2 x GPO outlets from the user position.
- Typical finishes;
 - Frame - white or black.
 - Worktop - white (Unless otherwise specified)
 - Screens - light or dark grey (or combination of the two) fabric or 'Echopanel' style preferred.

5.1.1 Workstation Accessories:

Options may include - subject to funding and user requirements;

- On desk power (recommended for hot desk situations).
- Task lamp (subject to PS Sustainability team approval).
- Pen trays.
- Removable shelving.
- Removable Personal whiteboards.
- Monitor arms (subject to ITS and OHS approval).

5.1.2 Modesty and divider panels:

Subject to positioning and requirements, a front or side modesty panel may be required / removable divider screens between users. Architect / Designer is to determine requirement to suit layout.

5.1.3 Portable Sit / stand add-ons:

RMIT's current minimum standard requires the individual in consultation with their medical specialist, to produce written documentation indicating consideration by the University into the purchase of a portable sit/stand desk/unit.

Consideration needs to be made prior to purchase:

- a) Size of desk against the hot desk sit/stand product purchase
- b) Shelves and other obstructions

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- c) Weight restrictions of the unit being purchased (Dual screens and large desktop computers)
- d) Ability of the person to operate the unit (Extension/Flexion of the spine)

NB: Workstations - Important:

If not a pre-approved RMIT product, review by OHS team is mandatory, prior to procurement / deployment. Supplier and or Architect to clarify and advise if bespoke workstation required - shop drawings are mandatory prior to RMIT approval. Any workstations required in Chemical or specialist Laboratories to be reviewed by RMIT OHS team.



Workstations and Personal Storage - **SAMPLE** indicative image

STORAGE

5.2 Storage - Individual and Team:

5.2.1 Personal Storage:

3 Drawer Pedestal or 'Caddy' (3 drawer and tambour door) Storage Unit (NB: max height 650mm to fit under desk) - to include pen tray, lockable with keys, on 5 castor anti-tip base. Finish to match exactly workstation frame.

- o PP1: Pedestal
 - Typical size: 640mm H x 470mm W x 500mm D (indicative)
 - Two box drawers plus one file drawer
 - Key locking
- o PC1: Caddy
 - Typical size: 640mm H x 965mm W x 500mm D (indicative)
 - 3 x Drawer and 1 x Tambour Insert with shelf
 - Key locking.
 - Options of L/R hand configurations - Architect / Designer and or PSG Space Planners to determine as required, to suit layout.

5.2.2 Personal 'hotdesk' and / or Student Shared Storage - pin access personal lockers:

Useful in shared 'hotdesk' office spaces, HDR spaces, student central locations and other areas where shared desks are used. Typically these are ordered in banks of 16.

Key criteria:

- A bank of 12 'standard' lockers is approx. 1600mm H x 1600mm W x 450mm Deep (SL1) (indicative).
- Lockers are battery operated 4 digit pin access, on a 12 hour timed application.
- Option for powered lockers, (via Property Services as an Opex project).
- Finish: Satin Black body with matching doors.

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Other Considerations:

- Instructional signage adjacent to lockers to show instructions on usage and must display 12 hour timer application.
- Security to be informed of locker solution and provided training on usage and operation by nominated suppliers/contractors, for support as required.

5.2.3 Team Storage - Tambour:

Two Door - Tambour cabinets consist of smooth action doors that retract into the cabinet and are ideal for limited spaces and aisles.

- Locking.
- Tambour Roller Doors.
- 3 Levels with min. 2 Adjustable Shelves.
- Finish;
 - Typically either Satin Black / or White body with matching doors
- Typical Sizes;
 - TS1: 750mm H x 900mm W x 450mm to 500mm D (indicative).
 - TS2: 900mm H x 900mm W x 450mm to 500mm D (indicative).
 - TS3: 1200mm H x 900mm W x 450mm to 500mm D (indicative).
 - TS4: 1500mm H x 900mm W x 450mm to 500mm D (indicative).

5.2.4 Team Storage - Hinge Door:

Two Door (hinged)

- Locking.
- 5 Levels.
- 3 Adjustable Shelves.
- 1 Fixed Shelf.
- Finish:
 - Typically either Satin Black / or White body with matching doors.
- Typical Sizes;
 - 1800mm H x 900mm W x 400mm D (indicative).

NB: Tambour options considered but not recommended on tall storage.

5.2.5 Filing Units

Filing storage units are available in multiple sizes, the below are typical preferred options, specs include:

- Locking
- Low stop draw mechanism preferred.
- 3 and 4 drawer options.
- Optional divider hoops.
- MUST include Weights to prevent tipping.
- Adjustable shelf heights preferred, as applicable.
- Finish:
 - Typically either Satin Black / or White finish body with matching doors.
- Typical Sizes;
 - FS1: 1000mm H x 900mm W x 500mm D (indicative).
 - FS2: 1300mm H x 900mm W x 500mm D (indicative).

5.2.6 Filing Units - Single Drawer as above 4.7.7 approx. 450mm W.



Tambour and Filing Unit Storage - **SAMPLE** indicative images

SEATING

5.3 Task Chairs (Staff)

NB: All chairs / seating is to meet Australian standards, specific criteria noted below and adhere to RMIT OH&S guidelines. All chairs / seating is to be AFRDI level 6 severe commercial certified or equivalent (as per supplier requirements).

TC1: Task chairs are for office / desk / long term seating use.

Key criteria:

- Fully upholstered fabric seat pad with seat slide (optional vinyl or leather).
- Adjustable recline durable mesh back (preferred) / or fully upholstered oval back options.
- Seat height (gas lift - range 430mm to 570mm to top of seat pad) / with seat depth adjustment.
- Suitable for use working at 650 to 820mm height ranges, per Australian standards.
- Lumbar support
- Armless (with option to retrofit fixed or height adjustable arms).
- Black Nylon 5 star castor base - optional polished base.
- Finish: Typically all black finish, upholstery, mesh, nylon parts (coloured task chairs are not supported).

Additional requirements might include the following (Subject to a workstation assessment by the OHS team)

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



Task chair (with optional polished base and arms) - **SAMPLE** indicative image

5.3.1 Draft (Task) Chairs

DC1: Draft task chairs are for working on bench height desks or counters of typically 900 to 1100 mm height range.

NB: Specs are as above, with extended height Gas lift, with seat height range of 630mm to 970mm to top of seat pad and to include a flat metal footring.

Height ranges to meet Australian standards and to be suitable for use working at 850 to 1220 mm height ranges.

NB: For assistance with special needs and selecting the appropriate chair, please contact a member of the OHS team. The Senior Advisor, Health and Safety can assist in adjusting the chair to suit the needs of the particular user.

NB: Task Seating - Important:

If not a pre-approved RMIT product, review by OHS team is mandatory, prior to procurement / deployment. Supplier and or Architect to clarify and advise hard or soft (hard floors) castors requirement. Any chairs required in Chemical or specialist Laboratories not to have fabric seat or back support, vinyl or plastic only. Refer to OHS team for further advice.

5.4 Student Chairs / Seating

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Student chairs are for flat floor classroom / meeting / study / for longer term (ie; hours) seating use.

Chair options include, but are not limited to;

- SC1 - Task.
- SD1 - Draft (with extended height gas post, flat metal footring and pressure lock castors).
- SN1 - Nesting (with ability to fold up seat and nest).
- ST1 - Tablet (with adjustable tablet / writing surface).
- When Base is Black Nylon 5 star castor base, (soft castors for hard floors - supplier to clarify and advise hard or soft casters) - optional polished base.

Key criteria:

- Fully upholstered fabric seat pad (optional vinyl or leather).
- Adjustable recline durable mesh back (preferred) / or fully upholstered oval back options.
- TASK: Seat height adjustment (Nesting and tablet chairs excluded). Seat height (gas lift - range 430mm to 570mm to top of seat pad) / with seat depth adjustment.
- Task to be suitable for use working at 650 to 820mm height ranges
- DRAFT: Specs are as above, with extended height Gas lift, with seat height range of 630mm to 970mm to top of seat pad and to include a flat metal footring.
- Optional back lock (option on task and draft only).
- Armless (excludes tablet, requires arms and option to retrofit fixed or height adjustable arms on task and draft only).
- Task / Draft: Black Nylon 5 star castor base / with extended height gas post, flat metal footring and pressure lock castors.
- Nesting and Tablet: Black Nylon 4 leg castor base.
- Finish: Typically all black finish, upholstery, mesh, nylon parts.



Student Task, Nesting and Tablet chairs - **SAMPLE** indicative images

NB: Student Chairs - Important:

If not pre-approved RMIT product, review by OHS team is mandatory, prior to procurement / deployment.

Supplier and / or Architect to clarify and advise hard or soft (hard floors) castors requirement. Any chairs required in Chemical or specialist Laboratories not to have fabric seat or back support, vinyl or plastic only. Refer to OHS team for further advice.

5.5 Multi-purpose / Meeting Chairs

5.5.1 Chairs – Meeting: The chairs below are suitable as meeting and general multipurpose chairs:

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- Meeting chair bases are typically either a 4 or 5 star castor base or sled base, noting 4 leg is usually not recommended, unless the frame is durable (typically when a castor base option is required).
- The back-rest should include in-built flex or durable mesh.

5.5.2 Multi-Purpose Chair options include, but are not limited to;

- MC1 - Upholstered seat and mesh back (typically 4 or 5 star castor base).
- SM2 - Moulded polypropylene (usually sled base) - preference is for flex back and upholstered seat pad.
- SM3 - combination of plastic and upholstered (base and seat varies).

Other considerations:

- Upholstered fabric seat pad (optional vinyl or leather).
- Bases are typically powder coat black or white, polished aluminium / steel.

NB: All chairs are to be AFRDI level 6 severe commercial certified or equivalent (as per supplier requirements 4.6.2). Supplier and or Architect to clarify and advise hard or soft (hard floors) castors requirement.

5.5.3 Multi-purpose Chairs - Important:

If not pre-approved RMIT product, review by OHS team is mandatory, prior to procurement / deployment. Supplier and or Architect to clarify and advise hard or soft (hard floors) castors requirement. Any chairs required in Chemical or specialist Laboratories not to have fabric seat or back support, vinyl or plastic only. Refer to OHS team for further advice.



Meeting / multi-purpose chair examples - **SAMPLE** indicative images

TABLES

5.6 Meeting and Classroom Tables

NB: All tables are to meet Australian standards, specific criteria noted below and adhere to RMIT OH&S guidelines.

5.6.1 Meeting and Classroom Tables

Meeting and classroom tables range in sizes and heights, depending on requirements.

As a general rule, allow 800mm per person, For example, a table requiring 6 people would ideally be 1800x900mm, allowing additional space for those seated each end.

Table options (*most common in bold*) include, but are not limited to;

- Rectangle (optional flip table on castors) - CT1: 1500x750mm (4 persons), **CT2: 1800x900mm** (6 persons), CT3: 2400x1200mm (8 to 10 persons), CT4 700x700mm (Single), **CT5 1400x700mm** (Double Didactic)
- Square - CT4: 700x700mm (1 person - exam), CT5: 800x800mm (2 to 4 persons), CT6: 1200x1200mm (4 to 6 persons), CT7: 1600x1600mm (6 to 8 persons).
- Round - CT8: 800 (min.) or 900mm (2 to 3 persons), CT9: 1100-1200 mm (4 to 6 persons), **CT16: 1400-1600mm** (6 to 8 persons).
- Oval - CT11: 1800x900mm, **CT12: 2150x1100mm** (6 persons), CT13: 2400x1200mm (8 to 10 persons).
- Boat-shaped MT1: 2400x1200mm (8 to 10 persons).

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NB: larger meeting tables to suit 12 to 16 are typically 4800x 800mm, however, please seek advice from Property Services if and as required.

Key criteria:

- 25mm Laminate top with ABS edging (optional 18mm highly durable compact laminate top or veneer tops may be considered - seek advice from Property Services).
- Steel Frame and Base, Black pole, polished glides (casters on flip tables).
- Optional power.
- Heights;
 - o Seated: 700mm to 720mm H unless otherwise specified by RMIT.
 - o Bench / standing: 900 to 1000mm H (allow 650 to 700 mm H stool / draft chair) unless otherwise specified by RMIT.

5.6.2 Flip tables - Important:

All flip tables are to have metal to metal fixings on understand of table top to frame. No pinch points. **If not pre-approved RMIT product, review by OHS team is mandatory, prior to procurement / deployment.**



Meeting and Classroom Table examples - **SAMPLE** indicative images

STUDENT and STAFF LOUNGE / BREAKOUT FURNITURE

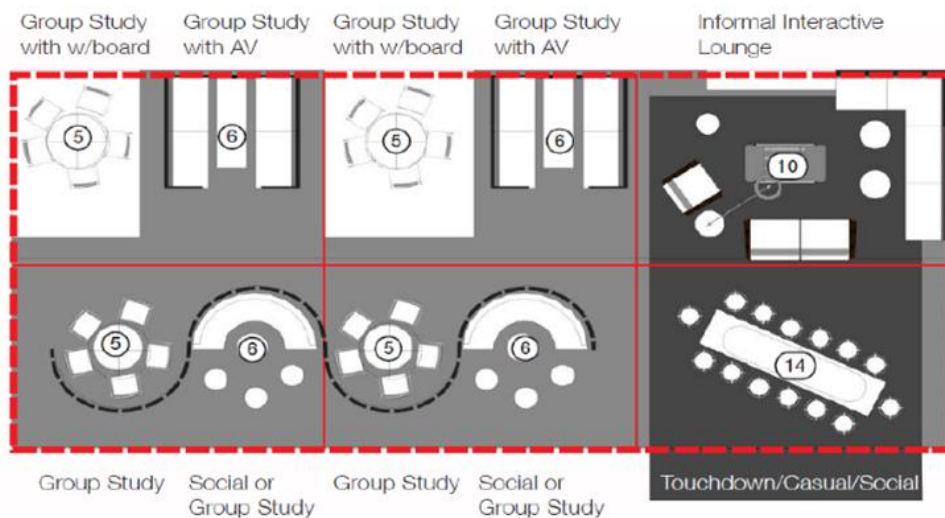
5.7 Student & Staff Lounges

Typology:

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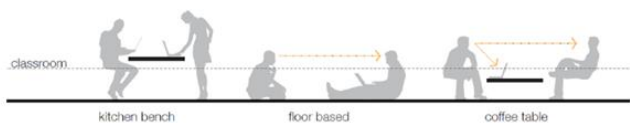
Mix group and individual settings to accommodate collaborative, meeting and independent study / chill out. The diagram below shows an indicative layout based on 20m² zones, generally supporting at least 10 users pers section.

Student Experience 2015 Design concept



Landscape:

Heights of furniture to be a mix of low, medium and high settings, to avoid a classroom / meeting room feel;



creating a variety seating conditions

Student Study Lounge typology examples - **SAMPLE** indicative images

Student & Staff Lounge - cont'

5.7.1 Furniture: Comfortable and ergonomic settings, usually to support collaborative groups of 6, may include;

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- Ergo lounge settings (mix of fixed high, low back), seat pad min 450mm (firm seat) to 500mm H (softer seat pad) to suit 700mm H table surface, depth to be supportive of back without cushion requirement, bases either timber (to match surroundings) or steel base, Vinyl or Leather preferred - approx. 15 - 30%.
- Conversation eg 5-6 person fixed coffee table settings, consist of table approx 400mm H and low height Upholstered (Vinyl or Leather preferred) seating with back support - 5 - 10%.
- Relaxed settings eg Bean bags (Certified fire retardant materials mandatory) - approx. 5 - 10%.
- Bench table 900mm H fixed bench with loose 650mm H Leather / Vinyl upholstered stools - 10-15%.
- Group work tables, a mix of 700mm H (chair or firm lounge 450mm H) and 900mm H (bench seat 650mm H/ standing), with compact laminate top preferred (either black or white with black trim) rectangle 700mm H, typical size 1800 x 900mm (to suit 6) and round tables typical size 1200mm (to suit 6). Tables either slim steel black or white frame (approx. 30mm) or central pole (min. 50mm) on pedestal base - approx. 30-35%.
- Single sided 900H joinery bench with steel pole supports and 650mm H fixed stools, upholstered round black leather/vinyl seat pad on black poles - approx. 10 to 20%.
- Banquet Seating - fixed joinery with upholstered seat pad 450-500mm H and adjoining tables with compact laminate or durable top (eg; marine ply) 700mm H (fixed preferred) - approx. 15 - 30% (*option to high back lounge option in cafes*).

5.7.2 Look and feel

Preference for high quality fixtures (budget considerations) with neutral colours eg; greys, blacks, whites (tables) to include a splash of colour (not to dominate the space) to suit adjacent built environment. Bright colours such as yellow, light blues, greens, purples and pinks to be avoided. Pre-Treated fabrics or vinyl / Leather preferred.

5.7.3 Fittings and Fixtures:

Considerations to include;*

- Easily accessible fixed Power USB and GPO options to approx. 60-70% of settings (mandatory)
- HVAC (mandatory).
- Paint (including colour feature walls), carpet tiles, blinds.
- Pendant lighting - creates a cafe / lounge vibe, with ambience (consideration of sound absorbent options to assist with acoustic noise).
- Swipe card access (*optional - PSG to advise).
- CCTV (*optional - PSG to advise).
- Microwaves & Kitchenette (approx.4 to 6 microwaves per 100 seat lounge) (*optional - PSG to advise).
- Echo panel style pinboard / whiteboards adj to conversation / coffee tables and low back lounges, to allow for workshop style collaboration (*optional).
- Student artwork via RMIT Gallery team (*optional).
- Recreational games tables, eg; Ping pong, Air Hockey (Pool Tables to be avoided) (*optional)
- Plants and planter boxes (via PSG - *optional).
- Student lockers to be considered as an option (approx. 1 bank of 16 per 100 students) refer 4.7.4 (*optional)
- Light fabric curtains to break up space, also assisting with noise. If deployed, secure and sturdy fixings required (*optional - OHS to endorse).

5.7.4 Breakout / Kitchen spaces

Specs to be similar to section 5.5, with seating finishes to be either polypropylene or Vinyl/leather.

NB: Student & Staff Lounge Furniture - Important:

If not pre-approved RMIT product, review by OHS team is mandatory, prior to procurement / deployment. Supplier and or Architect to clarify and advise hard or soft (hard floors) castors requirement. Any chairs required in Chemical or specialist Laboratories not to have fabric seat or back support, vinyl or plastic only. Refer to OHS team for further advice.

Student & Staff Lounges and Light Classroom upgrades - INDICATIVE images

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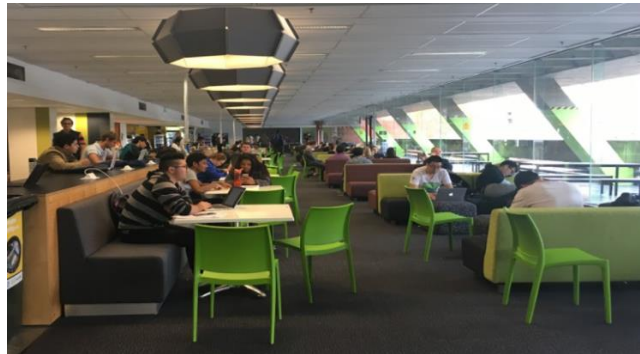
Student Study Lounge City Campus B16 Level 2



Student Zone, Carlton, B78



Student Study Lounge Bundoora Campus B202 Level 2



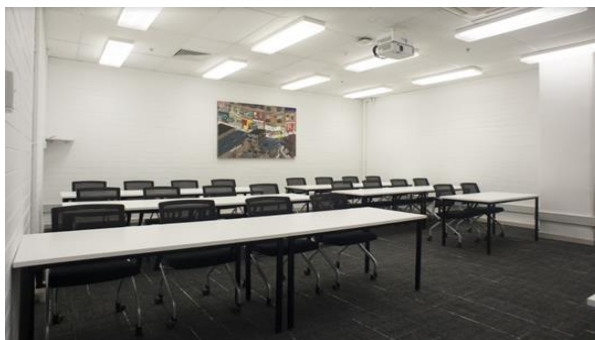
B57 Cafe Level 4



Student Study Lounge Brunswick Campus B514 Level 1



Brunswick campus Cafe & Lounge



B201, level 9, Classroom Didactic layout



B51, level 3, Classroom Group layout

OUTDOOR FURNITURE

5.8 Outdoor Furniture

RMIT Furniture Guideline

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.

5.8.1 Tables: Range in size and height (typically 700mm H noting on occasion a 900mm 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 1800x900mm, allowing additional space for those seated each end.

Table sizes include, but are not limited to;

- Rectangle - 1500x750mm (4 to 6 persons), 1800x900mm (6 persons), 2400x1200mm (8 to 10 persons)
- Square - 800x800mm (2 to 4 persons), 1200x1200mm (4 to 6 persons), 1600x1600mm (6 to 8 persons)
- Round - 800 or 900 mm (2 to 3 persons), 1100-1200 mm (4 to 6 persons), 1400-1600 mm (6 to 8 persons)
- Oval - 1800x900mm or 2100x1100mm (6 persons), 2400x1200mm (8 to 10 persons)

5.8.2 Table Finishes:

Typically a sturdy steel frame (black preferred) and either compact laminate table surface or durable FSC Certified timber, eg: Spotted Gum. All metal tables to be avoided, however, will be considered. Perforations to assist with drainage to be considered on all options.

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.

NB: The Sustainability team to be consulted on timber options prior to procurement.

5.8.3 Seating: Ranges from bench seating to individual seating, seated (450mm H) and bench (900mm H) Bench seating will typically match table pairing, eg; steel frame (black preferred). Other options include durable plastic or 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.

5.8.4 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.

- Other OHS considerations when purchasing/installing umbrellas could include:
- Proximity to other hazards (Roof, cabling etc.)
- Anchoring the umbrella and usage in high winds
- Height of the umbrella with respect to human interaction (Hitting head on the edge)

5.8.5 Fixtures and fittings:

All outdoor settings (excluding individual seating) require the option to be fixed and this is to be included as part of the supplied product.

5.8.6 Outdoor Furniture OHS / Risk Requirement:

Outdoor can vary greatly from product to product and supplier to supplier. When selecting options, if not already endorsed and supported by the OHS 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 OHS team. NB: All umbrella options are subject to PSG and OHS review and approval prior to deployment.