

#### MISSION

Open Plan Systems' design mission is to offer our dealers professional design and specification services for our products. We are also available to check specification dealer drawings for accuracy. In addition, we offer design training to help dealers accurately specify and understand our products.

#### PROCESS

1. Dealer provides typical drawing, OPS design checklist and overall station layout.

### Submit designs to Mackenzie Martin at designrequest@openplan.com

- 2. Design requests submitted by noon will be reviewed and entered into our design schedule log. A designer will be assigned and the project completion time estimated. A typical and design checklist will be returned with any questions. The design time will not be effective until the typical is approved and design information returned.
- 3. It is the dealer's responsibility to provide all necessary information to complete the design request.

While every attempt is made to ensure the quality and accuracy of specification services provided, it is the responsibility of the dealer to verify that specifications are accurate and complete. Dealer has ultimate responsibility for accuracy and correctness of component counts, measurements, site dimensions and suitability of products and applications consistent with published guidelines and applicable codes. All plans, drawings and specifications are property of Open Plan Systems and may not be reproduced without written consent.

The approval of a purchase order referencing specifications prepared by Open Plan Systems shall imply that the dealer has carefully reviewed the drawings and has approved all specifications as being accurate and complete. Open Plan Systems expressly denies any responsibility or liability associated with errors and/or inaccuracies in specification from the dealer.

#### LEAD TIME

Standard lead time for most projects is 2 to 3 business days, although larger projects may require longer lead times. Please inquire for confirmation at the time of submitting your project.

#### **REVISIONS**

It is the policy of Open Plan Systems to provide up to two (2) complimentary revisions on each project. Revisions or changes will be returned to the dealer as quickly as possible. All revisions thereafter will be reviewed on a project-by-project basis to determine under which parameters future revisions will be handled. Open Plan Systems reserves the right to impose an hourly charge of \$70/hour for these additional revisions. A project cost estimate/agreement will be sent to the dealer before any further revisions are made on the project.

#### **SPECIFICATION NOTE**

When mirroring handed parts in Project Matrix and 2020 Cap (parts with left or right in the model number), please be aware that the part number does not change. In order to avoid inaccuracies in your specifications it is important to place all handed parts individually without using the mirror feature.

#### **DESIGN SUPPORT**

Design Manager Mackenzie Martin 844.OPS.OPS1 x8129 mmartin@openplan.com

Beverly Herchenrother 844.OPS.OPS1 x8132 bherchenrother@openplan.com

Kara Ramey 844.OPS.OPS1 x8126 kramey@openplan.com

Chenita Kinlaw 844.OPS.OPS1 x9956 ckinlaw@openplan.com

#### **SKETCH PAD**

If desired, please use the below space to help clarify your design request.



Please fill out the below information as thoroughly as possible in order for us to accurately and efficiently complete your design requests.

#### **GENERAL INFORMATION**

Straight Corner

#### **PANELS**

Dealer:	a. Monolithic
Project Name:	*Specify Panel Type and Height
Requested Due Date:	Fabric Acoustic Fabric Tackable Glazed
PROGRAM OPTIONS       BASE OPTIONS         Signature Grade 1       7 Day Program       Razor Base         Signature Grade 2       Standard Base	32"H       53"H       53"H       67"H         39"H       62"H       85"H         47"H       67"H       67"H         53"H       85"H       85"H         62"H       85"H       85"H         67"H       67"H       67"H         67"H       67"H       67"H         53"H       85"H       85"H
WORKSTATION SIZE & QUANTITY	
Check Size: Specify Quantity:	b. Partial Glazed
2′ x 4′	*Specify Total Height and Panel Height
2' x 5'	67"H TOTAL
	39"H Panel +Glass     39"H Panel +Glass
2'6" x 5'	47"H Panel +Glass       47"H Panel +Glass         53"H Panel +Glass       53"H Panel +Glass
5′ x 5′	67"H Panel + Glass
5′ x 6′	c. Partial Glazed Stackers
6' x 6'	*Specify Panel Type, Total Height and Panel vs. Glass Height
	1. Fabric     2. Acoustic 3. *Fabric Tackable
6' x 7'	53"H TOTAL (39"H Panel +SG14)         *Only available in 53", 67" & 85"
6' x 8'	
7′ x 7′	67"H TOTAL 67"H TOTAL (53"H Panel +SG14)
7′ x 8′	39"H Panel +SG14 + SG14
	□ 47"H Panel + SG20 85"H TOTAL □ 53"H Panel + SG14 □ 53"H Panel + SG14 + SG18
8' x 8'	53"H Panel +SG14 53"H Panel +SG14 53"H Panel +SG14 53"H Panel +SG18
Other	85"H TOTAL
	39"H Panel +SG14 + SG14 + SG18
POWER	53"H Panel +SG14 + SG18
Check as applicable:	67"H Panel +SG18
Base Power Data Punch	d. Modular Walls
Ceiling Power (2x2) Data Pole (2x2)	*Specify Total Height and/or Panel Height vs. Stacker
Ceiling Power (4x4) Data Pole (4x4)	95"H TOTAL
Power down the spine Match Existing V1 or V2	Monolithic 85H Panel + SG14
	85H Panel + SF10 85H Panel + SF14
See layout showing power	
Receptacles QTY/Station Grommets QTY/Station	103"H TOTAL     107"H TOTAL     Ceiling Channel       85H Panel + SG18     Monolithic
	85H Panel + SF18 85H Panel + SG22
REC/B Scallop	Door Panel SF22
REC/C	85H Left Swing
	85H Right Swing
WORK SURFACE	e. Universal PGHM Mullions
Options Corner	Glass Fabric
24" Depth Standard Corner Extended Corner	Frosted
30" Depth Curvilinear Corner Extended Curvilinear Corner	Clear
36" Depth Straight Corner	



PEDESTALS	LATERAL FILES	OPS SEATING	
Structural: QTY/Station:	# of Drawers: Width:	Chair	Quantity:
Box/Box File	□ 2 □ 3		
20"D Square Pull	☐ 3 <u> </u>		
23"D Full Pull	☐ 4 ☐ 5		
21"D Full Pull	Note: 2 Drawer 30"W lateral file has		
File/File	option of square pull or full pull. All other lateral files are full pull only.		
20"D Square Pull	<b>OVERHEAD STORAGE</b>		
23"D Full Pull	<b>Flipper Door Unit</b> QTY/Station:	Width: (24, 30, 36, 42, 48, 60) She	If QTY/Station: Width:
21"D Full Pull	A Style		A Style
Mobile: QTY/Station:	B Style		B Style
Box/Box File	Painted		
Square Pull			
Full Pull	Half Height Shelf QTY/Station:	Width: (24, 30, 36, 42 , 48, 60)	Metal QTY/Station: Width: (24, 30, 36, 42, 48, 60)
Full Pull Budget	A Style		Sliding Door
File/File	B Style		Half-Height Shelf
Square Pull	Overhead Sliding Door	QTY/Station:	Width: (24, 30, 36, 42 , 48, 60)
Full Pull		-	[24, 30, 36, 42 , 48, 60]
Seat Cushion	Standard Fabric Door	Metal Door	
Freestanding: QTY/Station:	Upmount Fabric Door	Metal Door	
Box/Box File	SIT STANDS		
File/File	Type Quantity:	Top Width: Top De	pth:
Seat Cushion	Straight Base	(42, 48, 60, 66, 72, 78) (24, 30, 36	
	90° Float Leg	(42, 48, 60, 66, 72, 78) (24, 30)	
	Extended L Base		
	120° Base	(60, 66, 72) (24, 30 - st	nort) (36, 42, 48- long)
		(42/42, 48/48, 60/60)	
	Laptop Desk Riser		
ACCESSORIES		Computer Desk Riser	
Task LightsQTY/Station:	Power Accessories Additi	ional Accessories	Monitor Arms
LED		rker Board Specify Size:	TREX Single Clamp Mount
Tack Boards QTY/Station:		icil Drawer	TREX Dual Clamp Mount  TREX Single Grommet Mount
A-Style		let Arm	TREX Dual Grommet Mount
B-Style		at Hook (Plastic BU) at Hook Universal (Metal CH.U)	OPS-101 Single Mount (Clamp/Grommet)
Paper Managment QTY/Station:	Clamp Power Duplex (no USB)	y Cinch CPU Holder	OPS-201 Dual Mount (Clamp/Grommet)
Binder Holder	Clamp Power Duplex (w/ USB)	, al CPU Holder	OPS-101-BUDGET Single Mount (Clamp/Grommet)
Paper Tray	Wireless Phone Charger	J Trolley	OPS-201-BUDGET Dual Mount (Clamp/Grommet)
Diag. Paper Tray	Keyboard Sets		
Modesty Panels	Value Set		
Standard Modesty	Value Set Extended		
	Best Set		
PGHM Modesty	Best Set Extended		
Desk Screen Dividers	Adj Height Table Set		



#### **DESKING COMPONENTS**

LOW STORAGE, METAL, FULL PULL	OPTIONS FOR LOW STORAGE
QTY/Station:	QTY/Station: QTY/Station:
30″W	☐ 30 <sup>m</sup> W ☐ 30 <sup>m</sup> W
☐ 36″W	☐ 36″W ☐ 36″W
	42"W 42"W
42"W	48"W 48"W
	60"W
Open Shelf-Metal	66"W 66"W
30"W	72"W72"W
36"W 42"W	PEDESTAL, METAL QTY/Station:
	Low Metal Box/File- Full Pull
Sliding Door-Metal	Mobile
☐ 30″W	Stationary
36″₩	Mobile:
42"W	
	Square Pull
STORAGE TOWERS, METAL QTY/Station:	Full Pull
Storage Tower-Metal	Full Pull Budget
37"H Storage Tower	Lie/File
51"H Storage Tower, Right	Square Pull
51"H Storage Tower, Left	Full Pull
63"H Storage Tower	Seat Cushion
Metal Storage Cabinet	LEG OPTIONS
W/ Sliding Door Sliding Door is available in Metal or Fabric:	QTY/Station:
1. Metal 2. Fabric	Square Desk Leg Additional Legs QTY/Station:
24"W	Please specify:
30"W	Square H-Leg
36"W	P-Leg
42"W	
48"W	Docking Leg
	3"H Docking Leg w/ Adjustable Glide for Desking NOTE: Used w/ laminate top.
Upmount Sliding Door-Metal	4-1/4"H Docking Leg-Extended
Sliding Door is available in Metal or Fabric:	for Desking w/Adustable Glide for Desking
	NOTE: Used w/ metal top.
30"W	PLEASE ADD ANY ADDITIONAL NOTES:
36"W	
42"W	
48″W	
0°W	