

STANDARD DESIGN CHECKLIST

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

GENERAL INFORMATION

Dealer: _____

Project Name: _____

Requested Due Date: _____

PROGRAM OPTIONS

- Signature Grade 1
- 7 Day Program
- Signature Grade 2

BASE OPTIONS

- Razor Base
- Standard Base

WORKSTATION SIZE & QUANTITY

Check Size: Specify Quantity:

- | | |
|------------------------------------|-------|
| <input type="checkbox"/> 2' x 4' | _____ |
| <input type="checkbox"/> 2' x 5' | _____ |
| <input type="checkbox"/> 2'6" x 5' | _____ |
| <input type="checkbox"/> 5' x 5' | _____ |
| <input type="checkbox"/> 5' x 6' | _____ |
| <input type="checkbox"/> 6' x 6' | _____ |
| <input type="checkbox"/> 6' x 7' | _____ |
| <input type="checkbox"/> 6' x 8' | _____ |
| <input type="checkbox"/> 7' x 7' | _____ |
| <input type="checkbox"/> 7' x 8' | _____ |
| <input type="checkbox"/> 8' x 8' | _____ |
| <input type="checkbox"/> Other | _____ |

POWER

Check as applicable:

- | | |
|---|---|
| <input type="checkbox"/> Base Power | <input type="checkbox"/> Data Punch |
| <input type="checkbox"/> Ceiling Power (2x2) | <input type="checkbox"/> Data Pole (2x2) |
| <input type="checkbox"/> Ceiling Power (4x4) | <input type="checkbox"/> Data Pole (4x4) |
| <input type="checkbox"/> Power down the spine | <input type="checkbox"/> Match Existing V1 or V2 |
| | <input type="checkbox"/> See layout showing power |

- | Receptacles | QTY/Station | Grommets | QTY/Station |
|--------------------------------|-------------|----------------------------------|-------------|
| <input type="checkbox"/> REC/A | _____ | <input type="checkbox"/> GRCUT | _____ |
| <input type="checkbox"/> REC/B | _____ | <input type="checkbox"/> Scallop | _____ |
| <input type="checkbox"/> REC/C | _____ | | |
| <input type="checkbox"/> REC/D | _____ | | |

WORK SURFACE

- | Options | Corner | |
|------------------------------------|---|--|
| <input type="checkbox"/> 24" Depth | <input type="checkbox"/> Standard Corner | <input type="checkbox"/> Extended Corner |
| <input type="checkbox"/> 30" Depth | <input type="checkbox"/> Curvilinear Corner | <input type="checkbox"/> Extended Curvilinear Corner |
| <input type="checkbox"/> 36" Depth | <input type="checkbox"/> Straight Corner | |

PANELS

a. Monolithic

*Specify Panel Type and Height

- | | | | |
|---------------------------------|-----------------------------------|--|---------------------------------|
| <input type="checkbox"/> Fabric | <input type="checkbox"/> Acoustic | <input type="checkbox"/> Fabric Tackable | <input type="checkbox"/> Glazed |
| <input type="checkbox"/> 32"H | <input type="checkbox"/> 53"H | <input type="checkbox"/> 53"H | <input type="checkbox"/> 67"H |
| <input type="checkbox"/> 39"H | <input type="checkbox"/> 62"H | <input type="checkbox"/> 62"H | <input type="checkbox"/> 85"H |
| <input type="checkbox"/> 47"H | <input type="checkbox"/> 67"H | <input type="checkbox"/> 67"H | |
| <input type="checkbox"/> 53"H | <input type="checkbox"/> 85"H | <input type="checkbox"/> 85"H | |
| <input type="checkbox"/> 62"H | | | |
| <input type="checkbox"/> 67"H | | | |
| <input type="checkbox"/> 85"H | | | |

b. Partial Glazed

*Specify Total Height and Panel Height

- | | |
|---|---|
| <input type="checkbox"/> 67"H TOTAL | <input type="checkbox"/> 85"H TOTAL |
| <input type="checkbox"/> 39"H Panel + Glass | <input type="checkbox"/> 39"H Panel + Glass |
| <input type="checkbox"/> 47"H Panel + Glass | <input type="checkbox"/> 47"H Panel + Glass |
| <input type="checkbox"/> 53"H Panel + Glass | <input type="checkbox"/> 53"H Panel + Glass |
| | <input type="checkbox"/> 67"H Panel + Glass |

c. Partial Glazed Stackers

*Specify Panel Type, Total Height and Panel vs. Glass Height

- | | | |
|--|---|--|
| <input type="checkbox"/> 1. Fabric | <input type="checkbox"/> 2. Acoustic | <input type="checkbox"/> 3. *Fabric Tackable |
| <input type="checkbox"/> 53"H TOTAL (39"H Panel + SG14) | *Only available in 53", 67" & 85" | |
| <input type="checkbox"/> 67"H TOTAL | <input type="checkbox"/> 67"H TOTAL (53"H Panel + SG14) | |
| <input type="checkbox"/> 39"H Panel + SG14 + SG14 | | |
| <input type="checkbox"/> 47"H Panel + SG20 | <input type="checkbox"/> 85"H TOTAL | |
| <input type="checkbox"/> 53"H Panel + SG14 | <input type="checkbox"/> 53"H Panel + SG14 + SG18 | |
| | <input type="checkbox"/> 67"H Panel + SG18 | |
| <input type="checkbox"/> 85"H TOTAL | | |
| <input type="checkbox"/> 39"H Panel + SG14 + SG14 + SG18 | | |
| <input type="checkbox"/> 53"H Panel + SG14 + SG18 | | |
| <input type="checkbox"/> 67"H Panel + SG18 | | |

d. Modular Walls

*Specify Total Height and/or Panel Height vs. Stacker

- | | | |
|---|---|--|
| <input type="checkbox"/> 95"H TOTAL | <input type="checkbox"/> 99"H TOTAL | |
| <input type="checkbox"/> Monolithic | <input type="checkbox"/> 85H Panel + SG14 | |
| <input type="checkbox"/> 85H Panel + SF10 | <input type="checkbox"/> 85H Panel + SF14 | |
| <input type="checkbox"/> 103"H TOTAL | <input type="checkbox"/> 107"H TOTAL | <input type="checkbox"/> Ceiling Channel |
| <input type="checkbox"/> 85H Panel + SG18 | <input type="checkbox"/> Monolithic | |
| <input type="checkbox"/> 85H Panel + SF18 | <input type="checkbox"/> 85H Panel + SG22 | |
| | <input type="checkbox"/> 85H Panel + SF22 | |
| <input type="checkbox"/> Door Panel | | |
| <input type="checkbox"/> 85H Left Swing | | |
| <input type="checkbox"/> 85H Right Swing | | |

e. Universal PGHM Mullions

- Glass
- Fabric
- Frosted
- Clear

STANDARD DESIGN CHECKLIST

PEDESTALS

Structural: QTY/Station: _____

- Box/Box File _____
 - 20"D Square Pull
 - 23"D Full Pull
 - 21"D Full Pull

- File/File _____
 - 20"D Square Pull
 - 23"D Full Pull
 - 21"D Full Pull

Mobile: QTY/Station: _____

- Box/Box File _____
 - Square Pull
 - Full Pull
 - Full Pull Budget
- File/File _____
 - Square Pull
 - Full Pull

Seat Cushion _____

Freestanding: QTY/Station: _____

- Box/Box File _____
- File/File _____
- Seat Cushion _____

ACCESSORIES

Task Lights QTY/Station: _____

- LED _____

Tack Boards QTY/Station: _____

- A-Style _____
- B-Style _____

Paper Management QTY/Station: _____

- Binder Holder _____
- Paper Tray _____
- Diag. Paper Tray _____

Modesty Panels

- Standard Modesty
- PGHM Modesty
- Desk Screen Dividers

LATERAL FILES

of Drawers: _____ Width: (30, 36, 42) _____

- 2 _____
- 3 _____
- 4 _____
- 5 _____

Note: 2 Drawer 30"W lateral file has option of square pull or full pull. All other lateral files are full pull only.

OVERHEAD STORAGE

- Flipper Door Unit** QTY/Station: _____ Width: (24, 30, 36, 42, 48, 60) _____
 - A Style _____
 - B Style _____
 - Painted _____
- Shelf** QTY/Station: _____ Width: (24, 30, 36, 42, 48, 60) _____
 - A Style _____
 - B Style _____
- Half Height Shelf** QTY/Station: _____ Width: (24, 30, 36, 42, 48, 60) _____
 - A Style _____
 - B Style _____
- All Metal** QTY/Station: _____ Width: (24, 30, 36, 42, 48, 60) _____
 - Sliding Door _____
 - Half-Height Shelf _____
- Overhead Sliding Door** QTY/Station: _____ Width: (24, 30, 36, 42, 48, 60) _____
 - Standard Fabric Door Metal Door _____
 - Upmount Fabric Door Metal Door _____

SIT STANDS

Type	Quantity:	Top Width:	Top Depth:
<input type="checkbox"/> Straight Base	_____	(42, 48, 60, 66, 72, 78)	(24, 30, 36)
<input type="checkbox"/> 90° Float Leg	_____	(42, 48, 60, 66, 72, 78)	(24, 30)
<input type="checkbox"/> Extended L Base	_____	(60, 66, 72)	(24, 30 - short) (36, 42, 48 - long)
<input type="checkbox"/> 120° Base	_____	(42/42, 48/48, 60/60)	
<input type="checkbox"/> Emerge II	_____		
<input type="checkbox"/> Laptop Desk Riser	_____		
		<input type="checkbox"/> Computer Desk Riser	_____

Power Accessories

- Data/Power Unit
- Covered Data/Power Unit
- Recessed Power Strip
- Single Pop Up Dock
- Dual Pop Up Dock
- Clamp Power Duplex (no USB)
- Clamp Power Duplex (w/ USB)
- Wireless Phone Charger

Keyboard Sets

- Value Set
- Value Set Extended
- Best Set
- Best Set Extended
- Adj Height Table Set

Additional Accessories

- Marker Board Specify Size: _____
- Pencil Drawer
- Tablet Arm
- Coat Hook (Plastic BU)
- Coat Hook Universal (Metal CH.U)
- Easy Cinch CPU Holder
- Metal CPU Holder
- CPU Trolley

Monitor Arms

- TREX Single Clamp Mount
- TREX Dual Clamp Mount
- TREX Single Grommet Mount
- TREX Dual Grommet Mount
- OPS-101 Single Mount (Clamp/Grommet)
- OPS-201 Dual Mount (Clamp/Grommet)
- OPS-101-BUDGET Single Mount (Clamp/Grommet)
- OPS-201-BUDGET Dual Mount (Clamp/Grommet)

STANDARD DESIGN CHECKLIST

DESKING COMPONENTS

LOW STORAGE, METAL, FULL PULL

- Two Drawer-Metal _____ QTY/Station:
- 30"W
 - 36"W
 - 42"W
- Open Shelf-Metal _____
- 30"W
 - 36"W
 - 42"W
- Sliding Door-Metal _____
- 30"W
 - 36"W
 - 42"W

STORAGE TOWERS, METAL

- Storage Tower-Metal _____ QTY/Station:
- 37"H Storage Tower
 - 51"H Storage Tower, Right
 - 51"H Storage Tower, Left
 - 63"H Storage Tower
- Metal Storage Cabinet _____ w/ Sliding Door
- Sliding Door is available in Metal or Fabric:
1. Metal 2. Fabric
- 24"W
 - 30"W
 - 36"W
 - 42"W
 - 48"W
 - 60"W
- Upmount Sliding Door-Metal _____
- Sliding Door is available in Metal or Fabric:
1. Metal 2. Fabric
- 24"W
 - 30"W
 - 36"W
 - 42"W
 - 48"W
 - 60"W

OPTIONS FOR LOW STORAGE

- Laminate Top _____ QTY/Station:
- 30"W
 - 36"W
 - 42"W
 - 48"W
 - 60"W
 - 66"W
 - 72"W
- Seat Cushion _____ QTY/Station:
- 30"W
 - 36"W
 - 42"W
 - 48"W
 - 60"W
 - 66"W
 - 72"W

PEDESTAL, METAL

- Low Metal Box/File- Full Pull _____ QTY/Station:
- Mobile
 - Stationary
- Mobile:
- Box/Box File _____
- Square Pull
 - Full Pull
 - Full Pull Budget
- File/File _____
- Square Pull
 - Full Pull
- Seat Cushion _____

LEG OPTIONS

- Square Desk Leg _____ QTY/Station:
- Square H-Leg _____
- P-Leg _____
- Docking Leg _____
- 3"H Docking Leg w/ Adjustable Glide for Desking
NOTE: Used w/ laminate top.
 - 4-1/4"H Docking Leg-Extended for Desking w/Adjustable Glide for Desking
NOTE: Used w/ metal top.
- Additional Legs _____ QTY/Station: _____
Please specify: _____

PLEASE ADD ANY ADDITIONAL NOTES: