TILE DESIGN CHECKLIST openplan



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 lavout.

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 844.0PS.0PS1 x8129 mmartin@openplan.com

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SKETCH PAD

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

TILE DESIGN CHECKLIST OPENDIAN SYSTEMS

GENERAL INFORMATION



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

THE OPTIONS

GENERAL IN ONMATION	TIEL OF HORO
Dealer:	SPINE
Project Name:	*Monolithic OPS2 Tile System
Requested Due Date:	*If Monolithic, Specify Panel Type and Height
	Fabric Acoustic Fabric Tackable
PROGRAM OPTIONSBASE OPTIONS	☐ 32"H ☐ 53"H ☐ 53"H ☐ 62"H ☐ 62"H
Signature Grade 1 Razor Base	47"H 67"H 67"H
Signature Grade Standard Base	☐ 53"H ☐ 85"H ☐ 85"H
<u> </u>	☐ 62"H ☐ 103"H
WORKSTATION SIZE & QUANTITY	☐ 67"H ☐ 85"H
Check Size: Specify Quantity:	*Our OPS2 Tile System is fully compatible with our OPS2
	Panel System and utilizes the same connectors. When specifying our tile system, we recommend using a mono-
	lithic spine and tiled wings.
	WINGS
	*Monolithic OPS2 Tile System
5' x 6'	*If Monolithic, Specify Panel Type and Height
6' x 6'	Fabric Acoustic Fabric Tackable
6' x 7'	☐ 32"H ☐ 53"H ☐ 53"H
6' x 8'	☐ 39"H ☐ 62"H ☐ 62"H
7' × 7'	47"H
	62"H
	85"H
Other	☐ 103"H
-	
POWER	
Check as applicable:	
Base Power Data Punch	
Ceiling Power (2x2) Data Pole (2x2)	
Ceiling Power (4x4) Data Pole (4x4)	
Power down the spine Match Existing V1 or V2	
See layout showing power	
Receptacles QTY/Station Grommets QTY/Station	
REC/A GRCUT	
REC/B Scallop	
REC/C	
REC/D	
WORK SURFACE	
Options Corner	
24" Depth Standard Corner Extended Corner	
30" Depth Curvilinear Corner Extended Curvilinear Corner	
36" Depth Straight Corner	

TILE DESIGN CHECKLIST openplan sysiems



PEDESTALS	LATERAL FILES	OPS SEATING	
Structural: QTY/Station:	# of Drawers: Width: (30, 36, 42)	Chair	Quantity:
Box/Box File	3		
20"D Square	□ 3 <u> </u>		
Pull 23"D Full Pull	□ -		
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	OVERHEAD STORAGE		
23"D Full Pull	Flipper Door Unit QTY/Station	n: Width: [24, 30, 36, 42, 48, 60]	Shelf QTY/Station: Width: (24, 30, 36, 42, 48, 60)
21"D Full Pull	A Style		A Style
Mobile: QTY/Station:	B Style		B Style
Box/Box File	Painted	_	
Square Pull		Width -	Width
Full Pull	Half Height Shelf QTY/Statio	n: Width: Al	I 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			Width
Full Pull	☐ Overhead Sliding Door	QTY/Station	Width: : (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 Do	epth:
Seat Cushion	Straight Base	(42, 48, 60, 66, 72, 78) (24, 30, 3	
	90° Float Leg		
	Extended L Base	(42, 48, 60, 66, 72, 78) (24, 30)	
		(60, 66, 72) (24, 30 -	short) (36, 42, 48- long)
	120° Base	(42/42, 48/48, 60/60)	
	Emerge II		
ACCESSORIES	Laptop Desk Riser	Computer Desk Riser	<u></u>
Task Lights QTY/Station:	Power Accessories Addition	onal Accessories	Monitor Arms
LED	Data/Power Unit Mark	ker Board Specify Size:	TREX Single Clamp Mount
Tack Boards QTY/Station:	Covered Data/Power Unit Pend	cil Drawer	TREX Dual Clamp Mount
A-Style		et Arm	TREX Single Grommet Mount
B-Style		t Hook (Plastic BU)	TREX Dual Grommet Mount OPS-101 Single Mount (Clamp/Grommet)
Paper Managment QTY/Station:	Clamp Power Dupley (no USB)	Hook Universal (Metal CH.U)	OPS-201 Dual Mount (Clamp/Grommet)
Binder Holder	Clamp Power Duplex (w/ USB)	y Cinch CPU Holder	OPS-101-BUDGET Single Mount (Clamp/Gromme
Paper Tray	Wireless Phone Charger	al CPU Holder Trolley	OPS-201-BUDGET Dual Mount (Clamp/Grommet)
Diag. Paper Tray	Keyboard Sets	Trottey	
	Value Set		
Modesty Panels Standard Modesty	Value Set Extended		
Ottaildala Modesty	Best Set		
PGHM Modesty	Best Set Extended		
Desk Screen Dividers	Adi Height Table Set		

STANDARD DESIGN CHECKLIST openplan sysiems

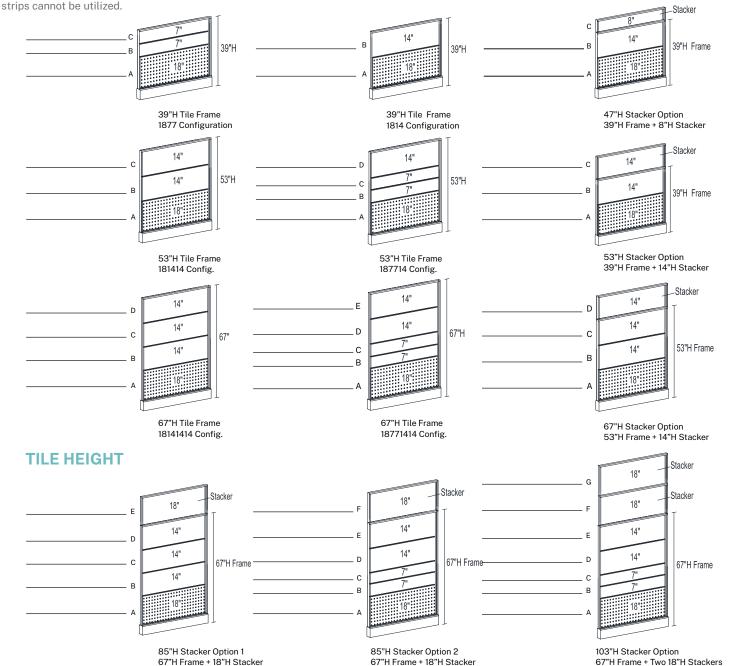
DESKING COMPONENTS

LOW STORAGE, METAL, FULL PULL	OPTIONS FOR LOW STORAGE
QTY/Station: Two Drawer-Metal	QTY/Station: QTY/Station: QTY/Station: QTY/Station:
☐ 30″W	☐ 30"W
☐ 36"W	☐ 36"W ☐ 36"W
	42"W 42"W
42"W	48"W 48"W
	60"W 60"W
Open Shelf-Metal	☐ 66"W ☐ 66"W
30"W	72"W 72"W
36"W	PEDESTAL, METAL OTY/Station:
42"W	PEDESTAL, METAL QTY/Station:
	Low Metal Box/File- Full Pull
Sliding Door	Mobile
Metally 2001	Stationary
36"W	Mobile: □
42"W	☐ Box/Box File
	Square Pull
STORAGE TOWERS, METAL	Full Pull
QTY/Station:	Full Pull Budget
Storage Tower-Metal	File/File
37"H Storage Tower	
51"H Storage Tower, Right	Square Pull
51"H Storage Tower, Left	Full Pull
63"H Storage Tower	Seat Cushion
Ustal Otana and Oslaina t	I FO OPTIONS
Metal Storage Cabinet w/ Sliding Door	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/Statio
24"W	
30"W	Square H-Leg ————————————————————————————————————
36"W	P-Leg
42"W	
48"W	Docking Leg
60"W	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 for Desking w/Adustable Glide for
Sliding Door is available in Metal or Fabric: 1. Metal 2. Fabric	Desking
	NOTE: Used w/ metal top.
30"W	DI FACE ADD ANY ADDITIONAL MOTEO
36"W	PLEASE ADD ANY ADDITIONAL NOTES:
42"W	
48"W	
60"W	

LE DESIGN CHECKLIST open plan



Please fill out the below information as thoroughly as possible in order for us to accurately and efficiently complete your design requests. NOTE: Reveal strips come standard tiles between our tiles, thus providing a finished look. However, when combining paint and fabric tackable tiles, reveal



TILE FINISH OPTIONS

Perforated Painted Metal (PPMT)

Our 18" bottom tile comes standard with perforated paint unless otherwise specified. Perforated painted tiles are available on 18" bottom tile only.

Fabric Tackable Acoustic (FTA)

Our standard fabric tiles are tackable acoustic. Choose from any of our standard fabric selections.

Laminate (LAM)

Four standard laminate options are available.

Glass (G/OT or G/OM)

Our glass tiles come standard with glass on one side and an open frame on the other. Glass on a top tile is denoted G/OT and glass on a middle tile is denoted G/OM. Glass cannot be used on 7" tiles or 8" stacker tiles.

Painted Metal Tile (PMT)

All standard paint options are available.

Open Tile (O/O)

Open tiles consist of open frames on both sides of the tile frame, thus allowing for open access. Open tiles can be used in the stacker or bottom position.

	1
Tile Height	Finish Options
7"	PMT FTA LAM
8" Stacker	PMT FTA LAM
14"	PMT FTA LAM G/OM (if tile is in middle) G/OT (if tile is on top) O/O
18"	PPMT (18" bottom tile only) PMT FTA LAM O/O