


Lincoln Faculty and Staff
PART 1 - GENERAL
1.1 SUMMARY

- A. This section outlines the approved furniture manufacturers and standards for Lincoln faculty and staff selecting furniture for their spaces. See DIVISION 12 of Lincoln University Specifications for further requirements if working with an interior design specialist or furniture representative. Before furniture is procured, the furniture selection should be reviewed by Facilities & Program Management (FPM). If the preferred furniture manufacturer is not listed, please contact FPM.

1.2 REFERENCES

- A. Cooperative Purchasing Agreements: Costars, Omnia, PA State Contract, etc.

1.3 COORDINATION

- A. Contact Facilities & Program Management (FPM) for layout ideas, inventory checks, and integration of new furniture with existing spaces.

1.4 SUBMITTALS

- A. **Inventory Plan:** Before making new purchases, inquire with FPM about existing inventory that may be repurposed.
- B. **Procurement Plan:** Include delivery, installation, and asset tagging plans with procurement requests.

PART 2 - ACCEPTABLE FURNITURE MANUFACTURERS
2.1 MANUFACTURERS

- A. The following manufacturers are approved based on their quality, affordability, and compliance with cooperative pricing agreements:

2.1.1 OFM

- A. **Overview:** Leading manufacturer of office furniture.
- B. **Product Range:** Modular workstations, desks, seating, and collaborative furniture.
- C. **Website :** [OFM Furniture](#)

2.1.2 Global Furniture Group

- A. **Overview:** Offers versatile modular furniture solutions.
- B. **Product Range:** Desks, cubicles, seating, and conference furniture.
- C. **Website:** [Global Furniture Group](#)

2.1.3 HON

- A. **Overview:** Established brand known for high quality and customer service.
- B. **Product Range:** Modular furniture systems, desks, workstations, and seating.
- C. **Website:** [HON](#)

2.1.4 KI

- A. **Overview:** Specializes in furniture for educational environments.
- B. **Product Range:** Lounge seating, collaborative furniture, and classroom solutions.
- C. **Website :** [KI](#)

2.1.5 Teknion

- A. **Overview:** Renowned for high-quality commercial furniture.
- B. **Product Range:** Workstations, seating, and conference furniture.
- C. **Website:** [Teknion](#)

2.1.6 NBF (National Business Furnishings)

- A. **Overview:** Known for quality products and excellent service.
- B. **Product Range:** Lounge seating, desks, and office accessories.
- C. **Website:** [NBF](#)

2.1.7 Exceptions:

- A. **Chair Manufacturers:** Please inquire with FPM for most recent list.

PART 3 - ORDER SIZE DEFINITIONS

3.1 ORDER CATEGORIES

- A. Orders are categorized as follows:
 - 3.1.1 **Small Order:** 1 to 5 pieces of furniture.
 - 3.1.2 **Medium Order:** 6 to 15 pieces of furniture.
 - 3.1.3 **Large Order:** 16 or more pieces of furniture.

PART 4 - REVIEW PROCESS

4.1 REVIEW OF ALL ORDERS

- A. Before Procurement of any FF&E orders:
 - a. Orders must be reviewed by Facilities & Program Management (FPM) **prior to procurement.**
 - b. Submit the list of proposed furniture items, including quantities and specifications, to FPM for assessment.
 - c. Allow adequate time for review and response from FPM.

4.2 INQUIRIES FOR LAYOUT IDEAS

- A. Contact FPM for assistance with layout ideas to optimize space utilization before making new purchases.

PART 5 - PROCUREMENT PLANNING

5.1 PROCUREMENT REQUIREMENTS

- A. At the time of procurement, submit a plan that includes:
 - 5.1.1 **Delivery Plan:** Anticipated delivery dates and logistics.
 - 5.1.2 **Installation Plan:** Details of the installation process and responsibilities.
 - 5.1.3 **Asset Tagging:** A plan for how new assets will be tagged for tracking and management and reported to Fiscal Affairs.

PART 6 - GUIDELINES FOR SELECTING COMMERCIAL-GRADE FURNITURE

6.1 SELECTION CRITERIA

- A. Faculty and staff should adhere to the following guidelines to choose appropriate commercial-grade furniture:
 - 6.1.1 **Durability** - Select furniture designed to withstand heavy usage and frequent wear. Look for materials that are resistant to scratches, stains, and fading.
 - 6.1.2 **Construction**
 - Ensure the furniture is constructed with sturdy materials and reinforced joints for longevity. Review product descriptions for details regarding construction methods and materials used.
 - 6.1.3 **Warranty**
 - Opt for products that include a comprehensive warranty period. A minimum of five years is required, reflecting the manufacturer's confidence in the durability and quality of their products.
 - 6.1.4 **Certifications**
 - Look for products that have been tested and certified by organizations such as BIFMA (Business and Institutional Furniture Manufacturers Association) or ANSI (American National Standards Institute) to ensure compliance with safety and durability standards.

6.2 SELECTION PROCESS

- A. Contact Facilities & Program Management for exact specifications

END OF SECTION

By following the outlined procedures, utilizing the approved manufacturers, and adhering to the guidelines for selecting commercial-grade furniture, faculty and staff can ensure that their furniture selections meet the requirements of Lincoln University and create a functional, aesthetically pleasing environment for their respective departments. For any questions or further assistance, please contact Facilities & Program Management. Thank you for your cooperation in adhering to these standards.