

## Policy

<b>Policy Title:</b>	Furnishing Standards				
<b>Policy Number:</b>	DHS-030-003	<b>Version:</b>	2.0	<b>Effective Date:</b>	01/10/2006

DHS Chief Administrative Officer

01/10/2006

Approved By: (Authorized Signer Name)

Date Approved

### Overview

#### **Description:**

Policy defines size, standard accessories, and layout of workspaces furnished with modular furniture.

#### **Purpose/Rationale:**

DHS intends to provide office workspaces that are functional, ergonomically sound, and lend themselves to completion of assigned job duties. DHS also intends to practice good stewardship by developing a comprehensive initial furniture layout. We encourage relocations of staff to occur within the existing layout.

#### **Applicability:**

Applies to all DHS offices, leased or owned, that are fitted with modular style furniture.

#### **Failure to Comply:**

Failure to comply with this policy and associated policies, standards, guidelines, and procedures may result in disciplinary action up to and including dismissal from state service for employees.

### Policy

1. **General.** Workspaces will be designed for efficiency of work and stewardship of resources.
  - a. Office of Facilities staff is responsible for design and redesign of standard workspaces. Design of workspaces is accomplished in consultation with the program manager or their designee.
  - b. Workspaces will be built in a consistent and uniform manner, and in compliance with applicable DAS standards.

- c. Workspaces that require non-standard configurations or equipment will that fall outside of the standard will be designed by the Office of Facilities staff and in conjunction with the program manager or their designee so as to best fit their needs (see Exceptions).

**2. Standard workspace (Modular furniture-maximums)**

- a. Size for standard workspace:

Size	Staff Position
6' x 6' or 6' x 8'	Field worker/data entry
6' x 8' or 8' x 8'	Support staff
8' x 8'	Staff/volunteers not interviewing desk side
8' x 12'	Staff/volunteers who do desk side interviewing
8' x 12'	Manager
12' x 12'	Deputy Director or Assistant Director
10' x 16'	Director

- b. Equipment for standard workspace:

- A. 1 corner work surface
- B. 2 work surfaces
- C. 1 keyboard tray
- D. 1 pencil tray
- E. 1 pedestal file
- F. 2 book shelves
- G. 1 voice jack
- H. 1 data jack

- c. Other accessories may be purchased by programs as needed and as program budgets allow. They include: tool bars, trays, task lights, flipper door, tack boards, lateral files, additional shelves, and additional voice or data wiring. All installations must be scheduled through the Office of Facilities.

- d. All cubicles will be configured consistently, with a corner work surface and 2 lateral work surfaces (one work surface on each side of the corner surface).

- A. Example: In an office predominately furnished with straight edged work surfaces, changes or additions should be done with similar furniture. The same applies to radius edged work surfaces.

**3. Considerations in design**

- a. Workspaces will be designed for efficiency of work and stewardship of resources. To the extent possible, system furniture layouts shall be standardized, utilizing consistent design and components, to minimize future reconfiguration costs and allow the relocation of staff without the movement of furniture. Quadrangular (open) work areas will be designed for efficiency of work teams/clusters. Staff is encouraged to use interview/conference rooms for confidential conversations.

- b. Furniture of choice is Herman-Miller Systems furniture; Medium Tone (MT) finish and purple/gray fabric will be used in new offices and remodels when economically feasible. Warehouse stock furniture will be used before new product is purchased and installed. Ethospace reception stations will be used if the Herman-Miller product does

not fit. Some offices may have systems furniture other than Herman-Miller. In those offices, the same type of furniture will be used for reconfigurations and remodels.

4. Responsibilities for moving or reconfiguring workspace
  - a. Office of Facilities staff or approved contractors are the only persons allowed to install, move or dismantle systems furniture. Office of Facilities Management must approve all reconfigurations.
  - b. Staff should not attempt to modify their own work areas or modular furniture due to safety and installation-warranty reasons.
5. Exceptions
  - a. Office of Facilities Management will determine exceptions to this policy.
  - b. DHS Office of Human Resources will determine medical or ADA exceptions.

### **Procedure(s) that apply:**

None

### **Form(s) that apply:**

None

### **Definition(s):**

**Corner work surface:** - Lateral surface that is adjoined by two walls & has a cut out for a keyboard tray and chair.

**Flipper door:** - Lockable door that provides access to books or files.

**Herman Miller:** - Modular furniture manufacturer.

**Lateral file:** - Large 2, 3, 4, or 5-drawer file cabinet

**Modular furniture:** - Furniture that is made up of components: walls, work surfaces, corners, shelves and accessories.

**Pedestal file:** - Small 2 or 3-drawer personal file

**Steel Case:** - Modular furniture manufacturer

**Task Lighting:** - Shelf mounted fluorescent lighting

Also see [Common Terms](#) for department-wide support services policies

### **Reference(s):**

None

## Contact(s):

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## Policy History:

- **Version 2.0:**

- 03/02/2006 - Administrative correction changes paragraph 5.b. from DHS Safety & Health to DHS Office of Human Resources.
- 01/10/2006 - Purpose and rationale statements updated; furniture design consistency is further clarified; and exception processes are included.

- **Version 1.0:**

- 02/15/2002 Initial Release

## Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

