

Department for Environment, Food and Rural Affairs

Government Buying Standard for Office Furniture¹

Version	Date	Notes
4.0	June 2014	Revisions requiring reuse of furniture from within Government before new furniture purchases are made. All new purchases of standard furniture should be refurbished furniture if available, or from a core list of standard items designed to facilitate reuse and refurbishment, with manufacturers making available technical details (e.g. CAD diagrams to facilitate refurbishment of desk tops). Hazardous chemicals criteria simplified to facilitate implementation.
3.0	July 2010	Complete revision of specifications
2.0	April 2009	Introduction of the UK Timber Procurement Policy
1.0	May 2008	Introduction of Best Practice Specification and EU Green Public Procurement criteria

Procurers should ensure that they have maximised Value for Money over the whole life of the furniture. As an overarching principle, value for money, should be considered at each stage of the procurement process. With this in mind, the following procedure must be used when considering procurement of furniture:

1) Reuse existing office furniture²

This procedure shall be followed:

- a) Challenge the need for procurement. The redeployment of furniture underused in other areas of your organisation shall be considered first (assuming offices are located reasonably near each other)
- b) When moving premises, primary consideration shall be given to reusing currently existing furniture; this may be sourced either from the original location or left by previous tenants at the new location.
- c) Where internal stock is not sufficient to meet the requirements, (or you have stock that is no longer required), use the Crown Commercial Service's reuse service website <http://ccs.cabinetoffice.gov.uk/i-am-buyer/reuse> to identify spare furniture stock in other government organisations.

Note: the wider public sector can use this service or there may be similar services within sectors³.

2) Use refurbished⁴ furniture

Where 1) cannot be achieved this procedure shall be followed:

- a) Consider refurbishment of existing departmental furniture stock or, failing this, spare furniture stock in other government organisations - see para 1 (c) above.

¹ A Procurers' note has been produced with further details of these requirements.

² It is recognised that where a Department has entered into a service contract they may not be in a position to contribute to a cross-Government pool of furniture. Such Departments should however still look to conform to other aspects of the GBS.

³ Further and higher education establishments can use Procureweb, available at <http://xchange.procureweb.ac.uk/>

⁴ See Procurer's Note for the definition of furniture refurbishment used for this GBS. As at the time of publication, the Crown Commercial Service's framework does not allow the purchase of refurbished furniture, only the refurbishment of existing furniture which is under Lot 4 of RM1501 (<http://ccs.cabinetoffice.gov.uk/contracts/rm1501>). It is hoped that the next iteration of the framework will include refurbished furniture. In the interim it is accepted that this may not be feasible for Departments. A Department may however, procure refurbished furniture through their own routes, if they can demonstrate the business case (see Procurers' note). Such a business case could be strongly supported by evidence from WRAP in a 2013 consultation with industry stakeholders (yet to be published). Through this work the resale value of re-manufactured products has been estimated to be between 30-60% of the original price.

b) Procure refurbished furniture.

3) Procure furniture from the GBS core items list

a) Where 2) cannot be achieved in an economically viable way (considering whole life costs), then procurement shall be made using the GBS Core items List, set out in Appendix B. This is to consolidate spend across Government with the aim of reducing costs and to facilitate subsequent reuse of furniture across the Government Estate. The list will be subject to periodic review.

b) All purchased furniture shall meet the mandatory Technical Specifications set out in Appendix A of the GBS for furniture.

Appendix A also identifies optional best practice criteria which are aspirational and for which no cost benefit analysis has been undertaken.

In addition, there are award criteria (mandatory and best practice) for use in evaluating tenders or bids received via further competitions undertaken via the use of existing frameworks (i.e. Crown Commercial Service RM1501).

4) Procure non-standard furniture using the criteria in Appendix A

Where 3) cannot be achieved (the furniture procurement is for a non-standard item) then procurement shall be made following the mandatory Technical Specifications and mandatory Award Criteria set out in Appendix A of the GBS for furniture where applicable. Appendix A also identifies optional best practice criteria which are aspirational and for which no cost benefit analysis has been undertaken.

Under the Greening Government Commitments, Departments will be asked to report on compliance with the GBS, including questions on reuse and refurbishment policy.

APPENDIX A: GBS Criteria for new furniture

Verification: Upon award suppliers must provide verification as per the table below. Prior to that bidders will need to declare that they will be able to comply.

Impact area	Mandatory – Technical Specifications
Green design	
Design for reuse, refurbishment and repair	<p>All procured furniture must be designed for disassembly to facilitate reuse, refurbishment, repair and ultimately recycling, either in part or as a whole.</p> <p>Verification: Suppliers must provide technical documentation that demonstrates that their product can be disassembled with standard tools, thereby allowing reuse, refurbishment, repair and recycling of components.</p>
Spare Parts	<p>Components and spare parts will be made available by the supplier for at least 5 years after sale to extend the product’s lifetime through repair, as far as reasonably practical.</p> <p>Verification: Suppliers must provide appropriate documentation to demonstrate compliance with these standards.</p>
CAD Diagrams	<p>All furniture manufacturers must make available to the contracting authority details of their table tops. This should be in the form of CAD diagrams that show the location of screw holes and desk top sizes to facilitate the refurbishment of the desk top.</p> <p>Verification: The supplier must provide a CAD diagram (to the Contracting Authority), output to a PDF, showing information on the dimensions of the table top along with how and where fixings are applied.</p>
Plastic parts	<p>Plastic parts of greater than 50g in weight shall be marked for recycling according to ISO 11469 or an equivalent and must not contain additions of other materials that may hinder recycling.</p> <p>For such parts of 50g in weight or more, where a marking will adversely affect the consumer acceptance and aesthetic reasons, information regarding recycling may be included in the user’s manual or similar literature.</p> <p>Verification: Suppliers should provide evidence that plastics included within the product are clearly labelled for recycling. Alternatively, this information should be included within the User’s Manual or similar literature. Suppliers should also declare where materials within the product may hinder recycling.</p>
Durability, reparability, fitness for use and ergonomics	<p>All furniture must comply with the relevant UK technical and quality standards, or equivalent, for serviceability, as given in FIRA’s “Technical Requirements for Furniture. Produced for Defra by FIRA International Ltd⁵. October 2011”.</p> <p>Verification: Suppliers must provide appropriate documentation to demonstrate compliance with these standards.</p>
Hazardous Chemicals	
Adhesives and glues	Where adhesives and glues are used, their VOC content shall not exceed 10%

⁵ <http://www.fira.co.uk/>

	<p>by weight.</p> <p>Verification: Suppliers must submit a list of all adhesives used in the assembly of furniture and their MSDS or equivalent documentation, demonstrating compliance with the criterion. Furniture carrying a Type 1 ecolabel will be deemed to comply. Suppliers should specifically ask to see either the Type 1 ecolabel or the section of the MSDS or other document that states the VOC content of the glue.</p>
Formaldehyde in panels	<p>The emissions of free formaldehyde from wood-based panels shall not exceed the E1 emissions limit as described in standard BS EN 13986: 2004 Wood-based panels for use in construction (referring to BS EN 312: 2003 Particleboards Specifications and BS EN 622-1 2003 Fibreboards Specifications for MDF).</p> <p>Verification: Suitable evidence, such as test reports, shall be supplied demonstrating compliance with this criterion and the standards quoted.</p>
Surface coatings of wood, plastic and/or metal parts	<p>The products used for surface coatings shall not contain:</p> <ul style="list-style-type: none"> ● more than 5% by volume Volatile Organic Compounds (VOCs) ● Alkylphenolethoxylates ● Isothiazolinone compounds ● PFAS (Perfluorinated alkyl sulfonates) ● Phthalates ● Heavy metals except as a siccative ● Volatile aromatic hydrocarbons ● Halogenated Organic Solvents that are considered by MSDS to be harmful to human health. <p>Verification: a declaration by the supplier demonstrating compliance with the criteria should be produced.</p>
Wood	
Wood and wood based materials	<p>Timber must be purchased in accordance with the UK Government's timber procurement policy. Only timber and timber products originating either from independently verified legal and sustainable sources or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner can be purchased.</p> <p>As an alternative, contracting authorities can demand recycled timber. Please refer to Timber Procurement Advice Note (TPAN) for the definition of recycled material.</p> <p>All wood used in furniture must have evidence from the supplier that the products they are delivering comply with the policy. This evidence should certify that the supplied products are derived from legal and sustainable sources or are FLEGT licensed. Further details of how to achieve this are available on CPET's website. www.cpet.org.uk</p> <p>Verification: Suppliers should provide evidence covering both the source of the timber (Chain of Custody) and proof that it is legally and sustainably managed, or licensed by the FLEGT (Forest Law Enforcement Governance and Trade) Voluntary partnership. This evidence can come in two forms, Categories A (forest certification) and B (other type of evidence), as set out in the UK Government Timber Procurement Advice Note. It and further advice are available at www.cpet.org.uk</p>

	Documentary evidence and independent verification also apply to recycled timber, but focus on the previous timber use rather than the forest source. Recycled timber shall be supported with evidence tracing the timber back to the previous use.
Textiles	
Textile materials and fabrics	<p>The products shall comply with the Government Buying Standards mandatory Technical Specifications criteria for textiles. See: http://sd.defra.gov.uk/documents/spec-textiles.pdf</p> <p>Verification: All products carrying the EU Ecolabel for textiles or a national or private label fulfilling the listed criteria will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body will also be accepted.</p>

Impact area	Mandatory for inclusion as Award Criteria ⁶
Product materials	<p>The tenderer should indicate the percentage by weight of recycled content and/or refurbished and reused components of wood based materials, plastics, and/or metals in the final piece of furniture.</p> <p>Verification: Suppliers must show documentation describing the percentage by weight of recycled, refurbished and reused content.</p>
	<p>The tenderer should demonstrate that they have a take-back scheme for repairing and refurbishing products or recycling for products that have reached the end of their useful lives.</p> <p>Verification: Suppliers must provide documentation to demonstrate that they have the capacity to meet this requirement.</p>
Padding materials	<p>Products that contain padding materials shall comply with the EU Ecolabel Mattress criteria. For flame retardants (FR) used in foams, both additive and reactive flame retardants are permissible.</p> <p>Verification: All products carrying the EU Ecolabel or a national or private label fulfilling the listed criteria will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body (EN ISO 17025 or equivalent certified) will also be accepted. Suppliers will ensure compliance with UK flammability legislation.</p>
Packaging Materials	<p>The tenderer should indicate the percentage by weight of recycled content in the packaging materials (plastic and cardboard).</p> <p>Verification: Suppliers must provide a list of different packaging materials, their weight and a declaration by the packaging producer(s) stating the percentage recycled content in their packaging material.</p>
	<p>The tenderer should demonstrate that their packaging system is designed to be reused for its original purpose.</p>

⁶ the procurement process must involve assessment against the mandatory Award Criteria. It is not mandatory that the criteria are met for award.

	<p>Verification: Suppliers must provide evidence in accordance with BS EN 13429: 2004 or equivalent. This states that the packaging should be able to do a significant number of trips under normal conditions of use without suffering significant damage upon loading and unloading; a system supporting packaging reuse is available. The packaging can be cleaned, washed and repaired as necessary, and still be able to perform its intended function without any risk to the health and safety of those doing so.</p>
	<p>The tenderer should demonstrate that the packaging material is clearly marked to aid recycling and disposal.</p>
	<p>Verification: Suppliers must provide evidence that they subscribe to The On-Pack Recycling Label Scheme and that they use appropriately sanctioned logos on their packaging.</p>

Impact area	Best Practice –Technical Specification
Padding materials	<p>The blowing agents of polyurethane foams (PUR-Foams) must not be HFC or methylene chloride.</p> <p>Verification: Suppliers must present a declaration by the foam manufacturer of compliance with this criterion.</p>

Impact area	Best Practice to include as Award Criteria
Textile materials and fabrics	<p>Organically produced cotton and other natural fibres used in textiles in furniture.</p> <p>Bidders must indicate the proportion of cotton and other naturally produced fibres used in the textiles by weight derived from organic production. To be considered as such, the fibre must be produced according to Regulation EC No 834/2007.</p> <p>Verification: Suppliers must provide evidence of the origin of the fibres used and the organic nature of their production, such as the EU Organic logo or other approved national logos for organic production.</p>
	<p>Bidders must indicate the proportion of the textile by weight made from recycled fibres, i.e. fibres originating only from cuttings for textiles and clothing manufacturers or from post consumer waste (textiles or otherwise).</p> <p>Verification: Suppliers must provide appropriate documentation indicating the proportion of the textile by weight made from recycled fibres. The supplier must also provide evidence of the origin of the recycled fibres used.</p>

Explanatory Note on the use of award criteria

Award criteria are additional criteria on which a contracting authority will base its award decision. As such, they are not pass/fail criteria, meaning that offers of products that don't comply with them may still be purchased, depending on their score on other award criteria, including price. To stimulate further market uptake of ever improved environmental products, award criteria that encourage better practice beyond the minimum standard of the technical specifications above should be considered. Procuring authorities can take into account the specific circumstances of the case and may wish to refine the award criteria they use.

Contracting authorities will have to indicate in the contract notice and tender documents how many additional points will be awarded for each award criterion. Environmental award criteria should, altogether, account for at least 10 and preferably 15 % of the total points available. Where the award criterion is formulated in terms

of “better performance compared to the minimum requirements included in the technical specifications”, points will be awarded in proportion to the improved performance.

When undertaking a Further Competition through an existing framework arrangement (i.e. Crown Commercial Service RM1501), then contracting authorities will need to indicate in the Invitation To Quote (ITQ) documentation the award criteria that will be used to evaluate bids.

The criteria used should clearly be capable of being linked back to the high level evaluation criteria which were used to award the framework agreement. With regards to environmental award criteria when undertaking a Further Competition through the Crown Commercial Service RM1501 framework, this can be specified under the Quality/Sustainability Aspects criteria.



Further information in relation to the award criterion for the Government Procurement Service RM1501 can be found via: http://ccs.cabinetoffice.gov.uk/sites/default/files/contracts/1070-12%20Furniture%20Customer%20Guidance%20notes%20RM1501_0.pdf

References / Further information:

- Defra provides a series of **free to use e-learning modules** covering key procurement categories designed to help practitioners achieve cost savings through using resources more efficiently and sending less waste to landfill. See: <http://sd.defra.gov.uk/advice/public/nsppp/sustainable-procurement/>
- WRAP may be able to offer support to Central Government departments in adopting specifications for the procurement of alternatives to new furniture, in line with the hierarchy of the GBS. See: <http://www.wrap.org.uk/category/sector/facilities-management>
- **GPP criteria - furniture:** - see the EU Green Public Procurement criteria: (http://ec.europa.eu/environment/gpp/pdf/toolkit/furniture_GPP_product_sheet.pdf)
- **GPP Criteria - textiles:** - see the EU Green Public Procurement criteria: <http://ec.europa.eu/environment/gpp/pdf/criteria/textiles.pdf>
- **Ecolabel for wooden furniture:** <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:320:0023:0032:EN:PDF> and <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:209:0062:0062:EN:PDF>
- **Ecolabel for mattresses:** <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:203:0065:0080:EN:PDF>
- **Ecolabel for textile products:** <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:197:0070:0086:EN:PDF>
- **Crown Commercial Service RM1501 Further Competition Award Criteria:** http://ccs.cabinetoffice.gov.uk/sites/default/files/contracts/1070-12%20Furniture%20Customer%20Guidance%20notes%20RM1501_0.pdf
- **The Furniture Reuse Network** helps the user locate the various charities in their area which can supply second-hand furniture. <http://www.frn.org.uk/>

Links are provided for information purposes only and departments should ensure any procurement of refurbishment/services is in accordance with their procurement rules.

Appendix B: GBS Core items list⁷

Item	Product	Example Image	Additional Comments	Technical Compliance	Rationale
Systems Desks					
1	1400mm (w) x 800mm (d), Straight Desk, Height Adjustable, Self-Levelling, Four Post Legs / "A" Frame or similar, Cable Management with 2 cable outlets, MFC or similar, Beech Finish, Desk top to be 25mm (+ /- 2mm) thick with 2mm / 3 mm edge, Frame finish silver RAL 9006		Modesty panels shall not form the strength and stability structure of the desk and offered as an optional extra.	BS EN 527-1:2011, BS EN 527-2:2002, BS EN 527-3:2003 or BS 4875-5:2009 / BS 6396:2008 / BS EN ISO 9241-5:1999	The 1400mm desk optimises the floor space within the government estate and will provide sufficient surface area for most working environments. The work surface can be extended by using a desk high pedestal. Savings are not only in the product but also in the smaller foot print reducing the office floor space. The limited specification, e.g. one frame colour and one top finish will assist supplier's stock holdings and should allow for larger production runs. This will lead to cost savings by aggregating demand.
2	1400mm (w) x 800mm (d), Straight Desk, Height Selectable, Four Post Legs / "A" Frame or similar, Cable Management with 2 cable outlets, MFC or similar, Beech Finish, Desk top to be 25mm (+ /- 2mm) thick with 2mm / 3 mm edge, Adjustable feet for levelling, Frame finish silver RAL 9006		Modesty panels shall not form the strength and stability structure of the desk and offered as an optional extra.	BS EN 527-1:2011, BS EN 527-2:2002, BS EN 527-3:2003 or BS 4875-5:2009 / BS 6396:2008 / BS EN ISO 9241-5:1999	This desk is as item 1 above as a height selectable option and will provide further savings when an adjustable height top is not required.

⁷ It should be noted that this list is different to what is referred to by Crown Commercial Service as core products

- 3 1400mm (w) x 800mm (d), Straight Desk, Four Post Legs / "A" Frame or similar, Cable Management with 2 cable outlets, MFC or similar, Beech Finish, Desk top to be 25mm (+/- 2mm) thick with 2mm / 3 mm edge, Adjustable feet for levelling, Frame finish silver RAL 9006



Modesty panels shall not form the strength and stability structure of the desk and offered as an optional extra.

BS EN 527-1:2011,
BS EN 527-2:2002,
BS EN 527-3:2003 or BS
4875-5:2009 / BS 6396:2008 /
BS EN ISO 9241-5:1999

This desk is as item 1 above without the height adjustable top and will provide further savings when an adjustable height top is not required.

Bench System

- 4 4 Way Bench Desk - 4x 1400mm (w) x 800mm (d) worksurface, Straight Desk, Self-Levelling feet, Beam Frame Construction, MFC Finish or similar, Beech finish, Height Selectable, Cable management, Post leg Frame or similar with setback central support, Desk top to be 25mm thick, 2mm edge, Frame finish silver RAL 9006



Screens to be fitted if required

BS EN 527-1:2011,
BS EN 527-2:2002,
BS EN 527-3:2003 or
BS 4875-5:2009 / BS
6396:2008 / BS EN ISO 9241-
5:1999

The 1400mm desk top optimises the floor space within the government estate and will provide sufficient surface area for most working environments. Shared componentry i.e cable management, underframe, will provide cost savings against the purchase of single standalone units. Savings are not only in the product but also in the smaller foot print reducing the office floor space. The limited specification, e.g. one frame colour and one top finish will assist supplier's stock holdings and should allow for larger production runs. This will lead to cost savings by aggregating demand.

- 5 6 Way Bench Desk - 6x 1400mm (w) x 800mm (d) worksurface, Straight Desk, Self-Levelling feet, Beam Frame Construction, MFC Finish or similar, Height Selectable, Cable management Post leg Frame or similar with setback central support, Desk top to be 25mm thick, 2mm edge, Frame finish silver RAL 9006



Screens to be fitted if required

BS EN 527-1:2011,
BS EN 527-2:2002,
BS EN 527-3:2003 or
BS 4875-5:2009 / BS
6396:2008 / BS EN ISO 9241-
5:1999

The 1400mm desk top optimises the floor space within the government estate and will provide sufficient surface area for most working environments. Shared componentry i.e cable management, underframe, will provide cost savings against the purchase of single standalone units. Savings are not only in the product but also in the smaller foot print reducing the office floor space. The limited specification, e.g. one frame colour and one top finish will assist supplier's stock holdings and should allow for larger production runs. This will lead to cost savings by aggregating demand.

- 6 4 Way Bench Desk - 4x 1400mm (w) x 800mm (d) worksurface, Straight Desk, Self-Levelling feet, Beam Frame Construction, MFC Finish or similar, Height Adjustable, Cable management, Post leg Frame or similar with setback central support, Desk top to be 25mm thick, 2mm edge, Frame finish silver RAL 9006



Screens to be fitted if required

BS EN 527-1:2011,
BS EN 527-2:2002,
BS EN 527-3:2003 or
BS 4875-5:2009 / BS
6396:2008 / BS EN ISO 9241-5:1999

The 1400mm desk top optimises the floor space within the government estate and will provide sufficient surface area for most working environments. Shared componentry i.e cable management, underframe, will provide cost savings against the purchase of single standalone units. Savings are not only in the product but also in the smaller foot print reducing the office floor space. The limited specification, e.g. one frame colour and one top finish will assist supplier's stock holdings and should allow for larger production runs. This will lead to cost savings by aggregating demand.

- 7 6 Way Bench Desk - 6x 1400mm (w) x 800mm (d) worksurface, Straight Desk, Self-Levelling feet, Beam Frame Construction, MFC Finish or similar, Height Adjustable, Cable management Post leg Frame or similar with setback central support, Desk top to be 25mm thick, 2mm edge, Frame finish silver RAL 9006



Screens to be fitted if required

BS EN 527-1:2011,
BS EN 527-2:2002,
BS EN 527-3:2003 or
BS 4875-5:2009 / BS
6396:2008 / BS EN ISO 9241-5:1999

The 1400mm desk top optimises the floor space within the government estate and will provide sufficient surface area for most working environments. Shared componentry i.e cable management, underframe, will provide cost savings against the purchase of single standalone units. Savings are not only in the product but also in the smaller foot print reducing the office floor space. The limited specification, e.g. one frame colour and one top finish will assist supplier's stock holdings and should allow for larger production runs. This will lead to cost savings by aggregating demand.

Desk Screens -

- 8 Desk Top Mounted Screen 1400mm (w) x 350mm (h), Pinnable without tool bar. Plain fabric. Camira Fabric Lucia or similar. Colour References, Red - Calypso YB106, Blue - Curacao YB089, Charcoal - Sombrero YB046



BS EN 1023-1:1997,
BS EN 1023-2:2000,
Fabric to satisfy Source 5
Medium Hazard

Desk screens are available in only in one size to accommodate the width of the desk. They are of a basic design with a pinnable surface. This will provide significant cost savings over the screens fitted with a tool bar.

Desk Screens - for Bench systems

- 9 Desk Top Mounted Screen 1400mm (w) x 350mm (h), Pinnable without tool bar. Plain fabric, Double skin panel construction, Camira Fabric Lucia or similar. Colour References, Red - Calypso YB106, Blue - Curacao YB089, Charcoal - Sombrero YB046

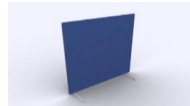


BS EN 1023-1:1997,
BS EN 1023-2:2000,
Fabric to satisfy Source 5
Medium Hazard

Desk screens are to accommodate the width of the Bench desk system. They are of a basic design with a pinnable surface. This will provide significant cost savings over the screens fitted with a tool bar.

Freestanding Screens

- 10 Freestanding Screen 1400 (w) x 1400mm (h), Pinnable without tool bar. Plain fabric. Camira Fabric Lucia or similar. Colour References, Red - Calypso YB106, Blue - Curacao YB089, Charcoal - Sombrero YB046



BS EN 1023-1:1997,
BS EN 1023-2:2000,
Fabric to satisfy Source 5
Medium Hazard

Floorstanding screens are available in only in one size to accommodate the width of the desk. They are of a basic design with a pinnable surface in order to provide savings.

Pedestals

- 11 Under-desk Mobile Pedestal, Steel carcass, 3 drawer, Lockable, Supplied with 1 Pencil Tray, 2 box drawers supplied with 1 divider in each and 1 filing drawer designed to facilitate filing pockets or alternatively supplied with a filing frame, 300 (w) x 570 (d) x 650 (h). Fitted with castors and anti-tilt mechanism. Steel carcass finish silver RAL 9006



BS EN 14073-2:2004,
BS EN 14073-3:2004,
BS EN 14074:2004

The under desk pedestal will be manufactured in steel for durability. Only one design of pedestal 300mm wide is offered to be used as an underdesk or desk-end pedestal, to ensure underdesk space requirements of 1200cm, in accordance with BS 527-1, are not compromised. One pedestal design will assist supplier's stock holdings and should allow for larger production runs. This will lead to cost savings by aggregating demand.

Meeting Tables

- 12 Rectangular Meeting Table. Top MFC or similar - beech finish 25mm (+/- 2mm) thick with a 2mm / 3mm edge, 4 Post Legs 1600mm (l) x 800mm (w) Frame finish silver RAL9006



Modular tables that can be used to provide various larger configurations

BS EN 15372:2008or
BS 4875-5:2009

The meeting tables are of a modular design allowing for various layouts to satisfy all meeting room requirements. The top is the same MFC beech finish as all the desking and will suite within the office. The limited range and specification will be fit for purpose and provide cost savings over the higher specified ranges with timber frames and timber veneered tops.

- 13 Semi Circular Meeting Table. Top MFC or similar - beech finish 25mm (+/- 2mm) thick with a 2mm / 3mm edge, 4 Post Legs 1600mm (l) x 800mm (w) Frame finish silver RAL9006








BS EN 15372:2008 or
BS 4875-5:2009


The meeting tables are of a modular design allowing for various layouts to satisfy all meeting room requirements. The top is the same MFC beech finish as all the desking and will suite within the office. The limited range and specification will be fit for purpose and provide cost savings over the higher specified ranges with timber

frames and timber veneered tops.

Office Storage (Steel)

14	4 Drawer Vertical Filing Cabinet c/w 2 Drawer Dividers per Drawer & Anti-tilt Device, Drawer design to be able to facilitate A4 size file pockets, Steel Carcass. Finish silver RAL9006		BS EN 14073-2:2004, BS EN 14073-3:2004, BS EN 14074:2004	Filing cabinets have been limited to either a 4 drawer or a 2 drawer and within the design the specification requires that the drawer is designed to accommodate filing pockets; this eliminates the need to purchase a separate filing cradle. This will assist supplier's stock holdings and should allow for larger production runs; this will lead to cost savings by aggregating demand.
15	2 Drawer Vertical Filing Cabinet c/w 2 Drawer Dividers per Drawer & Anti-tilt Device, Drawer design to be able to facilitate A4 size file pockets, Steel Carcass. Finish silver RAL9006		BS EN 14073-2:2004, BS EN 14073-3:2004, BS EN 14074:2004	
16	Steel Tambour Cupboard with 4 slotted shelves (Designed to hang file pockets) plus the base, with 4 shelf dividers. Tambour doors (side opening), 2000mm (h) x 1200mm (w) x 500mm (d) approx, 2 keys, lockable. Cupboard finish silver RAL 9006, Tambour finish silver		BS EN 14073-2:2004, BS EN 14073-3:2004, BS EN 14074:2004	Tambour cabinets have been limited to two sizes, 2000mm and 1200mm in height with slotted shelves and dividers to accommodate all office requirements. When there is a requirement for lateral filing staff will hang any file pockets from the underside of the shelf that will be designed for this use. This design eliminates the need to purchase pull out filing frames and provides cost savings. There are no cupboards with doors and the limited range will assist supplier's stock holdings and should allow for larger production runs.
17	Steel Tambour Cupboard with 3 slotted shelves (Designed to hang file pockets) plus the base, with 3 shelf dividers. Tambour doors (side opening), 1200mm (h) x 1000mm (w) x 500mm (d) approx, 2 keys, lockable. Cupboard finish silver RAL9006 Tambour finish silver		BS EN 14073-2:2004, BS EN 14073-3:2004, BS EN 14074:2004	
18	Steel Locker Personal, 4 compartment, lockable, 1800mm (h) x 300mm (w) x 450mm (d) Carcass finished in silver RAL9006 with door colours optional from supplier's range			The supply of personal lockers is to reduce the requirement for desk pedestals giving staff a secure place to hold their belongings. A bank of four lockers will provide considerable cost savings over supplying four pedestals. In addition the foot print will be reduced giving further savings.

Operator Chairs Band 2

19	Operator/Task Chair, High Back, Height adjustable back, Adjustable arms, Five star black plastic castor base, seat slide mechanism, Suitable for persons up to 150kg, Plain fabric Camira Fabric Xtreme Plus or similar. Colour References, Red - Calypso YS106, Blue - Curacao YS005, Charcoal - Sombrero YS046		BS EN 1335-1: 2000 BS 5459-2:2000+A2:2008, BS EN ISO 9241-5:1999, BS 7176:2007+A1:2011 (Medium Hazard)	Operator chairs are currently available in 4 bands depending on the functions required. Limiting the chair to a band 2 level with reduced functions is fully satisfactory for the vast majority of office based activities. The fabric colour choices are reduced which will provide considerable cost savings and will assist supplier's stock holdings and should allow for larger production runs. This will lead to cost savings by
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aggregating demand.

20 Operator/Task Chair (High Back) Height adjustable back, Without arms, Five star black plastic castor base, Suitable for persons up to 150kg, Plain fabric Camira Fabric Xtreme Plus or similar. Colour References, Red - Calypso YS106, Blue - Curacao YS005, Charcoal - Sombrero YS046



BS EN 1335-1: 2000
BS 5459-2:2000+A2:2008,
BS EN ISO 9241-5:1999,
BS 7176:2007+A1:2011
(Medium Hazard)

This is the same item as the Band 2 chair above and is supplied without arms providing additional savings when arms are not required.

Operator Chairs Band 3

21 Operator Chair, High Back, Height adjustable back, Adjustable arms, Adjustable Lumber Support, Seat and back tension adjustment, Seat tilt, seat slide mechanism, Five star black plastic castor base, Plain fabric Camira Fabric Xtreme Plus or similar. Colour References, Red - Calypso YS106, Blue - Curacao YS005, Charcoal - Sombrero YS046



BS EN 1335-1: 2000 BS 5459-2:2000+A2:2008, BS EN ISO 9241-5:1999,
BS 7176:2007+A1:2011
(Medium Hazard)

This chair is a Band 3 chair with more functions than the band 2 chair above. The fabric colour choices are reduced which will provide considerable cost savings and will assist supplier's stock holdings and should allow for larger production runs. This will lead to cost savings by aggregating demand.

22 Operator Chair, High Back, Height Adjustable Back, Without arms, Adjustable Lumber Support, Seat and Back Tension adjustment, Seat tilt, Five star castor black plastic base, Plain fabric Camira Fabric Xtreme Plus or similar. Colour References, Red - Calypso YS106, Blue - Curacao YS005, Charcoal - Sombrero YS046



BS EN 1335-1: 2000 BS 5459-2:2000+A2:2008, BS EN ISO 9241-5:1999,
BS 7176:2007+A1:2011
(Medium Hazard)

This is the same item as the Band 3 chair above and is supplied without arms providing additional savings when arms are not required.

Office Visitor / Meeting Room Chairs

23 Visitors Chair to suite with band 2 operator chair, Cantilever metal frame (Finished black), High Back, Without Arms, Plain fabric Camira Fabric Xtreme Plus or similar. Colour References, Red - Calypso YS106, Blue - Curacao YS005, Charcoal - Sombrero YS046 .



BS EN 13761:2002.
BS 7176:2007+A1:2011
(Medium Hazard)

Limiting the visitor / meeting room provides continuity in the office / meeting room areas and provides cost savings. The fabric colour choices are reduced which will provide considerable cost savings and will assist supplier's stock holdings and should allow for larger production runs. This will lead to cost savings by aggregating demand.

24

Restaurant Seating

25 Restaurant Chair, Medium back without arms, 4 Post Legs, Metal Framed, Timber shell/back and seat, Stackable. Finish silver RAL



BS EN 12520:2010

Only two designs of restaurant seating will be available, either with a plastic shell seat or a laminated ply seat shell. Restricting the requirement to two products will assist supplier's stock holdings and should allow for larger production runs. This will lead to cost savings by aggregating demand.

26 Restaurant Chair, Medium back without arms, 4 Post Legs, Metal Framed, Plastic shell/back and seat, Stackable. Finish silver RAL



BS EN 12520:2010

Restaurant Table

27 Rectangular Table, 4 Post legs, Laminate top 1400mm (w) x 800mm (d) approx. Finish silver RAL9006



BS EN 12521:2009

The table range design is of a basic specification and has been reduced to only four products. This allows for the aggregation of demand providing cost savings.

28 Square Table, 4 Post legs, Laminate top 800mm (w) x 800mm (d) approx. Finish silver RAL9006



BS EN 12521:2009

29 Circular Table, Laminate top, Trumpet Base or similar, 800m diameter. Finish silver RAL9006



BS EN 12521:2009

30 Circular Table, Laminate top, Trumpet Base or similar, 1200m diameter. Finish silver RAL9006



BS EN 12521:2009

Reception / Lounge Furniture

31 Tub Chair, Soft-seating/Break-out type, Plain fabric Camira Fabric Xtreme Plus or similar. Colour References, Red - Calypso YS106, Blue - Curacao YS005, Charcoal - Sombrero YS046



BS EN 15373:2007.
BS 7176:2007+A1:2011
(Medium Hazard)

The tub chair is to suite with the other band 2 seating and the fabric selection is reduced in line with MOD's approved three colours.