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Furniture, Fixtures & Equipment

Northeastern University Guidelines for Capital Project Design & Implementation

10.0 FURNITURE, FIXTURES, AND EQUIPMENT

10.1 PURCHASES

- ▶ The university generally purchases furniture through cooperatives and programs that offer reduced pricing for educational facilities, including:
 - » *Massachusetts Higher Education Consortium* (www.mhec.net)
 - » *The Boston Consortium* (www.boston-consortium.org)
 - » *Educational Institutional Cooperative* (www.eandi.org)
 - » *US Communities* (www.uscommunities.org)

10.2 FIRE PROTECTION

All furniture shall meet the requirements of the City of Boston Fire Department REGULATION OF UPHOLSTERED FURNITURE: BFD IX-10 and any other Boston Fire Code requirements for upholstered furniture.

10.3 PERFORMANCE

All materials shall be chosen, designed, and specified to address issues of constructibility, appearance, durability, longevity of performance, and ease / efficiency

of maintenance. The character of finish options for materials (especially but not limited to exterior building materials) is to be selected based on its ability to provide a consistent and high-quality finish and selections, quality, and characteristics must be coordinated with the university Project Manager.

10.3.1 Preferred Materials - Building interiors - Refer to [Section 7](#) for preferences for various interior materials and finishes.

10.4 FF&E PREFERENCES

The university seeks to purchase materials that offer consistent quality over the life of the product. The university procurement department has established relationships with manufacturers, vendors, and suppliers that understand this, and who work to supply these items in a timely manner, with preferred pricing, and excellent customer service and warranty support.

The Procurement Department is available to supply the NU PM and consultant with the most appropriate list of vendor contacts and preferences to suit the need of that project. The following list of vendor products and services can be a basis of design:

10.4.1 Furniture

- ▶ Basis of Design: Herman Miller - Office, administrative, workstations, seating, desks, tables, etc.
- ▶ Alternates: Steelcase, Knoll, OFS, Technion, Allsteel - equal quality of products and level of design innovation.
- ▶ Ergonomics: NU endorses the use of ergonomic systems that encourage the health and safety of faculty, staff, and students. Such items as adjustable height workstations, desks, tables, and chairs shall be strongly considered.

10.4.2 General Merchandise and Supplies

- ▶ Basis of Design: Staples - carries lower priced furniture and other merchandise for more general applications. Supplies products in a timely manner.
- ▶ Alternates: WB Mason - Similar product lines and delivery service.

10.5 Northeastern University Procurement Department is available to provide support services in the early stages of each project. Procurement is available to manage the Request For Proposals (RFP) process for any project related FF&E items, and can work to coordinate purchase and install of said items during project completion if desired by NU PM.

10.6 Consultant shall be able to review and comment on final selections and decisions related to FF&E items obtained through NU Procurement bids.

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