



OFFICE FURNITURE GUIDELINES



REVISIONS

Living Document

Updates to this document will be made over time to reflect policy changes, current planning approaches, and updated specifications. Users of the document should check with Campus Planning for the most current version. A record of any future amendments to the design guidelines will be recorded here with dates for reference.

REVISION	DATE
VERSION 1.0	FEBRUARY 6, 2024
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VERSION 1.2	AUGUST 26, 2025

LAND ACKNOWLEDGMENT

The British Columbia Institute of Technology
acknowledges that our campuses are located on the
unceded traditional territories of the Coast Salish
Nations of Squamish, Tsleil-Waututh, and Musqueam.

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- 1.1 Intent
- 1.2 Roles & Responsibilities
- 1.3 Review & Approval Process
- 1.4 Technical Standards
- 1.5 Systems & Freestanding Furniture
- 1.6 Finishes & Colour Palette

INTRODUCTION

1.1 INTENT

Introduction

Modern and quality furniture improves workplace culture and the well-being and efficiency of employees. These guidelines have been developed to align with contemporary best practices in office space planning and office furniture design.

These guidelines aim to reflect the changing nature of office work by supporting new communication technologies, ensuring ergonomic office furniture designs, and promoting office designs that encourage team collaboration, and flexibility.

As the nature of BCIT office work is more flexible, many employees work hybrid schedules. Anticipated desk/workstation utilization will be considered alongside employee position profiles in assessing space needs and workstation typologies. Individual workstations and office space allocation will be determined on a project-by-project basis.

Intent

Campus Planning, Educational Support, Health Safety and Environment (HSE), and Strategic Procurement developed the BCIT Office Furniture Guidelines.

The guidelines will help to better manage employee expectations as well as help guide consultants in recommending new furnishings for capital projects. The guidelines will ensure equity and consistency in office accommodations across the institute.

The application of these guidelines will be for all BCIT staff and faculty at all BCIT campuses. These guidelines do not apply to tenant spaces. These guidelines are intended to be used by internal Campus Planning and Facilities staff and consultants such as architects, interior designers, and project managers as well as furniture manufacturers and distributors.

Photos provided in the Guidelines are only for products' visual references, and do not stipulate and imply BCIT's preference on any brands, made and models, and etc.

1.2 ROLES & RESPONSIBILITIES

Campus Planning and Educational Support provides furniture coordination services including creating and reviewing conceptual office furniture layouts and plans, assisting with furniture selections, and recommending finishes and colours.

Campus Planning, in consultation with Strategic Procurement, aids in obtaining and reviewing furniture pricing.

Campus Planning facilitates the removal of existing furniture and installation of new furniture as well as addresses any deficiency issues that relate to the installation and reconfiguration of office furnishings.

Health Safety and Environment is responsible for the coordination of medical ergonomic furniture and accessory needs.

1.3 REVIEW & APPROVAL PROCESS

Campus Planning and Educational Support will review requests for non-standard office furniture including new furnishing recommendations from consultants on major projects.

Regarding internal staff furniture requests, refer to Appendix 1: Processes for Office and Teaching/Learning Furniture New Installations (minor renovations and installation projects)

Staff requests for medical accommodation furnishings and equipment should be directed through BCIT's Disability Management and Health Safety and Environment see [BCIT Ergonomics](#).

1.4 TECHNICAL STANDARDS

Furnishing Standards

For specific information regarding technical furnishings specifications, refer to Appendix 2: [Division 12 – Furnishings BCIT Technical Standards](#).

1.5 SYSTEMS & FREESTANDING FURNITURE

BCIT supports both systems and freestanding office furniture. The application of the furniture approach will depend on the scope of the project. Depending on the nature of the space and project, large open spaces may use systems-based furniture, smaller projects and individual offices use freestanding furniture.

Freestanding furniture allows for flexible reuse and future redevelopment. Systems furniture requires a specialized designer and installer. If systems furniture is proposed by a consultant, it must be reviewed, coordinated, and approved by Campus Planning.

1.6 FINISHES & COLOUR PALETTE

To create an environment where people can thrive at work, it is essential to maintain a balance between the space plan, furniture designs, light, colours, textures, and patterns.

Depending on the scope of the furniture request, in some cases for individual or small-scale projects, new furnishings will be selected to match the existing furnishings that are currently in place.

A request for non-standard office furniture colours or finishes will be reviewed by Campus Planning and approved on a case-by-case basis. See Appendix 3: Finishes and Colour Palette Summary.

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- 2.1 New Furnishings
- 2.2 Space Planning

GUIDING PRINCIPLES

2.1 NEW FURNISHINGS

Campus Planning will use the following principles when reviewing all new furniture requests from consultants.

- Office space planning and office furniture must comply with the most current version of the [BC Building Code](#) requirements (Flame Spread Rating [FSR] and Smoke Developed Classification [SDS] limits of materials), [WorkSafeBC](#) regulatory requirements, [Canadian Standards Association \(CSA\) Standards](#), and [BC Fire Code](#) (to comply with Division B Section 2.3 Interior Finishing, Furnishing and Decorative Materials such as decorative materials on walls or ceilings)
- Strive for achieving equity and consistency in work environments
- Workspaces shall be designed to accommodate flexibility and adaptability over time
- Incorporate inclusive universal design considerations in office space planning and furniture design selections
- Select furniture with a timeless style and neutral colours
- All office furnishings should be easy to clean with non-toxic products
- Select durable and modular furniture for opportunities of future reuse
- All furnishings and accessories must be commercial grade
- Select sustainable materials and review the product's life cycle assessment (LCA) to consider manufacturers with waste-reduction strategies for product materials and end-of-life management processes
- Choose products that have low volatile gassing
- Ensure that vendors are providing competitive pricing of furniture
- Furniture will meet the ergonomic needs of its users

2.2 SPACE PLANNING

In addition to the guiding principles, workplace environmental features and space planning should also be considered including:

- Nature of work and various tasks performed will inform the office layout
- Space optimization should consider flexibility and cost implications
- Acoustic and visual privacy considerations
- Access to natural daylight
- Personal safety and interpersonal contact with colleagues
- Space for communal storage and/or equipment sharing

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OFFICE SPACE & FURNITURE

3. OFFICE SPACE & FURNITURE

Positions:

- President
- Vice President
- Executive Director
- Dean

Space Guideline:

- A maximum of 180 sq.ft (16.7 sq.m) of enclosed office space

Standard Furnishings:

- Standard desk
- Credenza or table
- Personal desk storage (box/file - BF)
- Office task chair
- Small collaboration table (4 people) or 2 guest chairs

Optional Furnishings:

- Bookshelves
- Filing cabinet
- Cabinet, wardrobe, or closet

3. OFFICE SPACE & FURNITURE

Positions:

- Associate VP
- Director
- Associate Director
- Associate Dean

Space Guideline:

- A maximum of 160 sq.ft (14.9 sq.m) of enclosed office space

Standard Furnishings:

- Standard desk
- Personal desk storage (box/file - BF)
- Office task chair
- Small collaboration table (4 people) or 2 guest chairs

Optional Furnishings:

- Bookshelves
- Filing cabinet
- Cabinet, wardrobe, or closet

3. OFFICE SPACE & FURNITURE

Positions:

- Manager

Space Guideline:

- A maximum of 120 sq.ft (11.2 sq.m) of enclosed office space

Standard Furnishings:

- Standard desk
- Personal desk storage (box/file - BF)
- Office task chair

Optional Furnishings:

- Bookshelves
- Filing cabinet
- Cabinet, wardrobe, or closet
- Up to 2 guest chairs

3. OFFICE SPACE & FURNITURE

Positions:

- Program Head
- Program Coordinator

Space Guideline:

- A maximum of 100 sq.ft (9.3 sq.m) of enclosed office space

Standard Furnishings:

- Standard desk
- Personal desk storage (box/file - BF)
- Office task chair

Optional Furnishings:

- Bookshelves
- Filing cabinet
- Cabinet, wardrobe, or closet
- Up to 2 guest chairs

3. OFFICE SPACE & FURNITURE

Positions:

- Faculty
- Administrative Staff

Space Guidelines:

- A maximum of 75 sq.ft (7 sq.m) open space (no enclosed space with a door)

Standard Furnishings:

- Standard desk
- Personal desk storage (box/file - BF)
- Office task chair

Optional Furnishings:

- Bookshelves
- Filing cabinet
- Cabinet, wardrobe, or closet
- Up to 2 guest chairs

3. OFFICE SPACE & FURNITURE

Positions:

- Part time staff
- Contracted positions
- Non-assigned positions (hoteling)

Space Guidelines:

- A maximum of 60 sq.ft (5.6 sq.m) open space (no enclosed space with a door)

Standard Furnishings:

- Hoteling desk
- Personal desk storage (box/file - BF)
- Office task chair

Optional Furnishings:

- N/A

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- 4.1 Desks
- 4.2 Keyboard Tray
- 4.3 Cable Management
- 4.4 Privacy Panels
- 4.5 Chairs
- 4.6 Tables
- 4.7 Storage
- 4.8 Writing Surface
- 4.9 Tack Board
- 4.10 Phone Booths

DESCRIPTIONS

4.1 DESKS

BCIT offers various office desk configurations, depending on the employee's position and departmental operational needs. Office workstations are designed to ensure flexibility and individual well-being. Systems furniture will integrate appropriate desks and space planning will determine freestanding furniture layouts.

Key Considerations:

- Hybrid height adjustable desks are preferred
- The primary desk surface should be height adjustable
- Ensure that desk supports do not interfere with knee clearance, installation of an optional keyboard tray, or personal storage
- Each desk should have convenient access to power, preferably at desk height when this will not interfere with daily use or future configurations
- Cable management should be installed with each desk
- Personal storage should be located under the return desk surface
- The primary desk surface should have one grummet hole located in the center, towards the back edge of the desk. The return desk piece does not require a grummet hole

4.1 DESKS

Standard Desks

BCIT offers various office desk configurations, depending on the employee's position and departmental operational needs. Office workstations are designed to ensure flexibility and individual well-being.

Accessibility Options: Stationary/Adjustable Hybrid

Performance Criteria:

- Height adjustable desk dimensions to fit the 5th to 95th percentile. Height ranges from $\leq 22"$ to $\geq 49"$ ($\leq 558.8\text{mm}$ to $\geq 1244.6\text{mm}$). Reference: Business and Institutional Furniture Manufacturers Association ([BIFMA G1-2013 Furniture Guidelines](#)) and [CSA Z412-17 Ergonomics Guidelines](#)
- Stationary desk height should be 29" (736.6mm). However, individuals $\leq 5'-4"$ (162.6cm) will include an option for a footrest and/or a keyboard tray. Desk height options for taller users $> 6'-4"$ (193.04cm) will need to contact HSE

Preferred Colour and Finishes:

Desk

- Colour: Hardrock Maple
- Finish: Laminate

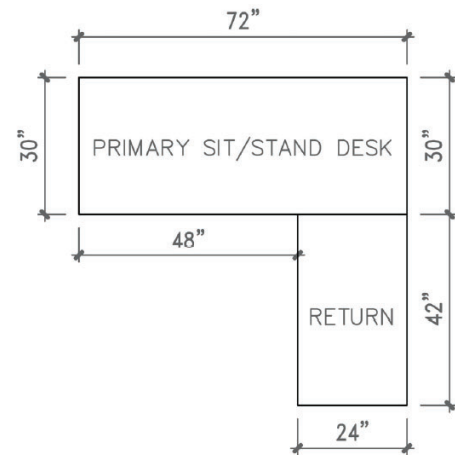
Desk Legs

- Colour: Silver Grey
- Finish: Metal
- For stationary desks, the desk legs should be the simple 2" (50.8mm) Square Post Legs with Offset Top Plate.

Dimensions:

- 30"D by 72"W (762mm by 1828.8mm) primary desk surface, 24"D by 42"W (609.6mm by 1066.8mm) return desk surface. A 30" (72mm) depth is recommended for the primary desk surface to minimize the risk of visual fatigue, particularly when looking at dual monitors.
- For stationary desks, a metal support bar is required to be installed beneath the primary desk.

Note: Please check with BCIT Campus Planning and/or Strategic Procurement for an up-to-date list of pre-approved height-adjustable desks and preferred vendor contracts.



4.1 DESKS

Hoteling Desk

With hoteling, workers are not assigned their own desks; instead, they reserve a desk for their temporary use for just the days/hours they expect to work in the office.

Accessibility Options: Stationary/Fully Adjustable

Performance Criteria:

- Height adjustable desk dimensions to fit the 5th to 95th percentile. Height ranges from $\leq 22"$ to $\geq 49"$ ($\leq 558.8\text{mm}$ to $\geq 1244.6\text{mm}$). Reference: [BIFMA G1-2013 Furniture Guidelines](#) and [CSA Z412-17 Ergonomics Guidelines](#)
- Stationary desk height should be $29"$ (736.6mm). However, individuals $\leq 5'-4"$ (162.6cm) will include an option for a footrest and/or a keyboard tray. Desk height options for taller users $> 6'-4"$ (193.04cm) will need to contact HSE.

Preferred Colour and Finishes:

Desk

- Colour: Hardrock Maple
- Finish: Laminate

Desk Legs

- Colour: Silver Grey
- Finish: Metal
- The desk legs should be the simple $2"$ (50.8mm) Square Post Legs with Offset Top Plate.

Dimensions:

- The dimension of the hoteling desk is $30"$ D by $60"$ W (762mm by 1524mm).

Note: Please check with BCIT Campus Planning and/or Strategic Procurement for an up-to-date list of pre-approved height-adjustable desks and preferred vendor contracts.



4.2 KEYBOARD TRAY

Key board trays are optional. Keyboard trays do not have to be installed at each workstation, but users can have the option for a keyboard tray if the desk height is not adjustable. The keyboard tray should be mounted to the underside of the desk.

Performance Criteria:

- The keyboard tray should have standard ergonomic adjustments

Preferred Colour and Finishes:

- Colours: Black or Silver Grey
- Finish: Plastic

Dimensions:

- Min. 26"W (660.4mm); sufficient space for keyboard and mouse

Note: HSE has previously used keyboard trays ISE Leader 6 and ISE Leader 8 from WorkRite Ergonomics. If an alternative product is recommended approval is required by HSE.



4.3 CABLE MANAGEMENT

Each desk or workstation should have adequate cable management. Cable management is used to support wire routing, and organizing, as well as reducing wire hazards. For adjustable sit/stand desks, cable management needs to attach to the underside of the desk. Ensure that cable management systems do not interfere with knee clearance or sit/stand desk mechanisms.

Performance Criteria:

- Cable management systems could be a tray or raceway that is attached to the underside of the desk and helps both guide and hide cables and wires

Preferred Colour and Finishes:

- Colours: Black, Grey, or White
- Finishes: Metal

Note: Campus Planning and Educational Support have previously used Under Desk Cord Management Cable Tray Organizer PrimeCables. If an alternative product is recommended approval is required by Campus Planning.



4.4 PRIVACY PANELS

Panels are an effective way to minimize distractions, improve acoustics, and maintain office decorum. Employees can work in a conducive environment while maintaining their personal space. Privacy considerations can be addressed by incorporating panels into a workstation.

Systems Furniture Panels

For large projects, systems furniture requires a specialized designer and installation procedures. Proposed colour, fabric, and dimensions will be reviewed and approved by Campus Planning and Educational Support.

Performance Criteria:

- Consider ease of assembly, and being dismantled, as well as high structural performance
- The integration of acoustic fabric into the panel system
- System compatibility with existing office furniture

Colour and Finishes:

- Colours: Light Grey with Silver Grey frame
- Finishes: Fabric skins - sound-absorbing upholstery, metal frame

Dimensions:

- The maximum height for system panels is 66" (1676.4mm) from the floor. The top of the privacy panels should adequately cover the top edge of the computer screen

Note: Campus Planning and Educational Support have previously used the Leverage system panels from Teknion. If an alternative product is recommended, approval is required by Campus Planning and Educational Support.



4.4 PRIVACY PANELS

Freestanding Panel

Freestanding single panels are flexible and are an effective way to enclose spaces around the workplace. They offer users privacy and separation and can be integrated into workstations or be used to delineate space in shared environments.

When installing a freestanding panel with a desk, ensure that the base of the freestanding panels does not interfere with the desk legs. Also, in general, the base of the panels should not be a tripping hazard.

Preferred Colour and Finishes:

- Colour: Light Grey
- Finishes: Fabric, sound-absorbing upholstery

Dimensions:

- The maximum height for a freestanding panel is 66" (1676.4mm)
- Panel installation must adhere to building code requirements



4.4 PRIVACY PANELS

Desktop-Modesty Panel Combo

The preferred option for desk privacy is the desktop-modesty panel. Options for installing either privacy or modesty panels are also available.

Neutral coloured spaces may select grey or blue colour options. Spaces with an accent colour walls must select from our 2 grey options.

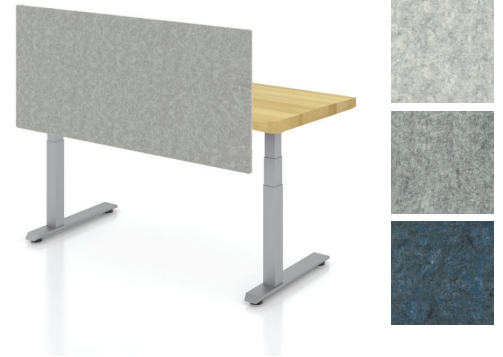
Preferred Colour and Finishes:

- Colours: Light grey, medium grey, dark blue
- Finishes: Felt

Dimensions:

- The average height of the privacy/modesty panel range is 18" to 28" (457.2mm to 711.2mm).
- The privacy panel should cover the top edge of the computer monitor. The panel combo could be secured to the underside of the desk. It could also be secured with edge-mounted clamps onto the desk. The mounting equipment should not be drilled into the surface of desks. The width of the panel should correspond with the desk length.

Note: Campus Planning and Educational Support have previously used the following AMQ screens by Steelcase. If an alternative product is recommended, approval is required by Campus Planning and Educational Support.



4.4 PRIVACY PANELS

Desk Privacy Panel

Separate desk privacy and modesty panels should not be installed together if they are of different materials. If a client requires both, then the desktop-modesty panel combo should be installed.

Neutral coloured spaces may select our grey or blue colour options. Spaces with an accent colour walls must select from our 2 grey options.

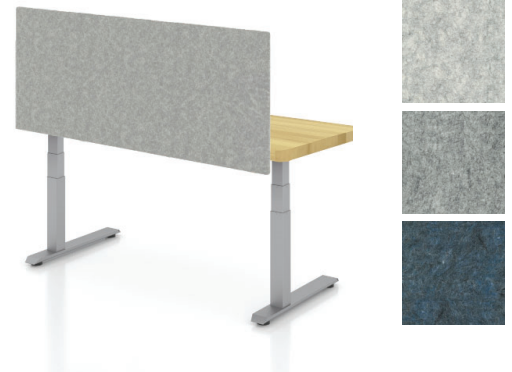
Preferred Colour and Finishes:

- Colours: Light grey, medium grey, dark blue
- Finishes: Felt

Dimensions:

- The average height of the privacy/modesty panel range is 18" to 28" (457.2mm to 711.2mm).
- The privacy panel should cover the top edge of the computer monitor. The panel combo could be secured to the underside of the desk. It could also be secured with edge-mounted clamps onto the desk. The mounting equipment should not be drilled into the surface of desks. The width of the panel should correspond with the desk length.

Note: Campus Planning and Educational Support have previously used the following AMQ screens by Steelcase. If an alternative product is recommended, approval is required by Campus Planning and Educational Support.



4.4 PRIVACY PANELS

Desk Modesty Panel

Separate desk privacy and modesty panels should not be installed together. If a client requires both, then the desk privacy and modesty panel combo should be installed.

Neutral coloured spaces may select our grey or blue colour options. Spaces with an accent colour walls must select from our 2 grey options.

Preferred Colour and Finishes:

- Colours: Light grey, medium grey, dark blue
- Finishes: Felt

Dimensions:

- The average height of the modesty panel range is 18" to 28" (457.2mm to 711.2mm). The modesty panel should be secured to the underside of the desk. It could also be secured with edge-mounted clamps to the desk. The mounting equipment should not be drilled into the surface of desks. The width of the panel should correspond with the desk length. Allow for a minimum setback of 1" (25.4mm) from the edge of the desk.

Note: Campus Planning and Educational Support have previously used the following AMQ screens by Steelcase. If an alternative product is recommended, approval is required by Campus Planning and Educational Support.



4.5 CHAIRS

Office Task Chairs

Office task chairs are ergonomic. The standard chair material is a mesh back and seat cushion. Medium seat pans and mid-back chairs are the standard.

Preferred Colour and Finishes:

- Colour: Black
- Finishes: Polymer fabric and woven mesh. Metal legs with casters

Note: Please check with BCIT Campus Planning and/or Strategic Procurement for an up-to-date list of pre-approved office task chairs and preferred vendor contracts.



Office High Stools

The office high stool is described as an elevated chair with back support and a foot ring for leg support. The standard chair material is a mesh back and seat cushion. Medium seat pans and mid-back chairs are the standard.

Preferred Colour and Finishes:

- Colour: Black
- Finishes: Polymer fabric and woven mesh. Metal legs with casters. Black 5-star base

Note: Please check with BCIT Campus Planning and/or Purchasing for an up-to-date list of pre-approved office high stools and preferred vendor contracts.



Guest Chairs

Guest office chairs are typically used in office reception areas, as well as executive and managerial offices. Guest chairs should have a simple form and be practical.

Preferred Colour and Finishes:

- Colour: Black
- Finishes: Fabric, metal legs with casters

Note: Campus Planning and Educational Support have previously used the following the [Steelcase Move Chair](#). If an alternative product is recommended, approval is required by Campus Planning and Educational Support.



4.5 CHAIRS

Meeting/Conference Room Chairs

Meeting/conference room chairs should be selected for ergonomics and be suitable to sit for approximately 4 hours. Meeting room chairs should be mesh back/set cushion. Ensure that meeting room chairs have casters for maneuverability.

Preferred Colour and Finishes:

- Colour: Black
- Finishes: Polymer Fabric and woven mesh for the chair. Metal legs with casters. Optional black 5-star base.



4.6 TABLES

Office Table

Office collaboration tables are generally circular in shape. The table dimension depends on the office use and space considerations. The table legs/base should not interfere with the placement of chairs. The table base should be a round plate.

Preferred Colour and Finishes:

Table Surface

- Colour: Hardrock Maple
- Finish: Laminate

Table Base

- Colour: Silver Grey
- Finish: Metal

Dimensions:

- Small table (2 people): 30" (762mm)
- Medium table (3-4 people): 32" - 36" (812.8mm - 914.4mm)
- Large table (4-6 people): 42" - 48" (1066.8mm - 1219.2mm)



Executive Office Table

Executive offices have an option to include a table as part of their workstation

Preferred Colour and Finishes:

Table Surface

- Colour: Hardrock Maple
- Finish: Laminate

Table Legs

- Colour: Silver Grey
- Finish: Metal (The table legs are simple 2" (50.8mm) Square Post Legs with Offset Top Plate)

Dimensions:

- Table options range from 18" to 24"D by 60" to 72"W (457.2mm to 609.6mm by 1524mm to 1828.8mm) work surface. Tables would be determined on a case-by-case basis.



4.6 TABLES

Meeting Room Table

Meeting room tables should be flexible and easily rearranged for multipurpose uses. Meeting room tables are rectangular in shape. Preference is to use flip-top tables for easy nesting for larger meeting room spaces. Multiple tables can be arranged together to create a larger work surface. For small meeting rooms, table type and size will be assessed on a case-by-case basis.

Preferred Colours and Finishes:

Table Surface:

- Colour: Light Grey or Hard Rock Maple
- Finish: High Pressure Laminate (HPL) with matching edge trim

Table Legs/Base:

- Colour: Silver Grey
- Finish: Metal

Dimensions:

- Table sizes would be determined on a case-by-case basis

Note: Campus Planning and Educational Support have previously used the KI Pirouette (Flip) Tables and KI Tributaire Tables. If an alternative product is recommended, approval is required by Campus Planning and Educational Support.



4.7 STORAGE

Personal and program storage needs will be assessed and determined per project based on business group needs.

Personal Storage

Every assigned workstation should have personal lockable storage. The BCIT guideline for personal storage is a box/file - BF 'drawers on wheels' unit that can fit under the sit-stand desk or stationary desk.

Preferred Colours and Finishes:

- Colours: Preferred Silver Grey or alternative option Hardrock Maple
- Finishes: Preferred metal with casters or alternative option laminate with casters

Dimensions:

- BF Approximately: 15"-16"W by 25"H by 22"D (381mm - 406.4mm by 635mm by 558.8mm)



Credenza

Executive offices have the option to include a credenza as a part of their workstation.

Preferred Colour and Finishes:

- Colour: Hardrock Maple
- Finish: Laminate

Dimensions:

- Options range from 18" to 24"D (457.2mm to 609.6mm) by 60" to 72"W (1524mm by 1828.8mm) work surface. Credenza storage options will be determined on a case-by-case basis.



4.7 STORAGE

Communal storage includes storage cabinets, wardrobes, closets, credenzas, office lockers, and filing cabinets. The type of storage will be determined on a case-by-case basis and operational needs. Campus Planning and Educational Support will assess the client's office storage needs.

Storage Cabinet

Preferred Colours and Finishes:

- Colours: Hardwood Maple
- Finishes: Laminate

Dimensions :

- Should not be more than 72" (1828.8mm) in height
- Size will be assessed on a case-by-case basis



Lockers

Preferred Colours and Finishes:

- Colours: Silver Grey
- Finishes: Metal

Dimensions:

- Should not be more than 72" (1828.8mm) in height
- Double-stacked lockers are preferred
- Size will be assessed on a case-by-case basis



4.7 STORAGE

Wardrobe

Preferred Colours and Finishes:

- Colours: Hardwood Maple
- Finishes: Laminate

Dimensions:

- Should not be more than 72" (1828.8mm) in height
- Size will be assessed on a case-by-case basis



Filing Cabinet

Preferred Colours and Finishes:

- Colours: Silver Grey
- Finishes: Metal

Dimensions:

- Approximately 24" - 36"W by 24" - 40"H by 20" - 24"D (609.6mm - 914.4mm by 609.6mm - 1016mm by 508mm - 609.6mm)



4.7 STORAGE

Bookshelves

Preferred Colour and Finish:

- Colour: Hardrock Maple
- Finish: Laminate

Dimensions:

- Office bookshelves should not be more than 72" (1828.8mm) in height
- Bookshelve size will be assessed on a case-by-case basis



4.8 WRITING SURFACE

Writing surfaces are generally whiteboards. Whiteboards must be made with non-porous material and guaranteed to be cleaned with no special cleaners. The whiteboard surface must ensure that there is no staining, drop shadow (ghosting), or residue. The whiteboard frame should have a vanishing edge or be frameless. Minimize whiteboard seams if more than one whiteboard is aligned together.

Preferred Colour and Finishes:

- Colour: White
- Finishes: Low gloss, low glare, matte surface with 160 degree viewing angle. Magnetic compatible.

Dimensions:

- For most applications, the standard whiteboard dimension is 48" by 120" (1219.2mm by 3048mm).
- The whiteboard should be bottom mounted at 36" (914.4mm) above finished floor (AFF)

Note: Campus Planning and Educational Support have previously used Egan Dimension Stele Whiteboard. If an alternative product is recommended, approval is required by Campus Planning and Educational Support.



4.9 TACK BOARD

Tack boards material should retain its appearance and have self-healing properties where the pinholes close after extraction of the pins or fabric. It should be fade resistant, not attract dust, and have bacteriostatic properties.

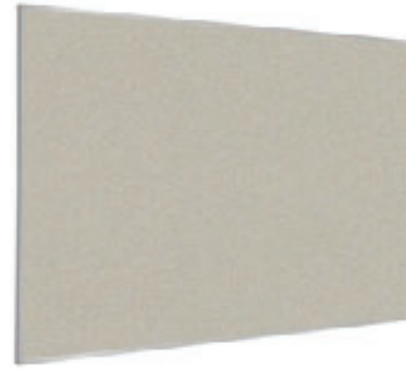
Preferred Colour and Finish:

- Colour: Oyster Shell
- Finishes: Fabric or linoleum

Dimensions:

- Size to be determined on a case-by-case basis
- The tack board should be bottom mounted at 36" (914.4mm) above finished floor (AFF)

Note: Campus Planning and Educational Support have previously used Egan Dimension Tack Board. If an alternative product is recommended, approval is required by Campus Planning and Educational Support.



4.10 PHONE BOOTHS

In an open office layout, phone booths provide a quiet and private place to have personal conversations. Booths are utilized to seclude the user from the outside interior environment by limiting or eliminating external noise. These units are often installed in high traffic areas for optimization. Campus Planning and Educational Support recommends booths that accommodate 2 - 4 people.

Performance Criteria:

- The phone booths should have adequate lighting, AV capabilities, a ventilation system, non-shattering safety glass such as laminated tempered is not preferred, and be able to be connected to a fire suppression sprinkler system. All booths should be accessible. BC Building Code 2024, Section 3.8 Accessibility: open space for turning, at least 1700mm diameter in booths, minimum clear width 850mm for doors, minimum clear floor space required at doors including door clearances, in accessible path of travel to booth.
- For 2 - 4 meeting persons booths, freestanding furniture is recommended. Furniture to be determined on a case-by-case basis.

Preferred Colours and Finishes:

- Colours: Preferred option white or alternative options black and grey
- Finishes: Fabric (sound absorbing)



5

- 5.1 Appedix 1: Processes for Office and Teaching/Learning Furniture New Installations (minor renovations and installation projects)
- 5.2 Appendix 2: Division 12 Furnishings BCIT Technical Standards
- 5.3 Appendix 3: Finishes and Colour Palette Summary

APPENDICES

Processes for Office and Teaching/Learning Furniture New Installations (minor renovations and installation projects)

This process is intended to:

1. Show the workflow and the various teams that interact in the Archibus - problem type **“FURNITURE FOR OFFICE SPACES,” “FURNITURE FOR TEACHING/LEARNING,”** and **“NEW INSTALLATIONS.”**
2. Clarify the responsibilities of staff teams and define the teams involved in the process and hand-off points.

IMPORTANT NOTES:

- Furniture installation or relocation without ES assessment or an approved furniture plan is **not** permitted.
- Requestor/Sponsor are **not** allowed to select supply furniture items in the CP and/or ES warehouse isles.
- Requestor/Sponsors are **not** allowed to select and/or purchase academic furniture, unless approved by ES. CP and ES will work together for academic refresh/upgrade projects as needed.
- See the complementary SOP Furniture Orders and Procurement Process on ShareSpace

Defined Terms Used in this Document

AFE - Approval for Expenditure (Requestor/Sponsor provides funding)

CP - Campus Planning, a division within BCIT's Campus Planning and Facilities Department. CP is responsible for space planning administration, coordination of office furniture and public spaces furniture, and planning services

ES - Educational Support oversees educational/academic spaces, including but not limited to classrooms, labs, lecture theatres, workshops etc.

FI - Facilities Improvements, a division within the Campus Planning and Facilities Department. FI implements approved minor capital projects, and renovations to existing facilities and infrastructure.

Fit Test – A space plan to check the viability of a furniture layout proposal. This includes assessing BC Building Code requirements, BCIT furniture and space guidelines, and BCIT technical standards.

Funding/Budget - Funding source may be one or a variety of the following, self-funded (via Approval for Expenditure “AFE”, BCIT Foundation or external grant, etc.)

Refresh/Upgrade - Minor aesthetic improvements to a space that does not impact the building structure. Projects could include updating furniture, paint, flooring, ceiling, lighting, and millwork.

Renovation(s) - Changes to the building structure (walls, doors, HVAC, and other building systems), may require a building permit.

Requestor/Sponsor - Customer, stakeholder (maybe ES for general timetabled space), client, end user (individual/group/school/department) or they may be the budget (funding) holder.



Date: Aug 2025

Process Owner: Campus Planning, Educational Support,
& Facilities Improvement

Check [ShareSpace](#) for the latest version of this procedure.

Processes for Office and Teaching/Learning Furniture New Installations (minor renovations and installation projects)

Archibus Work Request Types, Team Roles, and Relations

“FURNITURE FOR OFFICE SPACES (Space planning, assessment and layouts, new/used office furniture requests, space classification, change of use)” - Campus Planning primarily oversees administrative/offices and public spaces (e.g. study spaces, meeting rooms, staff lunchrooms, and lounge areas). Campus Planning is not responsible for tenanted spaces managed by Corporate Services, Student Association, and other external partners/agencies.

“FURNITURE FOR TEACHING/LEARNING (includes classrooms, labs, and workshops)” - Educational Support oversees academic and educational (e.g. classrooms, labs, lecture theatres, workshops, etc.) spaces for BCIT programs.

“NEW INSTALLATIONS (minor renovations and installation projects)” - Facilities Improvements oversees minor refresh/capital renovation improvement projects that involve changes to the base building. FI will work with CP and ES if furniture and space planning is required as part of the renovation project. For only furniture requests, use either problem type “Furniture for Office Spaces” or Furniture for Teaching/Learning”.

These Archibus problem types are available to selected employee classifications as furniture and minor renovation requests are often tied to budget considerations. The requestor should go through their Operational Manager or Senior Management to make the request in Archibus. Once the CP/ES/FI team receives the work request, an assigned staff person will contact the requestor.

NOTES:

- A. If the work request relates to both administrative/office and academic/educational spaces, CP and ES will work together. A single work request should be submitted under FURNITURE FOR OFFICE SPACES or FURNITURE FOR TEACHING/LEARNING.
- B. Corporate Services primarily oversees food services and cafeteria-kiosk areas. If there is public space adjacent to the cafeteria-kiosk areas, Corporate Services and CP will work together. An email should be sent to the Associate Director, Corporate Services and the Senior Development Planner, Campus Planning to initiate discussions.
- C. For NEW INSTALLATION projects, FI will consult CP and ES. CP and ES will provide support to FI projects, as defined in the initiative’s Project Charter.

Date: Aug 2025

Process Owner: Campus Planning, Educational Support,
& Facilities Improvement

Check [ShareSpace](#) for the latest version of this procedure.

Processes for Office and Teaching/Learning Furniture New Installations (minor renovations and installation projects)

FURNITURE FOR OFFICE SPACES

(refresh/upgrade;
no renovations
required to base
building)

Action By: Campus Planning, Educational Support

1. Requestor submits a **"FURNITURE FOR OFFICE SPACES"** request in Archibus for office/administration furniture refresh/upgrades that require no renovations.

CP office furniture and space planning work includes:

- Replacement of office furniture (damaged or not meeting user needs)
- Re-arrange existing furnishings (space planning)
- Request for additional furnishings (existing warehouse inventory or new furnishings)

NOTE: Individual standard office task chairs can be purchased directly through Procurement by the Operational Manager or Senior Management by submitting a web requisition. Once the chair has been ordered, the chair will be delivered to Logistics. Logistics will deliver to the requestor, as per the location set in the requisition, when the office task chair arrives. The requester will be responsible for providing any additional special instructions to Logistics as needed. Requestors are not permitted to work directly with the furniture vendors.

2. As part of the work request, CP staff will conduct a site assessment. This includes an assessment of the condition of paint, flooring, data/electrical drop relocation, furniture inventory, existing layout plan, room dimension, and other room service infrastructure verification.
3. CP reviews site assessment details and creates a space plan(s) to test fit furniture layout(s) and potential non-structural refresh/upgrade items.
4. Requestor/Sponsor approves and signs-off on preferred furniture layout, storage requirements, accessories, and refresh/upgrade items.
5. CP to obtain quote. **If budget/funding is not approved, CP closes work request and ends process.**
6. Project budget/funding is approved by Requestor/Sponsor, CP and/or ES
7. CP coordinates furniture procurement, move logistics, and installation.
8. CP to arrange for contractor(s) to prepare room/space and ITS/AV/SSEM/CPF to provide infrastructure as required.

Move coordination:

- Each person is responsible for packing and labelling their office effects. The contract with the mover is primarily for BCIT assets. CP will work with Logistics to provide packing totes. CP **not** responsible for lost or damaged items. Personal items should be removed or relocated by the employee.

Date: Aug 2025

Process Owner: Campus Planning, Educational Support,
& Facilities Improvement

Check [ShareSpace](#) for the latest version of this procedure.

Processes for Office and Teaching/Learning Furniture New Installations (minor renovations and installation projects)

- Desks and storage must be completely emptied, and the contents packed prior to being moved.
 - For lockable storage, assign one person to maintain all keys and have them available to CP/ES staff if needed.
 - Computers, printers, photocopies, and other specialty equipment will be coordinated by CP.
 - CP submits a Logistics Request Form by email if Logistics support is needed.
 - Staff are responsible for unpacking all office effects.
9. Once the furniture installation is complete, CP will submit an Archibus "CLEANING" request to wipe down the furniture. If the refresh/upgrade project involves significant cleaning, the Requestor/Sponsor may be billed for services.
 10. Close work request at the end of project.

Date: Aug 2025

Process Owner: Campus Planning, Educational Support,
& Facilities Improvement

Check [ShareSpace](#) for the latest version of this procedure.

Processes for Office and Teaching/Learning Furniture New Installations (minor renovations and installation projects)

NEW INSTALLATION (Continued)

5. If required, CP/ES to confirm if surplus inventory is available for the project.
6. Requestor/Sponsor approves and signs off on furniture layout, storage requirements, and furniture accessories.
7. Procurement of new furniture will be done by the budget owner, which may be CP/ES/Requestor/Sponsor/Client/Tenant/FI or other as determined by funding source(s), as there may be more than one budget owner on a project.
8. FI coordinates the furniture removal and installation.
9. FI to arrange for contractor(s) to prepare room/space and ITS/AV/SSEM/CPF to provide infrastructure as required.
10. CP/ES should review space plan with Facilities for infrastructure conflicts.
11. Move coordination:
 - Each person is responsible for packing and labelling their office effects. The contract with the mover is primarily for BCIT assets. FI will work with Logistics to provide packing totes. FI/CP/ES are **not** responsible for lost or damaged items. Personal items should be removed or relocated by the employee.
 - Desks and storage must be completely emptied, and the contents packed prior to being moved.
 - For lockable storage, assign one person to maintain all keys and have them available to FI staff if needed.
 - Computers, printers, photocopies, and other specialty equipment will be coordinated by FI.
 - FI submits a Logistics Request Form by email if Logistics support is needed.
 - Staff are responsible for unpacking all office effects.
12. Once the furniture installation and renovations are complete, FI will submit an Archibus "CLEANING" request to wipe down the furniture. If the project involves significant cleaning, the Requestor/Sponsor may be billed for services.
13. Close work request at the end of project.



Date: Aug 2025

Process Owner: Campus Planning, Educational Support,
& Facilities Improvement

Check [ShareSpace](#) for the latest version of this procedure.

Processes for Office and Teaching/Learning Furniture New Installations (minor renovations and installation projects)

FURNITURE FOR TEACHING/ LEARNING

(academic furniture
refresh/upgrade; no
renovations
required to base
building)

Action By: Educational Support

1. Educational Support receives work requests for replacement of existing **"FURNITURE FOR TEACHING/LEARNING"** spaces; includes classrooms, labs, lecture theatres, and workshops.
2. ES reviews the work request with the Requestor to determine if the furniture is standard academic furniture.
 - CP/ES to confirm current furniture guidelines and technical standards.
 - If the furniture is 'standard', ES checks with BCIT Logistics to determine if available stock is in inventory.
 - If available, ES submits a Logistics Request Form by email to have the furniture installed.
 - If unavailable ES submits a web requisition to order the furniture and have it delivered to the desired location.
 - If the furniture is 'nonstandard' ES works with Procurement and vendor to provide furniture specifications to the requestor for their approval. Requestor submits web requisition for procurement.
3. As part of the work request, ES/CP staff will conduct a site assessment. This includes an assessment of the condition of paint, flooring, data/electrical drop relocation, furniture inventory, existing layout plan, room dimension, and other room service infrastructure verification.
4. If refresh/upgrades are needed, ES/CP will obtain a quote. **If budget/funding is not approved, ES closes work request and ends process.**
5. Once the furniture installation is complete, ES will submit an Archibus "CLEANING" request to wipe down the furniture. If the refresh/upgrade project involves significant cleaning, the Requestor/Sponsor may be billed for services.
6. Close work request at the end of project.

Date: Aug 2025

Process Owner: Campus Planning, Educational Support,
& Facilities Improvement

Check [ShareSpace](#) for the latest version of this procedure.

GENERAL**.1 Requirements Include**

1. Furnishings.

.2 Coordination Requirements

Early in the design process, review design intent, and additional requirements with:

- .1 BCIT Audio Visual (AV) Services.
- .2 BCIT Campus Planning.
- .3 BCIT Information Technology Services (ITS).
- .4 Electrical Consultant.
- .5 BCIT Safety, Security, and Emergency Management (SSEM)

.3 General Design Requirements

- .1 Contact Campus Planning for interior public realm furnishing projects.
- .2 Ensure that all products comply with CSA Standards, BC Building Code, and BC Fire Code.
- .3 Fabrics: Meets CA TB 117-2013 upholstery flammability test and performance standards for flammability set by ACT or Canadian General Standards Board standard CAN/CGSB 4.2 No. 27.5 entitled Textile Test Methods. No woven materials for upholstery. 100% Silicone, 100% Polyurethane (EPU, Polycarbonate Based) or 100% Vinyl (without Harmful Phthalates) is preferred.
- .4 Materials to be durable and commercial grade suitable for long term institutional use. Abrasion should be at least 300,000 double Wyzenbeek double rubs. Seat fabric upholstery must be easy to clean, ink resistant and stain resistant/repellent. Residential quality furniture is not permitted due to concerns over fire safety and insufficient durability. BCIT is a no bleach workplace. Materials selected must be cleanable with water-based or solvent-based cleaner.
- .5 Specify products with reduced environmental impact. Consultants to provide Environmental Product Declaration (EPD) or Health Product Declaration (HPD).
- .6 Specify locally manufactured products whenever possible.
- .7 Coordinate furniture layout plans with power, data and communications outlets.

.4 Specific Design Requirement

Conference/Meeting Rooms:

- .1 Seating: Confirm with Campus Planning and end-users.
- .2 Tables: Confirm with Campus Planning and end-users.
 - 1. Table surfaces and edges should be durable and scratch resistant.
 - 2. Confirm if room to contain multiple tables for flexibility, or a single table.
 - 3. Single table size to suit the room and may have integrated AV controls.
- .3 Whiteboard: Highly durable commercial dry erase boards with a marker pen tray. White colour only.
- .4 Room layout provides for large monitor and power, data receptacles, and control panels. Confirm with AV for monitor installation and servicing requirements.
- .5 Room access card readers are required

Student Project Rooms:

- .1 Room layout provides for large monitor and power, data receptacles, and control panels. Confirm with AV for monitor installation and servicing requirements.
- .2 Seating: Chairs with casters for flexibility.
- .3 Tables: Nesting flip top tables should include casters.
- .4 Whiteboard: Highly durable commercial dry erase boards with a marker pen tray. White colour only.
- .5 Window(s) should be included for the design of student project rooms. Glazing will be confirmed with Campus Planning.
- .6 Room access card readers are required.

Office Spaces:

- .1 Contact Campus Planning for the Office Furniture and Space Guidelines.
- .2 Furniture Type: Systems Furniture or Freestanding Furniture to be confirmed with Campus Planning.
- .3 Secure fixed and loose furnishings (hutches, shelving, bookcases, and filing cabinets) to the wall or floor for seismic restraining. Furniture taller than 1800 mm to be secured.

- .4 File cabinets and counterweights should be durable commercial grade products and meets or exceeds ANSI (American National Standards Institute) and BIFMA (Business and Institutional Furniture Manufacturer's Association) Standards.
- .5 Ensure furniture layout does not block access to power and data receptacles. This requirement applies to both freestanding desks and systems furniture.
- .6 Furniture should not block natural light sources, access to ventilation, operation of window treatments, light switches, and other HVAC controls.
- .7 Maximum panel height for systems furniture and privacy partitions is 1676mm (66 inches), unless authorized otherwise by Campus Planning.
- .8 Ergonomic task seating to be used in office spaces. Medium seat pans and mid back chair will be the standard.
- .9 Cork board and whiteboard: Highly durable commercial-grade product. Whiteboards should be white colour only.

2.0 ADMINISTRATIVE AND SUBMITTAL REQUIREMENTS

.1 BCIT Submittals and Notifications

Warranties/Guaranties:


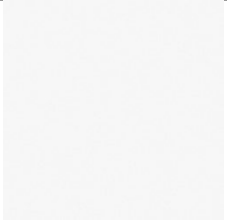
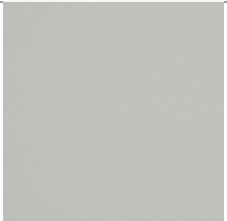
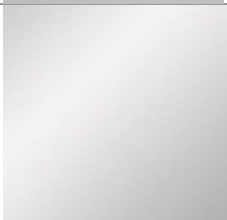
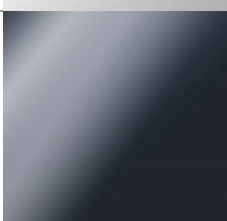
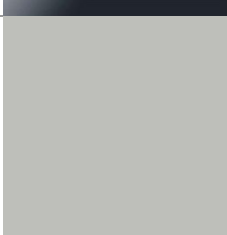
- .1 Freestanding furniture (case goods): standard minimum 5-year written manufacturer's warranty on all components.
- .2 Upholstered furniture: standard minimum 3-year written manufacturer's warranty.
- .3 Learning Spaces furniture: standard minimum 10-year written manufacturer's warranty.

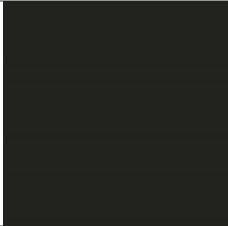
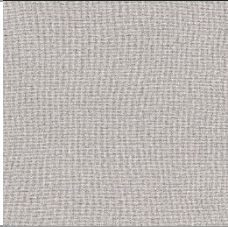
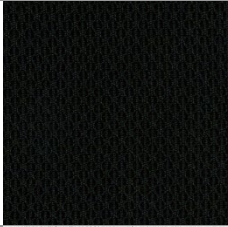
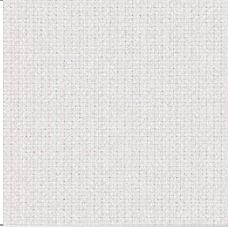
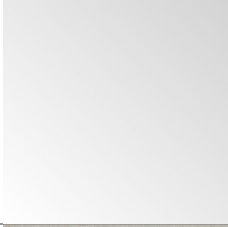
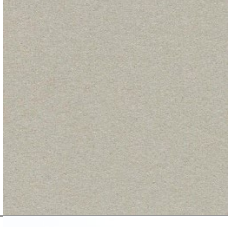
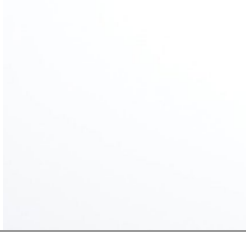
***** END OF FURNISHINGS SECTION *****

Appendix 3: BCIT Preferred Finishes and Colour Palette Summary

Material Colour Finishes Table

Note: Use specified colour finishes or appropriate colour match when selecting furniture finishes.

Finish	Colour Name	Image (Reference)
Laminate	Hardrock Maple	
	White	
	Light Grey	
Metal	Silver Grey	
	Black	
Plastic	Grey	

	Black		
Fabric	Light Grey		
	Black		
	White		
Plexiglass	Frosted White		
Pinboard Linoleum	Oyster Shell		
Writing Surfaces	Pure White		

Summary of Material Finish Applications

Furniture	Finishes	Colours
Desk (Surface and Trim)	Laminate (HPL) with matching edge trim	Hardrock Maple - matte finish
Desk Legs	Metal	Silver Grey
Keyboard Tray	Plastic	Black Silver Grey
Cable Management	Metal	Black Grey
Systems Furniture Panels	Fabric Metal Frame	Light Grey Silver Grey
Freestanding Privacy Panel	Fabric	Light Grey
Freestanding Privacy Panel Supporting Feet	Metal	Silver Grey
Desktop-Modesty Panel Combo	Plexiglass Fabric (upon approval)	Frosted White Light Grey
Desktop Privacy Panel	Plexiglass Fabric (upon approval)	Frosted White Light Grey
Desk Modesty Panel	Plexiglass Laminate	Frosted White Laminate colour to match desk
Office Task Chair <ul style="list-style-type: none"> • Full mesh chair • Full cushion chair • Mesh back/cushion seat chair 	Polymer and woven mesh Metal legs with casters 5-star base	Black
Office High Lab Stools <ul style="list-style-type: none"> • Full mesh chair • Full cushion chair • Mesh back/cushion seat chair 	Polymer and woven mesh Metal legs with casters 5-star base	Black
Guest Chair	Fabric	Black (Consultants can recommend accent colour if it fits within their design scheme)
Guest Chair Legs	Metal	Black
Meeting/Conference Room Chair <ul style="list-style-type: none"> • Full mesh chair • Full cushion chair • Mesh back/cushion seat chair 	Polymer and woven mesh Metal legs with casters 5-star base	Black
Office Collaboration Table (Surface)	Laminate (HPL) with matching edge trim	Hardrock Maple
Office Collaboration Table (Base)	Metal	Silver Grey

Meeting/Conference Room Table (Surface and Trim)	Laminate (HPL) with matching edge trim	Light Grey
Meeting/Conference Table (Base)	Metal	Silver Grey
Personal Storage	Metal Laminate	Silver Grey Hardrock Maple
Communal Storage	Metal Laminate	Silver Grey Hardrock Maple
Bookshelves	Laminate	Hardrock Maple
Writing Surfaces (Whiteboard)	Non-glare (matte surface), non-porous, projection compatible, magnet-compatible, frameless design, no ghosting or residue.	Pure White - Gloss (60° Gloss Meter) 40°
Tack Board	Frameless Linoleum	Oyster Shell
Phone Booth (Interior Acoustic Application)	Fabric	White



British Columbia Institute of Technology

Campus Planning

3700 Willingdon Ave, Burnaby, BC V5G 3H2

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