

## SECTION 13

### FURNITURE & FITTINGS

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P1	09/05/14	WA	Preliminary Issue for review
2	19/8/14		Issue to web

## 13.0 FURNITURE & FITTINGS

### 13.1 General

All furniture and fittings to be purchased in accordance with JCU Purchasing Policy.

The extent of required furniture and fittings and the responsibility for supply and installation shall be as setout in this standard unless otherwise noted in approved Space Data Sheets for the project.

### 13.2 Built-in Furniture

#### General

Loose furniture solutions are preferred, including the use of soft-wiring strategies for general power and data.

Provide built-in furniture where there is a building code requirement or where fixed services, like plumbing, drainage, gas or electricity, are required.

In office areas consider the location of any built-in furniture against future modifications or adaptability of the space.

Consider all access requirements, including access to services maintenance, functional outlets and windows in the design.

Where built in furniture is nominated on the Room Data Sheets, it shall be supplied as part of the building project.

#### Design

All benches and shelving shall be supported to prevent significant deflection under load. Benches must be capable of supporting a person sitting on the forward edge with no significant deflection or damage occurring.

Material used for joinery items shall be generally water resistant, particularly in laboratory and associated areas and shall be sealed under bench tops, door backs and sides by appropriate laminates.

Select finishes for built in furniture/joinery that are fit-for-purpose.

Where cupboard doors, display cases etc. are locked, locks shall be keyed alike for all units within a room, unless otherwise agreed during design.

There shall be no sharp corners and corners shall be chamfered or rounded on both bench tops and exposed shelving corners.

Where benchtops abut walls, provide a protective splashback not less than 150mm high, sealed to the wall.

#### Accessories and Fittings

Hinges to be fully concealed BLUM or HAFELE all metal construction or equivalent to suit application with soft close function.

Door Handles and Drawer Pulls must be Satin chrome plated brass "D" handles, 110mm long Stainless steel.

Drawer slides for normal use applications, BLUM 230M (30Kg capacity) or equivalent, epoxy-coated steel runner with nylon rollers;

Drawer slides for heavy duty applications (file drawers and the like), Lincoln Sentry 5712 full extension side fix (45Kg capacity) or equivalent, cold rolled steel rails with nylon rollers and steel ball bearings.

If required cupboard door locks shall be L&F camlocks or equivalent type complete with flange to conceal hole in door or drawer. Key alike where banks of doors are used.

If required catches shall be Lincoln Sentry 851 or equivalent nylon double roller catches as required.

### 13.3 Whiteboards & Pinboards

#### General

Whiteboards and pinboards are to be supplied and installed as part of the building project. The requirement for additional writable surfaces for teaching and learning spaces changes depending on pedagogy. Establish JCU requirements for teaching and learning spaces and confirm on approved Space Data Sheets. Writable Surfaces including whiteboard material to be proprietary products suitable for their purpose and installed with a warrantee.

#### Design

Whiteboards to teaching walls shall be located to allow simultaneous projection onto the wall surface or a screen when used.

All Whiteboards and Pinboards shall be 1000mm high with a base height of 900mm high unless noted otherwise.

Whiteboards shall be of sandwich panel construction comprising a white vitreous porcelain finished steel face sheet on a 13mm 'Caneite' core with a galvanised steel backing sheet with a powdercoated or anodised aluminium perimeter trim. Provide a pen rail.

Pinboards shall be 6mm 'Krommenie' composition board bonded to 8mm MR MDF backing with a powdercoated or anodised aluminium perimeter trim. Consideration will be given to alternative homogenous pin-able material with acoustic properties.

#### Fixing

Conceal fix to studwork, nogging or other secure sub-structure behind the wall lining.

#### Locations

In addition to those identified on the Space Data Sheets, supply and install Whiteboards and Pinboards in accordance with the following table:

Open plan office space, Laboratories, Seminar rooms, Lecture Theatres, Teaching and Learning rooms, Common Rooms:	Pinboard 1200mm long outside adjacent to room entry door.
Offices and Meeting Rooms:	Pinboard 1200mm long. Whiteboard 1200mm long. Noteboard 600mm x 400mm high outside adjacent to room entry door frame and mounted at 1350mm from the floor to the bottom edge of the board
Common Rooms, Active Learning, Peer to Peer and Social Learning spaces:	Writable and pin-able surfaces to all available walls, confirm extent with users. Consider projection requirements and coordinate whiteboard surfaces to suit. Pinboard 1200mm long outside adjacent to room entry door.

Foyers, Lift Lobbies	Pinboard 1200mm long, confirm location with users.
Lecture Theatres /Large Seminar Rooms:	Unless otherwise determined in the Space Data Sheets, provide a matte finish whiteboard to the full length of the front teaching wall subject to projection requirements. Minimise material joints where possible. Pinboard 1200mm long outside adjacent to room entry door
Other Occupied Areas:	Noteboard 600mm x 400mm high outside room entry door adjacent to the door frame and mounted at 1350mm from the floor to the bottom edge of the board.

### 13.4 Shelves

#### General

The requirement for shelving shall be determined in the Briefing stage and confirmed on approved Space data Sheets. The length of shelving to be provided to offices will be to suit the requirements of the users and may be provided using freestanding bookcases.

#### Design

All shelving shall be supported to prevent significant deflection under load. Shelving shall be melamine finished, 300mm wide with rigid PVC edging all round and continuous unless otherwise noted in the Space Data Sheets. Shelving, wall stripping or frames shall be securely fixed to either heavier gauged wall studs or 19mm plywood noggings, not directly into plasterboard or similar wall sheeting, to carry potential shelf loads. Maintain 200mm clear between shelving and any adjacent glass surface for cleaning purposes.

### 13.5 Blinds

#### General

The requirement for blinds shall be determined in the Briefing stage and confirmed on approved Space data Sheets. Blinds shall not be used in lieu of providing external sun shading or screening of windows.

Blinds are to be provided as part of the project.

Curtains, horizontal venetians and vertical blinds are generally prohibited.

Design to reduce glare and manage daylight in areas where projection or screen-based activities occur, including the use of 'black-out' blinds if required by the users.

#### Design

All blinds shall be equal to Silent Gliss or Verosol systems to suit the height and width of the window. Manual roller blinds preferred however blinds may be motorized and connected to AV room control systems.

### 13.6 Furniture and Equipment provided by JCU

Generally all items of loose furniture will be included as a separate item in the overall project budget. Where applicable, items must match existing furniture.

This includes, but is not limited to:

- Workstations
- Desks
- Returns
- Book cases
- Filing Cabinets
- Refrigerators (should be frost free to avoid leaks)

- Stationery Cupboards
- Lockers
- Waste Paper Bins
- Tables (all types)
- Chairs (all types) - All chairs to take a minimum 80Kg, and at least 25% of seats to be large. This applies also to tablet armchairs.
- Lateral Filing Units
- Screens (office)
- Storage Units (all types)
- Dishwashers (RW)
- Stoves

Equipment such as computers, printers, appliances, cutlery/crockery will generally not be provided as part of project.

### 13.7 Fixtures to General Offices

Departmental/School Offices may require, near to the Enquiry Counter, a provision for receipt of mail, messages and the like for each staff member, and provision for receipt of student assignments. Typically these pigeonhole units are built into walls for dual-side access and are not free standing. Open pigeonhole units for placing of messages to students marked alphabetically 'A-Z' may be required by some Faculties.

The design brief shall establish these requirements including size, configuration and locking.

### 13.8 Directory Boards and Room Names

All directory boards and direction systems inclusive of room numbers and names are provided within the building project and in accordance with the requirements of Section 17 Signage  
Lobbies and similar entry spaces should be designed to accommodate directory boards.

### 13.9 Official Notice Boards and General Notice Boards

Please refer to Section 17 Signage

All notice boards are to be included in the Contract. Allow to provide a minimum of one lockable noticeboard with integral lighting not less than 3m in length and 1m high to each reception/general office area or foyer.

'Charles Tims Series 16 Deluxe' is an acceptable proprietary noticeboard.

### 13.10 Toilet Facilities

#### General

Generally provide male, female and Unisex PWD facilities on each floor with no clear line of sight from passers-by. 'Maze' type entry preferred. Consider CPTED factors such as isolation, loitering, and entrapment for location and design of toilets and showers.

#### Design

Install maximum efficiency dual flush toilets (4.5/3 litre), water-misting urinals, and specify vitreous china hand basins and WCs. Fit all hand-basin taps and shower outlets with water saving adapters as per current Government standards and requirements. Conceal all pipe-work or ensure any exposed pipes or fittings are fully chromed. For ease of maintenance, install isolating valves to every water supply line below sinks or groups of sinks. Install isolation valves on shower combination lines where possible.

Refer to Internal Walls, Partitions and Finishes section for Toilet and Shower cubicle partition systems. Facilities for people with disabilities to be designed to meet the requirements of AS1428.1

### Fixtures

#### Toilet Wash Basin Areas

Provide in each space:

- Vanity bench unit or equivalent shelf for hand held items.
- Full width mirror minimum 800mm wide above splashback.
- 1 x hand dryer for each three basins or less. (Paper towel in Townsville and Electric in Cairns)
- GPO adjacent mirror.
- 1 x Soap dispenser for each two basins or less. Locate such that soap cannot drip onto the floor.

#### Toilet Cubicle

Provide in each cubicle:

- Toilet roll holder dispensers shall be nominated by JCU.
- Sanitary napkin disposal units are not required to be installed, but each female or unisex cubicle shall be sufficiently sized to accommodate a unit 300w x 220d x 850h and not obstruct the patron's space.
- Provide small shelf for handbag/papers above toilet cistern.

#### Unisex Toilet for People with Disabilities

Provide in each facility:

- Vanity bench unit or equivalent shelf for hand held items.
- Grab rails and seat back
- 300mm long Grab rail to back of outward opening door as a pull handle
- Electric hand dryer or paper towel dispenser/bin
- Wall mounted mirror positioned as per AS1428.
- Toilet roll holder dispensers shall be nominated by JCU.
- 2 x Coat hooks to back of door.
- Wall mounted proprietary folding baby change table (Main building entrance level only, one per building)
- Allow space for sanitary napkin disposal units

#### Shower Cubicle

Provide in each cubicle:

- Built-in soap holder
- Fixed seat/bench for changing purposes
- Shower curtain

#### Shower for People with Disabilities

Provide in each facility:

- Folding seat
- Grab rails
- Soap holder
- 2 x Coat hooks.
- Commercial-quality shower curtain and heavy duty stainless steel rail

Note: These facilities will usually be combined with a PWD unisex toilet.

### 13.11 Kitchen Facilities

#### General

Requirements for Staff Lunch Rooms and Tea Making Facilities to be determined in the Briefing stage and confirmed in approved Room Data Sheets Tea Making Facilities may be located in recesses off corridors rather than in enclosed rooms.

#### Design

Typically fixed joinery bench cupboard units with laminate benchtops and splashbacks. Provide space for dishwasher, microwave oven or refrigerator if required in the Room Data Sheets. Unless otherwise noted space for refrigerator to be 700mm x 700mm.

Under bench boiling / chilled water units to be vented and to have a separate proprietary tap font. Provide paper towel dispenser and tea towel rails. All taps to be fitted with water saving adapters as per current Government requirements.

Provide power for all appliances including those supplied by JCU. Provide additional power to benchtop for future appliances.

Where the Room Data Sheets requires a dishwasher to be installed, it shall be a first quality energy efficient and WELS compliant brand equal to Bosch SMI40M05AU ActiveWater Dishwasher Stainless steel semi-integrated'. All dishwashers shall be built-in.

Where a Microwave oven is required by the SDF, it shall be an approved model with automatic sensors and reheat function and utilising inverter technology. The minimum size of Microwave oven shall be 19 litres.

#### Lecture Theatres

Lecture theatres shall be fitted out with all benches, desks, lecterns and fixed seating as required by the Room Data Sheets.

The requirement for fixed or loose seating, benches or tablet arms to be determined early in the briefing stage with JCU to support the proposed pedagogy.

People with disabilities - Provision shall be made to accommodate people with disabilities by provision of spaces for wheelchairs with writing benches which are designed in accordance with the Australian Standard. The location of these spaces should be distributed around the Theatre and not only located at either the front or the rear.

Teaching station – A Lectern or control console unit shall be provided. The design and position shall be approved by JCU

Data Projector Support – Provide the necessary structural support in the ceiling and necessary mounting below the ceiling to safely support and mount video/data projectors that may weigh up to 120kg each depending on the make and model.

The location of the support will be determined by the required screen size and the make and model of video/data projector to be installed.

### 13.12 Office Furniture

#### General

All workspaces are to be ergonomically designed according to AS4443, AS4442 and AS3590.2.

Monitors to have, or be on adjustable pedestals and adjustable chairs are to be provided. If workstations are required to have adjustable keyboards, the keyboard is to be a minimum of 700mm wide to accommodate both keyboard and mouse.

Personal storage to be further supplemented by shared storage and facility hubs throughout the workspace.

All furniture should be free standing or mobile. No fixed joinery is to be provided.

### Design

Allow for the following items to be supplied by JCU:

- 1 x Workstation, minimum 1800 x 750.
- 1 x Mobile Pedestal (under bench)
- 1 x low storage unit equal to 1 x 4 drawer filing cabinet.
- 1 x Ergonomic office chair
- 2 x Visitor's chairs
- 4.5 lineal metres of shelving/storage (predominantly standalone and/or mobile). 'Strip' or 'Box' style open shelving is permitted above desks, however the extent and quantity is to be minimised. Additional storage (up to a maximum of 7 lineal metres) may be provided where there is a demonstrable need and is to be provided by way of loose furniture bookshelves.

### 13.13 Projection Screens

Projection Screens for slides, overhead projection or film shall be provided as set out in Section 35 Teaching Spaces. The size and location requirements will be determined in conjunction with JCU. Where the length of the teaching wall in Seminar Rooms and other teaching spaces does not allow sufficient space for projection direct onto the wall surface, provide and install a retractable projection screen with torsion bar in a location which does not impede concurrent use with the whiteboard. Ensure that the screen clears the Whiteboard pen tray when lowered.

The screen type shall be equal to 'DaLite Deluxe Model B' video format (4:3) with a matte white finish. Install the screen with the canister as close as possible to the ceiling strictly in accordance with the manufacturer's printed instructions.

The screen size and location shall be confirmed with JCU.

### 13.14 Chilled Water Drinking Fountains

Allow in the building project the supply and installation of ZIP brand dual (adult/PWD) accessible chilled water drinking fountains (with the option of a cup filler goose neck) at the rate of one installation to each floor level.

### 13.15 Moving Aisle Storage

Moving aisle storage when specified in space description forms may be Compactus, Conserv-an-aisle or similar and shall be supplied and installed as part of the building project. Refer also Section 19 Structural Design regarding compactus floor loadings.

### 13.16 Rubbish Bins for External Use

The preferred design is a low maintenance enclosure of a wheelie bin with a roof to prevent birds removing rubbish. Provide the type below or submit alternative for approval by JCU.

#### 240 Litre Bin

WBEMJ240 Dual with powder coated precious silver pearl aluminium curved roof and frame with black body parts (SULO240LMRI1075)

Y14 33617 Recycle Panel & Recycle colour: Dulux Yellow Gold – Insert hole only

GN121A Waste Panel; P/C Black (Interpon Night Sky)

Note: Contact - Street Furniture T: 1800 027 799.

The Sulo information is the size of wheelie bins it needs to fit in it.