



## SMARTER INTERIORS

### Glossary of Terms: Commercial Office Furniture and Space Planning

#### -A-

**Acoustical Panel:** A systems furniture panel with acoustical properties to absorb sound within the panel structure providing a higher STC rating for the overall workspace.

**ADA:** Americans with Disabilities Act.

**Adjacency Requirements:** Programming information concerning optimal functional proximity of various personnel groups and equipment areas in a company. This information is a major element of the criteria used in space planning.

**Adjustable Arms:** Refers to the adjustability of chair arm rests, typically on a task chair. They can be height adjustable (vertical), width adjustable (horizontal), rotating and/or have a sliding arm pad.

**Adjustable Glides:** Support device for leveling or stabilizing furniture on uneven flooring. Alternately referred to as "levelers" or "height adjusters."

**Area Takeoff:** The tabulation of area in square feet or yardage. This information is used to quantify spaces in planning and budgeting efforts.

**Asynchronous Control:** Allows a chair's backrest and seat to move simultaneously but independently for the user to maximize his/her comfort.

**AutoCAD:** The computer program used by most architecture and interior design industry professionals to generate drawings.

#### -B-

**Base Power Infeed:** The power source connection from the building's electrical current to the systems furniture panel.

**B/B/F Pedestal:** Abbreviation for Box/Box/File Pedestal. The word pedestal (or commonly referred to as a "ped") is a filing unit, typically about 15" wide and located under a work surface top. A "box" drawer is a 6" high drawer used for smaller items, such as pencils and calculators. The "file" drawer is about 12" high and is a standard hanging file compartment.

**Beltway Power:** In systems furniture refers to a horizontal strip above work surface height that allows for power and data capability and access. The standard location for most systems is at the base of the panel.

**Block Diagram:** Initial form of space allocation in which the spatial requirements determined in the programming phase are shown. This diagram shows, in correct proportion, departments and their proposed locations within the space.

**Boat Shaped Table Top:** A rectangular shaped table top design that, in plan view, has 2 short sides that are flat and 2 long sides that are bowed outward in a convex shape so as to allow for better person-to-person vision around a long conference table.

**Box Drawer:** A 6" high drawer made to use in a pedestal.

**Bridge:** The work surface that connects a desk and credenza, so as to form a U-shaped configuration around the user.

-C-

**C-Leg:** A support leg that allows knee clearance for the user underneath the work surface.

**Case Goods:** Refers to freestanding wood office furniture.

**Casters:** The small wheels that allow for mobility on a piece of furniture.

**COL:** Abbreviation for "Customer's Own Leather." Term used in a furniture specification when an item is being upholstered with leather from a source other than the manufacturer of the furniture.

**COM:** Abbreviation for "Customer's Own Material." Term used in a furniture specification when an item is being upholstered with fabric from a source other than the manufacturer of the furniture.

**Contract Furniture:** Furniture obtained by contract through dealers or manufacturers. This term frequently implies that the furniture has been developed for commercial use which, through testing, is considered adequate to meet the safety regulations and rigors of a public environment.

**Core:** The portion of the building containing a concentration of components such as elevators, elevator lobbies, restrooms, equipment rooms, etc.

**Counterweight:** Small weights in the base of a tall file cabinet that keep it from tipping over when a loaded drawer is open.

**CPU Holder:** An accessory piece attached to the underside of a work surface to hold a computer's CPU and assist in wire management.

**Credenza:** In a private office setting, it is the work surface/storage unit located behind the user. In a conference room or gathering space, it can be used for serving as well as provide additional storage.

-D-

**Demising Wall:** A partition separating individual tenants on a multi-tenant floor. Usually the wall runs from the floor to the structural ceiling above (sometimes called "slab to slab") with gypsum board on both sides. It may contain sound insulation.

**Direct Pressure Laminate:** Sometimes this material is referred to as melamine, but it is actually a sheet of melamine bonded to particleboard. It is a much less durable material than high-pressure laminate.

**Double Pedestal Desk:** A desk configuration that consists of left and right pedestal files and knee space in the center for the user.

**Drum Base:** A large cylindrical base used to support a table or work surface.

**Duplex Outlet:** A standard electrical outlet with 2 receptacles.

-E-

**End Panel:** A support panel that runs the entire depth of a freestanding work surface and does not allow for knee clearance for the user.

**End Trim:** On a systems furniture panel, it refers to the finished vertical end cap.

**Ergonomic:** Specially designed furniture, usually referring to chairs, which cradle the body and reduce fatigue.

**Executive "L":** Consisting of two pieces - a single pedestal main desk and a return - with both units being of the same height, usually 29" or 30". Return can be left or right side.

**Executive "U":** A large, U-shaped desk consisting of three pieces: a desk, credenza and connecting bridge.

-F-

**Face Veneer:** The veneer on the most visible surfaces.

**Finish Boards:** Boards prepared to illustrate proposed finishes. The boards will sometimes have photographs or graphic descriptions, but will frequently have physical samples of items, such as wall coverings, carpets, laminates, tiles, stone, etc.

**F/F Pedestal:** Abbreviation for File/File Pedestal. The word pedestal (or commonly referred to as a "ped") is a filing unit, typically about 15" wide and located under a work surface top. This unit houses 2 standard filing drawers.

**Flipper Door:** Refers to the door on an overhead storage unit in a workstation. These doors are typically hinged at the top and lift up either on top of or into the storage unit.

**Floor Core:** The process of coring through the slab of a floor to bring power and telecom/data capability to a room or area.

**Freestanding:** Refers to furniture not supported by systems furniture panels.

**Full-to-Floor Pedestals:** When pedestals extend to the floor below the work surface.

**Furniture Installation Coordination:** The coordination of the installation of the entire movable, as opposed to built-in, furniture, fixtures, and equipment. Typically included tasks are: expediting of orders, inspection of delivered goods, scheduling of delivery and installation, and coordination of the various personnel involved.

**Furniture Plan:** Usually drawn at the same scale as the Partition Plan, the Furniture Plan locates and identifies the new and existing furniture in the proposed arrangement.

-G-

**Glazing:** Clear or translucent light-transmitting materials. Examples may be made of glass, plastic, fiberglass, etc., and may be tinted, obscure, beveled, fire-rated, wire-reinforced, or bullet resistant.

**Glides:** Refers to the small, adjustable feet on a large piece of furniture or systems furniture panel in order to make it level. Can also refer to the finished ends of a chair leg that protects the floor as well as the chair leg itself.

**Graining:** The process of printing a natural wood grain pattern onto another surface that may or may not be wood product.

**Grommet:** A finished hole in a work surface or other surface to allow for the passage of wires.

-H-

**High-Pressure Laminate:** A laminate composed of six to eight layers of building material that have been bonded with resin, then topped with a melamine plastic facing. Often, high-pressure laminates are used in office furniture to add durability to a piece of furniture without sacrificing its appearance.

**Hutch:** A storage unit that sits on top of a credenza. Typically seen in a private office setting.

-I-

**Interlock:** A device used to lock two or more drawers together that allows only one drawer to be open at a time. This prevents simultaneous opening, thereby preventing tipping.

**Inside Delivery:** A special request to have the furniture delivered inside the customer's facility. This service is usually handled by a specialty delivery company.

-K-

**Keyboard Tray:** A unit that attaches to the underside of a work surface to hold a computer keyboard. Various models are available to allow for user-specific adjustability and assist in the prevention of carpal tunnel syndrome.

**KD - Knocked Down:** The product is shipped completely unassembled to save in freight fees and will require full assembly by the end user.

**Knockouts:** In the base of a systems furniture panel, refers to the hole provided for an electrical or telecom/data outlet.

-L-

**Lateral File:** A filing cabinet that is wider than it is deep to allow for side to side filing or front to back filing of records. Typically come in widths of 30", 36" and 42".

**Laminate:** A material formed by fusing two separate materials together. The term laminate can be used to describe both high-pressure laminate and direct pressure laminate.

**Lead Time:** The amount of time needed for production and delivery of a piece of furniture after order entry.

**Load Bar:** A bar mounted either to a wall or to a systems furniture panel to which accessories are mounted.

**L-Post:** The corner connector used when two panels meet at a 90 degree angle. Also referred to as a 2-way connector.

**Low-Pressure Laminate:** Sometimes referred to as melamine, this material is really a melamine sheet bonded to a single particleboard.

**Lumbar Support:** A standard or available option on a good quality task chair that provides support for the lower back.

-M-

**Melamine:** A plastic resin used to coat direct pressure laminate, and used between the layers of high-density laminate. Melamine may also refer to direct pressure laminate, which is the less durable of the two laminates available for office furniture.

**Millwork:** Built-in counters, shelving, cabinetry, wall or ceiling paneling, moldings, etc. usually fabricated off-site and made of wood and/or similar materials.

**Move-Coordination:** Optional services which include scheduling of contractors, moving and delivery crews, and installers to assist the owner in occupying the space.

**Mobile Pedestal:** A small storage unit that has casters to allow for mobility. Typically used for files and/or personal storage. Most can be ordered with a cushion on top to allow for informal seating.

**Molding:** A decorative plane or curved strip used for ornamentation or finishing.

-N-

**Nailhead Trim:** Trim used on traditional seating. This usually consists of brass nails individually applied. On less expensive chairs, nailheads may be plastic and applied in strips instead of individually applied.

-O-

**Off Modular:** The ability for systems furniture components to join into a perpendicular panel at any increment, rather than the ends of the panel only.

**Open System:** Partitions put together usually in the center of an office space to create a working environment. Typically, it does not have a door or a ceiling.

**Overfile:** A storage unit that sits atop a 4 or 5 drawer file.

**Overhang:** Produced by recessing the modesty panel when the work surface overhangs the modesty panel. Overhangs vary from 6" to 11". Allows the visitor to position a chair close to the desk.

-P-

**Panel Creep:** When planning multiple workstation clusters for a space, it is the dimension of a panel's thickness multiplied by how many times it occurs over the length of the space.

**Panel Mount:** The ability to mount and hang storage units, work surfaces and accessories to a systems furniture panel.

**Pedestal:** Also referred to as a "ped," is a filing unit, typically about 15" wide and located under a work surface top. Can be fixed or mobile and can have different storage configurations.

**Peninsula Top:** Also called a P-top, it is a primary work surface designed with one rounded end to provide a comfortable meeting space for multiple users to gather around.

**Plan View:** An aerial view of a space, room or piece of furniture, cutting a horizontal section at 5'-0" above the floor line.

**Pneumatic Height Adjustment:** On a task chair, allows different size users to adjust the seat height.

**Posture Control:** Allows the backrest to tilt independently of the seat, allowing for adjustments in back patch.

**Power Infeed:** The electrical connection used to provide systems furniture with the building's power source.

**Power Pole:** A floor to ceiling pole, similar to a small column bringing power and telephone/data wiring to a workstation pod, in lieu of a floor feed.

**Power Whip:** Industry slang for a power source that connects the building's electricity to the systems furniture or cubicle.

**Programming:** The initial stage of a project in which spatial requirements are determined considering numbers and classifications of personnel, size of departments, anticipated future expansions or reductions, and required adjacencies.

**Punch list:** The list that is generated after the project's completion to indicate any items that are missing or damaged. Applies to architecture as well as to furniture.

**PVC:** Polyvinyl Chloride

-Q-

**Quadradplex Outlet:** Also known as a quad, it is an electrical outlet with 4 receptacles.

**Quick Ship:** A program offered by most furniture manufacturers making some of their most popular or easily manufactured products available with accelerated lead times.

-R-

**Raceway:** The channel provided within a systems furniture panel to run electrical wiring and telephone cabling to the outlets.

**Radius Styling:** Rounded edges/corners of desks, credenzas, etc.

**Remanufactured Furniture:** The reuse of core components in a workstation that can be returned to a new condition with OEM warranties and safety assurances renewed as well. By utilizing components of a past carbon footprint an average savings of 30% to 50% can be realized over the purchase of products with a new carbon footprint.

**Return:** The side work surface stemming from the user's primary work surface creating an L-shape in plan.

-S-

**Schematic Plan:** A Schematic Plan is a preliminary Space Plan showing the proposed form and location of the primary components of the space. It provides, in plan view, a graphic depiction of the architectural elements, the furniture, and their interrelationship.

**Skins:** The upholstered portion of a systems furniture panel. Easy to remove and re-upholster to provide an updated look or replace damaged product.

**Sliding Seat Pan:** An option on many task chairs that allows the seat to move from front to back in order to accommodate different leg lengths.

**Space Plan:** A preliminary layout which graphically illustrates basic needs, future growth and adjacencies as defined by the project statement. It is drawn as if the building were "sliced" horizontally, the room and ceiling removed and viewed from above. It indicates placement of walls and type of construction, wall penetrations (doors, windows), defined exit ways, circulation within the area being planned, support areas (such as file rooms, libraries, raised floor computer areas, etc), along with their relationship to existing building elements. Furniture and equipment layouts will provide an understanding of the general use of the spaces being presented.

**Space Planning:** In the space planning phase, the approved Block Diagram is developed into a space plan. The space plan is a drawing that shows the proposed space in a plan view, in scale, delineating the primary elements of the space (architectural features, furniture, and equipment) and their interrelationship.

**Specifications:** The ordering information for a piece of furniture. Typically includes the manufacturer's item number, color, finish, size and any other options specific to the piece.

**Spine:** The common center panel running down the middle of a workstation pod that all perpendicular panels connect into.

**Spin Lift:** A mechanical height adjustment operating by spinning the chair counter-clockwise to raise it and clockwise to lower it.

**Stanchions:** The support column on a work surface used to upmount overheads.

-T-

**T-Post:** The connector used when three panels meet at an intersection, forming a "T." Also referred to as a 3-way connector.

**Tackable Panel:** A systems furniture panel with a built in tackable surface.

**Tack Board:** A fabric covered tackable surface generally mounted to the panel or wall between the top of a work surface and the bottom of an overhead cabinet.

**Task Chair:** The type of an office or desk chair. It is generally comfortable and adjustable and can swivel 360 degrees.

**Task Light:** The additional light source commonly provided at a desk or workstation. Can be freestanding or mounted underneath an overhead storage cabinet.

**Tension Control:** A mechanical feature usually adjusted by a knob located under the seat of a chair that controls the degree of resistance the chair provides when leaning back.

**Tiled Panel:** A systems furniture panel with a segmented look housing multiple panel inserts. These inserts can be of varying materials to create different looks or have different functions and can be changed out very easily.

**Top Cap:** The finished piece of the top of a workstation post or panel.

**Tongue and Groove:** A joint made by fitting a tongue on the edge of a board into a matching groove on another board.

**Transaction Top:** A work surface typically mounted at 42" high and intended for receiving standing visitors or exchanging information. Often seen at reception or secretary stations.

**Translucent:** A surface that light and objects can be perceived through, but not clearly made out.

**Transparent:** Clear enough to be seen through.

-U-

**Upmount:** The term used when stanchions are used to mount shelving or overhead storage on top of a work surface.

**"U" Shaped Workstation:** A piece of furniture consisting of a single pedestal desk and a single pedestal credenza connected on one side by a flat top and modesty panel (a bridge).

-V-

**Veneer:** A thin strip of real wood glued on to a substrate of plywood or particleboard.

**Vertical File:** A filing cabinet that is deeper than it is wide, in which records can only be stored front to back.

**Vertical Raceway Panel:** A panel with an interior vertical cavity to bring power and data above work surface height.

-W-

**Wall Mount:** Refers to the installation of systems furniture pieces that are mounted directly to a drywall partition, rather than hung from a furniture panel.

**Wardrobe Cabinet:** A personal storage unit in a workspace designed to hold a coat, jacket or other hanging items.

**Wire Management:** Characteristics of a piece of furniture that conceal wires and power cords from view.

**Work Surface:** The top of the desk.

**Work Wall:** In a private office environment, refers to the wall incorporating work surfaces, storage, power and accessories.

**Workstation:** A table or desk with a three-sided partition around it, usually made for individual work. However, workstations are highly customizable, and are often used to reduce noise and provide privacy to individual employees working in a single room.

-X-

**X-Post:** The connector used when four panels meet at 90 degree angles. Also referred to as a 4-way connector.



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Commercial and Office Furniture • Remanufactured Furniture • Delivery • Installation • Service