

From: Judy Hanaya [mailto:hanaya@usc.edu]
Sent: Thursday, September 06, 2012 9:31 AM
Subject: Furniture- Guidelines for furniture

Dear furniture vendors and USC Staff,

Under CCD's direction, Purchasing reached out to USC's "active" furniture vendors requesting floor plans with quotes to verify LA building code compliance on all furniture orders over \$5000. We appreciate your cooperation in providing floor plans and your patience during the approval process. However, due to insufficient information in the floor plan, the Approver is unable to assess building code compliance.

To ensure that each floor plan contains the necessary information, Purchasing is requesting specific information on each drawing. These guidelines were provided by the Approver and will facilitate the approval process.

Please provide the following information on every drawing for furniture quotes over \$5000 with the exception of chairs and desktop products:

1. Plan view drawing that shows the following:
 - a. The measured wall-to-wall dimensions of the room or space.
 - b. The length, width and depth dimension of each piece of furniture in the room, including anything existing that will remain.
 - c. A notation that indicates the height measured from finish floor to the top of each workstation partition (including any added glazing panels, etc.). This information can also be shown on a 3-d drawing if preferred.
 - d. A notation that indicates the height measured from the finish floor to the top of each piece of furniture or cabinet that sits on the floor, but is more than 5 feet tall. For furniture more than 5 feet tall, a notation that indicates the piece will be secured to the wall.
 - e. A notation that indicates the height measured from the finish floor to the bottom, and to the top, of each piece of wall-mounted cabinetry or shelving.
 - f. Dimensions showing required access clearances such as aisle widths, latch side door clearance, and horizontal distance from face of door when in a closed position to the nearest obstruction in the direction of door swing.
 - g. Label each drawing providing the USC building name and specific room number or numbers where the furniture is going .

Your cooperation is much appreciated. Please call me if you have questions regarding this request.

Thank you,

Judy Hanaya

USC Purchasing Services Buyer

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