

University Standards have been developed to ensure a safe, productive and comfortable workplace.

The **QUICKShip** workstations are stocked as components and are installed by qualified installers. If additional work (ie: furniture removal, painting, floor waxing, telephone/electrical/ computer outlet changes) are required, please submit a WIRF (work initiation request form) to FMD. This work must be done prior to workstation furniture installation.

KEEP IN MIND

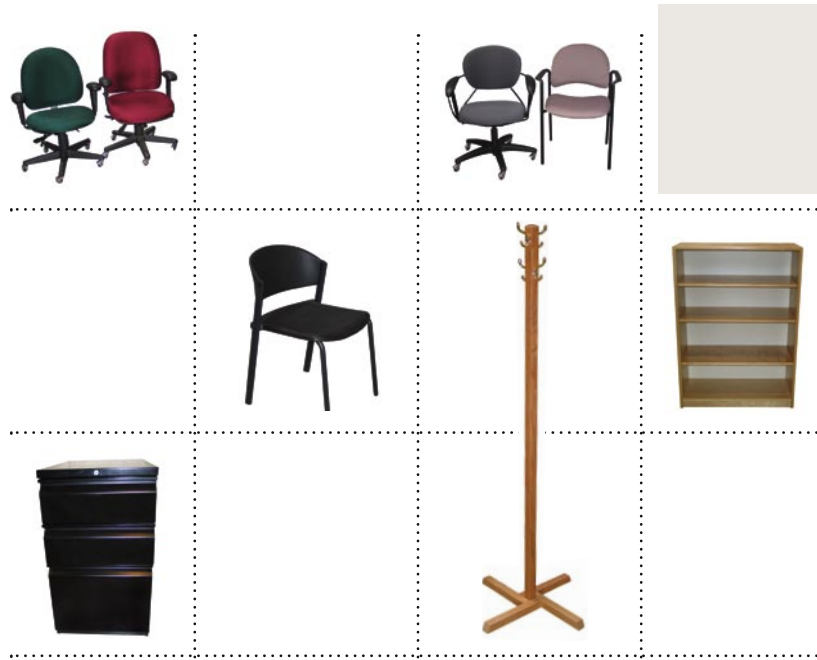
All furniture purchases must be pre-approved by FMD. Purchasing cards may not be used for furniture purchases. All purchases must go through FMD and must follow University standards, policy and procedures.

Other furniture options are available on a project by project basis.

STILL HAVE QUESTIONS? PLEASE CALL US.

- Furniture Procurement..... **966-4616**
- Interior Design Group..... **966-2046**
- Work Control Centre..... **966-4496**
Email workcontrol.centre@usask.ca
- Facilities Management Reception..... **966-4700**

INTRODUCING



Furniture
QUICKShip
program



FMD

has the following committees to facilitate a proactive approach in furniture quality and maintenance:

- Accessibility Committee
- Classroom Enhancement
- Ergonomic Committee

Contact the ergonomic committee at 966-2046 for more information.

WHAT IS QUICK SHIP?

Delivery of pre-selected furniture available..... **FAST!**

In a hurry to get your work space up and running? Get a jump start on your furniture needs by utilizing the furniture Quick Ship program. FMD stocks workstations, filing pedestals, filing cabinets, book cases, and coat trees. Task, meeting, guest and classroom chairs are also available to quickly meet the needs of the University Community.

Filing Cabinets

Vertical 2 and 4 drawer, tan colour.
Lateral 2 and 4 drawer, tan colour.



Under Desk Pedestals

Available in black, two or three drawer configurations



Chairs



We offer four high performance, ergonomically designed task seating chairs, which are suitable for your workspace.

- Nightingale 2600 & Nightingale 4400 stocked in navy blue, dark green and burgundy.
- Steelcase Drive model stocked in a black check print.
- AllSteel 6313 stocked in blue and green.

Meeting and guest seating assumes many identities as they move from office to conference room to waiting area to visitor applications. We stock the Rainbow and Uho chairs to accommodate these needs.



Our classroom chairs are stocked in black, no arms (w/arms also available to order). Visually attractive, strong in design, the Teknion Zone classroom chair is the smart stacking solution. It stacks 10 high and moves quickly from place to place, cafeteria, auditorium or visitor chair applications.



For extra storage in your workspace, FMD offers quality bookcases and coat trees. These units are made on campus by FMD carpenters.

Bookcases are available in stock for fast delivery in 42" and 72" heights.

Coat trees are functional yet attractive.



Finally, exceptional quality, ergonomically designed workstations are available in a fraction of the time compared to a traditional furniture order. Depending on the physical modifications needed, your workspace could be up and running in less than two weeks! Horizontal surfaces are country maple

with black vertical surfaces. A fully articulating keyboard tray, cable management channels and one left/right handed modesty panel are included. The under desk pedestals are an option that would complete this Quick Ship work station!

Call FMD for all your furniture needs!