



**THE UNIVERSITY OF NEW MEXICO  
DEPARTMENT OF PLANNING, DESIGN & CONSTRUCTION**

**CLASSROOM FURNISHINGS GUIDELINES**

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## PART I: ABOUT THE GUIDELINES

### Section A Guiding Principles: Classroom Furnishings

Standards and Guidelines provide direction and consistency in our facilities and campus systems. Facility design guidelines provide guidance for the project architects/engineers, project management teams, and contractor teams during the design, renovation, and construction process for University of New Mexico projects. Design guidelines should be used along with the project-specific program.

The Classroom Furnishings Guidelines have been developed based on long-term durability and aesthetics. The use of furniture guidelines is encouraged but does not preclude the use of other manufacturers, styles, colors, etc. UNM's Planning, Design & Construction (PDC) Interiors should review products outside of provided guidelines to ensure compatibility, quality, functionality, etc. Replacement of or addition to existing furnishings should be done with like products and finishes.

Finish guidelines have been provided by product to keep uniformity of inventory and campus brand. Any finishes variance requires approval from UNM PDC University Architect and Interior Environments Design Manager.

1. **Review Process:** All non-standard furnishings selections for projects on UNM campuses should be reviewed by UNM PDC Interiors to promote consistent aesthetics and appropriateness of installations across facilities.
2. **Durability:** UNM prioritizes the use of manufacturer's products of the highest quality possible to ensure that the life of the product lasts as long as possible and to promote fiduciary responsibility.
3. **Sustainability:** All construction or renovation projects at UNM will be designed to emphasize the life cycle costs associated with the operations and maintenance of the facility over initial capital costs and to meet or exceed the U. S. Green Building Council's LEED Silver standard per the Governor's Executive Order 2006-001.

## PART II: SPECIFICATIONS

### Section B General Specifications

#### i. Seminar Classrooms

##### a. Classroom Tables

- a. **Description:** Rectangular, seated height tables with laminate tops and metal legs. May or may not have power, casters, or flip tops. Designed for use in classroom settings, and can be rearranged to suit classroom function with relative ease. See ADA Section C for information on accessible tables.
- b. **Size:** Designed to accommodate two students
  1. Preferred dimensions: 18" deep x 60" wide (UNM typical)
  2. Alternate dimensions: 24" deep x 60" wide
  3. Seated height: 29 – 30"h
- c. **Minimum Specification Standards:**
  1. HPL Laminate Surfaces & Vinyl Edgebanding
  2. Optional Features: Casters, Flip Top, Integrated or Clamp Mount Power. If desktop power is desired, plug in/clamp mount power is preferred for optimal flexibility.
  3. Warranty: 12 years minimum, 5 Years for casters
- d. **Basis-of-Design Reference:** Surfaceworks Freedom C-Leg Training Tables



**b. Classroom Chairs**

**a. Description:** Plastic/Poly chairs without upholstery, easily wiped clean. Chairs may have casters or glides, depending on room use. Designed for use in classroom settings, and can be rearranged to suit classroom function with relative ease.

**b. Minimum Specification Standards:**

1. 300 lb. capacity
2. Armless, or flip up arms, 5 star (preferred) or 4 leg base options
3. Warranty: 10 year minimum

**c. Basis-of-Design Reference:** Steelcase Cachet Chairs



**c. Tablet Arm Chairs**

**a. Description:** Mobile tablet arm chairs can be used in place of tables and chairs. Mobile tablet arm chairs should be considered in classrooms that are rearranged frequently. Chair shells should be Plastic/Poly chairs without upholstery. Designed for use in classroom settings, and can be rearranged to suit classroom function with relative ease.

**b. Minimum Specification Standards:**

1. 350 lb. capacity
2. Tablet arm: HPL laminate or molded plastic, user-adjustable to accommodate both right handed and left handed students
3. Warranty: 15 years minimum
4. Optional features: cup holder, backpack/bag storage or hanger

**c. Basis-of-Design Reference:** KI Learn 2 Strive Chair & National Essay



ii. **Fixed Seating & Tables (Lecture/Seminar Classrooms & Auditoriums)**

a. **Lecture/Seminar Fixed Tables w/Jury Base Seating (fewer than 100 students)**

- a. **Description:** Poly flex back chair for easy cleaning
- b. **Size:** Fixed tables can be continuous width, but must provide 30" w per student. See ADA Section C for information on accessibility.
  - 1. Minimum dimensions: 18" deep (UNM typical) x 30" wide
  - 2. Maximum dimensions: 24" deep x 30" wide
- c. **Minimum Specification Standards:**
  - 1. HPL Laminate Surfaces & Vinyl Edgebanding
  - 2. Jury seating has 360 degree swivel with automatic memory return, 350 lb. weight capacity
  - 3. Optional Features: integrated power
  - 4. 15 year warranty
- d. **Basis-of-Design Reference:** KI Fixed tables with KI Strive Jury Base Chair



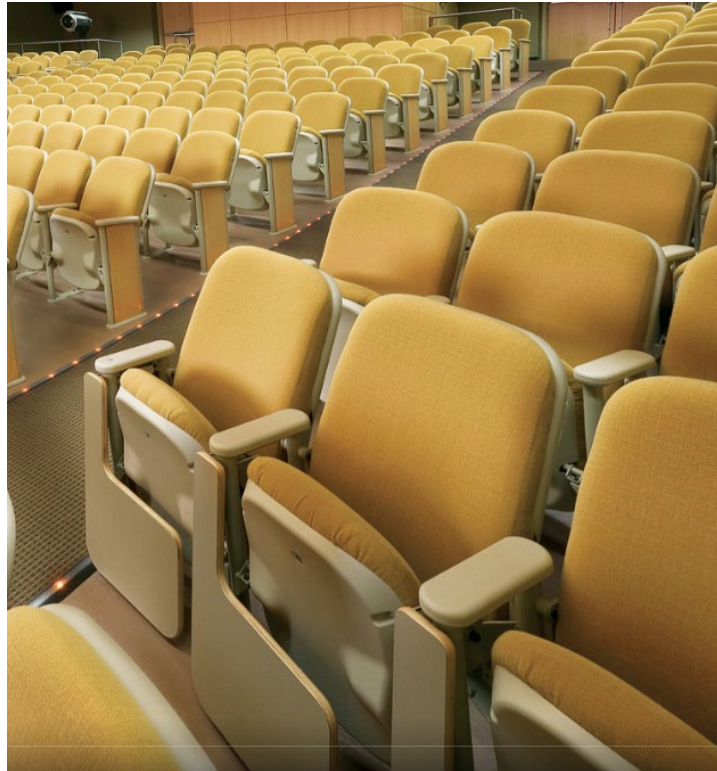
**b. Fixed Chairs (Auditoriums)**

**a. Description:** Fully upholstered seat and poly outer back with vinyl/faux leather preferred for ease of cleaning or dark patterned high performance fabric. Se ADA Section C for information on accessibility.

**b. Minimum Specification Standards:**

1. 300 lb. capacity
2. Tablet Arm (11.5" x 15.25"), HPL surface w/ vinyl edgebanding
3. Warranty: 15 years minimum

**c. Basis-of-Design Reference:** KI Concerto



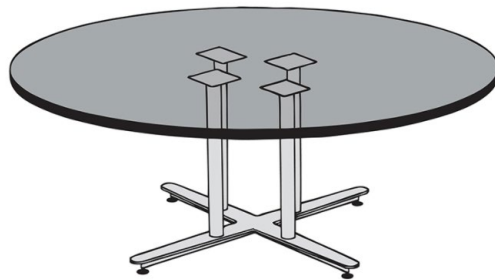


### iii. Learning Studios

Learning studios are designed to emphasize collaborative learning among students and minimal lecture by the instructor. Students are seated at large, round tables to facilitate team work and the walls are covered with working surfaces and projection screens/video monitors to present student work. There is a teacher station with controls located in the center of the room to diminish the perception of a “front of the room”.

#### a. Tables

- a. **Description:** Round tables designed to accommodate group work and collaborative learning.
- b. **Size:** Designed to accommodate 6 – 9 students
  1. Minimum dimensions: 60”, 72” or 84” diameter
- c. **Minimum Specification Standards:**
  1. HPL Laminate Surfaces & Vinyl Edgebanding
  2. Optional Features: undermount power/USB units to provide power/USB access but keep surface clear of obstructions.
  3. Warranty: 12 years minimum
- d. **Basis-of-Design Reference:** Surfaceworks Vector table, Mockett PCS115 Power Interface Under Desk Mount



Round



#### b. Chairs

- a. **Description:** Refer to typical classroom chair specifications, Section i.

#### iv. Instructor Stations & Seating

##### a. Workstation

a. **Description:** Fixed station designed to accommodate technology and A/V equipment.  
Consult with UNM Information Technologies.

##### b. Minimum Specification Standards:

1. HPL Laminate Surfaces & Vinyl Edgebanding

##### b. Lectern

a. **Description:** Mobile lectern designed for classroom use where technology is not required.

b. **Size:** 26.5" deep x 28.5" wide x 42" high

##### c. Minimum Specification Standards:

1. HPL Laminate Surfaces & Vinyl Edgebanding
2. Casters: locking casters
3. Locking Cabinet
4. Warranty: 12 years (casters 1 year)

d. **Basis-of-Design Reference:** Enwork Zori



Zori Lectern

Enwork

Zori Command Centers with Basic Cabinet

**c. Instructor Seating**

- a. Description:** Plastic/Poly stool or chair without upholstery, easily wiped clean. Seating may have casters (preferred), or glides, depending on room use. Consult with UNM IT to confirm height of workstation to determine seating type.
- b. Minimum Specification Standards:**
  - 1. 300 lb. capacity
  - 2. Armless, or flip up arms, 5 star or 4 leg base options
  - 3. Warranty: 10 year minimum
- c. Basis-of-Design Reference:** Steelcase Cachet Stool or chair



## PART II: SPECIFICATIONS

### Section C ADA Requirements & Clearances

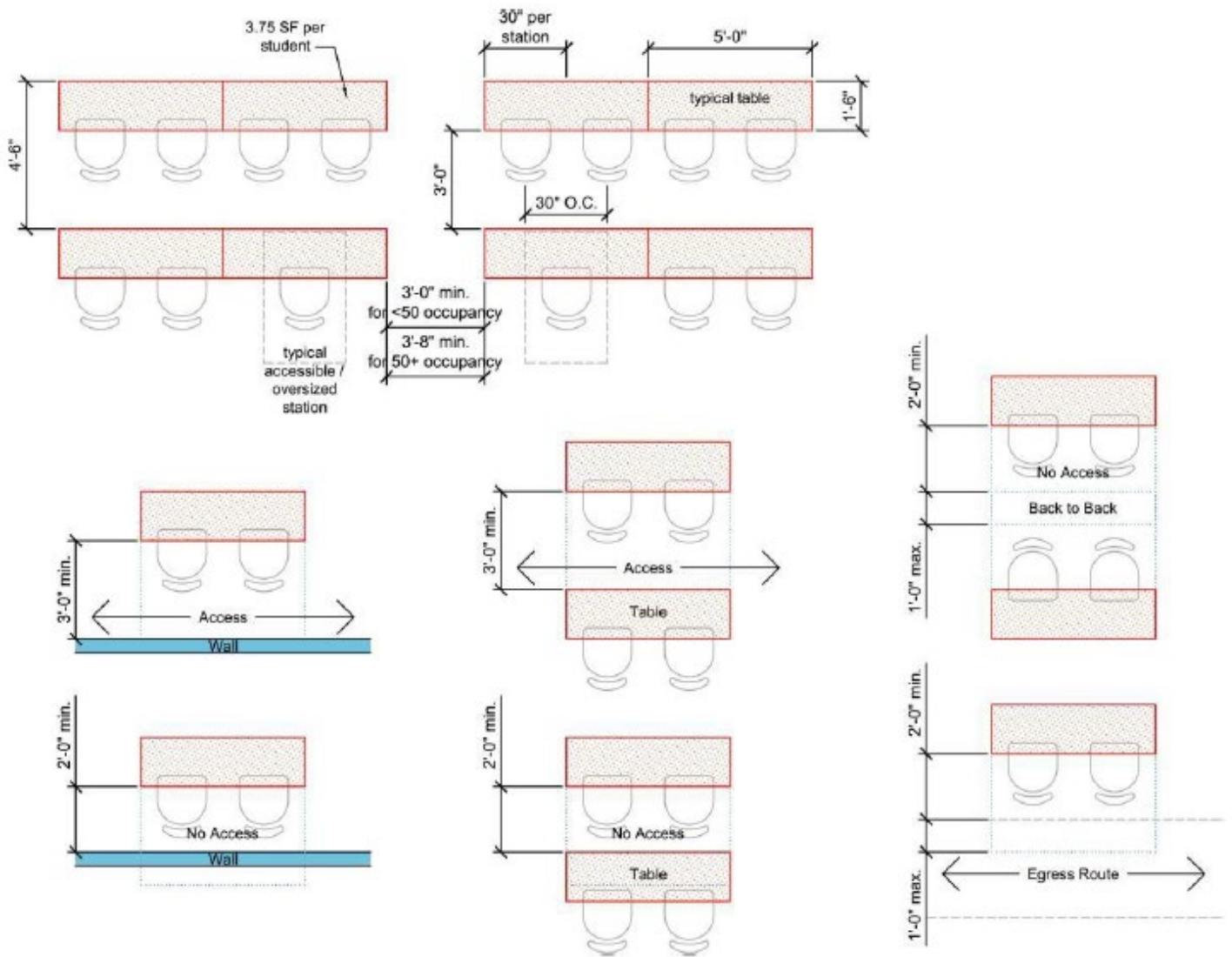
#### v. ADA Requirements

- a. ADA Requirements: Each installation area shall provide the appropriate quantity of ADA accessible tables for project size. 5% of tables provided in a given area should be accessible. The route to the table must be accessible for a wheelchair, and the table itself must meet ADA guidelines, including providing 27" inches of clear space underneath the table. Best practice is to specify a minimum of one adjustable height table per classroom space where moveable tables and chairs are used. If power is available near the height adjustable table(s), purchase plug in power bases; if no power is available provide counterbalance base(s). In fixed seating areas (lecture/seminar/auditorium), manufacturer must design space appropriate accessible areas.

#### vi. Clearances

- a. **Seat Spacing:** Adequate seat spacing is required to accommodate comfort and flexibility in all learning environments. Space planning should account for the side-to-side spacing and front-to-back clearances of differing seat types, configurations, and functions, as well as spacing to accommodate ADA requirements. Seat spacing for seminar rooms, lecture rooms, and auditoriums is as follows:

Seat Type	Table Type	Side-to-Side Distance (on center)	Front-to-Back Distance (clear space)
Movable	Movable	26"-30"	36" between tables
Movable (≤20 seats)	Fixed	26"-30"	36" between tables
Movable (>20 seats)	Fixed	26"-30"	38" between tables
Tablet-arm (fixed or movable)	NA	24"-30"	12" (w/open tablet-arm)



Typical Seating Layout for Seminar and Lecture Rooms.