EMU Furniture Meeting Notes
Meeting held on 10.09.14

Items selected for further review from presentation:

**Task Seating**
- Herman Miller Sayl Chair
- Sit on it Seating Focus Chair
- Wit

*Additional Notes:*
*Family of seating could help bring a cohesive feel to the space*
*Interested in seeing stool versions of these chairs if available.*
*Check if Sayl chair can be made into a stool version. (Possible alternative Wit or Caper stool)*

**Multitask Chair**
- Caper chair with mesh seat (on wheels)
- Sayl side chair (on wheels)
- Focus side chair

*Additional Notes:*
*Important that these items are stacking and light weight*

**Multifunctional Space Chair**
- No option selected from presentation, send additional options with these requirements:
  - Stacking (possibly a high density stacker due to storage space issues)
  - Upholstered seat and back
  - Ganging
  - Higher quality chair due to premier location
  - Provide footprint of chair when it is stacked to understand implications in the storage area
  - Similar aesthetic to telescoping chairs that will be in the same space

**Meeting Room Chair**
- Caper chair (reviewing both mesh and plastic seat)
- Sayl side chair
- National Jiminy Chair

*Additional Notes:*
*Send more options with a similar aesthetic to the Jiminy chair for specific locations where a nicer chair is needed (needs to nest or stack).*
Boardroom Chair
- Sona Conference Chair
- Focus Executive Chair
- HM Setu Chair

Additional Notes:
*High back executive style chair is what the team is used to*

Lounge Chair
- Swoop seating
- Eames Molded Plastic/Fiberglass chairs
- Magis Raviolo and Spun chairs
- Harter Truman Seating

Additional Notes:
*Product could carry over from the public areas – similar lounge pieces or similar fabrics*
*No wheels on this furniture.*
*No ganging devices. This product is made to be flexible and adaptable in the student work spaces*
*There needs to be a comfortable chair for the women’s center – lactation room*

Occasional Table
- Swoop box side table
- Everywhere side table
- Nelson side table
- Harter Truman side tables

Additional Notes:
*Show additional table that is at “laptop/tablet” height*

Multifunctional Table
- No option selected from presentation, send additional options with these requirements:
  - Folding, stacking or nesting
  - Nicer quality table for premier location
  - Need to understand the footprint tables will take up in the storage area
  - These tables are sometimes covered and sometimes not.
  - Review rectangle and round options. What quantities can fit into the space? Layout options

Basic Meeting Table
- Everywhere Tables
- Izzy Dewey Tables (can be customized at 18” or 20” deep)

Additional Notes:
*Send options for nicer looking folding tables (Mity Lite tables could be an option)*
*No technology integration in these tables*
*72” x 30” is the current table size standard. Prefer to go down to 24” or less*

Special Meeting Table (Room 023 and 230 specifically)
- Geiger MP Tables.
**Boardroom Table**
- No option selected from presentation, send additional options with these requirements:
  - Possible alternate top options: glass (not clear) or stone
  - Single table unit
  - No power/data integration needed
  - Existing space has walnut wood paneling on all sides
  - Needs to seat up to 16 chairs

**Review of Private Offices**
- Freestanding desk fits the needs of the users. Storage may vary by user group
- Review a sample of the freestanding desk, standard storage pedestal, mobile storage pedestal with cushion top and low lateral file

**Review of Workstations**
- Preference for freestanding desks instead of bench for flexibility
- Review height adjustable desk options – bring samples to a separate location on campus
- Screens may be needed in some spaces
- Taller panels possibly in Scheduling – where there is concern for phone/sound issues

**Reception Desk**
- There may be a need for both the panel and freestanding desk types.
- Most spaces can use the freestanding desk with desk attached privacy panel

**Other Notes:**
Marketing & Accounting will need new furniture first. Martina to send as-built drawings of this location. Product for this space needed by end of fiscal school year (May)

**Reviewed contract with Bill Kasper**
- Purchase Orders will be issued through University of Oregon
- Prevailing wage/Boli rates will apply to labor
- The preference is to issue a separate PO for each contract used
- PO’s need to include List, Sell, % Discount and Contract name
- Labor should be listed as a separate line item
- Bill Kasper to send an example of how he wants the “cover sheet” to read or be itemized items out
- All fabrics/finishes should be graded in options

- General Schedule:
  - Furniture fair/expo held in mid-November
  - Final furniture selection in December
  - January... review/select fabrics and finishes
Furniture Items selected for sample review:

- HM Sayl task chair (stool?)
- SOS Focus Task Chair (stool)
- SOS Wit Task Chair (stool)
- HM Caper Chair (mesh and plastic)
- HM Sayl Side Chair
- Focus side chair
National Jiminy Chair

SOS Sona Chair  SOS Focus Executive Chair  HM Setu Chair

HM Swoop Seating / Tables

Eames Molded Plastic & Fiberglass Chairs
Magis Spun Chair

Magis Raviolo Chair

Izzy/Harter Truman Seating / Side tables

HM Swoop Tables

HM Everywhere Tables

HM Nelson Side tables
HM Everywhere Tables

Izzy/Fixtures Dewey Tables

Geiger MP Flex Tables (specifically for Room 023 and 230)
HM Canvas Desk and Tu Storage Ped
HM Tu Storage Ped with mobile File and cushion top
HM Tu Single lateral file with cushion top
Herman Miller sit-to-stand desks (take to separate location on campus – not for main sample review)