

## York University Building Standards

*Note to the Designer/Architect/Engineer: These standards are basic minimum criteria to be met in preparing the final project specifications for this section, which is the responsibility of the Designer*

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## 1.0 GENERAL

### 1.1 Guiding Principles

- .1 Furnishings recommendations shall be reviewed and authorized by Planning & Architectural Design Services, CSBO
- .2 Flexibility in the use and application of furnishings on campus

### 1.2 Sustainable Requirements

- .1 Project furnishings suppliers shall include information on environmental commitments as they pertain to product manufacturing process, sustainability, shipping, recycling and recycled content.
- .2 Project furnishings suppliers shall list and define all environmental programs to which there is an affiliation or is initiated.
- .3 LEED EQc4 Low Emitting materials (Urea-Formaldehyde) resin binders are NOT acceptable
- .4 Shall be manufactured using Low or no-VOC (volatile organic compounds) glues and adhesives and door cores made from environmentally friendly composite wood products
- .5 All fabric samples shall be submitted along with the environmental specifications including manufacturing/dyeing processes and recycled content.

### 1.3 Scope of Work

- .1 This document defined minimum design and performance standards for the following furnishings:
  - .1 Freestanding Workstations
  - .2 Computer Lab Workstations
  - .3 Adjustable Height Desks/Workstations
  - .4 Systems Partitions
  - .5 Desk Chairs
  - .6 Specialty Desk Chairs
  - .7 Office Side Chairs
  - .8 Conference Chairs
  - .9 Classroom Chairs
  - .10 Lab Chairs
  - .11 Lounge/Recreation Area Seating
  - .12 Stools
  - .13 Conference/Multi-Purpose/Folding/Mobile Tables
  - .14 Occasional Tables

- .15 Filing and Storage Cabinets
- .16 Bookcases
- .17 Credenzas
- .18 Indoor Benches
- .19 Beam Seating

#### 1.4 Related York University Standards

- .1 Classroom Planning Sub-Committee, Discussion Paper on Classroom Design Guidelines Guideline (January 2001)

#### 1.5 Performance Standards References

- .1 CSA Z299.3-85-CAN3 Quality Assurance Category 3
- .2 ISO 9000 series Quality Standards
- .3 CAT-6 electrical standards
- .4 Canadian General Standards Board (CGSB) to Canada's National Standard
- .5 ASTM-D4157 (2010) Standard test Method for Abrasion Resistance of Textile Fabrics (Oscillatory Cylinder Method)
- .6 ANSI/BIFMAx5.5 (2008) Desk/Table Products -Test
- .7 ANSI/BIFMA X5.6 (2010) Panel Systems - Test
- .8 ASTM-D3574 (2011) Standard Test Method for Flexible Cellular Materials – Slab Bonded, and Moulded Urethane Foams
- .9 ANSI/BIFMAx5.1 (2011) American National Standard for Office Furnishings – General Purpose Office Chairs – Tests
- .10 ANSI/BIFMAx5.4 Lounge Seating – Test
- .11 Canadian General Standards Board 44-227 (2008) Free-standing Office Desk Products and Components
- .12 ANSI/BIFMA x5.9 (2004) Standard Storage Units- Test
- .13 ANSI/BIFMA x5.3 (2007) Vertical File - Test

#### 1.6 Submittals

- .1 Product brochures and Technical Data Sheets shall be submitted to Planning & Architectural Design Services, CSBO or all products related to the project.

#### 1.7 Product Samples (P.S.):

- .1 Product samples for each proposed furnishing shall be submitted to Planning & Architectural Design Services, CSBO
- .2 All fabric samples shall be submitted along with the environmental specifications including manufacturing/dyeing processes and recycled content

- .3 Shall provide a desk chair, speciality desk chair loaner program for short term employee evaluations.
  - .4 Shall provide a permanent sample for display and trial in CSBO's resource sample room
  - .5 Sample shall not be provided as part of the project inventory
- 1.8 Maintenance Instructions (M.I.):
- .1 Maintenance and adjustments instruction shall be provided
- 1.9 Delivery, Installation and Storage
- .1 All furniture and equipment required for the project shall be delivered F.O.B. Destination to the specified buildings/offices/spaces as designated on the purchase order(s).
  - .2 packaging and garbage shall be removed after installation from York University premises
  - .3 York's Project representative shall determine the exact location and configuration of installations and the sequence in which the Work will be performed.
  - .4 Delivery and installation of the systems furniture and miscellaneous furniture will generally occur between 8:30 a.m. to 4:30 p.m. and continuous until installation and acceptance of the said Work is complete. However, if the Furnishings Supplier is unable to complete the installation within the dates required by the project plan, as a result of poor planning on the part of the Furnishings Supplier – installation shall be carried out after hours to meet the deadlines within the prices quoted in their Proposal.
  - .5 Additionally, as required, the Furnishings Supplier shall assist in the coordination of the installation deadlines, if requested. The Furnishings Supplier will complete delivery of and installation beyond the set hours and on weekends as necessary at no additional cost to York.
  - .6 The Furnishings Supplier shall provide detailed storage plan should York experience site delay and are unable to accept furniture as scheduled. York requires a four (4) week storage time frame (minimum) at no additional cost to York. A detailed cost schedule and storage plan shall be documented by the Furnishings Supplier as part of the project proposal.
- 1.10 Standard Warranties and Extended Warranties (S.W. / E.W.)
- .1 The Project Furnishings Supplier (Vendor) shall warrant the Work for a period of not less than ten (10) years from the date of final completion, installation or supply against and from all defects and deficiencies in manufacture, installation and workmanship.

- .2 At any time during the warranty period, upon notice from York to do so, the Project Furnishings Supplier shall promptly remedy, replace, repair or re-perform any defects or deficiencies in the Work as solely determined by York, at no additional cost to York.
- .3 Should the Project Furnishings Supplier fail to remedy promptly any defect or deficiency in the Work following notice to do so from York, York may remedy the defect or deficiency by whatever method or means it deems advisable, at the sole cost of the Project Furnishings Supplier .
- .4 All goods and services supplied and/or installed as part of the Work by the Project Furnishings Supplier shall be supplied and installed in such a manner as will preserve any and all manufacturer's warranties for the benefit of York.

## 2.0 PRODUCTS

### 2.1 York University Vendors of Record

- .1 Presently, Company X and Company Y are Vendors of Record for York University. Unless approved by CSBO Planning and Renovation, furnishings from these vendors (or the Vendors of Record in effect at the time of the Projects) shall be used in major renovation and new building furnishings requirements unless approved in writing by CSBO Planning and Renovation
  - .1 For products A and B the VOR is Company A
  - .2 For products A and C the VOR is Company B

### 2.2 Design Requirements

- .1 Freestanding Workstations
  - .1 York University has several applications for Freestanding Workstations and multiple product lines may be used depending on the aesthetic requirements of the project/client, refer to Vendors of Record. Nevertheless, Freestanding Workstations shall have the following minimum design requirements:
    - .1 Ergonomic features, unique to the product, shall be clearly outlined for York's consideration.
    - .2 All workstations components shall fit together as an integrated, functioning unit.
    - .3 The standard work surface height is no taller than 737mm (29")

- .4 Tops of Freestanding Workstations shall be no less than 25.4mm (1") thick particleboard with vinyl t-mold edging.
- .5 Where high-pressured plastic laminate surface are employed in the manufacturing of the Freestanding Workstation these surfaces shall be compliant with or exceed ANSI/NEMA LD3-2005. High Pressure laminate is mandatory for workstation surfaces
- .6 For improved durability, metal to metal fastenings/connections shall be employed
- .7 Metal supports/base/leg components shall be suitable to withstand heavy, institutional use
- .8 Freestanding Workstations shall be modular, flexible and durable enough to allow for multiple future relocations, easy modifications to configurations and/or the addition or removal of pedestals.
- .9 Freestanding Workstations shall be available in a wide range of standard finishes, and shall take into consideration the longevity and availability of these finishes for any future purchases
- .10 There shall be a comprehensive and component list allowing for flexibility in configuration
- .11 Keyboard trays shall be integrated into the Freestanding Workstation. Integrated keyboard trays shall be 762 mm (30") wide
- .12 Integrated keyboard trays shall incorporate an articulated arm mechanism which must permit the raising and lowering with a full range of tilting positions of the keyboard tray. The keyboard tray articulation mechanism shall be low profile to minimize obstruction below desk surface.
- .13 Integrated keyboard trays shall include a removable palm rest
- .14 Freestanding workstations shall include modesty panels (partial) of no less than 356mm (14") A.F.F. to allow for easy access to electrical receptacles. Modesty panels shall be included on all workstations
- .15 Freestanding workstations shall include adjustable glides
- .16 A range of lockable pedestals in mobile, freestanding and hanging options (preferred) shall be available from the Furnishings Supplier. All drawers shall have full extension for easy access, including a variety of drawer configurations
- .17 Lockable drawer, pedestal shall be furnished with two (2) keys per unit

- .18 Generally, pedestals shall not be keyed alike.  
However, the option for alike keys should be available to the University
- .19 Freestanding Workstations shall meet or exceed testing standard ANSI/BFIMAx5.5
- .2 Computer Lab Workstation
  - .1 Generally, Computer Lab Workstation (CLW) shall be 686mm (27") high, other configurations and heights as required by specific project circumstances
  - .2 CWL shall allow airflow below work surface
  - .3 CWL shall have fully adjustable CPU holders so as to accommodate various sizes of CPU's, which shall be suspended from the underside of the work surface.
  - .4 CWL shall permit a range of adjustment of counter adjustable height to accommodate persons with mobility devices for accessible workstations only
  - .5 CWL shall have provisions for concealed routing for all electrical and network wiring. Must be CSA approved product brochure or technical sheets must contain detailed information hardwired electrical feeds and "plug and play" power receptacles. Must be CSA approved
  - .6 CWL shall be Cat 6 compatible
  - .7 CWL shall meet or exceed testing standard ANSI/BFIMAx5.5
- .3 Adjustable Height Desk/Workstations
  - .1 Shall meet the minim design and quality standards outlined for Freestanding Workstations and,
  - .2 Method for desk/workstation adjustability (electrical, counterweight or other) shall be documented
  - .3 Shall meet or exceed testing standard ANSI/BFIMAx5.5
  - .4 Any electrical component shall be CSA approved
- .4 Systems Partitions
  - .1 Shall be easily stackable and flexible to accommodate a range of standard heights. System Partitions shall be available in a variety of height options
  - .2 Shall be flexible, and easy to assemble and dismantle and shall also be conducive to possible configuration changes



- .3 Shall be available in a wide selection of variety of finishes including glazing (frosted and clear), laminate, metal (solid/perforated), fabric and other materials
  - .4 Shall include options for tackable and acoustical vertical surfaces (tiles)
  - .5 Shall be Capable of holding electrical and data cabling as required and shall conform to all Government safety and Code specifications, specifically ANSI/BIFMA X5.6.
  - .6 Shall be CSA approved
  - .7 Shall be capable of easily adding or removing electrical/data to satisfy any future requirements
  - .8 Shall be available in a number of standard sizes as well as an option for custom panel heights and lengths to coordinate with workstation sizes
  - .9 Shall allow for optional and flexible placement of electrical/data receptacles both above and below work surface height
  - .10 Shall permit a flexible means of accessing electrical source (Wall or floor feeds)
  - .11 Closed and open options for overhead storage units shall be available as options, overhead storage which shall be panel hung (with wall mount option). Closed storage shall be easy to operate and shall be lockable. 2 keys per lock shall be provided. Locks shall not be keyed alike as a general rule, but option to do so shall remain
  - .12 Shall have panel hung storage with a minimum of 356 mm (14") depth, with door closed and 330 mm (13") height with door open to accommodate binder storage
  - .13 Incorporate off-module connections (preferred)
  - .14 Shall have means of securing panel system to work surface for stability
  - .15 Shall have spacing bracket to secure panels to wall where obstructions may occur and panels cannot be mounted flush to the wall
  - .16 Shall meet CAT 6 standards
- .5 Desk Chairs
- .1 Shall have foam which meets a minimum HR1 for backrest foam and HR2 for seat foam when tested to ASTM-D3574. (Healthcare/Memory Foam for use on seat is preferred but not mandatory)

- .2 Shall have adjustable height and width t-arms or equivalent. See Chart #1 below for required range of adjustment). Lateral adjustable armrests shall be an option
  - .3 Shall employ 63.5 mm (2.5") single wheel nylon phenolic casters for use on carpets
  - .4 Shall employ rubberized dual wheel castors for use of hard flooring
  - .5 Shall have various gas cylinder options to accommodate a range of height requirements
  - .6 Shall have independent seat tilt, and back tilt or approved equivalent
  - .7 Shall have easily adjustable seat slide (depth)
  - .8 Shall have adjustable lumbar (height and depth)
  - .9 A high back option (with headrest) shall be an option
  - .10 Shall have all controls clearly labelled for easy identification and a operators manual shall be provided with each chair
  - .11 Shall be available in a variety of fabric colours and patterns
  - .12 All fabrics used shall meet or exceed 50,000 double rubs when tested in accordance to the ASTM-D4157
  - .13 Shall be tested and rated to no less than 113 kilo (250 lb.)
  - .14 Shall meet or exceed ANSI/BIFMAx5.1
- .6 Specialty Desk Chairs
- .1 Shall have the same ergonomic features as Desk Chairs and adds the following features,
  - .2 Shall be tested and rated to above 113 kilo (250lb), specifically shall be rated to between 159 kilo (350lb) to 227 kilo (500lb)
  - .3 Shall include a high-density, moulded, durable foam for both seat and backrest to meet and exceed all testing for over 159 kilo (250lb) shall be rated to between 136Kilo (300lb) to 204 kilo (450lb)
  - .4 A Speciality Desk Chair type shall be capable of 24-hour use
  - .5 Shall meet or exceed ANSI/BFIMA x 5.1
- .7 Office Side Chairs

- .1 Shall be offered in a reasonable selection of fabrics and colours and meet all testing requirements as described in this standard
  - .2 Shall have durable and attractive frame options (sled base or 4 legged)
  - .3 Shall be offered either with or without arms
  - .4 Shall be available in an upholstered and un-upholstered option
  - .5 Shall meet or exceed ANSI/BFIMA x5.1
  - .6 Shall provide an option for casters (preferred but not mandatory)
- .8 Conference Chairs
- .1 Shall be offered in a reasonable selection of fabrics and colours and meet all testing requirements as described in this standard
  - .2 Shall be available with or without arms and shall fit comfortably under a standard height table
  - .3 Shall be available in an upholstered seat and back or approved equivalent (York University project representative shall review and authorize alternatives)
  - .4 Shall be available with single wheel phenolic nylon casters for carpets and rubberized dual-wheel castors for hard flooring or approved equivalent (York University project representative shall review and authorize alternatives)
  - .5 Shall have swivel feature (tilt feature is not mandatory)
  - .6 Shall have gas filled lift for height adjustment
  - .7 Shall meet or exceed ANSI/BIFMAx5.1
- .9 Classroom Chairs
- .1 Shall be stackable, Overall product weight will be considered, as excessive lifting will occur by York staff
  - .2 Shall have articulating back
  - .3 Shall be constructed using durable materials to withstand institutional heavy use
  - .4 Shall have a durable frame with an abrasion resistant finish
  - .5 Shall be available is a reasonable selection of durable fabrics and/or finishes (such as polypropylene, wood, etc.)
  - .6 Shall have option for a padded seat
  - .7 Shall be available without arms
  - .8 Shall be available with dolly option
- .10 Lab Chair

- .1 Shall be comfortable for extended periods of use
  - .2 Shall meet the durability requirements of ANSI/BIFMAx5.1
  - .3 Shall be available with a durable dual wheel, rubberized tile castors suitable for resilient/hard flooring and single wheel nylon phenolic casters for carpet floor
  - .4 Shall be available with or without arms
  - .5 Shall have pneumatic gas lift and swivel feature
  - .6 Shall be available in a reasonable selection of fabrics which meet or exceed all commercial testing requirements
  - .7 Shall be available in an upholstered option
  - .8 Shall be rated and successfully tested for a minimum of 113 kilo (250lb)
  - .9 Shall have foam that meets a minimum HR1 for backrest foam and HR2 for seat foam when tested to ASTM-D3574
- .11 Lounge/Reception Area Seating
- .1 Shall have a hardwood or metal frame
  - .2 Shall meet or exceed ANSI/BFIMAx5.4
  - .3 Shall be available in a selection of fabrics which meet all commercial testing requirements
  - .4 Shall be available as an armchair, loveseat and sofa unit in one model type or in coordinating styles
  - .5 Shall have all cushions attached, or as an integrated part of the seating design
  - .6 Shall be available with casters or glide options or use on carpets or hard flooring
- .12 Stools
- .1 Shall have foam that meets or exceeds HR1 for backrest foam and HR2 for seat foam when tested to ASTM-D3574
  - .2 Shall be fully adjustable with optional height t-arms (or equivalent)
  - .3 Shall have 51mm rubberized dual wheel castors for resilient flooring
  - .4 Shall have a gas filled lift with a height range adjustable foot ring/rest
  - .5 Shall have polypropylene seat with upholstered option
  - .6 Shall be available in a variety of fabric materials, which meet or exceed all required contact flame and abrasion testing standards
  - .7 Shall be rated/tested for a minimum of 113 kilo (250lb.)
- .13 Conference/Multi-Purpose/Folding/Mobile Tables
- .1 Shall meet or exceed ANSI/BIFMAx5.5

- .2 Shall be qualified by CGSB to National standard 44-227
  - .3 Mobile tables, shall have locking casters and suitable caster options for use on carpet or hard flooring
  - .4 Shall offer a wheel-barrow (dolly) option for easy movement. Table shall be lifted and guided by shortest end
  - .5 Folding option, shall have durable and sturdy folding leg mechanism, folding mechanism must withstand heavy institutional use.
  - .6 Shall have a table top that is not less than 25.4mm thick particle core with high-pressured plastic laminate finish, or approved equivalent
  - .7 Shall be available in a variety of high-pressured plastic laminate finishes
  - .8 Shall be available with a selection of durable and attractive edging options (vinyl, wood bull-nosed, etc.)
  - .9 Shall be available with a built-up edge detail to suit the proportion of a larger table
  - .10 Shall have levelling glides to ensure proper installation for non-castered tables
  - .11 Shall be available in a variety of attractive and durable base option(s) with abrasion resistant finish
  - .12 Shall be available in ganging option
  - .13 Shall offer partial modesty panels as options
  - .14 Shall offer clean, functional and aesthetically pleasing solution to accommodate the need for a wired table, complete with data and electrical capabilities. Electrical components must be CSA approved
  - .15 Shall be available in a range of sizes as well as custom sizes
- .14 Occasional Tables
- .1 This category includes a selection of styles of coffee and end tables to suit a variety of uses, including (but not limited to): staff lounges and reception areas.
  - .2 Shall have a strong and durable frame such as wood, metal or approved equivalent
  - .3 Shall be available in a selection of designs to suit a variety of uses (student lounge, staff lounge, reception areas and public spaces)
  - .4 Shall be available in a variety of high plastic laminate finishes, or approved equivalent
  - .5 Shall meet or exceed ANSI/BIFMA x5.5
  - .6 Shall be available in a range of sizes
- .15 Filing and Storage Cabinets
- .1 Shall be manufactured of welded case construction

- .2 Shall provide closed filing and open/closed shelf combination
  - .3 Shall be able to withstand multiple moves and relocations and ongoing heavy institutional use
  - .4 Shall have an electrostatically applied paint finish for improved paint durability
  - .5 Shall accommodate binders (all or partial)
  - .6 Shall have a top stiffener bar and corner gussets for rigidity
  - .7 Shall have adjustable levelling glides to ensure proper installation
  - .8 Shall include counterweights for all cabinet heights
  - .9 Shall be available with fully extendable drawers with receding and fixed front options
  - .10 Shall include side-to-side hanging bars
  - .11 Shall ensure an interlocking system to allow for only one drawer to be opened at a time for safety
  - .12 Two keys (generally not keyed alike, but keyed alike available as an option) shall be provided for each cabinet
  - .13 Master keys shall be provided to access all cabinets
  - .14 Shall meet or exceed ANSI/BIFMA x5.9 (for Storage units, lateral file cabinets) and ANSI/BIFMA x5.3 (for vertical file cabinets)
  - .15 Shall have both lateral and vertical configured option
  - .16 Shall be available in a variety of finishes
  - .17 Shall offer a variety of storage options and configurations of cupboards/closets and drawers
- .16 Bookcases
- .1 Shall be available in a selection of plastic laminate and/or metal finishes
  - .2 Shall be available in a variety of standard height
  - .3 Shall meet or exceed ANSI/BIFMA x5.9
- .17 Credenzas
- .1 Shall be available in a variety of finishes (which preferable to match workstations and meeting tables)
  - .2 Shall be available in a selection of cupboard/drawer configurations
  - .3 Shall be available (as an option) with sliding or hinged doors
  - .4 Shall meet or exceed ANSI/BIFMA x5.4
- .18 Indoor Benches
- .1 Shall be considered for use in common areas (e.g. vestibules, corridors, etc)
  - .2 Shall meet or exceed ANSI/BIFMA x5.4

- .3 Shall have a wood seat and metal options
  - .4 Shall be available with and without back and/or arms
  - .5 Shall have a durable base suitable for heavy institutional use, with the ability to be secured/bolted to the floor
  - .6 Shall be available in a variety of durable finishes
- .19 Beam Seating
- .1 Shall be considered for use in common areas or reception areas
  - .2 Shall have a durable frame able to withstand heavy institutional use
  - .3 Shall have be capable of being bolted/secured to the floor
  - .4 Shall have upholstered and non-upholstered options and variations
  - .5 Shall be available in a variety of durable finishes
  - .6 Shall be available with or without armrests
  - .7 Shall meet or exceed ANSI/BIFMA x5.4
  - .8 Option to incorporate end/side tables
- 2.4 Fabrication
- .1 Finishes
    - .1 All fabrics shall meet or exceed an abrasion factor of 50,000 double rubs when tested in accordance to the ASTM-D4157
- 2.5 Coordination
- .1 For workstation and other IT connections coordinate furnishings installation with UIT Network Infrastructure, and Client technical Services
  - .2 For electrical connections coordinate with CSBO Maintenance Department and/or Electrical Contractor for the project
  - .3 For health and safety concerns, coordinate with York University Department of Occupational Health and Safety

### 3.0 EXECUTION

#### 3.1 General

- .1 Furniture shall be free from manufacturing defects, imperfections and/or design deficiencies that may affect their operation, appearance or serviceability. In all particulars not

covered by this specification and/or proposal documents, production shall be in accordance with good commercial practice. Materials not defined here shall be of the best commercial quality and suitable for the purpose intended

### 3.2 Installation

- .1 All Work must be completed to the satisfaction of York. Any damage to the grounds, buildings, or equipment caused by the Furnishings Supplier shall be repaired at their expense to the complete satisfaction of York

### 3.3 Quality Assurance

- .1 Furnishings Supplier shall have a quality assurance program equal to or better than the CSA Quality Assurance level of Z299.3-85, ISO 9000 series Quality Standards and CAT-6 electrical standards

### 3.4 Warranty

- .1 All furniture shall be warranted for 10 years or better. Deviations must be clearly outlined and approved by York University

**End of Section**