

MIT

Design Standards

DIVISION 12 — Furnishings

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Department
of Facilities

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1. MIT Furnishings Goal

It is the intent of the MIT Furnishings Standards to provide a guideline to ensure an acceptable level of product quality and cost, continuity of the MIT brand, flexibility of existing resources, and to capitalize on 2nd life opportunities.

It is not the intent of these design standards to limit designs or creativity, but to provide guidance for consultants to follow, and to stimulate discussions, questions, and the exchange of information.

The requirements for new building furnishings versus renovations in existing buildings may vary significantly. Therefore, design teams should always review project requirements with the MIT Project Manager and the MIT Interior Design Program Manager prior to design concept development.

2. Design Review Requirements

The Design Consultant is responsible for reviewing and submitting the following information at each phase of the design process as a guide for review by MIT Facilities and MIT Interior Designer. This information should be approved by the MIT Interior Designer prior to sharing with the end user /client.

2.1. Project Initiation / Concept

- 2.1.1. Meet with MIT Facilities Project Manager and MIT Interior Design Program Manager
- 2.1.2. Review project requirements
- 2.1.3. Review MIT Design Standards

2.2. Schematic Design

- 2.2.1. Submit concept level plan
- 2.2.2. Discuss furniture concept design

2.3. Design Development

- 2.3.1. Submit design development level plan

- 2.3.2. Submit furniture concept design
- 2.4. Construction Documents**
 - 2.4.1. Submit construction document level plan
 - 2.4.2. Coordinate furniture plan with engineering consultant plans, specifications, blocking requirements, etc.
 - 2.4.3. Confirm furniture plans and specifications meet all applicable building codes and regulations (ADAAG, MAAB, CAL117, etc).
 - 2.4.4. Submit furniture requirements spreadsheet including furniture tags, quantities, new versus existing to be reused, locations, etc.
- 2.5. Construction Administration**
 - 2.5.1. Ensure that shop drawing submittals comply with all aspects of the contract documents; note in writing any deviations for discussion with MIT or provide written certification that shop drawing submittals are compliant.
- 2.6. Record Drawings**
 - 2.6.1. Confirm As-Built drawings accurately reflect installed product and any architectural or engineering adjustments made in the field.
 - 2.6.2. MIT Expects Record drawings to be high-quality, easily-readable, and to clearly show deviations from the original Contract Drawings, precise location of each item of work, and field changes. Record Drawings must be submitted to and approved by MIT as a prerequisite to final payment. Please refer to the thematic folder “BIM/CAD Standards” elsewhere in the MIT Design Standards.

3. Documentation

MIT may have documentation on existing construction, depending on the project location and scope, of facility related information and standard details, which may be of value to the designer for integration into project Construction Documents. To determine the availability of these documents, contact MIT’s Facility Information Systems (FIS) group and/or MIT’s Interior Design Program Manager through the MIT Project Manager. The designer shall be responsible for determining the usability and appropriateness of MIT documents to a particular project.

4. Operations & Reuse Opportunities

Any single piece of furniture, furnishing or equipment purchased for the project and valued at or above \$5,000 must be registered with the MIT Property Office through the MIT Project Manager.

Any single piece of furniture, furnishing or equipment discarded by the project and valued at or above \$5,000 and/or has a MIT Property tag must be decommissioned with the MIT Property Office through the MIT Project Manager.

All projects looking to reuse or discard furniture systems, and/or furniture, furnishings, carpet and equipment valued below \$5,000 must coordinate with the MIT Interior Design team.

5. Furnishings Specifications / Products

Use of the vendors listed below is required for systems and office furniture. Other vendors for ancillary furniture including seating, tables, lounge furniture, and conference room furniture shall be reviewed and pre-approved by the MIT Interior Designer. MIT Interior Designer will work with project team, Architects and Interior Designers on all furniture and finish selections including approval.

5.1 Systems Furniture Vendors and Lines

Creative Office Resources (Miller Knoll): Canvas

Office Works (Teknion): District, Expansion, Leverage

Red Thread (Steelcase): Answer. Use of MIT local dealers required

5.2 Preferred Ancillary Furniture Vendors

Ancillary vendors and furniture should be reviewed with and approved by assigned MIT Interior Designer to ensure it meets MIT's budget, durability and sustainability standards

5.3 Window Treatments

Roller Shades:

Openness: 3-5% Open

Material / Color: Requirements may apply depending on location. Confirm requirements with the MIT Interior Designer.

Operation: Manual or hard wired electric only, no battery operated shades are permitted

MIT Preferred roller shades are Mecho Ecoveil 1550 series or Draper Phifer Shearweave Infinity 2.

Louver Blinds:

Size: Minimum 1” wide, no mini-blinds are permitted.

Material / Color: Horizontal / Aluminum

Operation: Manual or hard wired electric only, no battery operated shades are permitted.

See T06 Classroom & Lecture Hall for specific requirements for classroom applications.

MIT Main Group Buildings, Horizontal Louver Blind Standard:

Louver Blinds: Skyco Shading Systems “Retro Lux.”, as available from Bright Window Coverings, Inc., Wakefield MA.

Slats: Nominally 2 inch wide, extruded magnesium aluminum alloy, not to include reprocessed metals, .0075 inches thick before coating.

MIT Main Group Buildings, Roller Shade Standard:

Manual and Electrically Operated Shades: Mecho/5 Standard Brackets, wall mounted with fascia, room darkening side channels where blackout fabrics are used. Single and double rollers as applicable.

Solar Shadecloth: ThermoVeil Dense Basket Weave Shadecloth 1500 Series

Blackout Shadecloth: ThermoVeil Blackout Shadecloth 0700 Series

5.4 Walk Off Mats

All walk off mats must be compliant with federal and local building codes (ADAAG, MAAB, CAL117, etc.).

Refer to thematic folder for Classrooms and Lecture Halls for tables, seating and similar items, additional manufacturers and consultants

END OF DOCUMENT