
furniture planning advil

best practices to manage furniture projects
and reduce headaches



SPEAKER

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cost implications

01

budget

02

negotiating

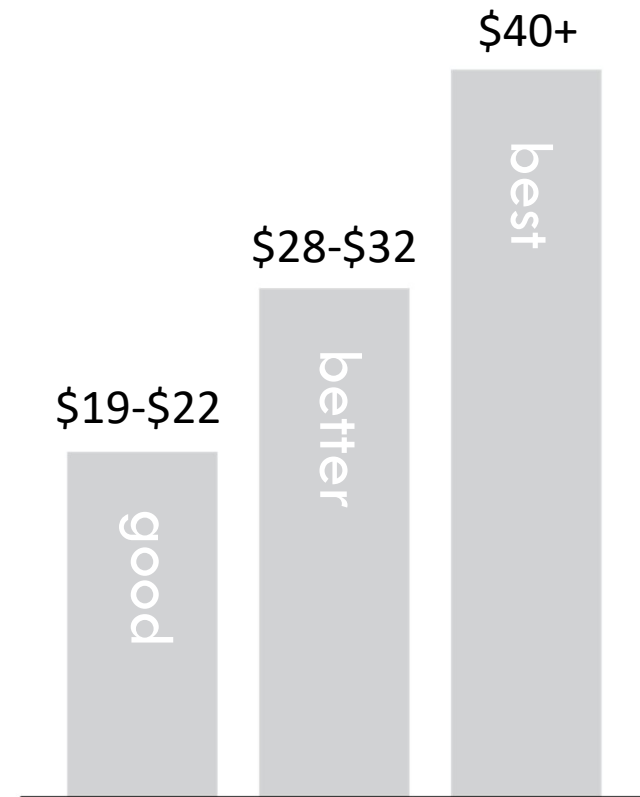
03

maintenance

04

future

create a realistic
budget or budget
range



**Houston estimate – regional
variances to be considered

cost implications

01

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maintenance

04

future

know your
negotiating
powers



volume discounts



warranty length



labor

cost implications

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scope of maintenance & warranties

what is
included in the
maintenance
contract?

what is the
warranty
length?

what exactly is
covered under
the warranty?
labor vs
product

what are the costs and
requirements of cleaning?

 pro tip

set reminders **X** months
before the warranty expires
and document for future
employees

cost implications

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consider the future



“kit of parts” and
restack flexibility



service partners
and day 2 services

codes and planning implications



corridors / egress



building fixtures



furniture

- fire code
- ADA / universal design
- fixed furniture regulations
- limit obstructions
- wide corridors ideal
- freestanding / mobile

codes and planning implications



corridors / egress



building fixtures



furniture

- light switches / sensors
- columns
(actual dimensions)
- thermostats
- radiators / floor vents
- fire extinguishers
- sprinkler heads (phone rooms)

codes and planning implications



corridors / egress



building fixtures

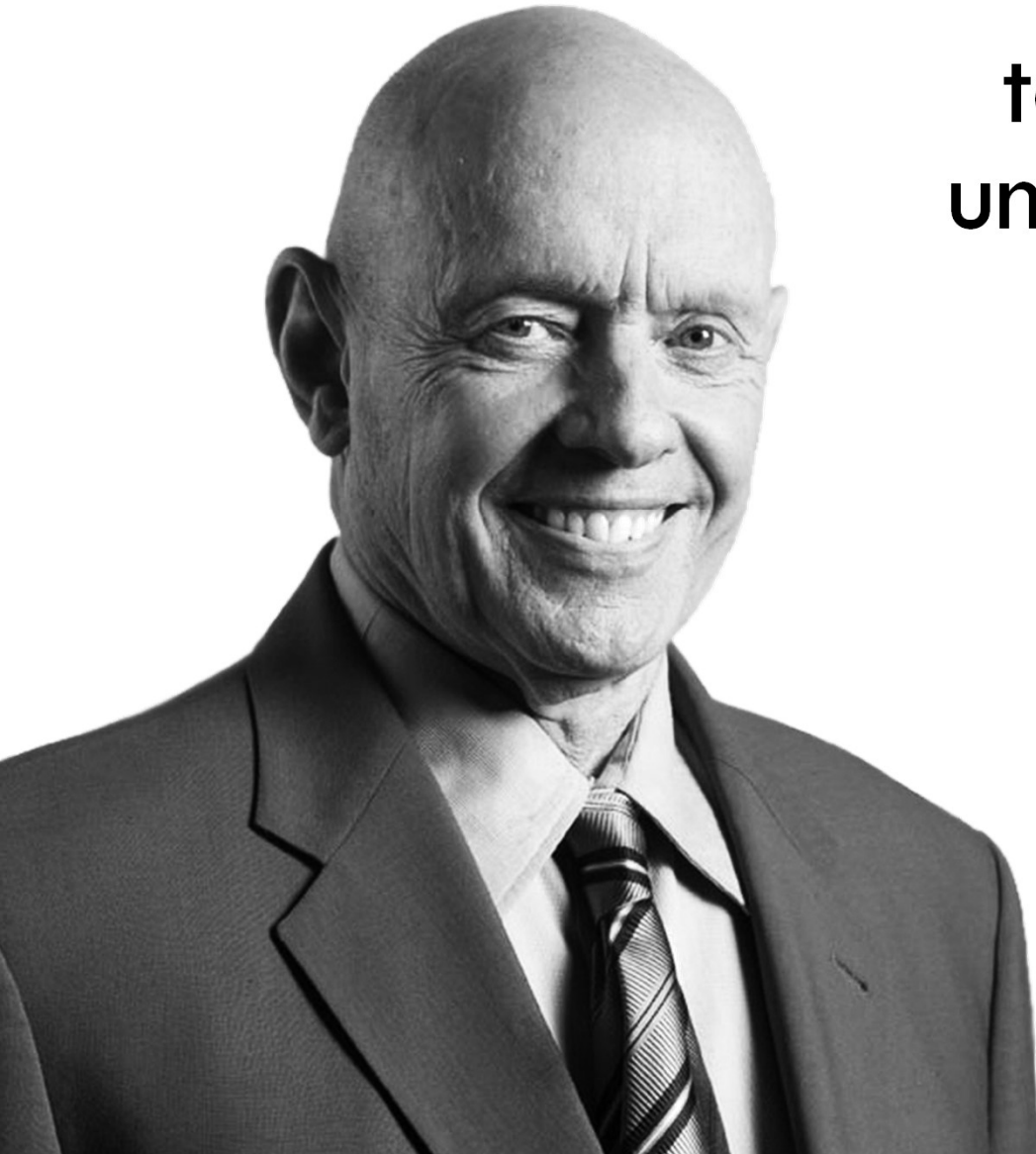


furniture

- panel creep
- floor cores
- electrical infeeds
- monitor height
- transaction counters
- plug head style
- wall outlet access

pre-planning considerations





“To begin with the
end in mind means
to start with a clear
understanding of your
destination.”

-Stephen Covey
The 7 Habits of Highly Effective People

 pro tip

engage with professionals by
hosting a **pre-project call**

pre-planning considerations



- include internal and external consultants
- define / clarify scope
- communication plan and structure
- weekly meetings matter!

pre-planning considerations



- define values and priorities
- current market costs
- unique market considerations (COVID economics)
- contingency is your friend

pre-planning considerations



○ schedule

- lead-time and transportation
- installation including site limitations
- approvals – manufacturer and client
- internal processes – procurement, legal and finance

new project considerations



real estate considerations

- lease term vs length of furniture warranty
- multi-function spaces = multi-function furniture



future proofing

- kit of parts
- technology/home workers
- layers of flexibility



unassigned workstations

- furniture supports work
- habits to define
- technology

new project considerations



value engineering

- impact (public vs private)
- appropriately allocate good/better/best finishes



return on investment

- multi-functional
- ergonomics and health implications
- employee retention



selections

- lead times
- audit specifications, purchase orders AND acknowledgements
- product and pattern scale

budget busters

01

lack of
planning

02

mistakes

03

overtime
labor

04

storage

05

custom
product

06

custom
materials
& finishes

07

last minute
client
changes

 budget tip

identify where the juice
is worth the squeeze

schedule busters



finish schedule

- finish sample orders/ shipments
- customer review revisions and sign-offs



procurement

- financing/ deposits
- furniture vendor PO processing



electrical

- core drill and infeed dimensions
- field verification



delayed product

- international products
- specials
- COM approvals

 scheduling tip

allow for schedule contingency

 scheduling tip

order essential items separately
ie. desks vs ancillary

 scheduling tip

order and deliver infeeds early

 scheduling tip

accommodate holidays



restack DOs

- define priorities, phasing and key deadlines
- carve out swing space
- identify appropriate level of inventory
- budget for cleaning product



restack DONTs

- make product compatibility assumptions
- forget crucial job stoppers and extra parts
- MacGyver product without considering warranty
- wait until the last minute

restack creative furniture hacks



simplify

- utilize high volume inventory items first to maximize reuse
- creative reuse of parts/brackets
- reduce kit of parts



modify

- cut down worksurfaces/panel trims
- reupholster, repaint, refurbish existing product
- convert panel mounted worksurfaces to freestanding



flexify

- convert private offices to meeting rooms
- utilize unassigned workspaces
- add power/data to underused spaces



up to 8.5 million tons,
or 17 billion pounds,
of office assets end
up in US landfills
annually

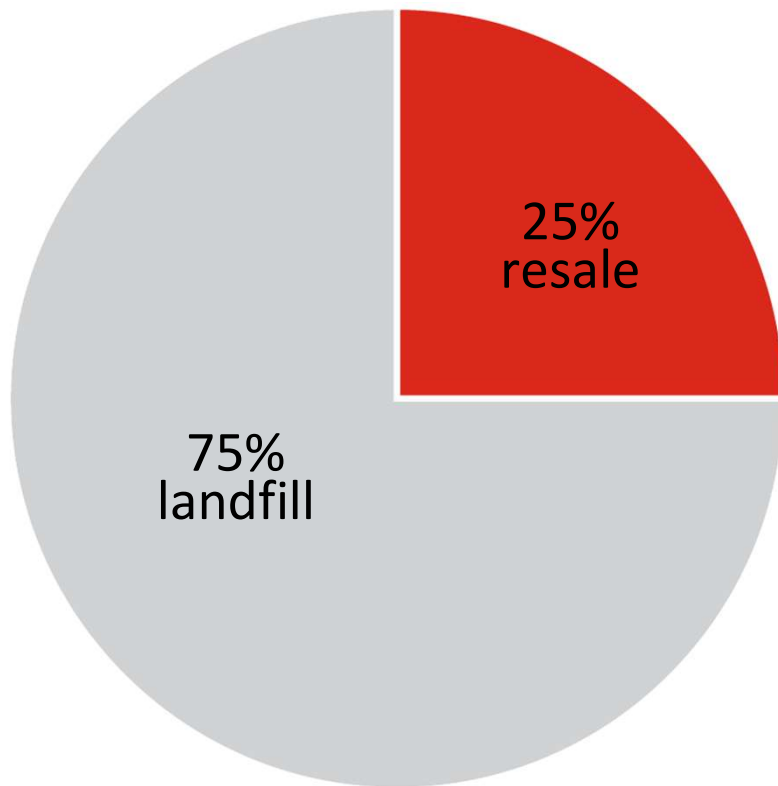
according to United States EPA
estimates.



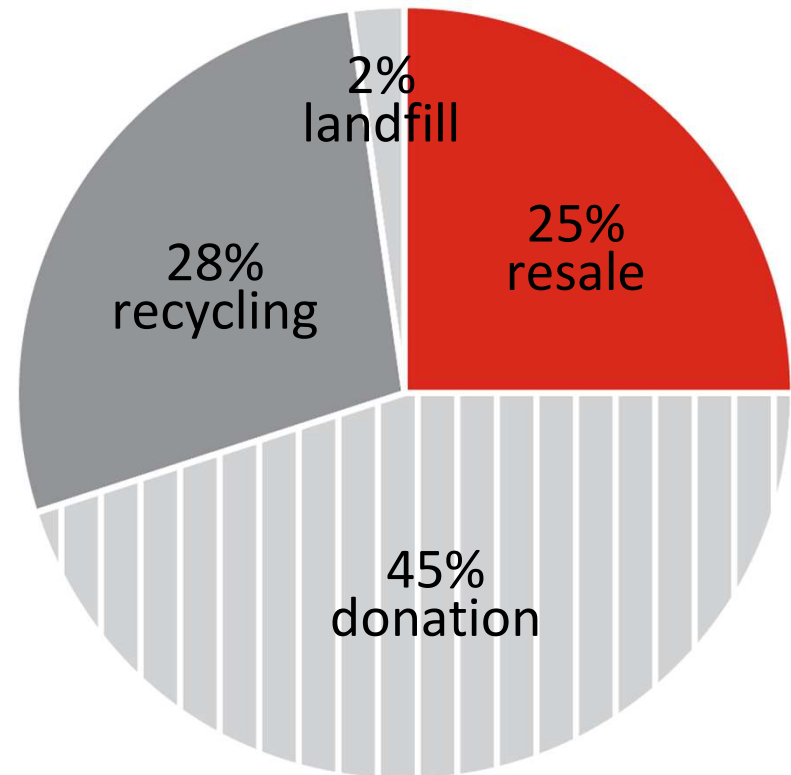
\$10.2 billion worth of
commercial furniture
and equipment was
produced, sold and
used in 2015 in the
U.S. alone

according to the Business and
Institutional Furniture
Manufacturer's Association
(BIFMA).

typical disposal



sustainable redistribution



decommissioning alternatives



reuse repurpose



give to employees



donate to non-
profits



garage sale



leave behind to
landlord



sell/auction

liquidation alternatives



scrap metal



demand items

recyclable materials

cardboard



metal



recyclables





case study: cornell university
college of human ecology

cornell case study: project by the numbers

120,000 sf

renovation space
which impacted 200
faculty and staff

60%

minimum target of
reused, resurfaced
and redeployed
furniture

5,900 lbs

pounds of recycled
electronics

6,000 lbs

pounds of recycled
and donated books

13,000 lbs

pounds of shredded
confidential
paperwork

1,000 sf

viewing area staged
for 7 weekends

3 phases

1) campus community
2) wider community
3) open to all

5,000 sf

amount of claimed
furniture by 215
people

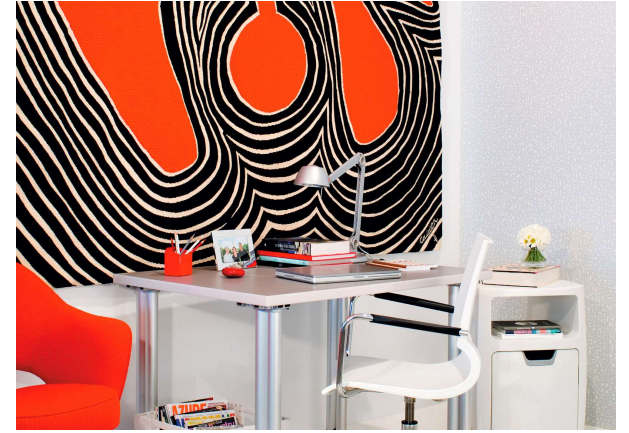
extra nuggets



privacy/modesty



neurodiversity



artwork, nameplates,
wayfinding



trash and recycle bins



power accessories



accessories



questions?

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