

YOUR ESSENTIAL GUIDE TO OFFICE FURNITURE TERMS

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B/B/F Pedestal

Box/Box/File Pedestal. The word pedestal (or commonly referred to as a "ped") is a filing unit, typically about 15" wide and located under a worksurface top.

Base Feed

The power source connection from the buildings electrical current to the systems furniture panel. (may also be known as Power Whip/Power Infeed)

Bow Front Worksurface

A curved front side of the work surface gives visitors and collaborators a little extra workspace.

Casegoods

Storage that provides compartments and drawers files and other supplies, and includes wardrobes, hutches, and more.

Counterweight

Small weights in the base of a tall file cabinet that keeps it from tipping over when a loaded drawer is open.

Double Pedestal Desk

A desk configuration that consists of left and right pedestal files and knee space in the center for the user.

Ergonomics

Also referred to as human factors, is the science of fitting the tools and equipment of the workplace to the worker.

F/F Pedestal

File/File Pedestal. The word pedestal (or commonly referred to as a "ped") is a filing unit, typically about 15" wide and located under a worksurface top.

Hanging Ped

A short file cabinet that is hung from under a worksurface and does not touch the floor.

High-Pressure Laminate

Considered to be one of the most durable high-Pressure materials available, high-pressure laminate is resistant to scratches, stains, spills, and heat, and can achieve a wide variety of aesthetics.

Laminate

A material formed by fusing two separate materials together. The term laminate can be used to describe both high-pressure laminate and direct pressure laminate.

Lead Time

The amount of time needed for production and delivery of a piece of furniture after order entry.

Lumbar Support

A standard or available option on a good quality task chair that provides support for the lower back.

Mesh Back

A breathable material on a chair that stretches to offer instant support.

Mobile Pedestal

A small storage unit that has casters to allow for mobility. Typically used for files and/or personal storage.

Modesty Panel

A laminate, metal, or frosted glass panel that attaches to the bottom of a desk to provide extra privacy below the worksurface.

Nesting Chair

Aside or guest chair with a seat that flips up vertically, which allows it to be pushed closely against other chairs in that collection to save space, like a line of grocery carts.

Open Plan

Partitions put together usually in the center of an office space to create an open working environment. Typically, it does not have a door or a ceiling.

Panel Creep

When planning multiple workstation clusters for a space, it is the dimension of a panel's thickness multiplied by how many times it occurs over the length of the space.

Pedestal

Also referred to as a "ped," is a filing unit, typically about 15" wide and located under a worksurface top.

Can be fixed or mobile that also acts as a support for an office desk or credenza.

Power Pole

A floor to ceiling pole, like a small column bringing power and tele/data wiring to a workstation pod, in lieu of a floor feed.

Punchlist

The list that is generated after the project's completion to indicate any items that are missing or damaged. Applies to architecture as well as to furniture.

Quick Ship

A program offered by most furniture manufacturers makes some of their most popular or easily manufactured products available with accelerated lead times.

Return

A work surface with one finished side, a pedestal file, and a modesty panel that attaches to a single pedestal desk or credenza to create an L-shaped workstation.

Space Plan

Is a preliminary layout that graphically illustrates basic needs. It is drawn as if the building were "sliced" horizontally, the room and ceiling removed and viewed above. It indicates the placement of walls and type of construction, wall penetrations (doors, windows) defined exit ways.

Synchro-Tilt

A control mechanism in a desk chair that allows the user to recline the back while keeping the seat parallel to the floor, which encourages proper back alignment and increases circulation.

Systems Furniture

The term for an office furniture system that is comprised of panels, work surfaces, and shelves. Cubicles and workstations are among the most common form of systems furniture.

Veneer

A thin strip of real wood glued onto a substrate of plywood or particleboard.

Wall Mount

Refers to the installation of systems furniture pieces that are mounted directly to a drywall partition, rather than hung from a furniture panel.

Wire Management

Characteristics of a piece of furniture that conceal wires and power cords from view.