

# TARRANT COUNTY FACILITIES MANAGEMENT FURNITURE GUIDELINES

## **Elected Official's Office**

\*Wood veneer top (desk and conf. table), executive desk, chair (\$400 to \$1,000), wood frame guest chairs, etc.

\*\$6,000 to \$15,000 for total office (FLC district judges' chamber cost \$15,000 each in 2005. The FLC judges' chambers included conf. table, 2 bookcases and wardrobe case. Most others will not require all these furniture pieces)

## **Department Head, Precinct Administrator, Auditor, etc. Office**

\*Same as above, \$5,000 to \$9,000 for the total furniture in the office.

## **Division Manager or Equivalent Office**

\*Plastic laminate top, executive desk, chair (\$250 to \$500), wood guest chairs, etc.

\*\$2,500 to \$5,000 for the total furniture in the office.

## **Manager or Equivalent Office**

\*Plastic laminate top, chair (\$250 to \$400), \$2,000 to \$4,000 total.

## **Private Office**

\*Plastic laminate top, task chair, \$2,000 to \$3,500 total

## **Systems Furniture**

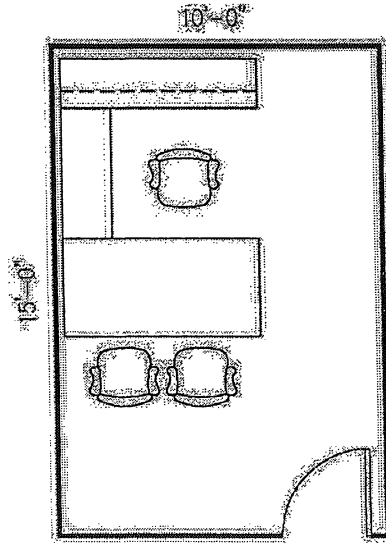
\$1,500 to \$3,500 per station + task chair. Cost of station depends on storage and workspace needs.

The only wood veneer tops (desks, tables, etc.) is for elected officials, precinct administrators, department heads and other certain appointed positions (Auditor, Purchasing Agent, etc.)

Revision date May 18, 2006

## FURNITURE STANDARDS

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### OFFICE TYPE A

Manager or Equivalent

Office Size: 150 sf (10 x 15)

Furniture Components – Peninsula desk, return, credenza, hutch (overhead storage), (1) 2-drawer lateral file, (1) box/box/file pedestal, (1) desk chair, (2) guest chairs.

Furniture Finish: Plastic Laminate

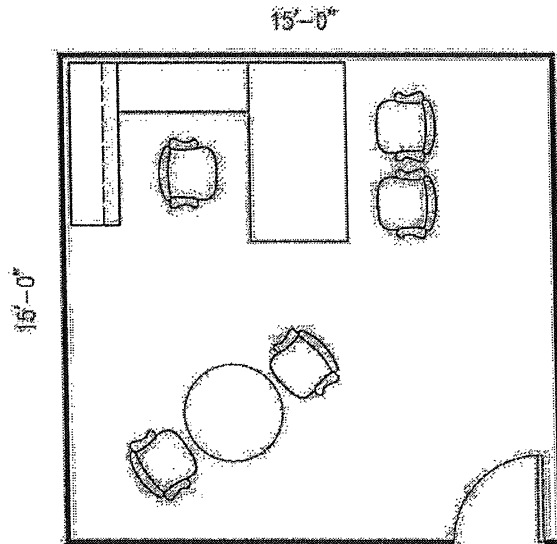
Budget: \$2,000 - \$4,000



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## FURNITURE STANDARDS

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### OFFICE TYPE B

Division Manager or Equivalent

Office Size: 225 sf (15 x 15)

Furniture Components – Peninsula desk, return, credenza, hutch (overhead storage), (1) 2-drawer lateral file, (1) box/box/file pedestal, (1) desk chair (\$300-\$500), (4) guest chairs (wood) and small conference table

Furniture Finish: Plastic Laminate

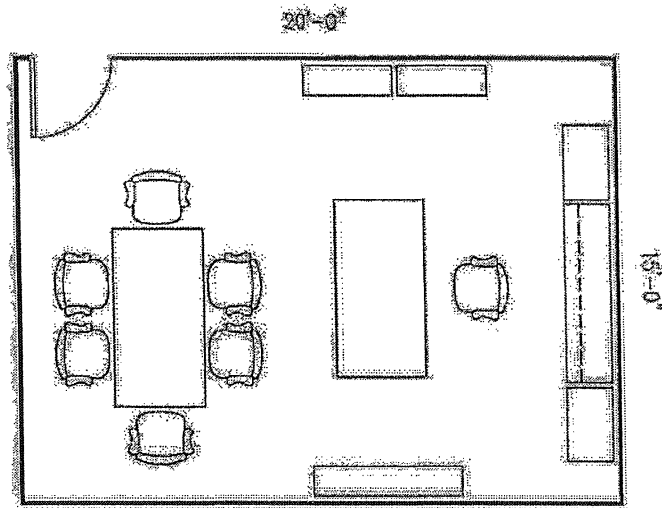
Budget: \$3,000 - \$5,000



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## FURNITURE STANDARDS

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### OFFICE TYPE C

Department Head or Equivalent

Office Size: 300 sf (15 x 20)

**Furniture Components** – Executive desk, return, credenza, hutch (overhead storage), misc storage units as requested, (1) executive desk chair (\$400-\$700), (6) guest chairs (wood) and conference table

**Furniture Finish:** Wood Veneer

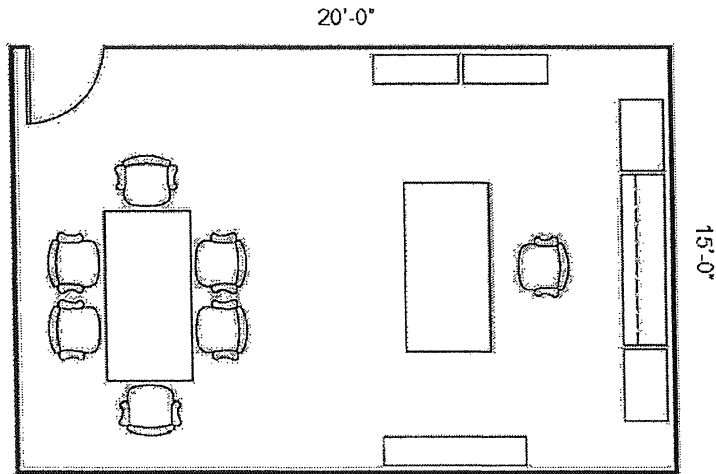
**Budget:** \$5,000 - \$9,000



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## FURNITURE STANDARDS

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### OFFICE TYPE D

Elected Official or Equivalent

Office Size: 300 sf (15 x 20)

**Furniture Components** – Executive desk, return, credenza, hutch (overhead storage), misc storage units as requested, (1) executive desk chair (\$400-\$1,000), (6) guest chairs (wood) and conference table

**Furniture Finish:** Wood Veneer

**Budget:** \$6,000 - \$15,000

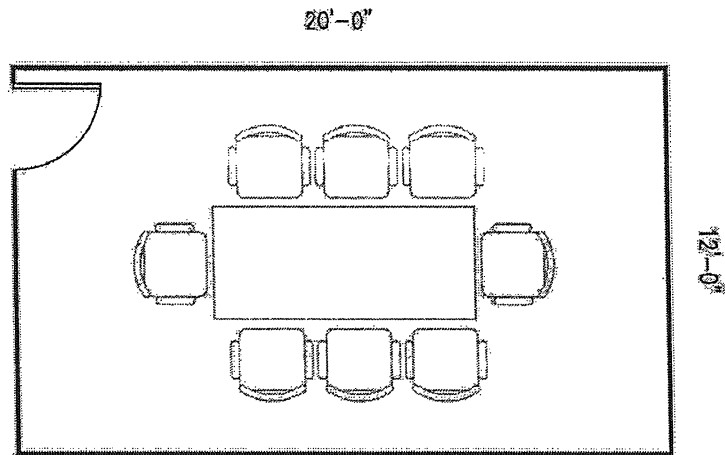
**Note:** The Family Law Center judges chambers cost \$15,000 in 2005. The chambers included a conference table and chairs, 2 book cases and a wardrobe case. Most elected officials will not need all these furniture pieces.



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## FURNITURE STANDARDS

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### CONFERENCE TYPE A

Seats 8

Size: 240 sf (12 x 20)

Furniture Components – Conference table with (8) chairs

Furniture Finish: Wood-look plastic laminate / Wood veneer

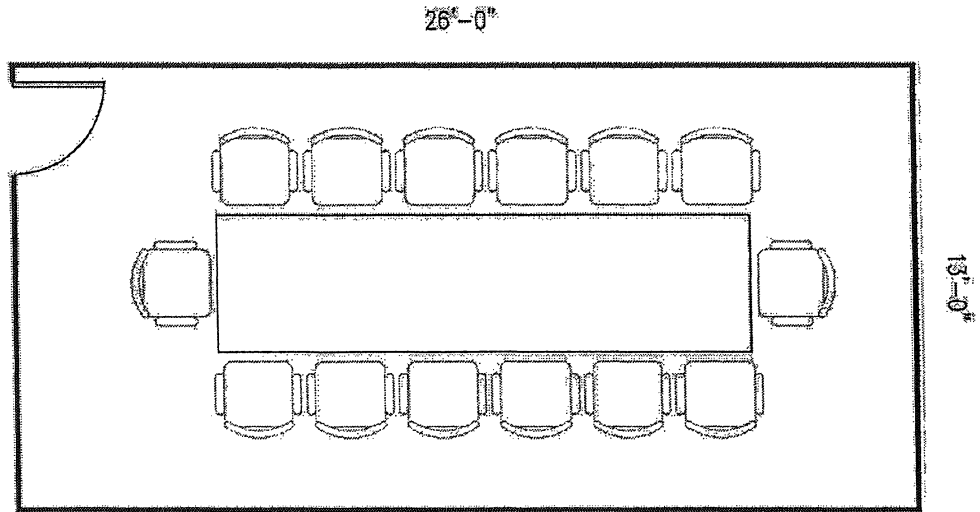
Budget: Varies by location



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## FURNITURE STANDARDS

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### CONFERENCE TYPE B

Seats 14

Size: 340 sf (13 x 26)

Furniture Components – Conference table with (14) chairs

Furniture Finish: Wood-look plastic laminate / Wood veneer

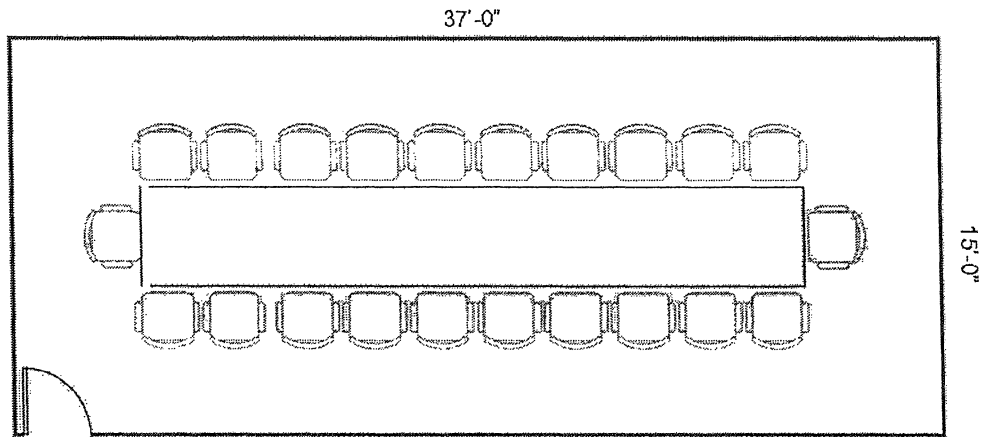
Budget: Varies by location



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## FURNITURE STANDARDS

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### CONFERENCE TYPE C

Seats 22

Size: 555 sf (15 x 37)

Furniture Components – Conference table with (22) chairs

Furniture Finish: Wood-look plastic laminate / Wood veneer

Budget: Varies by location

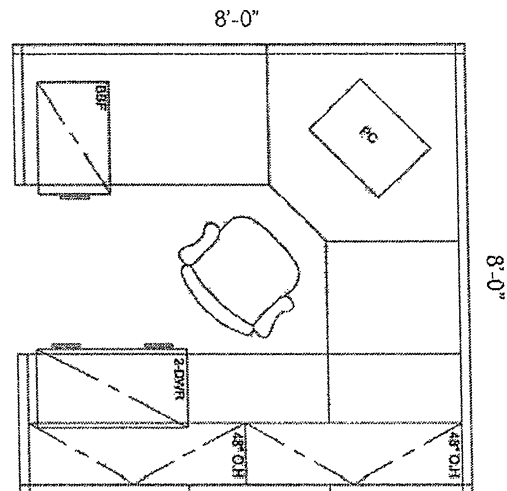


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## FURNITURE STANDARDS

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### WORKSTATION

System Furniture

**Size:** 8 x 8 (size varies depending on workspace / storage requirements)

**Furniture Components** – Systems furniture workstation with powered panels, 30” deep worksurfaces, (2) 48” overhead bins, (1) box/box/file pedestal, (1) 2-drawer lateral file and task chair.

**Furniture Finish:** Fabric at panels, plastic laminate worksurfaces and painted metal storage components – Upholstered task chair

**Budget:** \$3,500-\$5,000



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