

## MISSION

Open Plan Systems' design mission is to offer our dealers professional design and specification services for our products. We are also available to check specification dealer drawings for accuracy. In addition, we offer design training to help dealers accurately specify and understand our products.

## PROCESS

1. Dealer provides typical drawing, OPS design checklist and overall station layout.

**Submit designs to Mackenzie Martin at [designrequest@openplan.com](mailto:designrequest@openplan.com)**

2. Design requests submitted by noon will be reviewed and entered into our design schedule log. A designer will be assigned and the project completion time estimated. A typical and design checklist will be returned with any questions. The design time will not be effective until the typical is approved and design information returned.

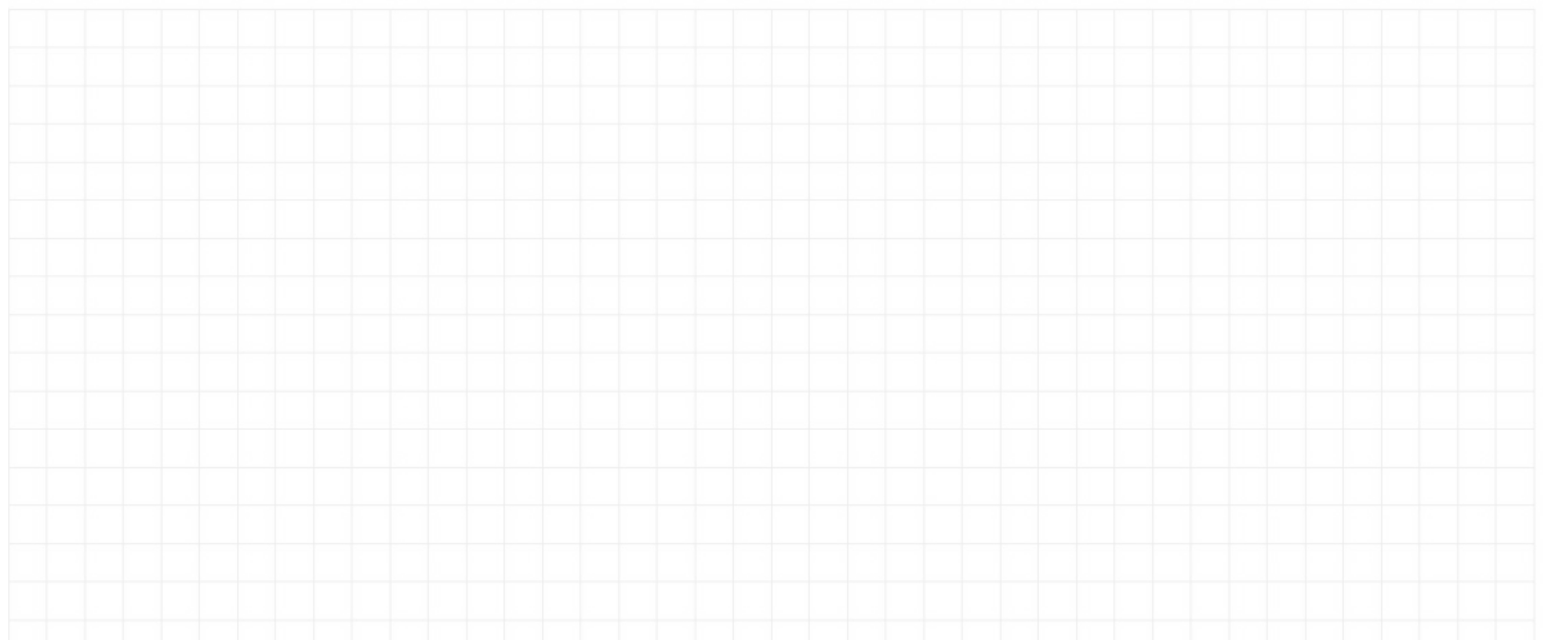
3. It is the dealer's responsibility to provide all necessary information to complete the design request.

While every attempt is made to ensure the quality and accuracy of specification services provided, it is the responsibility of the dealer to verify that specifications are accurate and complete. Dealer has ultimate responsibility for accuracy and correctness of component counts, measurements, site dimensions and suitability of products and applications consistent with published guidelines and applicable codes. All plans, drawings and specifications are property of Open Plan Systems and may not be reproduced without written consent.

The approval of a purchase order referencing specifications prepared by Open Plan Systems shall imply that the dealer has carefully reviewed the drawings and has approved all specifications as being accurate and complete. Open Plan Systems expressly denies any responsibility or liability associated with errors and/or inaccuracies in specification from the dealer.

## SKETCH PAD

If desired, please use the below space to help clarify your design request.



## LEAD TIME

Standard lead time for most projects is 2 to 3 business days, although larger projects may require longer lead times. Please inquire for confirmation at the time of submitting your project.

## REVISIONS

It is the policy of Open Plan Systems to provide up to two (2) complimentary revisions on each project. Revisions or changes will be returned to the dealer as quickly as possible. All revisions thereafter will be reviewed on a project-by-project basis to determine under which parameters future revisions will be handled. Open Plan Systems reserves the right to impose an hourly charge of \$70/hour for these additional revisions. A project cost estimate/agreement will be sent to the dealer before any further revisions are made on the project.

## SPECIFICATION NOTE

When mirroring handed parts in Project Matrix and 2020 Cap (parts with left or right in the model number), please be aware that the part number does not change. In order to avoid inaccuracies in your specifications it is important to place all handed parts individually without using the mirror feature.

## DESIGN SUPPORT

### Design Manager

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# STANDARD DESIGN CHECKLIST

Please fill out the below information as thoroughly as possible in order for us to accurately and efficiently complete your design requests.

## GENERAL INFORMATION

Dealer: \_\_\_\_\_

Project Name: \_\_\_\_\_

Requested Due Date: \_\_\_\_\_

## PROGRAM OPTIONS

- Signature Grade 1
- 7 Day Program
- Signature Grade 2

## BASE OPTIONS

- Razor Base
- Standard Base

## WORKSTATION SIZE & QUANTITY

Check Size: Specify Quantity:

- |                                    |       |
|------------------------------------|-------|
| <input type="checkbox"/> 2' x 4'   | _____ |
| <input type="checkbox"/> 2' x 5'   | _____ |
| <input type="checkbox"/> 2'6" x 5' | _____ |
| <input type="checkbox"/> 5' x 5'   | _____ |
| <input type="checkbox"/> 5' x 6'   | _____ |
| <input type="checkbox"/> 6' x 6'   | _____ |
| <input type="checkbox"/> 6' x 7'   | _____ |
| <input type="checkbox"/> 6' x 8'   | _____ |
| <input type="checkbox"/> 7' x 7'   | _____ |
| <input type="checkbox"/> 7' x 8'   | _____ |
| <input type="checkbox"/> 8' x 8'   | _____ |
| <input type="checkbox"/> Other     | _____ |

## POWER

Check as applicable:

- |   |   |
|---|---|
| <input type="checkbox"/> Base Power           | <input type="checkbox"/> Data Punch               |
| <input type="checkbox"/> Ceiling Power (2x2)  | <input type="checkbox"/> Data Pole (2x2)          |
| <input type="checkbox"/> Ceiling Power (4x4)  | <input type="checkbox"/> Data Pole (4x4)          |
| <input type="checkbox"/> Power down the spine | <input type="checkbox"/> Match Existing V1 or V2  |
|   | <input type="checkbox"/> See layout showing power |

- | Receptacles                    | QTY/Station | Grommets                         | QTY/Station |
|--------------------------------|-------------|----------------------------------|-------------|
| <input type="checkbox"/> REC/A | _____       | <input type="checkbox"/> GRCUT   | _____       |
| <input type="checkbox"/> REC/B | _____       | <input type="checkbox"/> Scallop | _____       |
| <input type="checkbox"/> REC/C | _____       |                                  |             |
| <input type="checkbox"/> REC/D | _____       |                                  |             |

## WORK SURFACE

- | Options                            | Corner                                      |  |
|------------------------------------|---|--|
| <input type="checkbox"/> 24" Depth | <input type="checkbox"/> Standard Corner    | <input type="checkbox"/> Extended Corner             |
| <input type="checkbox"/> 30" Depth | <input type="checkbox"/> Curvilinear Corner | <input type="checkbox"/> Extended Curvilinear Corner |
| <input type="checkbox"/> 36" Depth | <input type="checkbox"/> Straight Corner    |  |

## PANELS

### a. Monolithic

\*Specify Panel Type and Height

- |                                 |                                   |  |                                 |
|---------------------------------|-----------------------------------|--|---------------------------------|
| <input type="checkbox"/> Fabric | <input type="checkbox"/> Acoustic | <input type="checkbox"/> Fabric Tackable | <input type="checkbox"/> Glazed |
| <input type="checkbox"/> 32"H   | <input type="checkbox"/> 53"H     | <input type="checkbox"/> 53"H            | <input type="checkbox"/> 67"H   |
| <input type="checkbox"/> 39"H   | <input type="checkbox"/> 62"H     | <input type="checkbox"/> 62"H            | <input type="checkbox"/> 85"H   |
| <input type="checkbox"/> 47"H   | <input type="checkbox"/> 67"H     | <input type="checkbox"/> 67"H            |                                 |
| <input type="checkbox"/> 53"H   | <input type="checkbox"/> 85"H     | <input type="checkbox"/> 85"H            |                                 |
| <input type="checkbox"/> 62"H   |                                   |  |                                 |
| <input type="checkbox"/> 67"H   |                                   |  |                                 |
| <input type="checkbox"/> 85"H   |                                   |  |                                 |

### b. Partial Glazed

\*Specify Total Height and Panel Height

- |   |   |
|---|---|
| <input type="checkbox"/> 67"H TOTAL         | <input type="checkbox"/> 85"H TOTAL         |
| <input type="checkbox"/> 39"H Panel + Glass | <input type="checkbox"/> 39"H Panel + Glass |
| <input type="checkbox"/> 47"H Panel + Glass | <input type="checkbox"/> 47"H Panel + Glass |
| <input type="checkbox"/> 53"H Panel + Glass | <input type="checkbox"/> 53"H Panel + Glass |
|   | <input type="checkbox"/> 67"H Panel + Glass |

### c. Partial Glazed Stackers

\*Specify Panel Type, Total Height and Panel vs. Glass Height

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 1. Fabric                       | <input type="checkbox"/> 2. Acoustic                    | <input type="checkbox"/> 3. *Fabric Tackable |
| <input type="checkbox"/> 53"H TOTAL (39"H Panel + SG14)  | *Only available in 53", 67" & 85"                       |  |
| <input type="checkbox"/> 67"H TOTAL                      | <input type="checkbox"/> 67"H TOTAL (53"H Panel + SG14) |  |
| <input type="checkbox"/> 39"H Panel + SG14 + SG14        |   |  |
| <input type="checkbox"/> 47"H Panel + SG20               | <input type="checkbox"/> 85"H TOTAL                     |  |
| <input type="checkbox"/> 53"H Panel + SG14               | <input type="checkbox"/> 53"H Panel + SG14 + SG18       |  |
| <input type="checkbox"/> 85"H TOTAL                      | <input type="checkbox"/> 67"H Panel + SG18              |  |
| <input type="checkbox"/> 39"H Panel + SG14 + SG14 + SG18 |   |  |
| <input type="checkbox"/> 53"H Panel + SG14 + SG18        |   |  |
| <input type="checkbox"/> 67"H Panel + SG18               |   |  |

### d. Modular Walls

\*Specify Total Height and/or Panel Height vs. Stacker

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 95"H TOTAL       | <input type="checkbox"/> 99"H TOTAL       |  |
| <input type="checkbox"/> Monolithic       | <input type="checkbox"/> 85H Panel + SG14 |  |
| <input type="checkbox"/> 85H Panel + SF10 | <input type="checkbox"/> 85H Panel + SF14 |  |
| <input type="checkbox"/> 103"H TOTAL      | <input type="checkbox"/> 107"H TOTAL      | <input type="checkbox"/> Ceiling Channel |
| <input type="checkbox"/> 85H Panel + SG18 | <input type="checkbox"/> Monolithic       |  |
| <input type="checkbox"/> 85H Panel + SF18 | <input type="checkbox"/> 85H Panel + SG22 |  |
| <input type="checkbox"/> Door Panel       | <input type="checkbox"/> 85H Panel + SF22 |  |
| <input type="checkbox"/> 85H Left Swing   |   |  |
| <input type="checkbox"/> 85H Right Swing  |   |  |

### e. Universal PGHM Mullions

- Glass
- Fabric
- Frosted
- Clear

# STANDARD DESIGN CHECKLIST

## PEDESTALS

**Structural:** QTY/Station: \_\_\_\_\_

- Box/Box File \_\_\_\_\_
  - 20"D Square Pull
  - 23"D Full Pull
  - 21"D Full Pull

- File/File \_\_\_\_\_
  - 20"D Square Pull
  - 23"D Full Pull
  - 21"D Full Pull

**Mobile:** QTY/Station: \_\_\_\_\_

- Box/Box File \_\_\_\_\_
  - Square Pull
  - Full Pull
  - Full Pull Budget
- File/File \_\_\_\_\_
  - Square Pull
  - Full Pull

Seat Cushion \_\_\_\_\_

**Freestanding:** QTY/Station: \_\_\_\_\_

- Box/Box File \_\_\_\_\_
- File/File \_\_\_\_\_
- Seat Cushion \_\_\_\_\_

## ACCESSORIES

**Task Lights** QTY/Station: \_\_\_\_\_

- LED \_\_\_\_\_

**Tack Boards** QTY/Station: \_\_\_\_\_

- A-Style \_\_\_\_\_
- B-Style \_\_\_\_\_

**Paper Management** QTY/Station: \_\_\_\_\_

- Binder Holder \_\_\_\_\_
- Paper Tray \_\_\_\_\_
- Diag. Paper Tray \_\_\_\_\_

**Modesty Panels**

- Standard Modesty
- PGHM Modesty
- Desk Screen Dividers

## LATERAL FILES

# of Drawers: \_\_\_\_\_ Width: (30, 36, 42) \_\_\_\_\_

- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

Note: 2 Drawer 30"W lateral file has option of square pull or full pull. All other lateral files are full pull only.

## OVERHEAD STORAGE

**Flipper Door Unit** QTY/Station: \_\_\_\_\_ Width: (24, 30, 36, 42, 48, 60) \_\_\_\_\_

- A Style \_\_\_\_\_
- B Style \_\_\_\_\_
- Painted \_\_\_\_\_

**Shelf** QTY/Station: \_\_\_\_\_ Width: (24, 30, 36, 42, 48, 60) \_\_\_\_\_

- A Style \_\_\_\_\_
- B Style \_\_\_\_\_

**Half Height** QTY/Station: \_\_\_\_\_ Width: (24, 30, 36, 42, 48, 60) \_\_\_\_\_

- A Style \_\_\_\_\_
- B Style \_\_\_\_\_

**All Metal** QTY/Station: \_\_\_\_\_ Width: (24, 30, 36, 42, 48, 60) \_\_\_\_\_

- Sliding Door \_\_\_\_\_
- Half-Height Shelf \_\_\_\_\_

**Overhead Sliding Door** QTY/Station: \_\_\_\_\_ Width: (24, 30, 36, 42, 48, 60) \_\_\_\_\_

- Standard  Fabric Door  Metal Door \_\_\_\_\_
- Upmount  Fabric Door  Metal Door \_\_\_\_\_

## SIT STANDS

Type	Quantity:	Top Width:	Top Depth:
<input type="checkbox"/> Straight Base	_____	(42, 48, 60, 66, 72, 78)	(24, 30, 36)
<input type="checkbox"/> 90° Float Leg	_____	(42, 48, 60, 66, 72, 78)	(24, 30)
<input type="checkbox"/> Extended L Base	_____	(60, 66, 72)	(24, 30 - short) (36, 42, 48 - long)
<input type="checkbox"/> 120° Base	_____	(42/42, 48/48, 60/60)	
<input type="checkbox"/> Emerge II	_____		
<input type="checkbox"/> Laptop Desk Riser	_____		
		<input type="checkbox"/> Computer Desk Riser	_____

## Power Accessories

- Data/Power Unit
- Covered Data/Power Unit
- Recessed Power Strip
- Single Pop Up Dock
- Dual Pop Up Dock
- Clamp Power Duplex (no USB)
- Clamp Power Duplex (w/ USB)
- Wireless Phone Charger

## Keyboard Sets

- Value Set
- Value Set Extended
- Best Set
- Best Set Extended
- Adj Height Table Set

## Additional Accessories

- Marker Board Specify Size: \_\_\_\_\_
- Pencil Drawer
- Tablet Arm
- Coat Hook (Plastic BU)
- Coat Hook Universal (Metal CH.U)
- Easy Cinch CPU Holder
- Metal CPU Holder
- CPU Trolley

## Monitor Arms

- TREX Single Clamp Mount
- TREX Dual Clamp Mount
- TREX Single Grommet Mount
- TREX Dual Grommet Mount
- OPS-101 Single Mount (Clamp/Grommet)
- OPS-201 Dual Mount (Clamp/Grommet)
- OPS-101-BUDGET Single Mount (Clamp/Grommet)
- OPS-201-BUDGET Dual Mount (Clamp/Grommet)

## DESKING COMPONENTS

### LOW STORAGE, METAL, FULL PULL

- QTY/Station: \_\_\_\_\_
- Two Drawer-Metal \_\_\_\_\_
- 30"W
  - 36"W
  - 42"W
- Open Shelf-Metal \_\_\_\_\_
- 30"W
  - 36"W
  - 42"W
- Sliding Door-Metal \_\_\_\_\_
- 30"W
  - 36"W
  - 42"W

### STORAGE TOWERS, METAL

- QTY/Station: \_\_\_\_\_
- Storage Tower-Metal \_\_\_\_\_
- 37"H Storage Tower
  - 51"H Storage Tower, Right
  - 51"H Storage Tower, Left
  - 63"H Storage Tower
- Metal Storage Cabinet w/ Sliding Door \_\_\_\_\_
- Sliding Door is available in Metal or Fabric:
1. Metal     2. Fabric
- 24"W
  - 30"W
  - 36"W
  - 42"W
  - 48"W
  - 60"W
- Upmount Sliding Door-Metal \_\_\_\_\_
- Sliding Door is available in Metal or Fabric:
1. Metal     2. Fabric
- 24"W
  - 30"W
  - 36"W
  - 42"W
  - 48"W
  - 60"W

### OPTIONS FOR LOW STORAGE

- QTY/Station: \_\_\_\_\_
- Laminate Top \_\_\_\_\_
- 30"W
  - 36"W
  - 42"W
  - 48"W
  - 60"W
  - 66"W
  - 72"W
- QTY/Station: \_\_\_\_\_
- Seat Cushion \_\_\_\_\_
- 30"W
  - 36"W
  - 42"W
  - 48"W
  - 60"W
  - 66"W
  - 72"W

### PEDESTAL, METAL

- QTY/Station: \_\_\_\_\_
- Low Metal Box/File- Full Pull \_\_\_\_\_
- Mobile
  - Stationary
- Mobile:
- Box/Box File \_\_\_\_\_
- Square Pull
  - Full Pull
  - Full Pull Budget
- File/File \_\_\_\_\_
- Square Pull
  - Full Pull
- Seat Cushion \_\_\_\_\_

### LEG OPTIONS

- QTY/Station: \_\_\_\_\_
- Square Desk Leg \_\_\_\_\_
- Square H-Leg \_\_\_\_\_
- P-Leg \_\_\_\_\_
- Docking Leg \_\_\_\_\_
- 3"H Docking Leg w/ Adjustable Glide for Desking  
NOTE: Used w/ laminate top.
  - 4-1/4"H Docking Leg-Extended for Desking w/Adjustable Glide for Desking  
NOTE: Used w/ metal top.
- QTY/Station: \_\_\_\_\_
- Additional Legs  
Please specify: \_\_\_\_\_

PLEASE ADD ANY ADDITIONAL NOTES: