

XPAND DESIGN CHECKLIST



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

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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XPAND DESIGN CHECKLIST

GENERAL INFORMATION

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

Dealer: _____

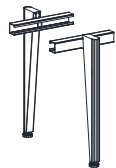
Project Name: _____

Customer Service Rep: _____

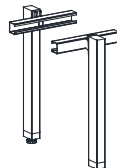
Requested Due Date: _____

NOTE: Although we will try to meet your requested due date, the time frame for returning XPand design requests is on a case-by-case basis and may exceed 48-72 hours.

LEG TYPE



Tapered (Cast Aluminum)
Note: Designer look, aesthetically pleasing



Rectangular (Steel)
Note: Cost-savings option

WORKSTATION SIZE & QUANTITY



SINGLE RUN

Check Size & Add Qty

- | | |
|--|--|
| <input type="checkbox"/> 24" x 36" _____ | <input type="checkbox"/> 30" x 60" _____ |
| <input type="checkbox"/> 24" x 42" _____ | <input type="checkbox"/> 30" x 72" _____ |
| <input type="checkbox"/> 24" x 48" _____ | <input type="checkbox"/> 30" x 84" _____ |
| <input type="checkbox"/> 24" x 60" _____ | <input type="checkbox"/> 36" x 36" _____ |
| <input type="checkbox"/> 24" x 72" _____ | <input type="checkbox"/> 36" x 42" _____ |
| <input type="checkbox"/> 24" x 84" _____ | <input type="checkbox"/> 36" x 48" _____ |
| <input type="checkbox"/> 30" x 36" _____ | <input type="checkbox"/> 36" x 60" _____ |
| <input type="checkbox"/> 30" x 42" _____ | <input type="checkbox"/> 36" x 72" _____ |
| <input type="checkbox"/> 30" x 48" _____ | <input type="checkbox"/> 36" x 84" _____ |



DOUBLE RUN

Check Size & Add Qty of each table top.

- | | |
|--|--|
| <input type="checkbox"/> 24" x 36" _____ | <input type="checkbox"/> 30" x 36" _____ |
| <input type="checkbox"/> 24" x 42" _____ | <input type="checkbox"/> 30" x 42" _____ |
| <input type="checkbox"/> 24" x 48" _____ | <input type="checkbox"/> 30" x 48" _____ |
| <input type="checkbox"/> 24" x 60" _____ | <input type="checkbox"/> 30" x 60" _____ |
| <input type="checkbox"/> 24" x 72" _____ | <input type="checkbox"/> 30" x 72" _____ |
| <input type="checkbox"/> 24" x 84" _____ | <input type="checkbox"/> 30" x 84" _____ |

- Add Grommets to Workstations
(See XPand Grommet Recommendations flyer for more details)
- Scallop Cut Grommet Location _____

XPAND TABLE TOPS

Options

- Straight
- 120 Degree
- Return Along Mid Leg
- Peninsula Return
- Rectangular Return
- Return Along Stretcher Bar
- Peninsula Return
- Rectangular Return

Return Sizes

Check Size: Quantity:

- 24" x 36" _____
- 24" x 42" _____
- 24" x 48" _____
- 24" x 60" _____

SCREENS

- | | | |
|--|--|---|
| <input type="checkbox"/> XPand Fabric | <input type="checkbox"/> XPand Return Fabric | |
| <input type="checkbox"/> Rounded Edges | <input type="checkbox"/> Rounded Edges | |
| <input type="checkbox"/> Square Edges | <input type="checkbox"/> Square Edges | |
| <input type="checkbox"/> XPand Glass | <input type="checkbox"/> XPand Return Glass | |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Clear | |
| <input type="checkbox"/> Frosted | <input type="checkbox"/> Frosted | |
| <input type="checkbox"/> Universal PGHM Mullions | <input type="checkbox"/> Thin Screen Fabric (w/o accessory rail) | <input type="checkbox"/> Thin Screen Return Fabric (w/o accessory rail) |
| <input type="checkbox"/> Fabric | <input type="checkbox"/> Thin Screen Fabric (w/ accessory rail) | <input type="checkbox"/> Thin Screen Return Fabric (w/ accessory rail) |
| <input type="checkbox"/> Clear Glass | | |
| <input type="checkbox"/> Frosted Glass | | |

POWER

Check as applicable:

- | | | |
|--|--|--|
| <input type="checkbox"/> 3 Wire
(1 Circuit- NO dedicated or isolated circuit capabilities) | <input type="checkbox"/> 8 Wire
(4 circuits- HAS dedicated or isolated capabilities) | |
| Power Entry | Power Entry (must choose one) | |
| <input type="checkbox"/> Base Feed | <input type="checkbox"/> Base Feed | |
| Duplex Options (must choose one) | <input type="checkbox"/> Power Pole | |
| <input type="checkbox"/> Duplex | | |
| <input type="checkbox"/> Duplex w/USB | | |
| Rear Clamp Duplex | Cable Tray Mount Duplex | Additional Duplexes per station: _____ |
| <input type="checkbox"/> Duplex I | <input type="checkbox"/> Duplex I | |
| <input type="checkbox"/> Duplex II | <input type="checkbox"/> Duplex II | |
| <input type="checkbox"/> Duplex III | <input type="checkbox"/> Duplex III | |
| <input type="checkbox"/> Duplex IV | <input type="checkbox"/> Duplex IV | |

POWER ACCESSORIES

- Floor Entry Wire Management
(Recommended when using a base feed to hide wire)
- Cable Trays
(Recommended when using power on dual stations to hold cords. We recommend matching the number of cable trays to the width of a station.
Ex. two 30" Cable Trays for a 60"W station)
- CAT 6 Bracket
(Attaches to cable tray to run CAT 6 cables)
- Data Pole only

ADDITIONAL ACCESSORIES

Check as applicable:

- Screen Accessories for fabric screens
- Extrusion Screen Rail Single Accessory Rail
- Phone Tray Dual Sided Accessory Rail
- Paper Tray (landscape)
- Pen Tray
- Box Tray
- Modesty Panel (For tapered leg only)

XPAND DESIGN CHECKLIST

CONFERENCE TABLES

- Tapered 45° Leg Assembly
 Rectangular 45° Leg Assembly
 Tapered End Leg Assembly
 Rectangular End Leg Assembly



RECTANGULAR CONFERENCE

Check Size & Add Qty

- | | |
|--|--|
| <input type="checkbox"/> 36" x 60" _____ | <input type="checkbox"/> 42" x 84" _____ |
| <input type="checkbox"/> 36" x 72" _____ | <input type="checkbox"/> 42" x 96" _____ |
| <input type="checkbox"/> 36" x 84" _____ | <input type="checkbox"/> 48" x 60" _____ |
| <input type="checkbox"/> 36" x 96" _____ | <input type="checkbox"/> 48" x 72" _____ |
| <input type="checkbox"/> 42" x 60" _____ | <input type="checkbox"/> 48" x 84" _____ |
| <input type="checkbox"/> 42" x 72" _____ | <input type="checkbox"/> 48" x 96" _____ |
| | <input type="checkbox"/> Custom _____ |



RACETRACK CONFERENCE

Check Size & Add Qty

- | | |
|--|--|
| <input type="checkbox"/> 36" x 60" _____ | <input type="checkbox"/> 42" x 84" _____ |
| <input type="checkbox"/> 36" x 72" _____ | <input type="checkbox"/> 42" x 96" _____ |
| <input type="checkbox"/> 36" x 84" _____ | <input type="checkbox"/> 48" x 60" _____ |
| <input type="checkbox"/> 36" x 96" _____ | <input type="checkbox"/> 48" x 72" _____ |
| <input type="checkbox"/> 42" x 60" _____ | <input type="checkbox"/> 48" x 84" _____ |
| <input type="checkbox"/> 42" x 72" _____ | <input type="checkbox"/> 48" x 96" _____ |

BENCHING 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

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 _____
- Seat Cushion
 - Casters

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

ACCESSORIES

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

Monitor Arms

- TREN Single Clamp Mount
- TREN Dual Clamp Mount
- TREN Single Grommet Mount
- TREN 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)

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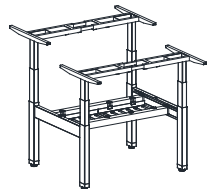
WORKSTATION SIZE & QUANTITY



SINGLE RUN

Check Size & Add Qty

- | | |
|--|--|
| <input type="checkbox"/> 30" x 48" _____ | <input type="checkbox"/> 36" x 48" _____ |
| <input type="checkbox"/> 30" x 60" _____ | <input type="checkbox"/> 36" x 60" _____ |
| <input type="checkbox"/> 30" x 72" _____ | <input type="checkbox"/> 36" x 72" _____ |



DOUBLE RUN

Check Size & Add Qty

- | | |
|--|--|
| <input type="checkbox"/> 30" x 60" _____ | <input type="checkbox"/> 36" x 60" _____ |
| <input type="checkbox"/> 30" x 72" _____ | <input type="checkbox"/> 36" x 72" _____ |

TABLE LINKS

Note: A Table Link is required to connect dual stations together. Links must be specified by designer.

- Add Grommets to Workstations
(See XPand Grommet Recommendations flyer for more details)
- Scallop Cut Grommet

POWER

Check as applicable:

- | | |
|---|---|
| <input type="checkbox"/> 3 Wire
(1 Circuit- NO dedicated or isolated circuit capabilities) | <input type="checkbox"/> 8 Wire
(4 circuits- HAS dedicated or isolated capabilities) |
| Power Entry (must choose one)
<input type="checkbox"/> Base Feed | Power Entry (must choose one)
<input type="checkbox"/> Base Feed
<input type="checkbox"/> Power Pole |
| Duplex Options (must choose one)
<input type="checkbox"/> Duplex
<input type="checkbox"/> Duplex w/USB | |
| Rear Clamp Duplex
<input type="checkbox"/> Duplex I
<input type="checkbox"/> Duplex II
<input type="checkbox"/> Duplex III
<input type="checkbox"/> Duplex IV | Cable Tray Mount Duplex
<input type="checkbox"/> Duplex I
<input type="checkbox"/> Duplex II
<input type="checkbox"/> Duplex III
<input type="checkbox"/> Duplex IV |
| Additional Duplexes per station: _____ | |

POWER ACCESSORIES

- Wire Management
(Recommended with power)
- CAT 6 Bracket
(Attaches to cable tray to run CAT 6 cables)

Note: Cable Trays come standard with adjustable height tables.

SCREENS

- XPand Fabric
- Rounded Edges
- Square Edges

ACCESSORIES

Check as applicable:

- Fabric Screen Accessories
- | | |
|---|--|
| <input type="checkbox"/> Extrusion Screen Rail | <input type="checkbox"/> Single Accessory Rail |
| <input type="checkbox"/> Phone Tray | <input type="checkbox"/> Dual Sided Accessory Rail |
| <input type="checkbox"/> Paper Tray (landscape) | |
| <input type="checkbox"/> Pen Tray | |
| <input type="checkbox"/> Box Tray | |
- Bench Seat and Cushion

OPS SEATING

Chair	Quantity:
_____	_____
_____	_____
_____	_____

ACCESSORIES

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

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)

PLEASE ADD ANY ADDITIONAL NOTES: