

# SIXTY-FIVE SYSTEM

## 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

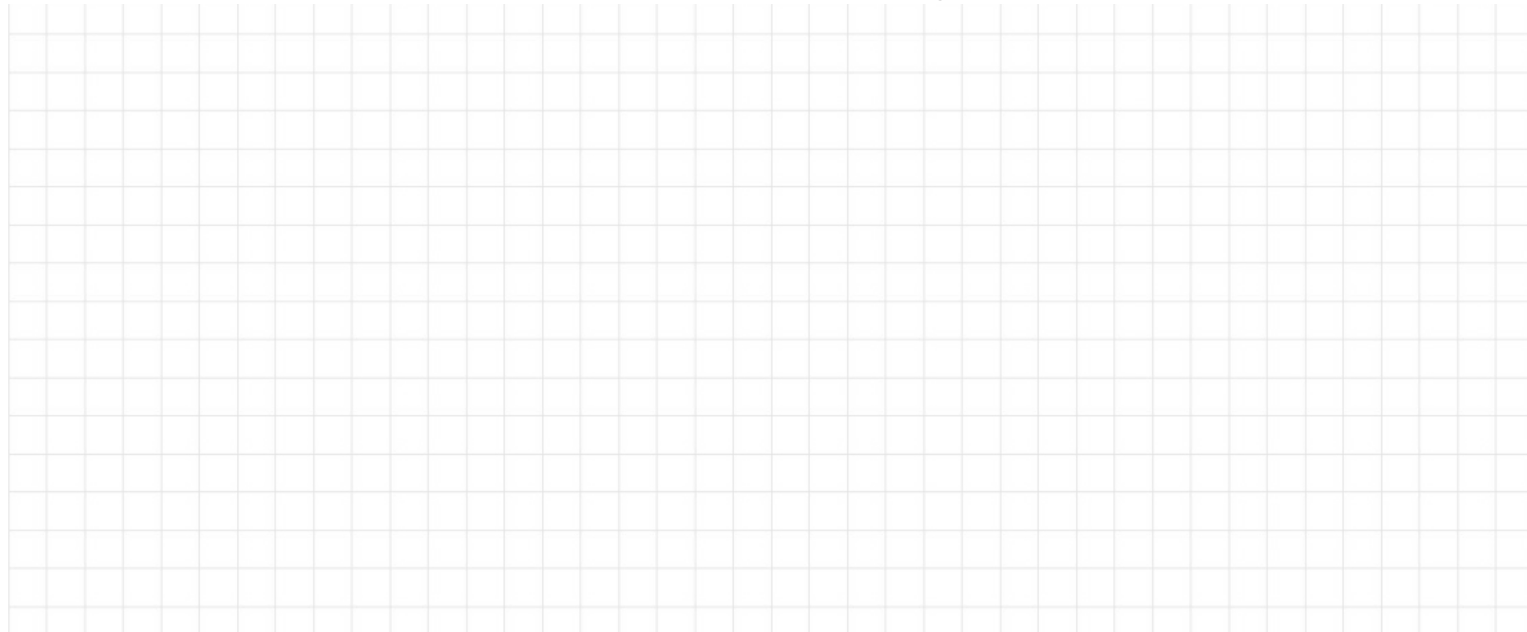
### SUBMIT DESIGNS TO DESIGNREQUEST@OPENPLAN.COM

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.


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### 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.

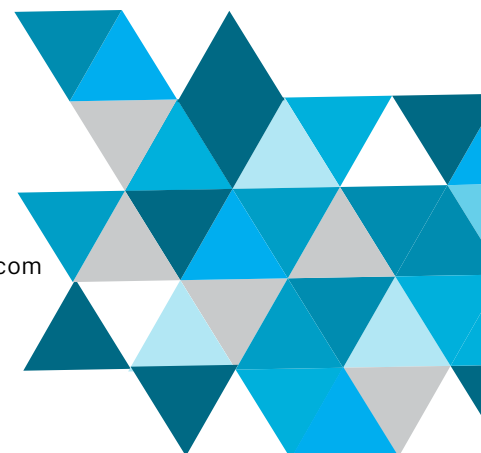
### DESIGN SUPPORT

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# SIXTY-FIVE SYSTEM

## DESIGN CHECKLIST

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

### GENERAL INFORMATION

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

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

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

### PROGRAM OPTIONS

Signature Grade 1     Signature Grade 2

### 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

- Base Power       Data Punch  
 Ceiling Power     Data Pole  
 Beltline Power  
 Power down the spine

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

### TILE OPTIONS - 65 PANELS

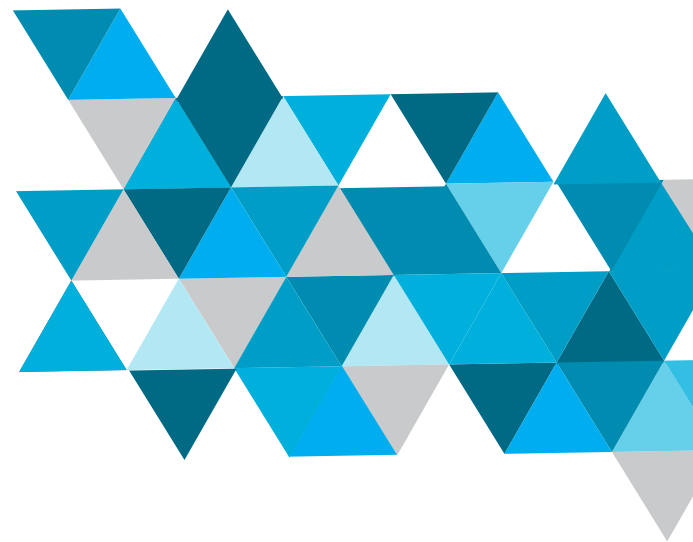
- |                              |                               |
|------------------------------|-------------------------------|
| <input type="checkbox"/> 30H | <input type="checkbox"/> 70H  |
| <input type="checkbox"/> 38H | <input type="checkbox"/> 78H  |
| <input type="checkbox"/> 46H | <input type="checkbox"/> 86H  |
| <input type="checkbox"/> 54H | <input type="checkbox"/> 102H |
| <input type="checkbox"/> 62H |                               |

### BASE OPTIONS

- Non-Powered  
 Punched for Power  
 Open

### TILE SELECTIONS (Detailed on next page)

- |   |   |
|---|---|
| <input type="checkbox"/> <b>8H</b>                  | <input type="checkbox"/> <b>22H</b>                 |
| <input type="checkbox"/> Metal Painted              | <input type="checkbox"/> Metal Painted              |
| <input type="checkbox"/> Metal Upholstered          | <input type="checkbox"/> Metal Upholstered          |
| <input type="checkbox"/> Beltline Power             | <input type="checkbox"/> Metal Peforated Air Flow   |
| <input type="checkbox"/> Fabric Tackable Acoustical | <input type="checkbox"/> Metal Embossed             |
| <input type="checkbox"/> Laminate                   |   |
| <input type="checkbox"/> Metal Accessory Rail       |   |
| <input type="checkbox"/> <b>16H</b>                 | <input type="checkbox"/> <b>32H</b>                 |
| <input type="checkbox"/> Metal Painted              | <input type="checkbox"/> Fabric Tackable Acoustical |
| <input type="checkbox"/> Metal Upholstered          | <input type="checkbox"/> Laminate                   |
| <input type="checkbox"/> Metal Peforated Air Flow   |   |
| <input type="checkbox"/> Metal Embossed             |   |
| <input type="checkbox"/> Fabric Tackable Acoustical |   |
| <input type="checkbox"/> Glass                      |   |
| <input type="checkbox"/> Laminate                   |   |
| <input type="checkbox"/> Open                       |   |



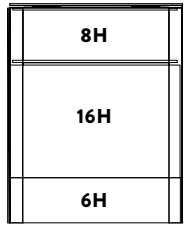
### TOP CAP

- Solid  
 8" Framless Glass  
 Frosted  
 Clear  
 16" Frameless Glass  
 Frosted  
 Clear

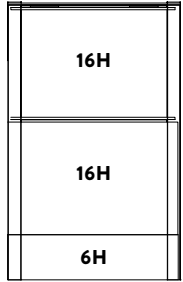
## TILE FINISH SELECTIONS

Please write your finish selections on the applicable tiles below.

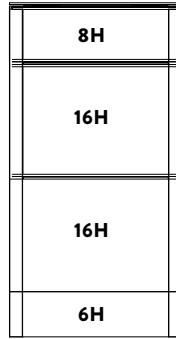
Note: Refer to the specification guide for all panel configurations available and the below configurations are only a sampling of common configurations



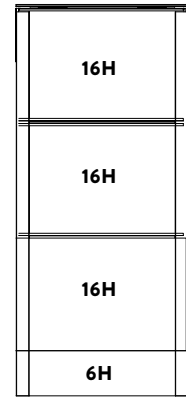
**30H**



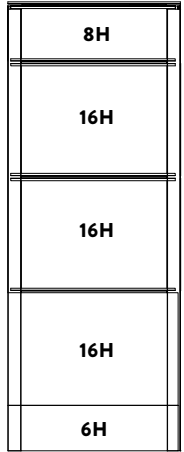
**38H**



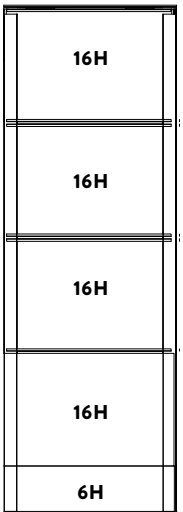
**46H**



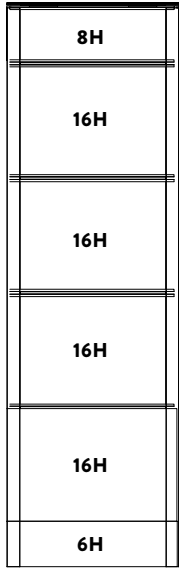
**64H**



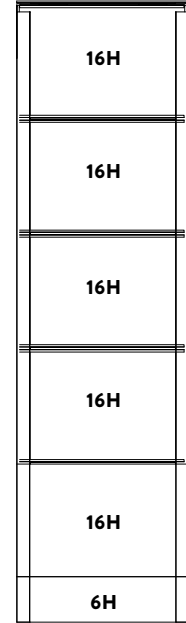
**62H**



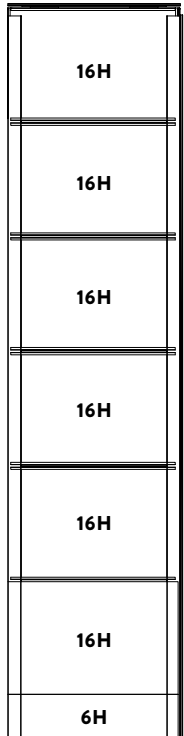
**70H**



**78H**



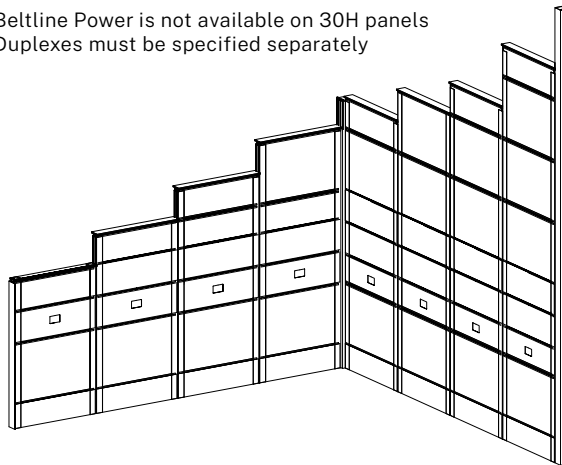
**86H**



**102H**

### BELTLINE POWER EXAMPLE

Beltline Power is not available on 30H panels  
Duplexes must be specified separately



TILE HEIGHT	FINISH OPTIONS
6" (Base Only)	Non-Powered Punched for Power Open Base
8"	Metal Painted Metal Upholstered Beltline Power Fabric Tackable Acoustical Metal Accessory Rail
16"	Metal Painted Metal Upholstered Metal Perforated Air Flow Metal Embossed Fabric Tackable Acoustical Glass Open
22" (Bottom Only)	Metal Painted Metal Upholstered Metal Perforated Air Flow Metal Embossed
32" Top Cap	Fabric Tackable Acoustical Solid 8" Frameless Glass (Frosted or Clear) 16" Frameless Glass (Frosted or Clear)

## 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 \_\_\_\_\_
- 12" Flush Pull \_\_\_\_\_

File/File \_\_\_\_\_

- Square Pull \_\_\_\_\_
- Full Pull \_\_\_\_\_

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

Freestanding: QTY/Station:

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

## ACCESSORIES

Task Lights QTY/Station:

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

Modesty Panels

- Standard Modesty \_\_\_\_\_
- PGHM Modesty \_\_\_\_\_
- Desk Screen Dividers \_\_\_\_\_

Power Accessories

- Power/Data Unit \_\_\_\_\_
- Covered Power Unit \_\_\_\_\_
- Recessed Power Strip \_\_\_\_\_
- Universal Strip \_\_\_\_\_
- Single Pop Up Dock \_\_\_\_\_
- Dual Pop Up Dock \_\_\_\_\_
- Plug-In Clamp Duplex (no USB)\* \_\_\_\_\_
- Plug-In Clamp Duplex (w/ USB)\* \_\_\_\_\_
- Wireless Phone Charger \_\_\_\_\_

\*NOTE: SRCUT grommet is required for use

## 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

- Panel Mount Sliding Door Cabinet \_\_\_\_\_
- Upmount Sliding Door Cabinet \_\_\_\_\_
- Metal Flipper Door Unit \_\_\_\_\_
- Metal Shelf Unit \_\_\_\_\_
- Binder Bin w/ Receding Door Unit \_\_\_\_\_

## SEATING SELECTIONS

Chair Name/Sku Quantity:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

QTY/Station: Width:  
(24, 30, 36, 42, 48, 60)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## SIT STANDS

Type	Quantity:	Top Width:	Top Depth:
<input type="checkbox"/> Single Base	_____	_____	_____
<input type="checkbox"/> Curved Corner	_____	(36, 42)	(24, 30)
<input type="checkbox"/> Straight Corner	_____	(36, 42)	(24, 30)
<input type="checkbox"/> Square	_____	(30, 36, 42)	(30, 36, 42)
<input type="checkbox"/> Circle	_____	(36, 42)	(36, 42)
<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"/> 90° Base	_____	(42-72 -A) (42-48 - B)	(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"/> Single <input type="checkbox"/> Dual <input type="checkbox"/> Triple	
<input type="checkbox"/> Laptop Desk Riser	_____		
<input type="checkbox"/> Computer Desk Riser	_____		

Additional Accessories

- Pencil Drawer \_\_\_\_\_
- Tablet Arm \_\_\_\_\_
- Easy Cinch CPU Holder \_\_\_\_\_
- Metal CPU Holder \_\_\_\_\_
- CPU Trolley \_\_\_\_\_

Monitor Arms

- Standard 1 Clamp\* Mount \_\_\_\_\_
- Standard 1 Grommet Mount \_\_\_\_\_
- Standard 2 Clamp\* Mount \_\_\_\_\_
- Standard 2 Grommet Mount \_\_\_\_\_
- Premium 1 Mount (Clamp\*/Grommet) \_\_\_\_\_
- Premium 2 Mount (Clamp\*/Grommet) \_\_\_\_\_
- Budget 1 Mount (Clamp\*/Grommet) \_\_\_\_\_
- Budget 2 Mount (Clamp\*/Grommet) \_\_\_\_\_
- Budget 3 Mount (Clamp\*/Grommet) \_\_\_\_\_
- Budget 4 Mount (Clamp\*/Grommet) \_\_\_\_\_

Keyboard Sets

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

Accessory Rail Tile Trays

- Oblique File Holder Tray \_\_\_\_\_
- Vertical File Holder Tray \_\_\_\_\_
- A4 Paper Tray \_\_\_\_\_
- Stationary Holder Tray \_\_\_\_\_
- Phone Holder Tray \_\_\_\_\_



## 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 \_\_\_\_\_
- 37H Storage Tower
- 51H Storage Tower, Right
- 51H Storage Tower, Left
- 63H Storage Tower



### OPTIONS FOR LOW STORAGE

- QTY/Station: \_\_\_\_\_
- Laminate Top \_\_\_\_\_
- 30"W  60"W
- 36"W  66"W
- 42"W  72"W
- 48"W
- QTY/Station: \_\_\_\_\_
- Seat Cushion \_\_\_\_\_
- 30"W  60"W
- 36"W  66"W
- 42"W  72"W
- 48"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 \_\_\_\_\_
- 3H Docking Leg w/ Adjustable Glide for Desking  
NOTE: Used w/ laminate top.
- 4-1/4H Docking Leg-Extended for Desking w/Adjustable Glide for Desking  
NOTE: Used w/ metal top.
- Additional Legs QTY/Station: \_\_\_\_\_  
Please specify: \_\_\_\_\_

PLEASE ADD ANY ADDITIONAL NOTES: