Office Tier 1: Please reference Indiana University Office Space Planning Guidelines

- Includes:
  1.1 Executive - President
  1.2 Executive - Provost/ Chancellor
  1.3 Executive - Vice President
  1.4 Executive - Vice Provost/ Vice Chancellor
  1.5 Executive - Associate Vice President/ Associate Vice Chancellor
  1.6 Executive - Assistant Vice President/ Assistant Vice Chancellor
  2.1 Academic/ Clinical - Dean (and Executive Associate Dean)
  2.2 Academic/ Clinical - Department Chair
  Athletic: Athletic Director, Head Coach

- Recommended/ Approved Furniture (as space allows): Conference Table, Freestanding Office Furniture, Upholstered Seating to include fully upholstered chairs and supporting occasional tables

- Accepted Furniture Finishes:
  1. Solid Wood or Wood Veneer Casework
  2. Solid Wood or Laminate tops with wood edge
  3. Metal Structure
  4. Tackable Fabric Panels
  5. All fabric for Upholstered Seating (Leather is not preferred)
  6. Wood or Painted metal frame for Upholstered Seating

Office Tier 2: Please reference Indiana University Office Space Planning Guidelines

- Includes:
  2.3 Academic/ Clinical - Associate/ Assistant Dean
  2.4 Academic/ Clinical - Faculty, Tenure Track
  2.5 Academic/ Clinical - Faculty, Non-Tenure Track, Consulting, Visiting
  2.7 Academic/ Clinical - Staff, Executive Administrative Assistant
  3.1 Administrative - Director
  3.2 Administrative - Associate/ Assistant Director, Manager
  3.3 Administrative - Staff, Professional (full-time)
  Athletic: Associate Director, Assistant Director

- Recommended/ Approved Furniture (as space allows): Freestanding or Systems Furniture, Small Table/ Chairs, Upholstered Guest Seating and Supporting Occasional Tables

- Accepted Furniture Finishes:
  1. Metal or mixed media storage
  2. Metal Storage Components
  3. Laminate or Metal End Panels/ Modesty
  4. Laminate Faced Fronts
  5. Tackable Fabric Panels
  6. Laminate (wood grain) Tops
  7. Fabric for Upholstered Seating (no Leather)
  8. Wood or Painted metal frame for Upholstered Seating

Office Tier 3: Please reference Indiana University Office Space Planning Guidelines

- Includes:
  2.6 Academic/ Clinical - Associate Instructor, Fellow, Lecturer, Research Associate, Visiting Scholar, Emeritus
  2.8 Academic/ Clinical - Staff, Professional (Full-Time)
  2.9 Academic/ Clinical - Staff, Professional (Part-Time)
  2.10 Academic/ Clinical - Staff, Support (Full-Time)
2.11 Academic/ Clinical - Staff, Support (Part-Time)
2.12 Academic/ Clinical - Student, Graduate Instructor/ Graduate Assistant
2.13 Academic/ Clinical - Staff, Student or Temporary, Hoteling
3.4 Administrative - Staff, Professional (Part-Time)
3.5 Administrative – Staff. Support (Full-Time)
3.6 Administrative – Staff, Support (Part-Time)
3.7 Administrative – Staff, Student or Temporary, Hoteling

Athletic: Assistant Coach

- **Recommended Furniture**: Freestanding or Systems Furniture, Upholstered Guest Seating and Supporting Occasional Tables
- **Accepted Furniture Finishes**:
  1. Metal Storage
  2. Laminate Tops
  3. Tackable Fabric Panels
  4. Fabric for Upholstered Seating (no Leather)
  5. Painted metal frame Upholstered Seating

- **Office Support**: Consult with UAO Interior Design Staff for Project Specific Guidelines
  - **Includes**:
    4.1 Conference - Assembly
    4.2 Conference – Large
    4.3 Conference – Medium
    4.4 Conference – Small
    4.5 Focus Room
    4.6 Work Room
    4.7 Privacy for Nursing Mothers
    4.8 Reception
    4.9 Kitchenette
    4.10 Recycling
    4.11 Vending
    4.12 Informal Study

**GENERAL NOTES**:
- A reminder that IU and our contracted consultants are responsible for specifying products that are:
  - Environmentally Sustainable
  - Durable and Safe
  - Fiscally Responsible
  - Ergonomically Appropriate
- Vendors must be contracted vendors and registered with IU Purchasing, for products to be considered for specification
- IU prefers to use open-line product when possible/ appropriate, especially when it provides a better bid atmosphere
- Overseas products are NOT preferred and will be accepted only with approval of the Architect’s Office University Interior Designer
- Sofas will not be approved for use in offices
- Wall mounting – prohibited (exceptions must be approved by the Architect’s Office University Interior Designer)
- No work surface attached overhead storage units
- Custom products and “Specials” – NOT preferred but are recognized as necessary in some applications (exceptions must be approved by the Architect’s Office University Interior Designer)
- Modular/ Demountable Walls (floor to ceiling) – Contractor responsibility for order and installation when floor to ceiling partitions are part of a capital project