

CIS Furniture 101 Glossary

Adjustable Glides - Support device for leveling or stabilizing furniture on uneven flooring. Alternately referred to as "levelers" or "height adjusters."

ANSI - American National Standards Institute. ANSI/BIFMA Safety and Performance Standards are developed by the BIFMA (see below) Engineering Committee. The standards are reviewed every five years according to guidelines established by the American National Standards Institute (ANSI). The standards are intended to provide manufacturers, specifiers, and users with a common basis for evaluating safety, durability, and the structural adequacy of furniture items, independent of construction materials.

BIFMA - Business and Institutional Furniture Manufacturers Association. ANSI/BIFMA Safety and Performance Standards are developed by the BIFMA Engineering Committee. The standards are reviewed every five years according to guidelines established by the American National Standards Institute (ANSI). The standards are intended to provide manufacturers, specifiers, and users with a common basis for evaluating safety, durability, and the structural adequacy of furniture items, independent of construction materials.

Book Match - Sheets of laminate or veneer are laid so that the back of one sheet is matched to the face of an adjacent sheet, like facing pages in a book. This results in a mirrored grain pattern. Most commonly used in matching plain sliced veneers.

Box Drawer - Typically the top or middle drawer in a pedestal, usually 6" in height. Box drawers are named for the card boxes in which bankers would keep account information.

Bridge - The piece that connects the desk and credenza in a "U" shaped desk configuration.

Bullet Top - Usually used in place of a standard desk in "L" and "U" configurations, a bullet top is essentially a writing table that gets its name from its shape. Viewed from above, it's shaped like the cross section of a bullet, with the rounded end typically supported by a cylindrical metal post. Bullet tops are also sometimes referred to as an island conference top.

CAP- Furniture pricing software. We use CAP to streamline the process of pricing your furniture, quoting your furniture and ordering your furniture.

CAD- Computer Aided design program that was probably used to design and build your building or space. We use CAD to lay out your furniture in your shell and produce accurate pricing and floor plans.

Casegoods - Anything with a laminate on wood veneer construction relating to desks, credenzas, bookcases, computer furniture and lateral files.

Casters - Wheels or rollers that are fitted to a chair base to provide mobility.

Center Drawer - Also referred to as a pencil drawer. This drawer is mounted beneath the work surface, usually centered between two pedestals.

Chassis - The body of a desk. Refers to all parts below the work surface.

Control - The metal mechanism mounted beneath a chair's seat that controls the chair's various functions.

Core - The central piece of material used in the construction of furniture panels that are finished with a durable sheet of wood veneer or plastic laminate. The core is typically engineered industrial grade particle board, medium density fiberboard (MDF), or sometimes plywood.

Credenza - A piece of office furniture having a long flat top and often containing file drawers, a kneehole, and accessories for a computer.

Delivered Pricing - The price of an item with the cost of delivery included.

DOUBLE RUBS

Double Pedestal Desk - A desk with two drawer pedestals.

Dovetail - A flaring joint between two pieces of wood, forming an interlocking tight fit.

Dowel - A small, rounded piece of wood usually made of birch or maple, used for making or strengthening joints.

Double Dowel - A term referring to the construction of a chair frame the connecting pieces of wood are joined by two dowels with glue and usually pin-nailed to maintain frame integrity.

Drawer Configuration - The pattern or layout of drawers within a pedestal often seen as box/box/file or file/file.

Drawer Dividers - A partition in a box drawer that separates or divides the front portion from the back portion.

End Panels - Slab end vertical panels that help support the work surface, located at each end of a desk.

Ergonomic - Specially designed furniture, usually referring to chairs, which cradle the body and reduce fatigue.

Executive "L" - Consisting of two pieces - a single pedestal main desk and a return - with both units being of the same height, usually 29" or 30". Return can be left or right side.

Executive "U" - A large, U-shaped desk consisting of three pieces: a desk, credenza and connecting bridge.

File Drawer - A drawer in pedestal that is usually 12" in height to accommodate legal and letter hanging file folders. A file drawer that is 15" in height is sometimes available to accommodate EDP binders.

Fire Retardant - Fabrics treated with special chemical agents or finishes to make them retardant or resistant to burning. Today, many fabrics achieve this property by using fibers that have this property built directly into the polymer. Fire retardant coating or specifications vary according to code requirement.

Full-to-Floor Pedestals - When pedestals extend to the floor below the work surface.

Ganging - The method of joining individual seating elements into one unit. Specifically refers to ganging chairs or ganging tables.

Grommet - A plastic covering for an opening primarily in casegood tops for routing wires and cords away from the work surface.

GSA Contract (General Services Administration) - Contract used by government organizations to obtain special pricing from suppliers.

Hardwood - Designates lumber produced from broad-leafed or deciduous trees in contrast to softwood produced from evergreen trees or coniferous trees.

High Pressure Laminate (HPL) - Produced by taking several layers of phenolic resin impregnated Kraft paper, overlaid with either a wood grain or solid color paper and a plastic cap sheet, sandwiched together and pressed in a heat-up and cool-down cycle at approximately 300 degrees F and 1,200 psi. and is then adhered to core board.

Hutch - A piece of furniture that has open shelves or cabinets and is supported by placing on a credenza or a desk for additional overhead storage.

Interlock - A device used to lock two or more drawers together that allows only one drawer to be open at a time. This prevents simultaneous opening, thereby preventing tipping.

KD - Knocked Down - The product is shipped completely unassembled to save in freight fees and will require full assembly by the end user.

Knee Tilt Control/Mechanism - A control mechanism that allows a chair to move vertically from the front portion of the seat.

L Unit Consists of a single pedestal desk with one storage pedestal and a connecting "return," also with one storage pedestal. An L unit is designated "right" or "left" depending on the placement of the return.

Laminate -

High Pressure Laminate is a hard, durable material used on desk tops. It is produced by taking several layers of phenolic resin impregnated Kraft paper, overlaid with either a wood grain or solid color paper and a plastic cap sheet, sandwiched together and pressed in a heat-up and cool-down cycle at approximately 300 degrees F and 1,200 psi. and is then adhered to core board. It is used on residential counter tops, also. Example: Formica, Wilson Art

Low Pressure Laminate also used on desk tops but less durable and less expensive than high-pressure laminate.

Lateral File - A file cabinet where the file drawers are wide, not deep. Files are usually inserted sideways, but can go front-to-back.

Leasing - An alternative to purchasing furniture available to qualified customers. Leasing is done through a third-party leasing company.

Lift - The segment between the control and the base that allows the occupant to adjust the height of the chair. Lift can be mechanical - those adjusted by hand from beneath the seat; clutch controlled lift mechanical spin lifts - those adjusted by spinning the chair clockwise or counter-clockwise; or pneumatic (gas) lifts - those which are activated by a handle to raise and lower the chair.

Lumbar Support - A support built into the back of a chair to support the back between the lowest ribs and pelvis keeping even pressure on disks. The support helps the back hold a slightly forward arch.

Mechanism - The part of a chair that connects the seat assembly to the base. The mechanism allows adjustments such as tilt, swivel seat height, etc., to provide the user with optimum comfort and productivity.

Mitered - A surface forming the beveled end or edge of a piece where a joint is made by cutting two pieces at an angle and fitting them together.

Modesty Panel - The front of a desk that hides the knee-hole. A vertical sheet of material on the front of a desk covering the frame, providing privacy and reinforcing the structure. Modesty panels may be either 3/4 or a full panel that goes all the way to the floor.

Molding - A decorative plane or curved strip used for ornamentation or finishing.

Nailhead Trim - Trim used on traditional seating. This usually consists of brass nails individually applied. On less expensive chairs, nailheads may be plastic and applied in strips instead of individually applied.

Non-Directional Fabric - A fabric which will appear smooth with no visible pattern.

Open System - Partitions put together usually in the center of an office space to create a working environment. Typically, it does not have a door or a ceiling.

Overhang - Produced by recessing the modesty panel when the work surface overhangs the modesty panel. Overhangs vary from 6" to 11". Allows the visitor to position a chair close to the desk.

Particle Board - Board made from particles of wood mixed with a resin-type adhesive formed into a mat, then heated and pressed to produce a dense panel, smooth on both sides, much the color of oatmeal.

Pedestal - The drawer section of a desk or modular unit. Pedestals either support the work surface or are suspended from the work surface.

Pneumatic Height Adjustment - Adjustment allowing a chair seat to be moved up and down with the touch of a button that activates a gas cylinder.

Polyester - Any of a group of polymers that can be used to make fibers or plastics.

Polyurethane Foam - Type of foam used widely in the furniture industry that offers excellent density, resilience and durability. Foam is mothproof, mildew resistant, and non-allergenic.

PVC - Polyvinyl Chloride

RTA - Ready-to-Assemble - Products built with the intention they can be put together by the end user. Less expensive than assembled furniture. Trade names - Sauder, Bush, O'Sullivan.

Radius Styling - Rounded edges/corners of desks, credenzas, etc.

Return - A piece of furniture with a flat top for writing that attaches to a desk (main section) to create an "L" configuration. Most returns are usually 29" or 30" in height and may have a pedestal.

Routing - The act of milling out a wood or metal surface.

Seat Suspension - A system that supports the upper part of the seat assembly.

Stackable - Items, typically chairs, which can be stacked to store many in a small area, thus offering extra space when necessary for big events.

Storage Credenza - A credenza with sliding or hinged doors in the space between the two pedestals. Also referred to as a closed credenza or door credenza.

Suspended Pedestals - When pedestals only extend three-quarters below the work surface.

Suspension - Metal slides mounted to side of drawers and inside pedestals so those drawers can be easily opened and closed.

T-Mold - A plastic edge band surrounding a self-edge surface.

Tension Control - A mechanical feature usually adjusted by a knob located under the seat of a chair that controls the degree of resistance the chair provides when leaning back.

Thermally Fused Laminate (TFL) - Produced by a single melamine resin impregnated sheet thermofused directly to the core board at approximately 320 degrees F and 350 psi. During the process, the resins liquify and flow, thermofusing the wood grain sheet to the core (there is no glue line) and because the resins are fully impregnated into the overlay sheet, they produce a hard, durable laminate face.

Tongue & Groove - A joint made by fitting a tongue on the edge of a board into a matching groove on another board.

Tray Drawer - A drawer that is generally 4" in height.

"U" Shaped Workstation - A piece of furniture consisting of a single pedestal desk and a single pedestal credenza connected on one side by a flat top and modesty panel (a bridge.)

Veneer - A thin strip of real wood glued on to a substrate of plywood or particleboard.

Waterfall - Term used for the design of the front of a seat cushion. The waterfall shape avoids restriction of circulation of blood in the thighs and lower legs.

Work Surface - The top of the desk.