



SOUTH TEXAS COLLEGE

FACILITIES PLANNING AND CONSTRUCTION

FURNITURE QUOTE REQUEST FORM

Please note, all sections with a * are required.

* CONTACT PERSON (1)

NAME _____ DEPARTMENT _____
PHONE # _____ EMAIL ADDRESS _____

* FURNITURE LOCATION INFORMATION (2)

LOCATION _____ (Proposed location of furniture)
CAMPUS _____ BUILDING _____ ROOM # _____
ROOM TYPE _____
(OFFICE, CONFERENCE, RECEPTION, COMPUTER LAB, LECTURE CLASS, ETC.)

* DESCRIPTION OF REQUEST (3)

Please provide detailed information regarding this request.

OFFICE FURNITURE (4)

* Existing furniture in the space is: Mahogany/Charcoal (Cherry wood) Maple/Black (Light wood) Other

DESKS

VP, Director, Site Coordinator - QTY: _____ Staff/Faculty - QTY: _____
Work Station/Student Worker/Part-Time/Direct Wage - QTY: _____

CHAIRS

Staff/Faculty - QTY: _____ Conference - QTY: _____ Office Guest - QTY: _____
(On casters) (On casters) (Sled base)
Lobby/Waiting Seating - QTY: _____ Lobby/Waiting Tables - QTY: _____ Hallway Seating / Tables - QTY: _____

TABLES

Conference - QTY: _____ Utility/Work - QTY: _____ VP, Director Round - QTY: _____

STORAGE

4 Dwr File Cab. - QTY: _____ Shelf - QTY: _____ Stor. Cabinet - QTY: _____ Industrial Rack - QTY: _____

CLASSROOM FURNITURE (5)

* Existing furniture in the space is: Mahogany/Charcoal (Cherry wood) Maple/Black (Light wood) Other

CHAIRS

Computer Lab Chair - QTY: _____ (On casters)	Lecture Classroom - QTY: _____ (Sledbase)	Science Lab Stool - QTY: _____ (On casters)
Training Room Chair - QTY: _____ (On casters)	Instructor Chair - QTY: _____ (On casters)	With Back Rest Without Back

TABLES

Table sizes will be determined by existing furniture or by current building standard.

SmartDeck Tables - QTY: _____ Lecture Table - QTY: _____ Testing Dividers - QTY: _____
Computer Lab Table - QTY: _____ Instructor Table - QTY: _____

MISC. (6)

Low printer stand - QTY: _____ High printer stand w/ Storage - QTY: _____
Break Room Round Table - QTY: _____ Break Room Seating - QTY: _____
OTHER: _____

FOR PLANNING & CONSTRUCTION USE ONLY

LOG #: _____ Date Quote/Item Provided: _____ Approved By: _____