

**CALCTRA Number:****Date:****COMPASS CHECKLIST – Modular Systems Furniture (MSF)**

Agency:	Project Name:		
Address:	Address:		
City:	City:		
Zip Code:	Zip Code:		
Contact:	Space Planner:		
Phone:	Phone:		
E-Mail:	E-Mail:		
Estimated Occupancy Date:	Number of Workstations:		
After Hours Installation Required:	Yes	No	RES Number:
Is There a "Phased" Occupancy?:	Yes	No	

**THIS FORM MUST BE COMPLETED PRIOR TO PROJECT START UP****Finishes – Please indicate color selections****Panel Information**

## Panel Fabric

Enter Selection: \_\_\_\_\_

## Panel Height(s):

34"      42"      50"      66"      82"

## Tack Board Fabric

Enter Selection: \_\_\_\_\_

## Panel Width(s):

24"      30"      36"      42"      48"      54"      60"

## Paint/Trim:

Black      White      Silver      Charcoal

## Panel Base Style:

Standard Base Raceway

Elevated Base

Combination Standard/Elevated

## Work Surfaces:

Laminate: \_\_\_\_\_

**Electrical Options and Accessories****Tile Configurations**

## Infeed Type:

Base Raceway

Power Pole

## Panel Types:

Monolithic Fabric

Monolithic Laminate

Laminate/Clear Acrylic

Laminate/Frosted Acrylic

Laminate/Clear Glass

Laminate/Frosted Glass

Fabric/Clear Acrylic

Fabric/Frosted Acrylic

Fabric/Clear Glass

Fabric/Frosted Glass

Gallery Panel Dividers

## Electrical Layout:

Spine Only

Spine and First Wing Panel Only

As Noted on Typical

All Panels

## Electrical Accessories:

Neat HUB

## Panel Mounted Glass Topper:

Clear Acrylic      Frosted Acrylic

Clear Glass      Frosted Glass

8" High      16" High

**Work Surfaces****Depths Required:**18"  
20"  
24"  
30"  
36"**Work Surface Supports****Supports:**Cantilever  
Ladder Leg  
Laminate Gable Leg  
Storage (Pedestal/Lateral/Combo Unit)  
Post Leg**Countertops:**

Yes      No

**Overheads**

Metal Closed Overhead

Metal Overhead/Laminate front

Open Shelf

**Task Light and Dividers****Task Lights:**Yes  
No**Dividers:**Yes  
No**Panel Mounted/Tack Boards****Yes****No****Tack Board Heights:**

7"      15"

**Supporting and Mobile Storage**Supporting BBF  
Supporting FF  
Supporting Multi Unit  
Supporting Lateral  
Mobile FFMobile BBF  
Mobile BF  
Mobile BF with Ped Cushion  
Enter Fabric Selection:**Accessories**

Pencil Tray

**Files and Storage****Towers:**Single Tower FF Cabinet  
Single Tower BBF Cabinet  
Single Tower FF Bookcase  
Single Tower BBF Bookcase**Bookcases:**Two-High  
Three-High  
Four-High  
Five High

Combo Lateral Units

Bookcase  
Cabinet**Wardrobes:**Wardrobe FF Cabinet  
Wardrobe BBF Cabinet  
Wardrobe FF Bookcase  
Wardrobe BBF Bookcase**Laterals:**Two-High  
Three-High  
Four-High  
Five High**Add-Ons**Height Adjustable Tables  
Single Monitor Arm  
Dual Monitor Arm  
Panel Mounted (15" High) Markerboard**Paper Management**Tool Rail Pencil  
Holder  
Paper Tray Legal  
Paper Tray Letter  
Diagonal Storage