

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	RESD 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"

Countertops:

Yes No

Work Surface Supports

Supports:

Cantilever
Ladder Leg
Laminate Gable Leg
Storage (Pedestal/Lateral/Combo Unit)
Post Leg

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 FF

Mobile 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