

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

Agency:	Project Name:		
Address:	Address:		
City:	City:		
Zip Code:	Zip Code:		
Contact:	Space Planner:		
Phone:	Phone:		
Email:	Email:		
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):

37" 45" 53" 61" 69" 77" 85"

Tack Board Fabric

Enter Selection: _____

Panel Width(s):

18" 24" 30" 36" 42" 48" 54" 60"

Paint/Trim:

Black White Silver Charcoal

Panel Base Style:

Standard Base Raceway

Work Surface(s):

Laminate: _____

Laminate-to-Floor

Glass/Plexiglass:

Clear Frosted

Stacking Frames (max overall height is 109"):

8" 16" 24"

Electrical Options and Accessories**Tile Configurations**

Infeed Type:

Base Raceway

Panel Style (please note configuration on Typical):

Power Pole

Monolithic Fabric

Perforated Metal Tile

Electrical Layout:

Monolithic Laminate

Whiteboard Tile

Spine Only

Monolithic Laminate to Floor

Pass Through Tile

Spine and First Wing Panel Only

Acoustic Fab/Tackable Tile

Flip-Up Power Tile

All Panels

Acrylic Frosted Tile

Accessory Tile

Electrical Accessories:

Acrylic Clear Tile

Laminate Tile

Neat HUB

Panel Mounted Glass Topper:

Clear Acrylic

Frosted Acrylic

Flip-Up Power Tile

Clear Glass

Frosted Glass

8" high

16" high

Work Surfaces**Depths Required:**18"
22"
24"
30"**Work Surface Supports****Supports:**Cantilever
Metal Gable 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:****Supporting and Mobile**Supporting BBF
Supporting FF
Supporting Multi Unit
Supporting LateralMobile FF
Mobile BBF
Mobile BF
Mobile BF with 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****Paper Management**Height Adjustable Tables
Single Monitor Arm
Dual Monitor ArmTool Rail Pencil
Holder
Paper Tray Legal
Paper Tray Letter
Diagonal Storage