

**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	RESD Number:
Is There a "Phased" Occupancy?:    Yes                  No	

**THIS FORM MUST BE COMPLETED PRIOR TO PROJECT START UP**

<b>Finishes — Please indicate color selections</b>	<b>Panel Information</b>
Panel Fabric Enter Selection: _____ Tack Board Fabric Enter Selection: _____	<b>Panel Height(s):</b> 37"    45"    53"    61"    69"    77"    85"  <b>Panel Width(s):</b> 18"    24"    30"    36"    42"    48"    54"    60"
<b>Paint/Trim:</b> Black          White          Silver          Charcoal	<b>Panel Base Style:</b> Standard Base Raceway Laminate-to-Floor
<b>Work Surface(s):</b> Laminate: _____	<b>Stacking Frames (max overall height is 109"):</b> 8"          16"          24"
<b>Glass/Plexiglass:</b> Clear          Frosted	
<b>Electrical Options and Accessories</b>	<b>Tile Configurations</b>
<b>Infeed Type:</b> Base Raceway Power Pole	<b>Panel Style (please note configuration on Typical):</b> Monolithic Fabric                  Perforated Metal Tile Monolithic Laminate              Whiteboard Tile Monolithic Laminate to Floor    Pass Through Tile Acoustic Fab/Tackable Tile        Flip-Up Power Tile Acrylic Frosted Tile                  Accessory Tile Acrylic Clear Tile                      Laminate Tile
<b>Electrical Layout:</b> Spine Only Spine and First Wing Panel Only All Panels	
<b>Electrical Accessories:</b> Neat HUB Flip-Up Power Tile	<b>Panel Mounted Glass Topper:</b> Clear Acrylic                  Frosted Acrylic Clear Glass                      Frosted Glass 8" high                              16" high

## Work Surfaces

### Depths Required:

18"  
22"  
24"  
30"

### Countertops:

Yes No

## Work Surface Supports

### Supports:

Cantilever  
Metal Gable 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

## Supporting and Mobile

Supporting BBF  
Supporting FF  
Supporting Multi Unit  
Supporting Lateral

## Accessories

Mobile FF  
Mobile BBF  
Mobile BF  
Mobile BF with Cushion  
Enter Fabric Selection:  
\_\_\_\_\_

## 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

## Paper Management

Tool Rail Pencil  
Holder  
Paper Tray Legal  
Paper Tray Letter  
Diagonal Storage