

**QUESTIONNAIRE FOR
DESKS, WOOD, OFFICE (CASEGOODS) LAMINATE FINISH**

Vendor should make additional copies of this form as necessary, and should use a separate copy for each series offered. Please read and then refer to Specification # 7110-2. Explain any "No" or "N/A" on a separate sheet with company logo and reference item number.

1. Name of submitting firm: _____
2. Address of submitting firm: _____
3. Person completing survey: _____ Phone: _____
Email address: _____
4. Manufacturer: _____
Series number as designated in catalog: _____
5. Style (Traditional, Contemporary) _____, Series _____, per N.C. Specification 7110-2, latest revision.
6. Number and/or date of referenced catalog/price list: _____
7. Page number in above catalog/price list, which shows this model: _____
8. When was this model first put into production? Month _____, Year _____
9. Series remains in current production and has been for at least one year? _____ (y/n)
10. Is this model offered, new and in first class condition, exactly as specified per catalog/price list, without modification and not unique for the State of North Carolina? _____ (y/n).
11. Do High Pressure Laminates (HPL) finished tops comply with NEMA LD-3, GP-50 (0.050" thickness) standards? _____(y/n)
12. Do item(s) meet the requirements of ANSI/BIFMA X5.5, Office Furnishings, Desk Products: Tests? _____ (y/n)
13. All items constructed in accordance with current best commercial practices? _____(y/n)
14. As a requirement, are the following available in a matching finish? (y/n)
 - Desks? _____
 - Credenzas? _____
 - Bookcases? _____
 - Lateral Files? _____
 - Conference Tables? _____
 - Worktables? _____

15. Wood material: All kiln dried to best practice moisture level for the application, furniture grade, defect free and promotes similar finishing characteristics as other hardwoods used?
_____ (y/n)
16. Glue: Proper amounts applied without excess, of good commercial grade and applied in accordance with best industry practices? _____(y/n)
17. Hardware: Ferrules are corrosion resistant and compatible with design. Door catches blend with décor and are either 3/8" bullet type or magnetic and offer adjustments. Multiple locks are keyed alike and supplied with two keys. Optional center drawer lock is available. Drawer pulls are strong, securely mounted and have a finish compatible with décor of furniture?
_____ (y/n)
18. Finish of furniture is low-VOC (Volatile Organic Compounds) best grade available in standard colors and a production run finished sample is available upon request when stated in Invitation For Bids. _____(y/n)
19. Color and Shade: All exterior components match in color and shade with the HPL top.
_____ (y/n).
20. Plywood: Furniture grade type, bonded with low formaldehyde-emitting "E0" type glue, characterized by adjacent, odd number, 1/10" minimum plies that are at a right angle to each other. Lumber cores are regular grade and do not have butt-end joints? _____ (y/n)
21. Both a Traditional style and a Contemporary style desk are available? _____ (y/n)
22. Exterior: Matching LD-3 GP 28 laminate is used on visible vertical surfaces as specified in the product specifications? _____ (y/n)
23. Tops: Core wood construction (Particle Board, Plywood or MDF) is either 45 lb cu/ft PB, 5-ply minimum plywood or 45 lb cu/ft MDF. Top is a minimum 1.00" thick, faced with HPL and self-edge banded with HPL or a decorative hardwood and backed with a BK-20 balancing sheet.
_____ (y/n)
24. Vertical Panels: All panels meet minimum core and finish requirements. _____(y/n)
25. Drawer Construction: 5-sided drawers have overlapping fronts and are core wood with a 5-side (self-edge) laminate finish. Backs are finished with a balance sheet. Drawers are mitered, 4-corner construction and vinyl wrapped on all exposed surfaces. Bottom is secured into a rabbeted inset and glued around the bottom perimeter after assembly. Drawers move on metal ball bearing suspensions and attaching screws are appropriate for the material and application? _____(y/n)
26. Drawer Applications: File drawers are rated for a minimum of 40 pounds and accommodate both letter and legal size folders and come with hanger supports that accept standard Pendaflex hanging folders such that they do not drag on bottom when moved. Folder tabs clear top drawer when moved. All drawers operate on ball bearing suspensions such as "Accuride" or equivalent metal slides and shall support at least 75% of the drawer length. Drawer length is at least 80% of desk depth. Drawers open to at least 75% of its depth. Drawers are removable with quick release devices that require no tools. If tool is required, it is supplied. Shipping screws are easily identified and instructions are included for their removal. The contractor will drill any holes required during delivery and remove shipping screws. All drawer margins are even and they hit both stops simultaneously when closed.
_____ (y/n)

27. Pullout Arm Slides: Slides are 5/8" core material construction finished with GP-28 laminate and self-edged. A pull button is provided for opening and available as an orderable option. _____(y/n)

28. Legs: Meet the construction requirements and have adjustable levelers. _____(y/n)

29. Bottom edges: Panel edges are smooth to prevent snagging or tear out and self-edged to prevent damage. _____(y/n)

30. Warranty is provided in full compliance with Section IV, Warranty. _____(y/n)

END OF QUESTIONNAIRE