



WORKSTATIONS

Picking the Right Workstation

PLEASE NOTE: WORKSTATIONS AND OFFICE FURNITURE ARE MANUFACTURED AT TIME OF ORDER AND NOT RETURNABLE

MDA's workstation standards and volume based pricing guarantee a selection of premium products.

The Agency works closely with the Procurement Services Branch to ensure that the workstations are manufactured to government specifications and engineered for durability. Each workstation system is designed to meet or exceed standards by ANSI, BIFMA, ISO 9002 and C.G.S.B.

Workstations come with a **one year** all-inclusive warranty, related to product defects, and a limited lifetime warranty. Warranty period shall begin at the point of installation unless the installation is delayed for reasons attributed to the client's requirements.

For additional information related to warranty or placing an order, please contact MDA Client Services at 204-945-1614.

NOTE! THE SAP MATERIAL NUMBERS FOR:

- **Workstations:** SAP – 038239
- **Components:** SAP – 042894
- **Out of town freight:** SAP – 50001200

TO MAINTAIN FLEXIBILITY AND ONGOING USE THROUGHOUT GOVERNMENT, THE MAXIMUM RECOMMENDED SIZE OF A WORKSTATION IS 7' X 9'.

How to Purchase a New Workstation

- Contact MDA Client Services at 204-945-1614 to request a quote.
- The Vendor will contact you to review your requirements and assist with the selection process.
- Once you have made your selection, the vendor will provide all details to MDA.
- MDA will provide you with a quotation for your review and approval detailing your requirements, floor plan and cost.
- Place your order with MDA when ready to do so.

SAP USERS – Create a Release Purchase Order in SAP using the SAP number provided on your quote. Enter the quantity. Override the default pricing of \$1 with the pricing provided on your quote. Release the purchase order to MDA for processing. Fax the quotation to MDA with appropriate signatures on the Customized Furniture Verification Form and Client Approval of Finishes and Drawing Form. Note the Release Purchase Order number on all documents.

NON-SAP USERS – Submit a Materials Requisition Form. Complete the top of the form and provide a quantity, stock number, unit of issue and description with the appropriate signature. Fax or email the Materials Requisition Form to MDA as well as the quotation with appropriate signatures on the Customized Furniture Verification Form and Client Approval of Finishes and Drawing Form.

- The workstation will be ordered. The vendor will deliver and install the workstation in approximately six weeks.

For Winnipeg orders, pricing includes delivery and installation.

For outside of Winnipeg, pricing includes installation but delivery charges will apply and be shown separately on the quote.

Options to Customize Your Workstation

See workstation accessories on pages 144 to 146.

Your workstation can be customized to fit your office space. Call us at 204-945-1614 and we'll send a representative to measure your space and design the workstation that's right for you.

Workstation Depths (24", 30" and 36")

Work surfaces 24" deep can be used when you work with a limited amount of paper and require limited layout surface. Work surfaces 30" deep should be considered when you work with a substantial amount of paper and require substantial layout space. 36" deep work surfaces are limited in their application and are generally suited to managerial workstations that are rectangular in shape.

Workstation Lengths

The length of available work surfaces can vary and are available in a number of lengths in 6" increments. Consider the amount of paper you use at your workstation and the amount of available area in your workspace. To maintain flexibility and ongoing use throughout government the maximum recommended size of a workstation is 7' x 9'.

Workstation Heights

The heights of available workstations are varied. The standard height is 29". Heights such as 32", 36" and 42" are also available for special requirements. Work surfaces at 32" high have a clearance below the work surface of 30 $\frac{3}{4}$ " which allow a wheelchair user easy access. Work surfaces at 42" high are intended if you stand at your workstation.

Computer Corners

Computer corners are usually the best choice for workstations. They tend to be the most efficient use of space and different sizes are available to accommodate different sizes of monitors. All computer corners come with a full-flex keyboard tray wide enough to accept a standard keyboard and a mouse with a mouse pad. Full-flex keyboards move up and down for sitting or standing use and tilt down or up. Full-flex keyboards do not slide under the work surface.

Keyboard Drawers

If you do not use your computer for extended periods of time, a keyboard drawer may be considered. Keyboard drawers accept a standard width keyboard and mouse with a mouse pad. Computer drawers are typically used when the keyboard is installed at a bridge unit between two work surfaces, or most often in private office applications. The drawer does not adjust in height or angle, but slides under the work surface.

Keyboard Platforms

A retractable articulating height adjustable keyboard platform can also be used on a bridge between two work surfaces or on rectangular work surfaces. The keyboard platform tilts +15 degrees/-15 degrees and is height adjustable from 6" below the work surface to flush with the work surface.

Modesty Panels

Modesty panels for workstations within enclosed offices should be raised 18" above the floor to allow for access to wall mounted electrical and data receptacles.

Drawer Pedestals

When determining drawer requirements, consider storage and whether you require a locking or non-locking drawer. Box drawers are approximately 6" deep and are typically used for storage of stationery and personal items. File drawers are wide enough to hold legal files. Mobile drawer pedestals allow you to place the pedestal on different sides of the workstation. Remember to take care when moving pedestals.

Filing Requirements

File storage can be locking or non-locking. The furniture manufacturer offers a number of choices for filing requirements.

- Lateral file cabinets that sit under the work surface. These cabinets hold either letter or legal sized files.
- A 30" wide multi-file consists of one lateral file drawer on the bottom with one file and two box file drawers on top.
- A 36" wide multi-file consists of one lateral file drawer on the bottom with one file and two box file drawers on top, plus one small storage cabinet suitable for storage of a laptop computer.

Hutches

Hutches are storage units that sit on the work surface and are typically used for storage of binders, books, etc.

Hutches come with or without doors. Open hutches are more economical than closed hutches and the material being stored is readily accessible. Closed hutches are appropriate when confidential material is being stored. In this case, locking doors should be specified. Closed storage is neater in appearance. Closed hutches come with a variety of door options:

- Standard hinged doors.
- Pocket flipper doors rest inside the hutch when opened. Additional light storage is available on top of the hutch.
- Flipper doors rest on top of the hutch when opened. This type of door does not permit additional storage on top of the hutch.

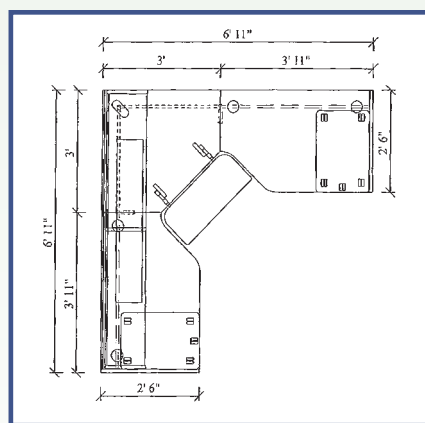
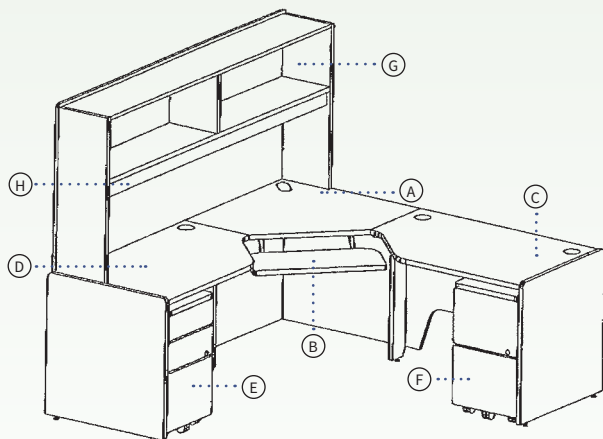
"Plug And Play"

This term refers to the desk height plug-in capability. If staff use laptop computers, plug-in capability at desk height is more convenient than plugging in at standard wall plugs under the work surface.

Included here are six drawings of popular functional designs used throughout government offices. Choose one of the pre-designed models or create your own. Add different sized returns or even hinged rather than flipper doors. The choice is yours! There are many accessories and configurations that can be combined to fit any budget. To assist you in your selection, an interior designer in the Accommodation Services Division or the vendor is available to provide you expert advice when selecting the workstation(s) to meet your specific requirements.

Workstations

Computer Corner Workstation



The computer corner workstation consists of a (A) 36" x 36" computer corner, (B) Full-flex keyboard platform 28" wide, (C&D) 30" Deep returns, (E) Box/Box/File Pedestal, (F) File/File Pedestal, (G) Open Hutch 82" which can be used on either side of the workstation. The hutch has 17" clearance under the valance and 20" clearance under the shelf, (H) Tackboard, and a 48" Tasklight.

This computer corner workstation is suitable for use in an open office environment with furniture panels around the workstation or in a private office.

Options:

- Returns in various lengths from 24" to 96".
- Returns in 24" or 30" deep.
- Pedestals are 18" deep on 24" returns & 24" deep on 30" returns.
- Open Hutch is illustrated however pocket door and cupboard door hutches are available.



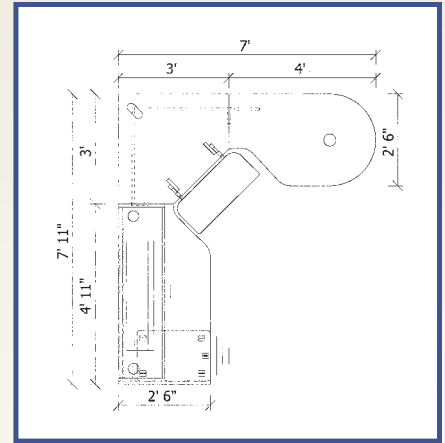
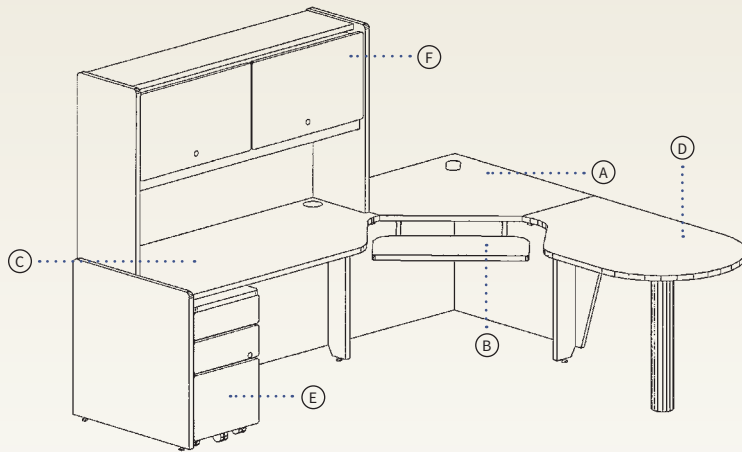
| HIGH PRESSURE TOP, DRAWER, DOOR FRONTS | BASES, GABLES (SIDE PANELS), MODESTIES (FRONT PANELS) |
|--|---|
| FINNISH OAK (LIGHT OAK) | FINNISH OAK (LIGHT OAK) |
| WILD CHERRY | WILD CHERRY |
| RUSTIK CHERRY | RUSTIK CHERRY |
| STAINLESS | CHARCOAL GRAPHITE |

Colours may not be exactly as shown.

Customization Options

See page 137

Computer Corner Workstation With D-Top



The computer corner workstation with D-Top consists of a (A) 36" x 36" computer corner, (B) Full-flex keyboard platform 28" wide, (C) 30" Deep returns on left of the corner, (D) 30" D-Top on right of the corner, (E) One mobile pedestal with two boxes and one file drawer, (F) Closed Hutch.

This computer corner workstation with D-Top is suitable for use in an open office environment with furniture panels around the workstation or in a private office where the user occasionally meets with one or two visitors in an informal meeting setting.

Options:

- Tackboard
- Tasklight



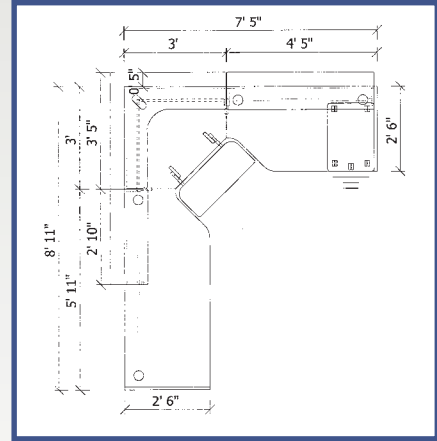
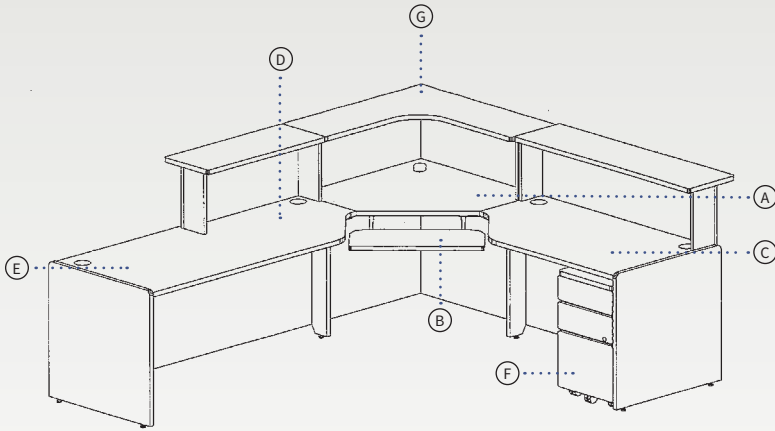
| HIGH PRESSURE TOP, DRAWER, DOOR FRONTS | BASES, GABLES (SIDE PANELS), MODESTIES (FRONT PANELS) |
|--|---|
| FINNISH OAK (LIGHT OAK) | FINNISH OAK (LIGHT OAK) |
| WILD CHERRY | WILD CHERRY |
| RUSTIK CHERRY | RUSTIK CHERRY |
| STAINLESS | CHARCOAL GRAPHITE |

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Customization Options

See page 137

Reception Workstation



The reception workstation consists of a (A) 36" x 36" computer corner, (B) Full-flex keyboard platform 28" wide, (C&D) 30" Deep returns on left of the corner, (E) Open workstation at end of workstation for visitors with special needs, (F) One mobile pedestal with two boxes and one file drawer, (G) Transaction tops on corner and returns.



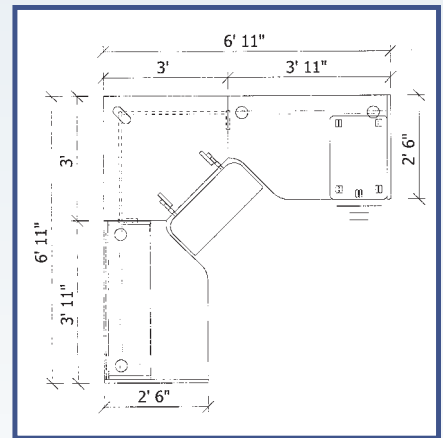
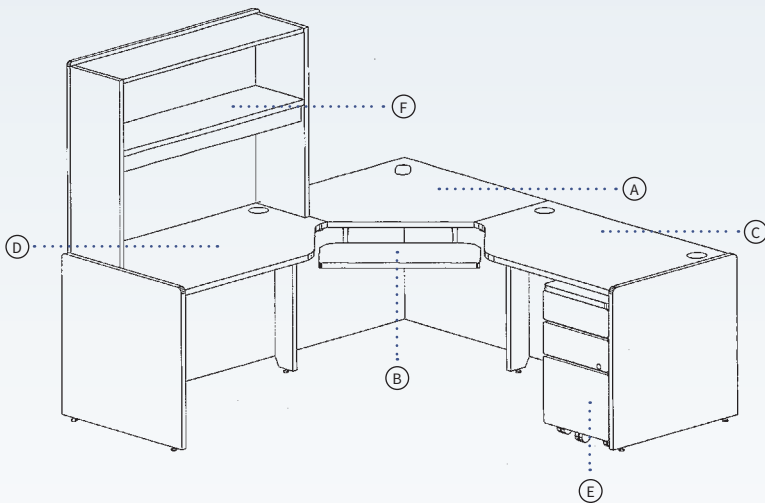
| HIGH PRESSURE TOP, DRAWER, DOOR FRONTS | BASES, GABLES (SIDE PANELS), MODESTIES (FRONT PANELS) |
|--|---|
| FINNISH OAK (LIGHT OAK) | FINNISH OAK (LIGHT OAK) |
| WILD CHERRY | WILD CHERRY |
| RUSTIK CHERRY | RUSTIK CHERRY |
| STAINLESS | CHARCOAL GRAPHITE |

Colours may not be exactly as shown.

Customization Options

See page 137

Computer Corner Workstation



The computer corner workstation consists of a (A) 36" x 36" computer corner, (B) Full-flex keyboard tray, (C&D) 30" deep right and left returns, (E) One mobile pedestal with two box drawers and one file drawer, (F) Open hutch. The pedestal features a wider top for storage of a CPU.

This computer corner workstation is suitable for use in an open office environment or in a private office.

Options:

- Tackable surface.
- Task light.



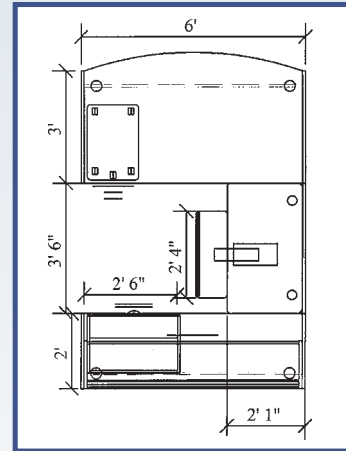
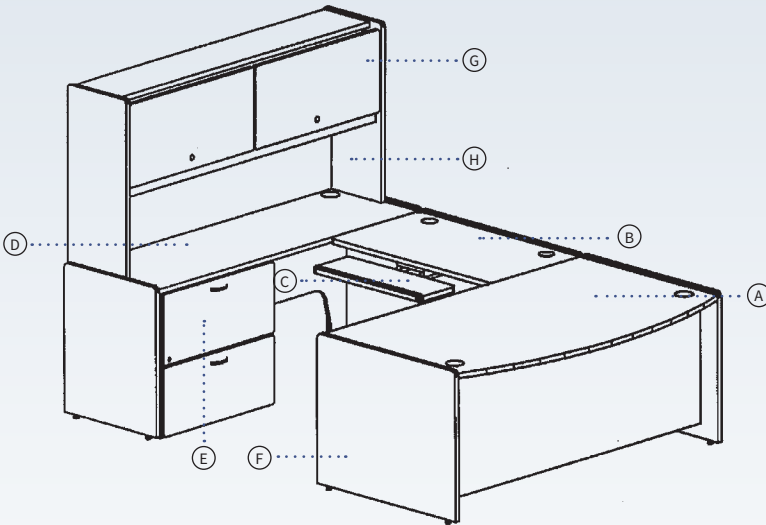
| HIGH PRESSURE TOP, DRAWER, DOOR FRONTS | BASES, GABLES (SIDE PANELS), MODESTIES (FRONT PANELS) |
|--|---|
| FINNISH OAK (LIGHT OAK) | FINNISH OAK (LIGHT OAK) |
| WILD CHERRY | WILD CHERRY |
| RUSTIK CHERRY | RUSTIK CHERRY |
| STAINLESS | CHARCOAL GRAPHITE |

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Customization Options

See page 137

U-Shaped Workstation

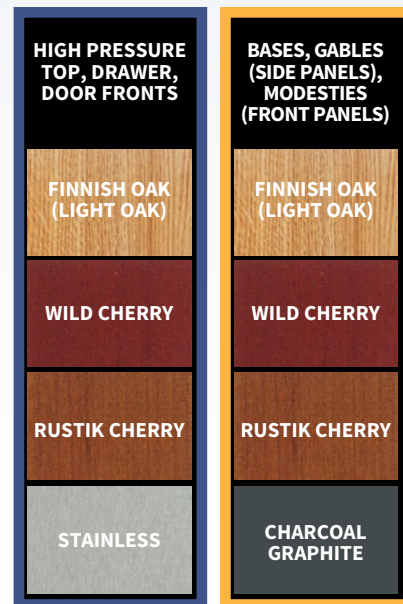


The U-shaped workstation consists of (A) One 30" deep rectangular shaped work surface, (B) 24" deep x 42" long bridge unit, (C) Articulating retractable keyboard, (D) 30" deep back work surface, (E) One mobile pedestal with two file drawers under model, (F) Open back lateral file, (G) Hutch with flipper doors, a task light, (H) Tackable surface.

This workstation is suitable for use in a private office where the user occasionally meets with one or two visitors in a formal meeting setting. The user does not require use of the computer for extended periods of time.

Options:

- Returns in various lengths from 24" to 96".
- Returns 24" deep. Drawer pedestals are 18" deep with this depth of work surface.
- Various types of hutch doors:
 - Standard hinged doors.
 - Pocket flipper doors when opened rest inside the hutch. Additional storage is available on top of the hutch.
 - Flipper doors when opened rest on top of the hutch. This type of door does not permit additional storage on top of the hutch.

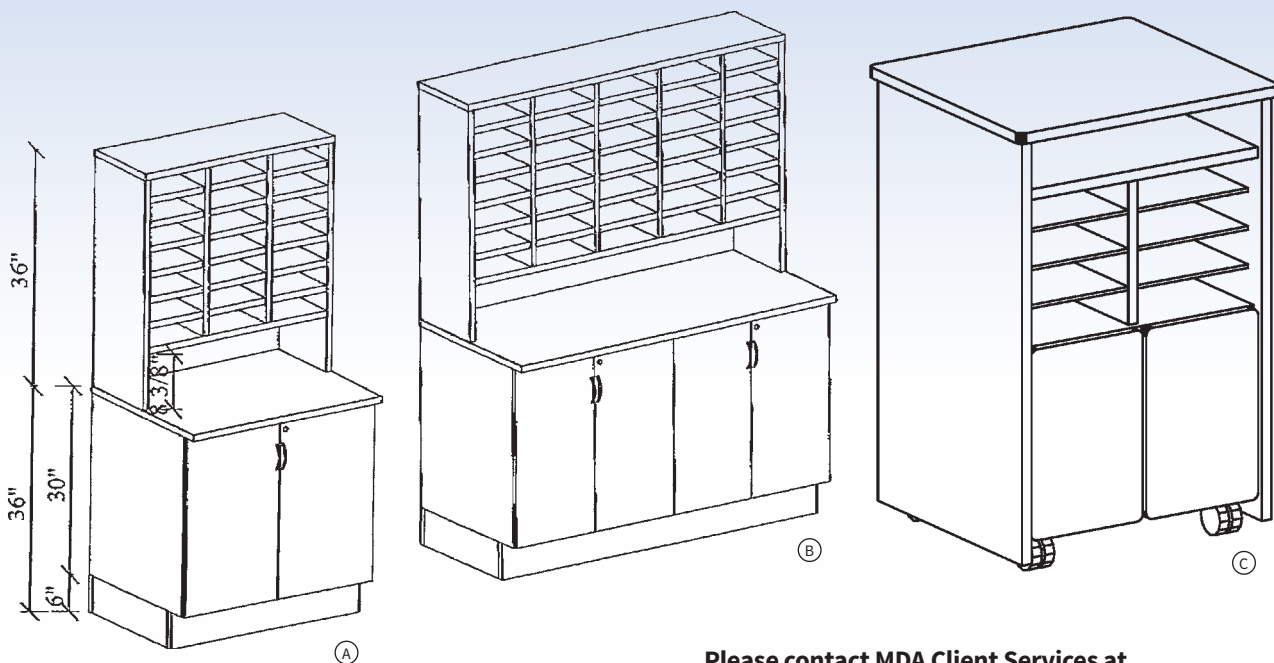


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Customization Options

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Please contact MDA Client Services at 204-945-1614 for pricing.

Mail Sorters

Base units are 36" H, cabinets are 24" D with 30" overhang to create "toe-kick" area, cabinet has one adjustable shelf, cupboard doors are locking. Mail sorter top are 36" H, unit has one bay for each foot of width, all outer bays are 10.55" W, all inner bays are 11.25" W, each bay contains 6¾" thick TFL shelves, shelves adjust on 1.4" centres, standard height mail sorter have 8.4" clear under bottom shelf.

Base cabinet – 36" W x 30" D x 36" H, mail sorter – 36" W x 15" D x 36" H.

(A) SAP – 056002Each

Base cabinet – 60" W x 30" D x 36" H, mail sorter – 60" W x 15" D x 36" H.

(B) SAP – 056003Each

Workstation Accessories

Available for new or as add-ons to existing workstations. Prices subject to change.

Please note: some accessories are subject to installation charges.



Fax/Printer Stand

1 rollout shelf for additional work surface. 6 adjustable hardboard shelves, holds letter – 8½" x 11" paper, with casters.

Without lock, 21" W x 19" D x 31" H

(C) PN 2119/CK 2504Each

With lock, 21" W x 19" D x 31" H

PS 2119/CK 2504Each

Task Lights

24" W x 8" D x 2" H. Fits 24" hutches 30" and over.

LT 2406Each

36" W x 8" D x 2" H. Fits any hutch 40" and over.

LT 3606Each

48" W x 8" D x 2" H. Fits any hutch 52" and over.

LT 4806Each

Skate Board

Accommodates upright computer keeping it out of the way under desk surface. Sturdy casters for easy movements, adjustable widths from 5.2" to 8.7", 9 positions, 10" W x 17" D x 7" H.

3SK 1017Each



Please contact MDA Client Services at 204-945-1614 for pricing.

Cable Management

Wire Management Channel

Recommend installation along top of modesty panel(s). Should not be installed directly behind mobile pedestals. Includes two-sided tape.

WM 1015G 13" W x 1½" D x 1" H.....Each

Cable Trough

4" High

- (A) **CT2404 TM** 18" W x 3" D
- CT3004 TM** 24" W x 3" D
- CT3604 TM** 30" W x 3" D
- CT4204 TM** 36" W x 3" D
- CT4804 TM** 42" W x 3" D
- CT6004 TM** 54" W x 3" D
- CT7204 TM** 66" W x 3" D

7" High

- CT2407 TM** 18" W x 3" D
- CT3007 TM** 24" W x 3" D
- CT3607 TM** 30" W x 3" D
- CT4207 TM** 36" W x 3" D
- CT4807 TM** 42" W x 3" D
- CT6007 TM** 54" W x 3" D
- CT7207 TM** 66" W x 3" D

Mobile Pedestals – Standard

2 Box & 1 File

Drawers mounted on ball bearing slides, bottom drawer has 5th caster to prevent tipping, gang lock secures all drawers, accepts letter and legal files, includes one pencil tray.

17" W x 18" D x 27" H, fits under 24" and 30" deep standard tops and 18" deep bridging tops.

(B) **MX 1718**Each

17" W x 24" D x 27" H, fits under and 30" deep standard tops and 24" deep bridging tops. Does not fit flush under 24" standard tops.

MX 1724Each

2 File Drawers

Drawers are mounted on ball bearing slides, bottom drawer has 5th caster to prevent tipping, gang lock secures both drawers, accepts letter and legal files.

17" W x 18" D x 27" H, fits under 24" and 30" deep standard tops and 18" deep bridging tops.

MY 1718Each

17" W x 24" D x 27" H, fits under 30" deep standard tops and 24" deep bridging tops. Does not fit under 24" standard tops.

(C) **MY 1724**Each

Legal Width Mobile Pedestals

2 Box & 1 File

Drawers mounted on full extension, ball bearing sides. Bottom drawer has a 5th caster to prevent tipping. Gang lock secures all drawers, accepts legal hanging folders only.

20" W x 18" D x 27" H, fits under 24" and 30" deep standard tops and 18" deep bridging tops.

MX 2018Each

20" W x 24" D x 27" H, fits under 30" deep standard tops and 24" deep bridging tops.

(D) **MX 2024**Each

Please contact MDA Client Services at 204-945-1614 for pricing.

Legal Width Mobile Pedestals

2 File

Drawers mounted on full extension, ball bearing sides. Bottom drawer has a 5th caster to prevent tipping. Gang lock secures all drawers, accepts legal hanging folders only.

20" W x 18" D x 27" H, fits under 24" and 30" deep standard tops and 18" deep bridging tops.

MY 2018Each

20" W x 24" D x 27" H, fits under 30" deep standard tops and 24" deep bridging tops. Does not fit under 24" standard tops.

(A) MY 2024Each

Lateral Files

Lateral Files

Locking drawers, anti-tipping system, for left-to-right filing.

Under desk, 37" W x 19" D x 30" H.

(B) LFSD 36Each

Freestanding – 37" W x 19" D x 30" H.

(C) LG 3618Each

Storage

1/2 Wardrobe & 1/2 Storage

Includes, 1 fixed shelf, 3 adjustable shelves, 1 coat hanger bar, 1 reversible door and lock on 24" wide, 2 doors and locks on 36" wide, shipped knockdown.

24" W x 24" D x 65" H

(D) PS 2424Each

36" W x 24" D x 65" H

(E) PS 3624Each

Tables

Round table top, black spider base, a variety of wood grain finishes available.

30" D x 28" H

(F) RR30Each

36" D x 28" H

RR36Each

42" D x 28" H

RR42Each

48" D x 28" H

RR48Each

60" D x 28" H

RR60Each

