



# Office Furnishings

## City of Calgary

Purchasing Handbook  
2015

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## shop@McCrum's.com

McCrum's has provided an online catalog for your use on day-to-day purchases. The website allows you to access standard City of Calgary products 24/7 for transactional items like:

- Desking
- Panels
- Storage
- Chairs
- Lounge Furniture
- Tables
- Accessories

Go to: **www.mccrum's.com** and use the customer sign in located in the upper right hand corner to create your shopping list today!

**Username:** [furnitureprojects@calgary.ca](mailto:furnitureprojects@calgary.ca)

**Password:** coc



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### McCrum's is a full-service office furniture dealership

It's simple. We combine a wide range of furniture products with unmatched local knowledge to create practical and functional workplace solutions. This enables us to translate how our clients work into the right furniture for their needs.

Service. Selection. Simplicity

*\*Additional sizes, finishes and products available. Please contact Space Planning (CPB) or your McCrum's Account Representative for additional details.*

## Desking - 7'x7' Asymmetrical Design



### 7'x7' Asymmetrical Components

41" w x 41" d sit/stand counterbalance corner. Height adjustable between 27" to 43" from the floor

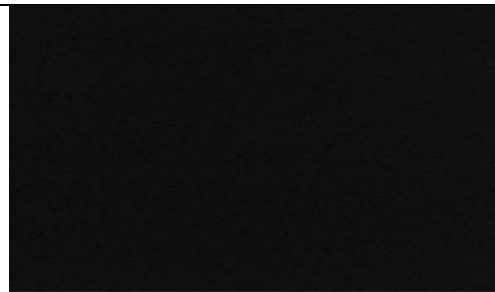
Asymmetrical return work surfaces measuring 41" w x 29" d with legs. The C-legs are technician height adjustable between 24" – 32" from the floor

*Additional sizes are available, please contact City of Calgary, Space Planning (CPB) or your McCrum's Account Representative for details.*

### Finishes



Congo Spruce Laminate Tops



Ebony - PVC Edge & Supports

## Desking - Additional Components

	<p><b>Mobile box/file pedestal</b> complete with box drawer and file drawer, file bars, counterweight and casters. Individual lock and two keys.</p> <p>22" d x 15" w x 21.5" h</p> <p>Model #LPFNBF2215D1A</p> <p>Ebony Finish</p> <p><b>City Item #177497</b></p>
	<p><b>Corner Modesty Panel</b> – Provides seated modesty in private office or open area applications.</p> <p>35" w x 13"h</p> <p>Model #: GMNH35</p> <p><b>City Item #</b></p>
	<p><b>Return Modesty Panel</b> – Provides seated modesty in private office or open area applications.</p> <p>41" w x 13"h</p> <p>Model #: GMNH41</p> <p><b>City Item #</b></p>
<h3 style="color: red;">Finishes</h3>	
<p>Congo Spruce Laminate Tops</p>	<p>Ebony - PVC Edge &amp; Supports</p>

## Panels - 7' x 9' Standard Workstation

51”h panels are used in open office environments and create space division and privacy.

*Panels are quoted as required. A member of City of Calgary, Space Planning (CPB) or McCrum’s Representative will verify the space and requirements by performing a site measurement, they will account for all internal and external components.*

### Panels Only



### Panels Complete with Furniture



## Panels – Standard Elements

	<p><b>Tackable Element</b> Fabric wrapped, tackable surface with acoustic properties.</p>
	<p><b>Whiteboard Element</b> Offers an erasable message board.</p>
	<p><b>Accessory Element</b> Designed to support organizational accessories.</p>
	<p><b>Tempered Glass Element (Double)</b> Used along major corridors in open office environments for added privacy. These glass elements are intended to allow for light to pass throughout the work environments.</p>

### Finishes

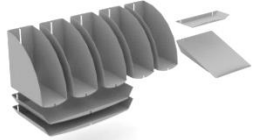
<p><b>Panel Fabric</b> C510 Changsha</p>	<p><b>Panel Frame</b> Granite</p>	<p><b>Accessory Element</b> Silver</p>

\* Additional sizes, finishes and products available. Please contact Space Planning (CPB) or your McCrum's Account Representative for additional details.



## Panels - Accessory Packages

Accessories are available for order in complete packages or as individual components.



### Package 1

- (2) Paper Trays- Legal
- (5) Binder Bins
- (1) Telephone Shelf
- (1) Pencil Tray

**City Item #179656**



### Package 2

- (2) Paper Trays- Legal
- (8) Divisional Sorters
- (1) Pencil Tray
- (1) Telephone Shelf

**City Item #179657**



### Package 3

- (2) Paper Trays- Legal
- (2) Binder Bins
- (1) Pencil Tray
- (1) Telephone Shelf- Small
- (4) Vertical Organizers- Legal

**City Item #179658**


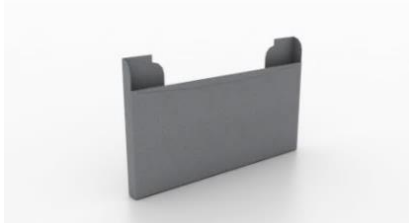
**Finish - Silver**





## Panels – Individual Accessories

	<p><b>Divisional Sorter - Letter Size</b>  Stores files and paper and can be flipped for right or left accessories  Model # PAX90  <b>City Item #177517</b></p>
	<p><b>Divisional Sorter - Legal Size</b>  Stores files and paper and can be flipped for right or left accessories  Model # PAX91  <b>City Item #177518</b></p>
	<p><b>Paper Tray - Letter size</b>  Store papers and files horizontally  Model # PAX92  <b>City Item #177519</b></p>
	<p><b>Paper Tray - Legal size</b>  Store papers and files horizontally  Model # PAX93  <b>City Item #177520</b></p>
	<p><b>Pencil Tray</b>  Model # PAX94  <b>City Item #177521</b></p>
	<p><b>Binder Bin</b>  Stores binder and vertical files  Model # PAX95  <b>City Item #177522</b></p>

## Panels – Individual Accessories Continued

	<p><b>Media Organizer</b> Stores CDs and DVDs Model # PAX96 <b>City Item #177523</b></p>
	<p><b>Telephone Shelf - Small</b> Equipped with wire management slots and can be used to display work in progress. Model # PAX97 <b>City Item #177524</b></p>
	<p><b>Telephone Shelf - Large</b> Equipped with wire management slots and can be used to display work in progress. Model # PAX98 <b>City Item #177525</b></p>
	<p><b>Vertical Sorter - Letter Size</b> Stores files and papers vertically. Additional sorters can be added to the front for a cascading storage. Model # PAX99 <b>City Item #177526</b></p>
	<p><b>Vertical Sorter – Legal Size</b> Stores files and paper vertically. Additional sorters can be added to the front for a cascading storage. Model # PAX100 <b>City Item #177527</b></p>

## Panels – Individual Accessories Continued

	<p><b>Coat Hook</b>          Hung from the panel horizontal rail; can be used to support a variety of items (ie: coats, pictures and mirrors)          Model #: AP100  <b>City Item #177528</b></p>
	<p><b>All Purpose Hook (Pkg. of 6)</b>          Hung from the panel horizontal rail; can be used to support a variety of items (ie: coats, pictures and mirrors)          Model #: AP600  <b>City Item #177529</b></p>
<p><b>Finish - Silver</b></p>	

## Filing & Storage – Lateral Files

Filing cabinets come complete with 2 hanging file bars per drawer, counterweight, lock, and two keys.



**2 High Lateral File Cabinet**

18" d x 36" w x 27.2" h

Model # LLF20C1836D1A67RW2

**City Item #177499**



**3 High Lateral File Cabinet**

40"high cabinets can create collaborative file islands in the workspace (*Laminate tops sold separately page 16*)

18" d x 36" w x 40" h

Model # LLF30C1836D1A67RW2

**City Item #177500**



**4 High Lateral File Cabinet**

18" d x 36" w x 51.2" h

Model #: LLF40C1836D1A67RW2-S

**City Item #177502**



**5 High Lateral File Cabinet**

Top drawer has a receding drawer front for easy access.

18" d x 36" w x 65.6" h

Model #: LLF50C1836D1A67RW2





**City Item #177501**

**Finish - Haze**



## Filing & Storage - Lockers & Combinations



	<p><b>4 High Personal Storage Tower – Right hand</b></p> <p>Complete with 2 file drawers, half height storage cabinet with 1 adjustable shelf, and coat locker with coat rod. (51.2" high cabinet will not accommodate full length coats)</p> <p>24" d x 24" w x 51.2" h                  Model # LSL4224SRD1A  <b>City Item #177504</b></p>
	<p><b>4 High Personal Storage Tower – Left hand</b></p> <p>Complete with 2 file drawers, half height storage cabinet with 1 adjustable shelf, and coat locker with coat rod. (51.2" high cabinet will not accommodate full length coats)</p> <p>24" d x 24" w x 51.2" h                  Model # LSL4224SLD1A  <b>City Item #177503</b></p>
	<p><b>5 High Multi - Storage Cabinet</b></p> <p>Complete with 2 lateral file drawers below a 3 high closed storage cabinet with 2 adjustable shelves, 2 hanging file bars per drawer, counterweight, lock, and two keys Counterweight and locks included</p> <p>18" d x 36" w x 65.6" h                  Model #: LCC51C1836D1A-S  <b>City Item #177505</b></p>
	<p><b>5 High Multi- Storage Cabinet</b></p> <p>Complete with 3 lateral file drawers below a 2 high closed storage cabinet with 1 adjustable shelf. 2 hanging file bars per drawer, counterweight, lock, and two keys Counterweight and locks included</p> <p>18" d x 36" w x 65.6" h                  Model #: : LCC51C1836D1A  <b>City Item #177506</b></p>

**Finish - Haze**

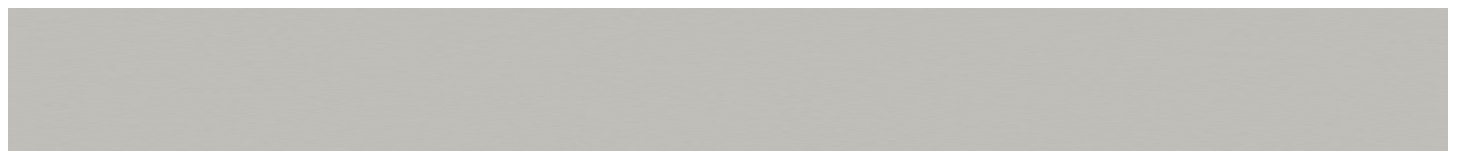


*\* Additional sizes, finishes and products available. Please contact Space Planning (CPB) or your McCrum's Account Representative for additional details.*

## Filing & Storage - Closed Storage

	<p><b>2 High Closed Storage Cabinet</b>                  Complete with 1 adjustable shelf and lock.                  18" d x 36" w x 27.2" h                  Model # LSC21C1836D1A  <b>City Item #179680</b></p>
	<p><b>3 High Closed Storage Cabinet</b>                  Complete with 2 adjustable shelves and lock.                  40" high cabinets can create collaborative file islands in the workspace (<i>Laminate tops sold separately page 16</i>)                  18" d x 36" w x 40" h                  Model # LSC31C1836D1A  <b>City Item #177512</b></p>
	<p><b>4 High Closed Storage Cabinet</b>                  Complete with 3 adjustable shelves and lock.                  18" d x 36" w x 51.2" h                  Model # LSC41C1836D1A  <b>City Item #179681</b></p>
	<p><b>5 High Closed Storage Cabinet</b>                  Complete with 4 adjustable shelves and lock.                  18" d x 36" w x 65.6" h                  Model # LSC51C1836D1A  <b>City Item #177513</b></p>

**Finish - Haze**



## Filing & Storage - Open Bookcase

	<p><b>2 High Open Bookcase</b>            Complete with 1 adjustable shelf            18" d x 36" w x 27.2" h            Model # LBT20C183667            15" deep bookcase are available</p>
	<p><b>3 High Open Bookcase</b>            Complete with 2 adjustable shelves            18" d x 36" w x 40" h            Model # LBT30C183667            15" deep bookcase are available</p>
	<p><b>4 High Open Bookcase</b>            Complete with 3 adjustable shelves            18" d x 36" w x 51.2" h            Model # LBT40C183667            15" deep bookcase are available</p>
	<p><b>5 High Open Bookcase</b>            Complete with 3 adjustable shelves, and 1 fixed shelf            18" d x 36" w x 65.6" h            Model # LBT50C183667            15" deep bookcase are available</p>

**Finish - Haze**





## Filing & Storage - 3 High File Island Options

File tops are intended to create a continuous surface atop 3 high storage groupings (lateral files and closed storage).

Available in three configurations:

- Rectangular top (shown)
- Bullet top
- Double bullet top

These custom tops are typically manufactured to the size and configuration required. Standard sizes are available as:

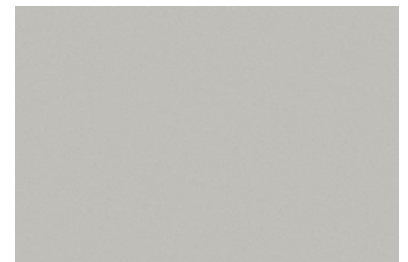
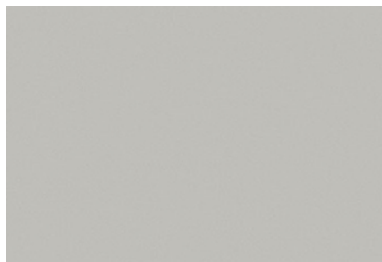
- 18" d x 36" w for 1 cabinet
- 36" d x 72" w for 4 cabinets (shown)
- 36" d x 36" for 2 cabinets back to back

*Please ask City of Calgary, Space Planning (CPB) or your McCrum's Sales Representative for additional details.*

### File Island



### Finishes






**Surface Laminate**  
Formica Geo White

**PVC Edge**  
Grey

**Storage**  
Haze




## Chairs - Task






	<p><b>Accolade High Back Chair</b>  <b>CC-3150-3-TDWA-MD</b></p> <ul style="list-style-type: none"> <li>Multi-tilter Mechanism</li> <li>Pneumatic seat height adjustment</li> <li>Height and width adjustable T-arms</li> <li>Seat depth adjustment</li> <li>Ratchet back height adjustment</li> <li>Forward and rearward seat tilt with infinite seat lock control and forward tilt lockout</li> <li>Tilt tension Control</li> <li>Black Frame and Base</li> <li>21.5" w x 19"d Seat Dimensions</li> </ul>
<p style="text-align: center;"><b>Finish - Option 1</b></p>	<p style="text-align: center;"><b>Finish - Option 2</b></p>
	
<p style="text-align: center;"><b>Thunderstorm RN34</b>  <b>City Item #177482</b></p>	<p style="text-align: center;"><b>Volcanic Ash RN33</b>  <b>City Item #177481</b></p>

*\* Additional sizes, finishes and products available. Please contact Space Planning (CPB) or your McCrum's Account Representative for additional details.*

## Chairs - Task Chairs Continued

	<p><b>2490 Ultimate High back chair</b></p> <ul style="list-style-type: none"> <li>Multi-tilter Mechanism</li> <li>Pneumatic seat height adjustment</li> <li>Height and width adjustable T-arms</li> <li>Ergo-M Swivel Arm Pads</li> <li>Seat depth adjustment</li> <li>Ratchet back height adjustment</li> <li>Forward and rearward seat tilt with infinite seat lock control and forward tilt lockout</li> <li>Tilt tension Control</li> <li>Black frame and base</li> <li>Contoured Memory Foam 21.5”w x 20.5” d Seat</li> </ul>
<p><b>Finish - Option 1</b></p>	<p><b>Finish - Option 2</b></p>
	
<p><b>Meridian Smoke</b> City Item #179898</p>	<p><b>Meridian Black</b> City Item#179899</p>

## Chairs - Task Chairs Continued

	<p><b>86 Low Back Task Chair</b></p> <ul style="list-style-type: none"> <li>Multi-tilter Mechanism</li> <li>Pneumatic seat height adjustment</li> <li>Height and width adjustable T-arms</li> <li>Ergo-M Swivel Arm Pads</li> <li>Seat depth adjustment</li> <li>Ratchet back height adjustment</li> <li>Forward and rearward seat tilt with infinite seat lock control and forward tilt lockout</li> <li>Tilt tension Control</li> <li>Black Frame and Base</li> <li>Memory Foam Contoured 19" w x 17" d Petite Seat</li> </ul>
<p><b>Finish - Option 1</b></p>	<p><b>Finish - Option 2</b></p>
	
<p><b>Meridian Smoke</b> City Item #179896</p>	<p><b>Meridian Black</b> City Item #179897</p>

## Chairs - Definitions

<p><b>Tilt Tension</b></p>	<p>Increases or decreases the chair tension to match your body weight. If the chair tilt tension is too loose, it will feel like you are being thrown out of the chair. If it is too tight, like you can't move it at all.</p> <p><b>To adjust:</b> Turn the dial counter-clockwise to decrease the tension, clockwise to increase the tension.</p>
<p><b>Pneumatic Seat Height Adjustment</b></p>	<p>"Gas Lift" – Raise or lower to allow your feet to rest flat on the floor, while avoiding pressure under your thighs.</p> <p><b>To adjust:</b> Crouch out of the seat slightly while pulling up on the lever to raise; pull up the lever while seated in the chair to lower.</p>
<p><b>Back Angle</b></p>	<p>Adjusts to change the angle of your torso in relation to your thighs. Makes sure your upper body is properly supported by your lower body.</p> <p><b>To adjust:</b> Pull up on the lever while pushing back on the chair back to adjust.</p>
<p><b>Seat Slider</b></p>	<p>Changes the depth of the seat to accommodate the length of your thighs, while keeping your back in contact with the back rest (lumbar) and avoiding pressure behind your knees.</p> <p><b>To adjust:</b> pull out on the handle at the center of the chair base. Push forward on the seat while seated on the chair until the seat pan is in the desired location.</p>
<p><b>Arm Height Adjuster</b></p>	<p>Raise or lower to support your forearm. Unsupported arms when keying or mousing can cause repetitive strain injuries in the neck, arms, and shoulders.</p> <p><b>To adjust:</b> push the button on the underside of the outside edge of the arm caps up and pull up to raise or push down on the arm cap to lower, while the button is depressed.</p>
<p><b>Ratchet Back Height Adjustment</b></p>	<p>Raise or lower the position of the lumbar support in your lumbar area. Promotes proper posture and reduces back strain from slumping or slouching.</p> <p><b>To adjust:</b> Pull up on the sides of the chair back until the lumbar is in the proper position. <i>** This is an incremental adjustment, once you reach the top extension of the ratchet back, it will fall back to the bottom.</i></p>
<p><b>Forward Tilt Lock</b></p>	<p>Allows the chair to tilt forward changing the angle of your thighs in relation to the floor. Like the back angle adjustment, this ensures your body is properly supported.</p> <p><b>To adjust:</b> Rotate the lever to the front of the chair and lean forward until the chair is in the desired position.</p>
<p><b>Width Adjustable Arm</b></p>	<p>Allows the outward movement of the armrests to match the shoulder breadth.</p> <p><b>To adjust:</b> Pull the adjustment lever forward and pull the chair arms out to the desired position. Return the lever to the original locked position.</p>
<p><b>Multiple Position Seat Tilt Lock</b></p>	<p>Once a desired seat tilt position has been found, you can lock it in.</p> <p><b>To adjust:</b> pull up on the lever and rock the chair into the desired position. Push the lever down to lock that position. Infinite position tilt lock control mean that any degree of tilt can be locked in.</p>

## Chairs - Meeting Rooms

	<p><b>Supra Mid Back Chair</b></p> <p>Knee-tilter mechanism, pneumatic height adjustment, black soft touch self-skinned urethane arm caps, tilt tension control and upright position tilt-lock. Black frame and base.</p> <p>Model # 5331-2  <b>City Item #177486 Thunderstorm RN34</b>  <b>City Item #177485 Volcanic Ash RN33</b></p>
	<p><b>Accord Mid Back Chair</b></p> <p><i>Fully Upholstered</i> - Knee-tilter mechanism, pneumatic height adjustment, black soft touch self-skinned urethane arm caps, tilt tension control and upright position tilt-lock. Aluminum frame and base.</p> <p>Model # 2671-2  <b>City Item #179660 Thunderstorm RN34</b>  <b>City Item #179659 Volcanic Ash RN33</b></p>
	<p><b>Accord Mid Back Chair</b></p> <p><i>Mesh Back</i> - Knee-tilter mechanism, pneumatic height adjustment, black soft touch self-skinned urethane arm caps, tilt tension control and upright position tilt-lock. Aluminum frame and base.</p> <p>Model #: 2677-2  <b>City Item #179662 Thunderstorm RN34</b>  <b>City Item #179661 Volcanic Ash RN33</b></p>

### Finishes

<b>Finish - Option 1</b>	<b>Finish - Option 2</b>
<b>Thunderstorm RN34</b>	<b>Volcanic Ash RN33</b>

\* Additional sizes, finishes and products available. Please contact Space Planning (CPB) or your McCrum's Account Representative for additional details.



## Chairs - Meeting Room Continued



### Simple Chair

Mesh back with arms, pneumatic height adjustment. Black frame and base.

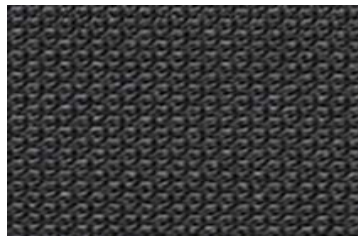
Model #: 9323

City Item #179900 – Option 1

City Item #179901 – Option 2

**Finish** - Option 1

**Finish** - Option 2



Steel - Mesh  
Back

Grey - Peter Joy  
Seat

Black - Mesh  
Back

Black - Mimo  
Seat



### Liberty Task Chair

Tilter mechanism, pneumatic height adjustment. Silver frame and base.

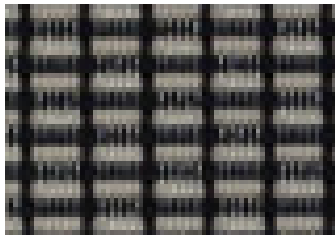
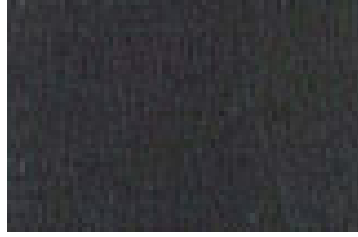
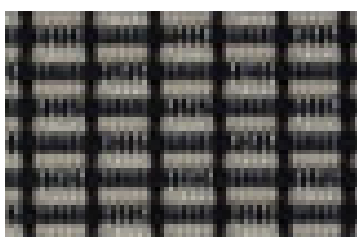
Model #: L116

City Item #179902 – Option 1

City Item #179903 – Option 2

**Finish** - Option 1

**Finish** - Option 2



Mesh – Silver  
Check Alloy

Seat - Graphite  
Seat

Mesh – Silver  
Check Alloy

Seat - Black  
Seat



## Chairs - Guest Chairs

Features a distinctive curvilinear profile arm and includes casters.



### Amicus Chair

Four leg frame with casters  
 Upholstered seat and back pad  
 Plastic outer shell  
 Model #: NAMGDNU  
**City Item #179670 – Option 1**  
**City Item #179669 – Option 2**  
**City Item #179925 – Option 3**



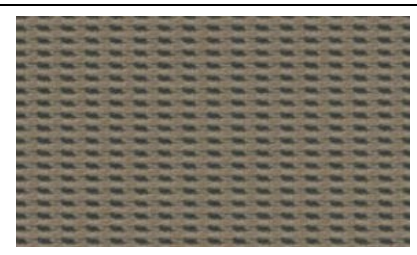
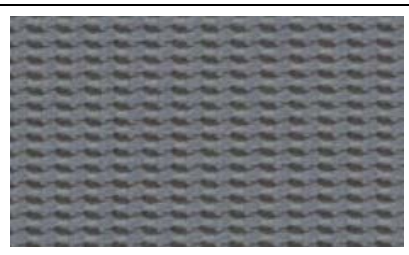
### Amicus Arm Chair

Four leg frame with casters  
 Integrated arms  
 Upholstered seat and back pad  
 Plastic outer shell  
 Model #: NAMGDKU  
**City Item #179668 – Option 1**  
**City Item #179667 – Option 2**  
**City Item #179904 – Option 3**

**Finish - Option 1**

**Finish - Option 2**

**Finish - Option 3**



Ace Grey

Earl Grey

Almond

*\* Additional sizes, finishes and products available. Please contact Space Planning (CPB) or your McCrum's Account Representative for additional details.*

## Chairs - Guest Chairs Continued

Spinner Stools can be stored beneath a work surface when not in use.  
Height adjustable between 16” and 22” high.



### Spinner Stool – Round

Five star base  
Pneumatic seat height adjustment  
Standard casters

Model #: NACSPR

**City Item #179671 – Option 1**

**City Item #179905 – Option 2**

**City Item #179906 – Option 3**



### Spinner Stool – Triangular

Five star base  
Pneumatic seat height adjustment  
Standard casters

Model #: NACSPT

**City Item #179672 – Option 1**

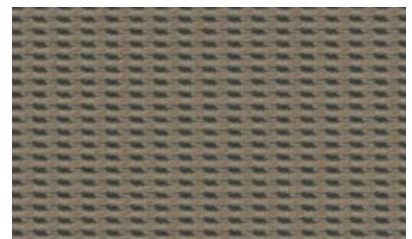
**City Item #179907 – Option 2**

**City Item #179908 – Option 3**

**Finish - Option 1**

**Finish - Option 2**

**Finish - Option 3**



Ace Grey

Earl Grey

Almond

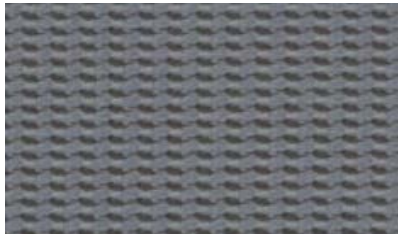
## Chairs - Counter Height



### High Spinner Stool – Round

Five star base  
 Pneumatic seat height adjustment  
 Standard casters  
 Height range (22.5 to 32.5)  
 Adjustable foot ring  
 Model #: NACSPR-S  
**City Item #179909 – Option 1**  
**City Item #179910 – Option 2**  
**City Item #179911 – Option 3**

**Finish - Option 1**



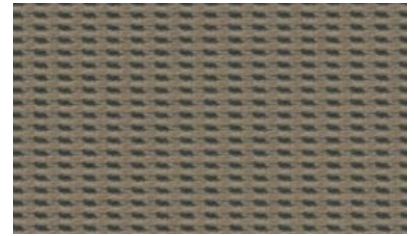
Ace Grey

**Finish - Option 2**



Earl Grey

**Finish - Option 3**



Almond

## Chairs - Counter Height Continued



### **MB Task Stool with Arms**

Medium back task stool, compound curved back, height adjustable lumbar support, auto-back-angle adjustment. Height and width adjustable slant forward "T" style arm with soft touch self-skinned urethane sculptured arm caps. Drafting style base, height adjustable foot ring. Task mechanism, manual seat depth adjustment and pneumatic seat height adjustment.

Model #: 5338-6

**City Item #179912 – Option 1**

**City Item #179913 – Option 2**

**Finish - Option 1**

**Finish - Option 2**



**Thunderstorm RN34**

**Volcanic Ash RN33**

## Chairs – Occasional Stacking



### Also Chair

Four leg base  
 No arms  
 Perforated poly contour back and seat  
 Stacks 10 high  
 Companion dolly available.  
 Model #: 3510  
**City Item #179914 – Option 1**  
**City Item #179915 – Option 2**

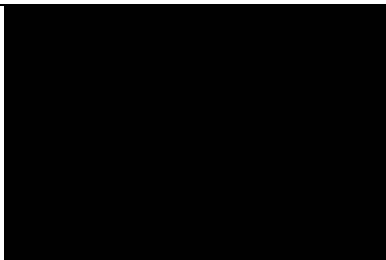


### Also Arm Chair

Four leg base  
 Loop arms  
 Perforated poly contour back and seat  
 Stacks 10 high  
 Companion dolly available  
 Model #: 3515  
**City Item #179916 – Option 1**  
**City Item #179917 – Option 2**

Finish – Option 1

Finish – Option 2



Black

White

## Chairs – Occasional Stacking



**Also Chair**

Four leg base  
 No arms  
 Perforated poly contour back and seat  
 Stacks 10 high  
 Companion dolly available.  
 Model #: NNACCNC  
**City Item #179918 – Option 1**  
**City Item #179919 – Option 2**

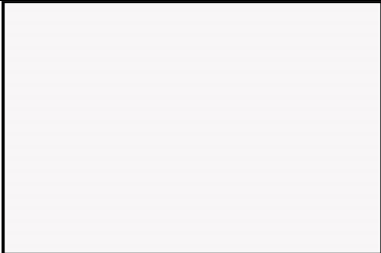


**Also Arm Chair**

Four leg base  
 Loop arms  
 Perforated poly contour back and seat  
 Stacks 10 high  
 Companion dolly available  
 Model #: NNACCKC  
**City Item #179920 – Option 1**  
**City Item #179921 – Option 2**

**Finish – Option 1**

**Finish – Option 2**



Storm White

Lunar Grey

## Lounge Furniture - Seating



Citi offers a contemporary timeless look that is finely scaled. The raised leg enhances the lightness of scale and provides easy access for cleaners. Cushions are sewn with double needle-stitched seams and sit high and firm, making it ideal for reception areas.



### Citi Lounge Chair

Fully upholstered. 30" h x 30" w x 31" d

Model #: 7875



### Citi Lounge Chair, Two Seats

Fully upholstered. 30" h x 50.5" w x 31" d

Model #: 7876



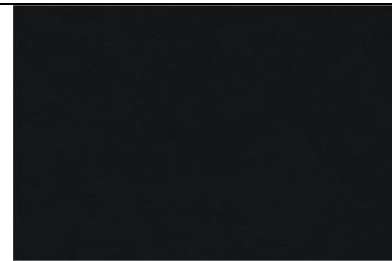
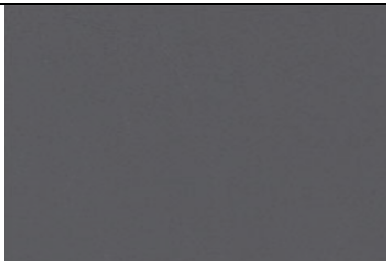
### Citi Lounge Chair, Three Seats

Fully upholstered. 30" h x 72" w x 31" d

Model #: 7877

**Finish** – Option 1

**Finish** – Option 2



Ash – Allante Vinyl

Black – Allante Vinyl

*\* Additional sizes, finishes and products available. Please contact Space Planning (CPB) or your McCrum's Account Representative for additional details.*



## Lounge Furniture – Seating Continued

Zola's light, sleek grace belies its superb strength and durability, making it an ideal solution for high traffic, intensive use reception areas and public spaces.



**Zola Lounge Chair with Arms**

Model #: ZOL3 M1111



**Zola Armless Lounge Chair**

Model #: ZOL3 M1101

### Finishes



**Fabric Arms & Back**  
Fluent Mulch



**Fabric Seat**  
Covet Estuary

## Lounge Furniture - Tables

	<p><b>Zola Lounge Table</b>          18" diameter x 15" h          Silver Metallic Leg          Model #: ZOL4 18D15</p>
	<p><b>Zola Lounge Table</b>          30" diameter x 15"h          Silver Metallic Leg          Model #: ZOL4 30D15</p>
	<p><b>Zola Lounge Table</b>          18" w x 18" d x 15"          Silver Metallic Leg          Model #: ZOL4 181815</p>
	<p><b>Zola Lounge Table</b>          24" w x 24" d x 15"          Silver Metallic Leg          Model #: ZOL4 242415</p>

### Finishes



Chocolate Hazelnut Wood Laminate  
 Silver - Legs

## Lounge Furniture - Tables



**18" Round Lounge Table**  
 Black 19" h Monopod base.  
 Model #: ATCCL18



**30" Round Lounge Table**  
 Black 19" h Monopod base.  
 Model #: ATCCL30

### Finishes



Chocolate Hazelnut Wood Laminate



Ebony - PVC Edge & Supports

## Tables - Height Adjustable



### Counterbalance Table

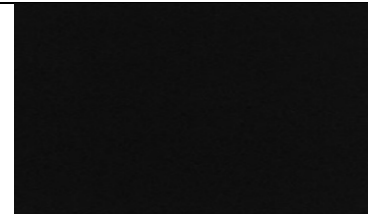
30"d x 60"w table  
Adjustable between 27" to 43" high.

Model #: AQRE13060  
**City Item #179981**

### Finishes







Congo Spruce - Laminate Tops



Ebony - PVC Edge & Supports

## Tables - Height Adjustable Continued

	<p><b>Round Amigo Table</b>                  24" or 30" Round mobile table.                  Height-adjustable surface with contoured sides.                  Five star base with casters</p> <p>Model # AARD24/No-Swivel – 24"  <b>City Item #179882</b></p> <p>Model # AARD30/No-Swivel – 30"  <b>City Item #179673</b></p>
	<p><b>Triangular Amigo Table</b>                  24" or 30" Triangular mobile table.                  Height-adjustable surface with contoured sides.                  Five star base with casters</p> <p>Model # AATR24/No- Swivel – 24"  <b>City Item #179926</b></p> <p>Model # AATR30/No- Swivel – 30"  <b>City Item #179674</b></p>
<p><b>Finishes</b></p>	
	
<p>Congo Spruce Laminate Tops</p>	<p>Ebony - PVC Edge &amp; Supports</p>

## Tables - Meeting



### **30" Round Table – Star Base**

Congo Spruce laminate  
Black bullnose edge and base.

Model #: GTC30  
**City Item #179675**



### **36" Round Table – Star Base**

Congo Spruce laminate  
Black bullnose edge and base.

Model #: GTC36  
**City Item #177495**





### Finishes





Congo Spruce - Laminate Tops

Ebony - PVC Edge & Supports

## Tables – Meeting Continued

	<p><b>42” Round table – Star Base</b>          Chocolate Hazelnut wood laminate          Black edge and base.          Model #: GTC42</p>
	<p><b>48” Round table – Stretch Legs</b>          Chocolate Hazelnut wood laminate          Black edge and base.          Model #: ATMCS48</p>
	<p><b>6 Person Meeting Table – Stretched Legs</b>          36” x 72” table          Chocolate Hazelnut wood laminate          Black edge and base.          Model #: ATMRS3672</p>
	<p><b>8 Person Meeting Table – Stretched Legs</b>          42” x 84” table          Chocolate Hazelnut wood laminate          Black edge and base.          Model #: ATMRS4284</p>

### Finishes

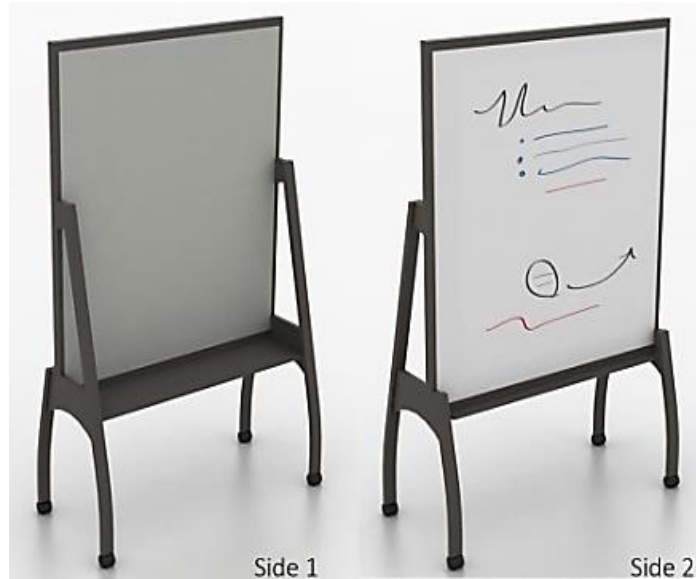
	
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Chocolate Hazelnut Wood - Laminate

Ebony - PVC Edge & Supports



## Accessories - Mobile Task Board



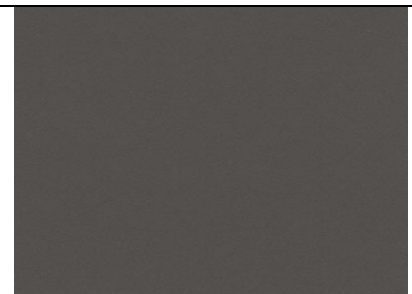
Side 1

Side 2

### Mobile Task Board

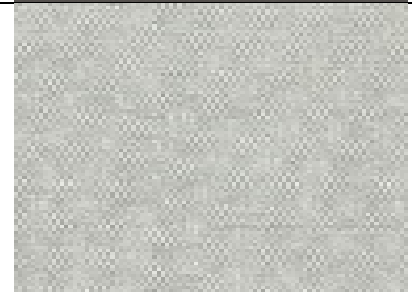
Dry-erasable message board  
 Upholstered tackable surface on opposite side  
 Marker shelf and flip chart hooks  
 Casters

### Frame Finish



### Tack Board Finish – Option 1

36" wide Model - ASMT36 City Item #179883  
 48" wide Model - ASMT48 City Item #179885  
 60" wide Model – ASMT60 City Item #179887







### Tack Board Finish – Option 2

36" wide Model - ASMT36 City Item #179884  
 48" wide Model - ASMT48 City Item #179886  
 60" wide Model – ASMT60 City Item #179888



*\* Additional sizes, finishes and products available. Please contact Space Planning (CPB) or your McCrum's Account Representative for additional details.*

## Accessories - Monitor Arms

	<p><b>Teknion MAST Single Dynamic Arm Clamp Mount</b></p> <p>Fully adjustable single dynamic arm with quick release plate, monitor mounting hardware and wire management clips.</p> <p>Metallic Silver Finish.          Model #: YMSTD12  <b>City Item #179889</b></p>
	<p><b>Teknion MAST Double Dynamic Arm Clamp Mount</b></p> <p>Fully adjustable dual dynamic arm with quick release plate, monitor mounting hardware and wire management clips.</p> <p>Metallic Silver Finish.          Model #: YMSTD22  <b>City Item #179890</b></p>
	<p><b>Humanscale M8 Clamp Mount</b></p> <p>Single Monitor Arm accommodates the widest range of monitors available today - up to 42 pounds. M8 is the ideal solution for heavy monitor applications or any other environment with a flat panel monitor.</p> <p>Silver with grey accents.          Model #: M8CS1S  <b>City Item #179891</b></p>
	<p><b>Humanscale M8 with Crossbar Clamp Mount</b></p> <p>Dual Monitor Arm accommodates the widest range of monitors available today - up to 42 pounds. M8 is the ideal solution for heavy monitor applications or any other environment with a flat panel monitor.</p> <p>Silver with grey accents.          Model #: M8CS1H  <b>City Item #179892</b></p>

## Accessories - Architectural Wall Picture Hooks



### On – Module Picture Hooks

Modular art hook for Altos walls. Installs vertically in Altos Rail.

Model #: QALTOS (Package of 6)

**City Item #179893**



### Off – Module Picture Hook

Art hooks with clear cord (package of 6). Can be installed anywhere along Altos fascia horizontals.

Model #: FMAHAC (Package of 6)

**City Item #179894**



### At-Your-Disposal Wastebasket

Polyethylene 5 gallon wastebasket. Moisture and impact-resistant, offers built-in UV inhibitors that withstand prolonged exposure to sun. Chrome painted base and rim.

Model #: 9796BL

**City Item #179895**

# Order Procedure -

Every order request begins with Space Planning (CPB). Contact the MyCity website <http://mycity>.

From there select:

- 1) **Tools & Resources**
- 2) **Services**
- 3) **Space Planning**
- 4) **Furniture Services** (*right side of the page*)
- 5) **Request New Furniture**

When the furniture needs have been determined through discussion with Space Planning (CPB). McCrum's will contact you to discuss the project, and arrange a site visit, if required. When these discussions are completed, McCrum's will generate a quote and send this back to your contact at Space Planning (CPB). They will review the quote and any additional information with you, and request revisions if necessary.

When the quote is approved, department buyers enter the requisition request in PeopleSoft (PACE) and Supply Management issues the purchase order to McCrum's.

This at-a-glance checklist will assist you to complete what is needed in the requisition on an approved quote.

<input type="checkbox"/>	Site Location with correct address	_____
<input type="checkbox"/>	Grid location in downtown buildings	_____
<input type="checkbox"/>	Primary Contact Name	_____
<input type="checkbox"/>	Primary Contact Phone Number	_____
<input type="checkbox"/>	McCrum's Quote Number	_____
<input type="checkbox"/>	Product finishes (watch for TBA)	_____

If this information is not included the order may be delayed in processing. Your quote will detail the leadtimes for delivery from receipt of purchase order. Please let your contact in Space Planning (CPB) know if this is a time sensitive project. This will help us better service your furniture requirements.

**Space Planning**

- [Request for Space / Interior Design Services](#)
- [Request an Employee Move](#)
- [Request a Group Move](#)
- [Request a Computer Only Move](#)
- [Request a Printer or Copier Move](#)
- [Request a Telephone Move](#)
- [Request a Fax Move](#)
- [Request a Furniture Move](#)
- [Edit My Saved Moves](#)
- [View My Submitted Moves](#)

**Furniture Services**

- [Request Surplus Furniture](#)
- [Request New Furniture](#)
- [Furniture Repair](#)
- [Ergonomic Request](#)

**Remember:** transactional items like chairs and storage pieces can be ordered through the Shop@McCrum's website.



## Ordering in PeopleSoft – Online Catalog

To requisition furniture that you have found through the online catalog, **Shop@McCrum's**, begin with a copy of your Shopping Cart List and your PACE coding, and follow these easy steps. Tip: **TAB** through the screen to ensure all required information is included in the requisition.

- Enter FSCM – click on employee requisitions
  - Key in your User ID and password
    - Click on:
      - Purchasing,
      - Requisitions,
      - Add
- 1) Key in the Item ID from the first line of your Shopping Cart list. **TAB** \*\* Please ensure that all areas of the requisition that contain ship to/mailcode/location information have the correct numeric mail code as well as designated letter entered.
  - 2) **TAB** to the required quantity (**Req Qty**) insert the number **TAB** to **UOM**. The price will be auto filled. Then **TAB** to or click the (+) to insert a second line. **Explorer User Prompt** will appear click **OK**. This will insert line 2. **Note:** to order two chairs in different fabrics – one grey, one blue for example – this will be a two line requisition.
  - 3) Click on **Add Comments** and enter tagging, contact(s), phone numbers and delivery address. If you also have a quote, please enter the number here. Check the three send and shown boxes. Click **OK**
  - 4) Click on **Schedule** at the bottom left of the page. Change the mail code/ship to if necessary.
  - 5) Click on **Distribution** (under Req Qty). Insert or correct mail code in location box. At Distribution Information insert your PACE coding. Click **OK**. This returns you to the Schedule tab.
  - 6) Click on **Save** and record your requisition number displayed at the top of the page for further tracking reference.
  - 7) Please ensure you **receive** your product in PeopleSoft using the packing slip number / invoice or any of the paperwork you receive from the delivery person. *Entering a name or date in lieu of the packing slip number is not acceptable.* If a packing slip is not received, please contact Adrian Vandenberg at McCrum's at 403-212-3352.

*\*Additional sizes, finishes and products available. Please contact Space Planning (CPB) or your McCrum's Account Representative for additional details.*

# Project Checklist

Before placing an order for a large project, reconfiguration, or installation, it is important to confirm these details when you submit the order approval with our team. Missing information will cause delays in processing the order, and can affect leadtimes on product arrivals.

This at-a-glance checklist will assist you to complete what is needed.

<input type="checkbox"/>	Site Location	_____
<input type="checkbox"/>	Primary Contact	_____
<input type="checkbox"/>	Alternate Contact	_____
<input type="checkbox"/>	Requested Move In Date	_____
<input type="checkbox"/>	<b>Finishes Confirmed</b>	_____
<input type="checkbox"/>		_____
<input type="checkbox"/>	Electrical Drawings	_____
<input type="checkbox"/>	Site Dimensions Confirmed	_____
<input type="checkbox"/>	Furniture Drawings approved	_____
<input type="checkbox"/>	Purchase order requisition completed	_____
<input type="checkbox"/>	Arrival Date confirmed	_____
<input type="checkbox"/>	End User notified	_____

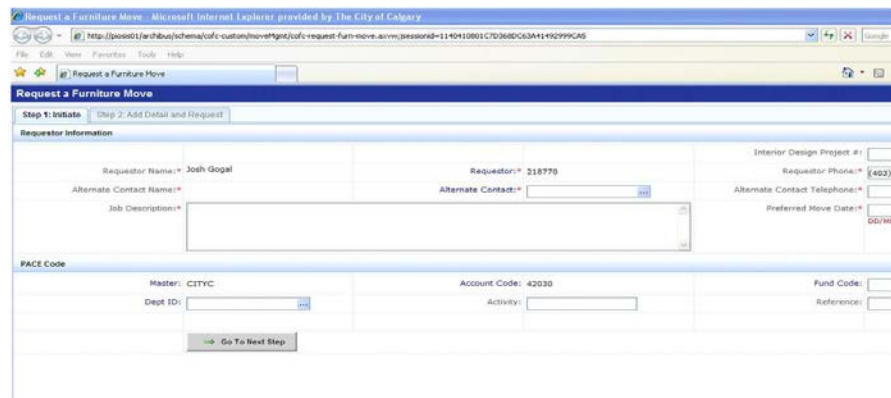


# Moves, Adds and Changes

Just like new furniture requirements, changes to existing furniture starts at the MyCity website <http://mycity>. Alternately, Space Planning (CPB) move coordinators Kendall Spielman, Rossalyn Fritz and Josh Gogal will be able to assist you over the phone.



From the Tools & Resources menu, select Services, and then Space Planning. On the right side of the page are options for various moves, adds and changes. After selecting which move you require, an entry screen will pop up for you to enter pertinent information. Please be sure to populate all required fields.



After the move has been saved and submitted, the move coordinator will contact you to schedule your move and discuss further instructions.

- **Employee Move** is 1 – 4 people, including furniture and contents.
- **Group Move** is more than 5 people, including furniture and contents.
- **Furniture Move** is for furniture to be relocated within the same space, or removal of existing furniture before new product is installed.
- **Surplus Furniture** Space Planning (CPB) assists departments in managing their excess inventory from reconfigurations, moves, and department changes. Surplus furniture are moved off-site for future use by any department. Surplus furniture is requested through the Furniture Services menu on the Space Planning site. This furniture is repurposed “as is” and the overall condition cannot be guaranteed.

## Space Planning

- [Request for Space / Interior Design Services](#)
- [Request an Employee Move](#)
- [Request a Group Move](#)
- [Request a Computer Only Move](#)
- [Request a Printer or Copier Move](#)
- [Request a Telephone Move](#)
- [Request a Fax Move](#)
- [Request a Furniture Move](#)
- [Edit My Saved Moves](#)
- [View My Submitted Moves](#)

## Furniture Services

- [Request Surplus Furniture](#)
- [Request New Furniture](#)
- [Furniture Repair](#)
- [Ergonomic Request](#)

*\* Additional sizes, finishes and products available. Please contact Space Planning (CPB) or your McCrum's Account Representative for additional details.*



# Warranty & Service Information

Is your chair sinking when you sit in it? **That's a broken gas lift.**

Does the height adjustable corner move too slowly, or too quickly when you press the paddle? **The tension will need to be adjusted.**

Does the drawer on your pedestal or lateral file creep open inexplicably on its own? **It mostly likely just needs to be re-leveled.**

These simple adjustments can all be handled by the **McCrum's Service Division**. The City of Calgary process requires that all requests be submitted to Wendy Good-Voyer in Space Planning (CPB). She will gather the necessary information and take your PACE coding for any chargeable service, then coordinate with McCrum's to get a service technician out to you quickly – often in as little as 24 hours.

The McCrum's Service Division can assist with:

- Seating Repairs
  - Replacement casters for carpet & tile
  - Replacement gas lifts
  - Chair bases
  - Mechanism repair & replacement
  - Reupholstery & cleaning of chairs
  - Leather repairs & conditioning
- Workstation Repairs
  - Assembly
  - Leveling
  - Reconfiguration, assembly & resizing
  - Furniture touch ups done on-site
  - Drawer suspension repair
  - Reupholstery & cleaning panels
  - Cut downs & custom modification to existing products
  - Legal & letter file bar replacement
  - Lock installation, repair, and key replacement
- Boardroom & Meeting Tables
  - Leveling
  - Resizing
  - Furniture touch ups done on site
  - Refinishing
  - Installing power & data solutions
- Keyboard tray, task light & accessory installation
- Grommet hole cutting
- Cable & wire management solution
- Pre/Post move occupancy evaluation
- Preventative maintenance programs
- Tackboard, whiteboard & picture hanging



# Your Account Management Team



## **Louise Simard-Young, Account Executive**

Louise is the team leader and responsible for assigning projects to the other team members, site measurements, assisting with space planning and product selection, and special project quoting.

**E:** [lsimard-young@mccrums.com](mailto:lsimard-young@mccrums.com) **T:** 403.212.1519 **C:** 403.616.9801

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## **Adrian Vandenberg, Account Executive**

Adrian is responsible for assigning projects to the other team members, site measurements, assisting Corporate Properties with product selection, and special project quoting.

**E:** [avandenberg@mccrums.com](mailto:avandenberg@mccrums.com) **T:** 403.212.3352 **C:** 403.333.1949

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## **Josh Gogal, Project Coordinator**

Josh handles all the logistics to have furniture installed, moved, and stored. His day-to-day knowledge of The City sites, personnel, and procedures makes Josh a key player on our team.

**E:** [Josh.Gogal@calgary.ca](mailto:Josh.Gogal@calgary.ca) **T:** 403.268.1721 **C:** 403.212.6449

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## **Janet Pelrine, Project Coordinator**

Janet coordinates deliveries & installs with corporate properties, trouble shoots site issues, and also completes pre site inspections, site measurements, and quotes when required.

**E:** [jpelrine@mccrums.com](mailto:jpelrine@mccrums.com) or [shop@mccrums.com](mailto:shop@mccrums.com) **T:** 403.560.5479

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## **Tiffany Frodsham, Customer Service Representative**

Tiffany also manages all orders and their progress, updating crucial dates in the database, distributing new quote requests through the Shop at McCrum's email address, and coordinates deliveries with Josh and McCrum's Logistic Center.

**E:** [tfrodsham@mccrums.com](mailto:tfrodsham@mccrums.com) or [shop@mccrums.com](mailto:shop@mccrums.com) **T:** 403.212.6447

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*\* Additional sizes, finishes and products available. Please contact Space Planning (CPB) or your McCrum's Account Representative for additional details.*

**McCrum's Office Furnishings**

5310 – 1 Street S.W.  
Calgary, AB T2H 0C8

[www.mccrums.com](http://www.mccrums.com)