

TRAINING ROOM FURNITURE – WHAT YOU SHOULD KNOW.

(CAN ALSO BE USED FOR CONFERENCE ROOM – MODULAR TABLE SET UPS)

There are a number of alternatives and considerations in evaluating and selecting Training Room furniture. Many of these also apply to considering a Conference Room Design that is built by combining a number of smaller tables that can be reconfigured to a different design for Training.

A. GETTING STARTED: THE BASIC

1. **Get your room dimensions.** Don't forget to note where the doors are, any obstructions in the room, and which wall the instructor will occupy.
2. **Rules of thumb.**
 - a. For a comfortable environment, you will want approximately 30 linear inches per person.
 - b. Allow approximately 30 inches between repetitive rows.
 - c. Allow 5 feet for the instructor area.
 - d. Allow a 36 inch aisle, middle or side.

B. EVALUATE AND SELECT THE TOP, EDGE, AND BASE MATERIALS / FINISHES AVAILABLE.

1. TOP Materials and Finishes

- a. **Laminate / Melamine** is the least expensive and least durable. In general it has a good scratch and mar resistance and will not peel or chip. As an example, if you had piece of wood with a laminate skin and broke it over your knee it would break cleanly in two pieces.
- b. **High Pressure Laminate (HPL)** is the thickest and most durable surface. If you broke the same wood over you knee with HPL, the sub-straight wood material would break, and the HPL skin would bend, it has a thick clear resin coating that makes it the most scratch and mar resistant in the industry. Dropping objects on it are also less likely to dent than regular laminate or veneer. It is kitchen counter top strong as it is made by companies like Formica.
- c. **Veneer** uses the same sub-straight materials as both laminates but is a thin slice of real wood that is glued/heat bonded to the surface. As REAL WOOD, it is softer and thus more likely to scratch or dent, but it does have the real wood grain pattern look that many prefer. Veneers for the most part are more expensive than either style laminate.

2. **Edge Treatment Options.** The most common edge treatments are a "self edge", the same material as the top; a 3MM edge which is a bit thicker and can also be matched to the top; and various styles of PVC edging, normally a flat edge so they can fit close together, in some cases a slightly rounded surface. From some vendors we can also source a veneer edge, a PVC half round, "bullnose" edge, a solid wood edge up to 2" width

3. **Base Options.** Most training tables are going to be fitted with metal legs of one style or another. The most common styles are:
 - a. An inverse "T" leg
 - b. A cantilevered or semi cantilevered inverse "T" where the stem of the "T" is offset to provide more leg room to the chair side of the table.
 - c. "Post" Legs, essentially a 4 legged table. These have the disadvantage of more of them to get in the way, and being mounted at the edges where knee room can be impaired.



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Overview of Products: www.TrainingRoom.com

4. Accessories

- a. Modesty Panels, not required for a repetitive row design, to be considered if the training is in a large circle or square.
- b. Table Top Grommets, sometimes standard, sometimes optional.
- c. Imbedded Power Options, these can range from Just Power, to Power, Voice, and Data connections imbedded in the table top for easy access.
- d. Ganging Devices connect one table to the next with a quick release mechanism.
- e. Corner, Half Moon, Trapezoid designs.

C. OTHER QUESTIONS OR CONSIDERATIONS CHECKLIST, JUST TO MAKE SURE YOU TOUCH ALL THE BASICS.

1. How many people do you want to seat?
2. Will the Set-Up be a Permanent or Temporary Design / Use?
3. Will the Room also be used as a Conference Room?
4. Are Computers Involved, and if so are they Lap Top or PC?
5. Have you considered units with monitors embedded under the desk tops?
6. Do the tables need to easily fold for storage? Do they need to be on casters?
7. What kind of seating do you envision? Remember the rule of thumb in a training environment is approx 30" linear per person. Chairs range from around 20" for stack chairs to 26" plus for wheeled arm chairs.
8. How fast do you need delivery? The old adage, the faster you need something the fewer options you will have. Allowing 30-45 days will give you all the options you need.
9. Finally, what color finishes are desired. Finish options from different manufacturers range from ONE to over 500.

Depending on the manufacturer, tables are available in virtually any size rectangle, and many offer trapezoids, half moon, quarter round, or arcing tables as well to create the design you need. Bases are generally metal in a variety of designs, some manufacturers offer only black, others will paint in a variety of standard, even custom match colors, or Chrome.