|  |
| --- |
| Self-assessment – Desks and Tables |
| For application from |  | (Date of application) |
| Name of Product |  | (please fill in a separate application for each product or program) |
|  |
| Company |  |
| Street / PO Box |  |
| ZIP Code - City |  |
|  |
| Contact person for this application is: |
| Name |  |
| Phone |  |
| Mobile |  |
| E-Mail |  |
|  |
| O | We have attached the separate application form that we filled in. |
| O | We hereby submit together with the application form our self-assessment for the above-named product or program that complies with the Guideline L-Q 2022. |
| O | We fill in completely the sections 11, 12, 13 and 30. |
| O | At the sections 31, 32 and 33 we fill in only one section per product. |
| O | We have based our assessment of the individual criteria on the full text of the guideline, which is referenced here in keywords only. |
| O | For alternative solutions, other than those recommended in the guideline, we have included all necessary documents for verification. |
| O | We declare that the alternative solutions comply with the quality requirements of the guideline. |
| O | I hereby agree that my above data will be stored electronically and processed and archived for the purpose of establishing contact and documentation. I am aware that I can withdraw my consent at any time. |
|  |
| Place | Date | Signature |

|  |  |
| --- | --- |
| 1 | Quality requirements for the basic conception of products and product-related services |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| 11  | Requirements for the basic conception of products |
| 11.1 | General requirements |
| 11.1.1 | All products bear the GS mark |  |  |  | m |  |
|  | * All GS marks are valid for at least one more year
 |  |  |  |  |  |
|  | * Copies of all GS certificates and all related, complete test reports are attached
 |  |  |  |  |  |
| 11.1.2 | All products equipped with parts to be adjusted by electromotive means are marked with the CE symbol |  |  |  | m |  |
| 11.2 | Requirements for product conception |
| 11.2.1 | All products are series-produced products |  |  |  | m |  |
| 11.2.2 | All products are available for subsequent delivery |  |  |  | m |  |
| 11.2.3 | All products are expandable or convertible by means of add-ons and/or constructional elements or mounting parts |  |  |  | s |  |
| 11.3 | Requirements for the product-related quality management |
| 11.3.1 | We have a structured quality management system installed |  |  |  | m |  |
|  | * in accordance with ISO 9001 (please attach certificate)
 |  |  |  |  |  |
|  | * based on other (individual) criteria (please attach documentation)
 |  |  |  |  |  |
| 11.4 | Requirements for the product-related information management |
| 11.4.1 | We provide our customers with meaningful application information, particularly with regard to the safe installation and use of the products |  |  |  | m |  |
| 11.4.2 | Disassembly instructions are available for furniture that includes electrical or electronic components |  |  |  | m |  |
| 11.4.3 | All information is available in the official language of the country of destination and/or be clarified by pictograms |  |  |  | m |  |

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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| 12 | Requirements for product-related services |
| 12.1 | Requirements for local sales services |
| 12.1.1 | We have trained sales and advisory personnel available in all sales regions |  |  |  | s |  |
| 12.1.2 | In all sales regions, showrooms are available in which the product can be tested |  |  |  | s |  |
| 12.1.3 | With larger purchases, the potential customer can test the product for at least 14 days |  |  |  | m |  |
| 12.2 | Requirements for delivery and assembly |
| 12.2.1 | We have trained technical customer service staff available in all sales regions |  |  |  | s |  |
| 12.2.2 | Our employees can deliver and install the products in accordance with the layout planning |  |  |  | m |  |
| 12.3 | Requirements for after-sales services |
| 12.3.1 | We offer an individual introduction into use |  |  |  | s |  |
| 12.3.2 | We offer regular checks for optimal functioning |  |  |  | s |  |
| 12.3.3 | We offer maintenance contracts |  |  |  | o |  |
| 12.3.4 | We offer a spare part catalogue |  |  |  | s |  |
| 12.3.5 | Spare part and supplementary deliveries of standard items are carried out within a few days |  |  |  | m |  |

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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| 13 | Requirements for the ecological focus of products and services |
| 13.1 | Requirements for the ecological properties of products  |
| 13.1.1 | We have installed a structured environmental management system |  |  |  | m |  |
|  | * in accordance with ISO 14001 or EMAS (please attach certificate)
 |  |  |  |  |  |
|  | * based on other criteria(please attach documentation)
 |  |  |  |  |  |
| 13.1.2 | The materials can be cleanly separated by type |  |  |  | s |  |
| 13.1.3 | The environmental properties of the materials used are documented with these attached test marks or documentation: |  |  |  | m |  |
|  | * Blue Angel RAL-UZ 38 oder 117
 |  |  |  |  |  |
|  | * NF Environnement 217
 |  |  |  |  |  |
|  | * EU Ecolabel Furniture 2016/1332
 |  |  |  |  |  |
|  | * RAL-GZ 430 (DGM)
 |  |  |  |  |  |
|  | * Österreichisches Umweltzeichen
 |  |  |  |  |  |
|  | * TÜV Rheinland Certified: Emission Tested, Tested for Harmful Substances
 |  |  |  |  |  |
|  | * European LEVEL (FEMB)
 |  |  |  |  |  |
|  | * BIFMA level (ANSI/BIFMA e3)
 |  |  |  |  |  |
|  | * Nordic Swan
 |  |  |  |  |  |
|  | * Greenguard (gold)
 |  |  |  |  |  |
|  | * Cradle-to-cradle
 |  |  |  |  |  |
|  | * Oeko-Tex resp. EU-Flower for Textile until product class II
 |  |  |  |  |  |
|  | * IAQ
 |  |  |  |  |  |
|  | * PEFC
 |  |  |  |  |  |
|  | * FSC
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| 13.1.4 | Upholstery and other foam material are low in harmful substances and recyclable |  |  |  | m |  |
| 13.1.5 | Textile coverings are fixed without adhesives or by solvent-free adhesives |  |  |  | m |  |
| 13.1.6 | Repair and replacement of individual (worn) components is possible |  |  |  | s |  |
| 13.2 | Requirements for the associated services |
| 13.2.1 | We ourselves or by means of a third party are able to take back our own products after use and ensure their further use or have them properly disposed |  |  |  | s |  |

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| 3 | Quality requirements for office furniture |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| 30 | Requirements for all types of office furniture |
| 30.1 | Requirements for the materials used |
| 30.1.1 | For all structural wood elements are used: |  |  |  | m |  |
|  | * Particleboards and fibreboards with veneer or melamine resin coating in accordance with DIN EN 14322
 |  |  |  |  |  |
|  | * Blockboard, laminated sheets or solid core panels
 |  |  |  |  |  |
| 30.1.2 | Particleboards meet the emission requirements of class E1 (proof on the basis of DIN EN 16516 or measurements on the basis of DIN EN 717-1 multiplied bya factor of 2) |  |  |  | m |  |
|  | All exposed surfaces shall be covered (with the exception of drill holes for shelf supports) |  |  |  | m |  |
| 30.1.3 | Veneers and coatings are applied to both sides of wood boards |  |  |  | m |  |
|  | Wood veneers are coated with a resistant lacquer or varnish |  |  |  | m |  |
| 30.1.4 | All visible steel and/or aluminium parts are available with durable surfaces |  |  |  | m |  |
| 30.2 | Requirements for the ease of servicing and quality of use |
| 30.2.1 | All office furnishings can be easily and quickly disassembled, reassembled or modified by trained personnel |  |  |  | s |  |
| 30.2.2 | Drawers, intermediate shelves for cabinets and similar mounting parts can be replaced tool-free |  |  |  | s |  |
| 30.2.3 | Assembly is mainly by plain fit and bolted connections |  |  |  | s |  |
| 30.2.4 | Furniture does not produce disturbing noises in case of impact or when the drawers are operated |  |  |  | s |  |
| 30.3 | Requirements for electrical installations and integrated technology |
| 30.3.1 | Electrification complies with the “Guideline for electrical installations in office furniture” |  |  |  | m |  |
| 30.3.2 | Plug-and-socket connections and similar electrification elements are easily accessible |  |  |  | m |  |

Selection of the appropriate section for your product type

* Select here in which category you want to have your product certified
* Each product can be certified only in one category

## Office desks

[Section 31](#_Anforderungen_an_Büroarbeitstische)

## Visitor tables and conference tables

[Section 32](#_Anforderungen_an_Besucher-,)

## Desks for mobile working from home

[Section 33](#_Anforderungen_an_Tische)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| --- | --- |
| 31 | Requirements for office desks |
| 31.1 | General requirements for office desks |
| 31.1.1 | The desks are stable |  |  |  | m |  |
| 31.1.2 | Office desks are suitable for all office tasks |  |  |  | m |  |
| 31.1.3 | Office desks are suitable for working while sitting on an office work chair,details are specified in 31.6 |  |  |  | m |  |
| 31.1.4 | The work surface is height adjustable |  |  |  | m |  |
|  | * by tool-free height adjustment
 |  |  |  |  |  |
|  | * + for all product types
 |  |  |  |  |  |
|  | * + only for these product types(please specify)
 |  |  |  |  |  |
|  | * by height selection
 |  |  |  |  |  |
|  | * for all product types
 |  |  |  |  |  |
|  | * only for these product types(please specify)
 |  |  |  |  |  |
| 31.1.5 | The desks are sit-stand desks |  |  |  | o |  |
|  | * for all product types
 |  |  |  |  |  |
|  | * only for these product types(please specify)
 |  |  |  |  |  |
| 31.2 | Requirements for the frame and the base structure |
| 31.2.1 | Both height adjustment and height selection of work surfaces is stepless or at least in short grid increments |  |  |  | s |  |
| 31.2.2 | Height-adjustable desks with tool-free height adjustment:Adjustment is with simple hand moves and without the need of clearing the work surface |  |  |  | m |  |
| 31.2.3 | The unobstructed legroom underneath the desktop complies with the dimensions in 31.6 |  |  |  | m |  |
| 31.2.4 | Impacts on the desktop do not cause strong or prolonged vibrations |  |  |  | m |  |

|  |  |  |  |  |  |  |
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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 31.3 | Requirements for the desktop |
| 31.3.1 | Desktops are sufficiently deep,details are specified in 31.6 |  |  |  | m |  |
| 31.3.2 | Desktops are available in different sizes (width, depth, if applicable: shapes) |  |  |  | m |  |
| 31.4 | Requirements for the functional expandability |
| 31.4.1 | Office desks can be set up as individual desks or be interlinked with other office desks for multi-area workstations |  |  |  | s |  |
| 31.4.2 | The work surface shall be expandable upwards into the so-called “third level” by |  |  |  | m |  |
|  | * organization trays with suspended paper management elements
 |  |  |  |  |  |
|  | * privacy screens to shield from view
 |  |  |  |  |  |
|  | * elements for acoustic shielding
 |  |  |  |  |  |
|  | * additions for folder shelves, pinboards and similar
 |  |  |  |  |  |
|  | * shelf boards for technical equipment, workstation lighting, etc.
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 31.5. | Requirements for the electrical equipment and integrated technology |
| 31.5.1 | On individual and multi-space workstations electrical and data lines can be installed without restriction |  |  |  | m |  |
|  | Lines can be retrofitted |  |  |  | s |  |

Please read first this explanation for section 31.6 "Dimensions"

* Complete the following two-page table in full.
* If you apply for certification of a product with more than one product type,
first copy this table and then complete the copies for each individual product type.

New since 02/2023 – Please make the following entries in Table 31.6:

- Indication of the model for which you are filling in the sheet.

- For dimensions a) to h) and "grid height", please tick the appropriate box in the "yes/no" columns.

=> All fields with a grey background will be filled in by the office of the Qualitätsforum Büroeinrichtungen.

|  |  |  |  |  |  |  |
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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 31.6 | Dimensions for office desks |
|  | The following details refer to: |  |  |  | m |  |
|  | * all product types
 |  |  |  |  |  |
|  | * certain product types(please specify)
 |  |  |  |  |  |
| a) | Desk height (dimension *h1* of DIN EN 527-1): |  |  |  | m |  |
|  | * for exclusively sitting activities, adjustable: min. from 650 to 850 mm
 |  |  |  |  |  |
|  | * Desk height of sit-stand desks, adjustable: min. from 650 to 1,250 mm
 |  |  |  |  |  |
| b) | Desktop thicknessat the front edge of the desktop (dimension *t1* of DIN EN 527-1): max. 55 mm |  |  |  | m |  |
| c) | Desktop thicknessat 500 mm from front edge of the desktop (Dimension *t2*  of DIN EN 527-1):max. 80 mm |  |  |  | m |  |
| d) | Height of unobstructed legroom / clearancefrom 600 to 800 mm from front edge of desktop (Dimension *f1* of DIN EN 527-1):min. 120 mm |  |  |  | m |  |
| e) | Width of desktop:  |  |  |  | m |  |
|  | * min. 1600 mm (standard)
 |  |  |  |  |  |
|  | * min. 1200 mm (only for work with little work equipment)
 |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| f) | Depth of desktop (Dimension *D* of DIN EN 527-1):min. 800 mm  |  |  |  | m |  |
| g) | Depth of unobstructed legroom / clearance underneath the desktop (Dimension *g1*  of DIN EN 527-1):min. 800 mm |  |  |  | m |  |
| h) | Width of unobstructed legroom / clearance underneath the desktop(Dimension *w* of DIN EN 527-1):min. 1,000 mm |  |  |  | m |  |
|  | Grid height for height setting of height selectable desks: max. 10 mm |  |  |  | m |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 32 | Requirements for visitor tables and conference tables |
| 32.1 | General requirements for visitor tables and conference tables |
| 32.1.1 | The tables are stable |  |  |  | m |  |
| 32.1.2 | The product program encompasses sit-stand-tables |  |  |  | o |  |
| 32.2 | Requirements for the frame and the base structure |
| 32.2.1 | Table frames and legs are fitted so that all users can comfortably sit or stand at the specified places |  |  |  | m |  |
| 32.2.2 | Tables without castors: The tables are equipped with a height adjustment |  |  |  | m |  |
| 32.2.3 | Impacts on the tabletop do not cause strong or prolonged vibrations |  |  |  | m |  |
| 32.3 | Requirements for the tabletops |
| 32.3.1 | Tabletops are available in different sizes (width, depth, if applicable: shapes) |  |  |  | m |  |
| 32.3.2 | The edges of tabletops are protected against damage by: |  |  |  | s |  |
|  | * edge veneers
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 32.4 | Requirements with regard to expandability |
| 32.4.1 | Table-to-table connectors are available |  |  |  | o |  |
| 32.4.2 | Easily mountable table screens are offered |  |  |  | o |  |
| 32.5 | Requirements for tables on castors |
| 32.5.1 | For tables with castors: |  |  |  | - |  |
|  | * Min. 2 castors are lockable
 |  |  |  | m |  |
|  | * The locking function is easy to recognize and easy to use
 |  |  |  | m |  |

|  |  |  |  |  |  |  |
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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 32.6 | Requirements for folding and collapsible tables |
| 32.6.1 | Folding and collapsible tables are designed so that setting them up or taking them down does not cause injuries |  |  |  | m |  |
| 32.6.2 | Tables without castors:Suitable transport and storage devices are offered |  |  |  | o |  |

|  |  |  |  |  |  |  |
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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 33 | Requirements for desks for mobile working from home |
| 33.1 | General requirements for desks for mobile working from home |
| 33.1.1 | The desks are stable |  |  |  | m |  |
| 33.1.2 | The desks are suitable for working while sitting,details are specified in 33.6 |  |  |  | m |  |
| 33.1.3 | The product program encompasses sit-stand desks |  |  |  | o |  |
| 33.2 | Requirements for the frame and the base structure |
| 33.2.1 | Users can comfortably sit and work there without bumping their legs against the base frame,details are specified in 33.6 |  |  |  | s |  |
| 33.2.2 | Desk legs and other base frames are equipped with a height adjustment |  |  |  | m |  |
| 33.2.3 | Impacts on the desktop do not cause strong or prolonged vibrations |  |  |  | m |  |
| 33.2.4 | The desks are height adjustable by: |  |  |  | o |  |
|  | * Height adjustment
 |  |  |  |  |  |
|  | * Height selection
 |  |  |  |  |  |
| 33.3 | Requirements for the desktop |
| 33.3.1 | The size and shape of the tabletop are suitable for home office use. |  |  |  | m |  |
| The work surface is large enough for work with laptop, separate keyboard and mouse, and various documents, details are specified in 33.6 |  |  |  | m |  |
| 33.3.2 | Desktops are available in different sizes (width, depth, if applicable: shapes) |  |  |  | o |  |
| 33.3.3 | The edges of desktops are rounded |  |  |  | m |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
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| 33.4 | Requirements for desks on castors |
| 33.4.1 | For desks on castors: |  |  |  | - |  |
|  | * Min. 2 castors are lockable
 |  |  |  | m |  |
|  | * The locking function is easy to recognize and easy to use
 |  |  |  | m |  |
| 33.5 | Requirements for folding and collapsible desks |
| 33.5.1 | Desks are designed so that setting them up or taking them down does not cause injuries |  |  |  | o |  |

Please read first this explanation for section 33.6 "Dimensions"

* Complete the following two-page table in full.
* If you apply for certification of a product with more than one product type,
first copy this table and then complete the copies for each individual product type.

New since 02/2023 – Please make the following entries in Table 33.6:

- Indication of the model for which you are filling in the sheet.

- For dimensions a) to g) and "grid height" please tick the appropriate box in the "yes/no" columns.

=> All fields with a grey background will be filled in by the office of the Qualitätsforum Büroeinrichtungen.

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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 33.6 | Dimensions for desks for mobile working from home |
|  | The following details refer to: |  |  |  | m |  |
|  | * all product types
 |  |  |  |  |  |
|  | * certain product types(please specify)
 |  |  |  |  |  |
| a) | Desk height (Dimension *h1* of DIN EN 527-1): |  |  |  | m |  |
|  | * for exclusively sitting activities, fixed height: 740 ± 20 mm
 |  |  |  |  |  |
|  | * for exclusively sitting activities, adjustable: min. from 680 to 760 mm
 |  |  |  |  |  |
|  | * Desk height of sit-stand desks, adjustable: min. from 680 to 1,180 mm
 |  |  |  |  |  |
| b) | Desktop thickness at the front edge of the desktop (Dimension *t1* of DIN EN 527-1): |  |  |  | m |  |
|  | * Standard: max. 55 mm
 |  |  |  |  |  |
|  | * Desks with drawer or other fixtures underneath the desktop:max. 70 mm
 |  |  |  |  |  |
| c) | Desktop thickness at 500 mm from front edge of desktop(Dimension *t2*  of DIN EN 527-1):max. 100 mm |  |  |  | m |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| d) | Height of unobstructed legroom / clearancefrom 600 to 800 mm from front edge of desktop(Dimension *f1* of DIN EN 527-1):min. 120 mm |  |  |  | m |  |
| e) | Width and depth of desktop: |  |  |  | m |  |
|  | * Standard: 1,200 x 800 mm
 |  |  |  |  |  |
|  | * Desks for occasional or short-term use:800 x 600 mm
 |  |  |  |  |  |
| f) | Depth of unobstructed legroom / clearance underneath the desktop (Dimension *g1*  of DIN EN 527-1): |  |  |  | m |  |
|  | * Standard: min. 800 mm
 |  |  |  |  |  |
|  | * Desks for occasional or short-term use:min. 600 mm
 |  |  |  |  |  |
| g) | Width of unobstructed legroom / clearance underneath the desktop (Dimension *w*of DIN EN 527-1): |  |  |  | m |  |
|  | * Standard:min. 850 mm
 |  |  |  |  |  |
|  | * Desks for occasional or short-term use:min. 600 mm
 |  |  |  |  |  |
|  | Grid height for height setting of height selectable desks: max. 10 mm |  |  |  | m |  |