Please read before proceeding:

The following document is the USACE Standard Furniture, Fixtures, & Equipment (FF&E) Nomenclature.

The Item Code Legend, detailed on pages 2-4 serves as a reference for identifying the standard code for use of tagging and cataloging FF&E items in a project. Each FF&E category contains several nomenclature codes, which are based on the item's function.

To determine the appropriate standard code for an item, begin by identifying the item's category from the leftmost column, then determine its function to find the corresponding standard code. An identity number (ID #) will follow the code as a suffix. The ID # is dependent upon the number given to that item in a project. For instance, in a project featuring three types of task chairs, each with different upholstery fabrics, the project would have CT01, CT02, & CT03.

Although this document does not provide nomenclature for every possible item that may be designed for or procured, it provides a framework for categorization. Additionally, other codes not listed in this document can be established and utilized in projects for items that are often less specified or unique to a particular project.

An appendix is included in the document to serve as a visual guide, illustrating the use of the standard nomenclature and guides you through the development of an item code.

Standard FF&E Nomenclature
Item Code Legend

Category	Function	=	Code +	ID # (01-99)
Chairs	Task		CT	01-99
	Guest		CG	01-99
	Stool		CS	01-99
	Conference		CC	01-99
	Break		CB	01-99
	Training		CR	01-99
	Industrial		CN	01-99
	Function Specific		CX	01-99
Desks	U-Shape		DU	01-99
	L-Shape		DL	01-99
	Single Pedestal		DS	01-99
	Double Pedestal		DD	01-99
	Reception		DR	01-99
	Technical		DT	01-99
	Function Specific		DX	01-99
Workstations; Standard Cluster tag = CL01-99	Systems		WS	01-99
	Benching		WB	01-99
	Demountable Walls		WD	01-99
	Consoles / Operations		WC	01-99
	Function Specific		WX	01-99
Tables	Work / Support		TS	01-99
	Conference / Meeting		TC	01-99
	Training		TT	01-99
	Break / Café		TB	01-99
	Lounge & Occasional		TL	01-99
	Industrial (Workbench)		TN	01-99
	Function Specific		TX	01-99
Storage	Files		SF	01-99
	Bookcases		SB	01-99
	Cabinets / Credenzas Hybrid Storage Towers / Wardrobes		SC	01-99
	Shelving		SS	01-99
	Industrial Shelving / Cabinets (Tool)		SN	01-99
	High Density		SH	01-99
	Lockers		SL	01-99
	Function Specific		SX	01-99
Lounge / Common Space Furnishings	Sofa		LS	01-99
	Chair		LC	01-99
	Modular		LM	01-99
	Bench / Ottoman		LB	01-99
	Function Specific		LX	01-99
	Chair		EF	01-99
	Sofa		EF	01-99

Category	Item	Code	Range
Exterior / Site Furniture	Bench	EF	01-99
	Table	EF	01-99
	Umbrella	EF	01-99
	Receptacle / Ash Urns	EF	01-99
Appliances	Refrigerator	AP	01-99
	Microwave	AP	01-99
	Coffee Maker	AP	01-99
	Ice Machine	AP	01-99
	Washer	AP	01-99
	Dryer	AP	01-99
	Range	AP	01-99
Equipment	Fitness Equipment	EQ	01-99
	Mail Room Cabinet	EQ	01-99
	Vacuum Cleaner	EQ	01-99
	Floor Scrubber / Polisher	EQ	01-99
	Game Tables	EQ	01-99
	User Specific Equipment	EQ	01-99
Artwork	User Defined Type	AR	01-99
	*Could Include Framed Art, Existing Reuse, etc.		
Ancillary	Waste	AC	01-99
	Recycle	AC	01-99
	Clocks	AC	01-99
	Lamps	AC	01-99
	CPU / Thin Client Holders	AC	01-99
	Keyboard Trays	AC	01-99
	Monitor Arms	AC	01-99
	Chair Cart	AC	01-99
AV Equipment	Lectern	AV	01-99
	Communication Boards	AV	01-99
	Media Storage / Credenza	AV	01-99
	TVs / Monitors & Wall-Mounts	AV	01-99
	Blu-Ray Player	AV	01-99
	Projector	AV	01-99
	Display Case	AV	01-99
Signage	Room	IS	01-99
	Cubicle	IS	01-99
	Directory	IS	01-99
	Wayfinding	IS	01-99
Dining Furniture	Dining Table	DF	01-99
	Drop Leaf Table	DF	01-99
	Dining Chair	DF	01-99
	China Cabinet	DF	01-99
	Serving Cabinet	DF	01-99
Bedroom / Sleeping Quarters Furniture	Bunkable Bed	HF	01-99
	Headboard with Frame	HF	01-99
	Box Spring	HF	01-99
	Mattress	HF	01-99
	Nightstand	HF	01-99

Furniture	Chest / Dresser	HF	01-99
	Mirror	HF	01-99
Bedding / Linen	Mattress Cover	BL	01-99
	Sheets	BL	01-99
	Pillows	BL	01-99
	Pillowcases	BL	01-99
	Blankets	BL	01-99

STANDARD FF&E NOMENCLATURE

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1. SYNOPSIS

The concept to develop a standardized nomenclature for FF&E was presented to the Interior Design Community of Practice (IDCOP) in 2018. The effort was re-energized at the 2019 IDCOP meeting and CEHNC was tasked to spearhead this effort.

A standard nomenclature will develop a vocabulary across USACE Districts and in criteria used in specifying furniture, like those used to standardize CADD layers and standardize facilities. In addition, designers and customers can understand the types of furniture authorized for a given facility type, help vendors understand standard specifications developed for standard items, assist customer ordering their own furniture with a selection of appropriate furniture types, amongst others.
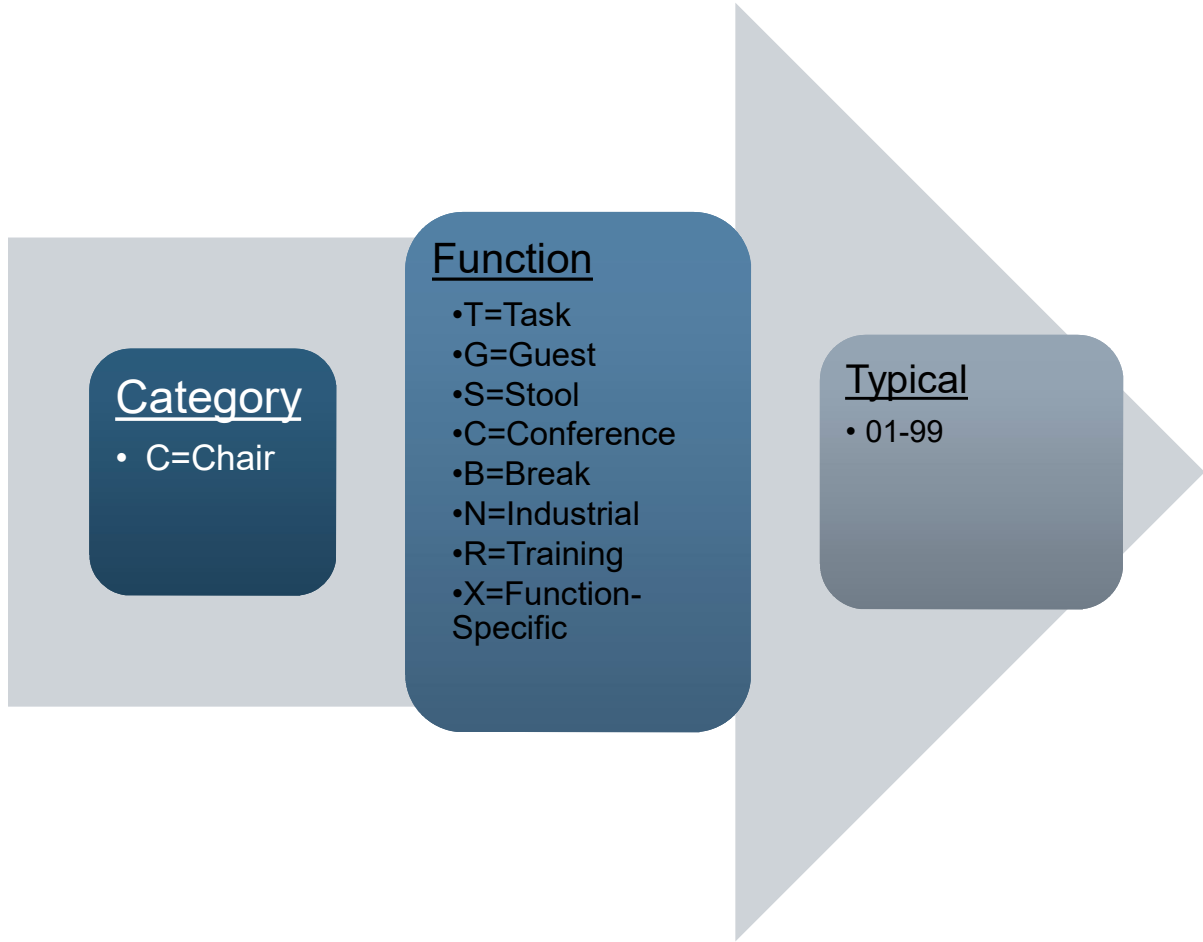
CHALLENGE

Define standardized FF&E nomenclature which will be intuitive, allow for development of standardized specifications based on a useful level of detail, while maintaining shorter labels to avoid clutter on drawings.

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2. ITEM CODE TOOL – CHAIRS

Category
- C=Chair

Function
- •T=Task
- •G=Guest
- •S=Stool
- •C=Conference
- •B=Break
- •N=Industrial
- •R=Training
- •X=Function-Specific

Typical
- 01-99

Example:

C + T + 01 = CT01

2. CHAIRS – FUNCTION DESCRIPTION

Item Code	Function Description	Location
CT_ _	Task - functional chairs that are suitable for a variety of activities and body types; used as the majority of employees' office chairs	Workstations, offices, meeting areas, etc.
CG_ _	Guest - used as side seating	Workstations, offices, meeting areas, conference rooms, training rooms, etc.
CS_ _	Stool - chair at a higher seat height used at surfaces 36"H or higher; features a foot ring	Adjacent to standing height furniture
CC_ _	Conference – similar to task chairs but utilized for meetings; typically has static arms	Meeting areas/rooms, conference rooms, etc.
CB_ _	Break – chairs that are easily cleaned and utilized by all staff members during break	Café or break rooms
CN_ _	Industrial – usually characterized by the molded polyurethane seat and backrest, ESD characteristic, and puncture resistant	Used in areas with high exposure to chemicals, or solvents; labs, hangars, cleanrooms or similar spaces
CR_ _	Training – can be flip/nesting capable, have a tablet arm, flexing back mechanism, casters	Training rooms, auditoriums, conference rooms, reconfigurable spaces
CX_ _	Function-Specific - Rarely specified; one-off; unique	

3. ITEM CODE TOOL – DESKS

Category
- D=Desk

Function
- U=U-Shape
- L=L-Shape
- S=Single Pedestal
- D=Double Pedestal
- R=Reception
- T=Technical
- X=Function-Specific

Typical
- 01-99
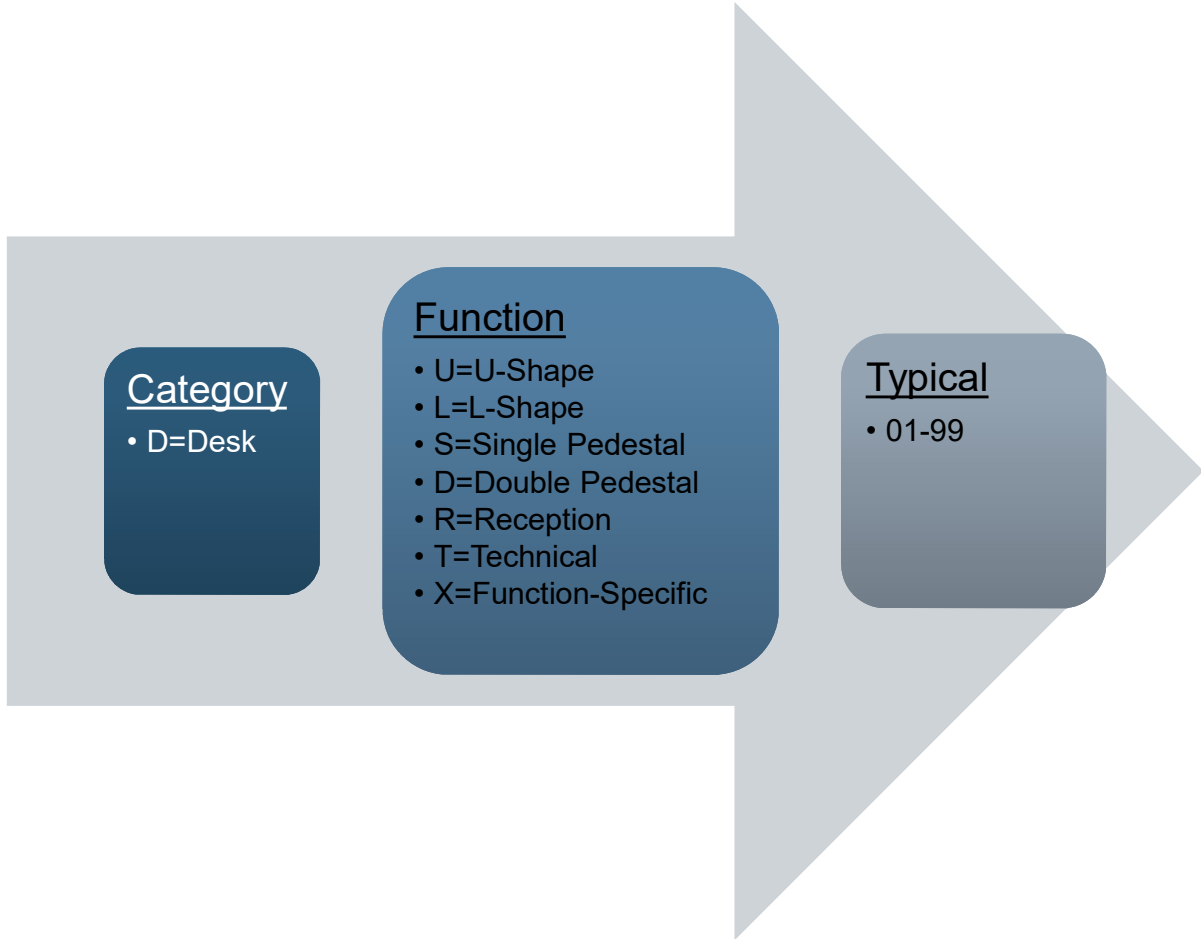
Example:

D + U + 01 = DU01

3. DESKS – FUNCTION DESCRIPTION

Item Code	Function Description	Location
DU_ _	U-Shape – desks that consist of a desk, bridge, and credenza	Command staff, offices
DL_ _	L-Shape – desks that consist of a desk and return	Offices, open areas
DP_ _	Single Pedestal – desks that have a single pedestal, no return	Command staff, offices, open areas
DD_ _	Double Pedestal – desks that have two pedestals, no return	Command staff, offices, open areas
DR_ _	Reception – desks with a transaction counter; usually panel supported workstations, wood veneer casegoods, and laminate casegoods; not usually metal/laminate (most manufacturers don't make the transaction counter)	Administrative areas, lobbies
DT_ _	Technical – workstations that have pieces supported by vertical frames; used for small parts, laboratory work, etc. Note: This is different than panel supported workstations and workbenches.	Labs, hangars, maintenance hangars, IT areas
DX_ _	Function-Specific - Rarely specified; one-off; unique	

4. ITEM CODE TOOL – WORKSTATIONS

Category
• W=Workstations

Function
• S=Systems
• B=Benching
• D=Demountable Walls
• C=Consoles/Operations
• X=Function-Specific

Typical
• 01-99
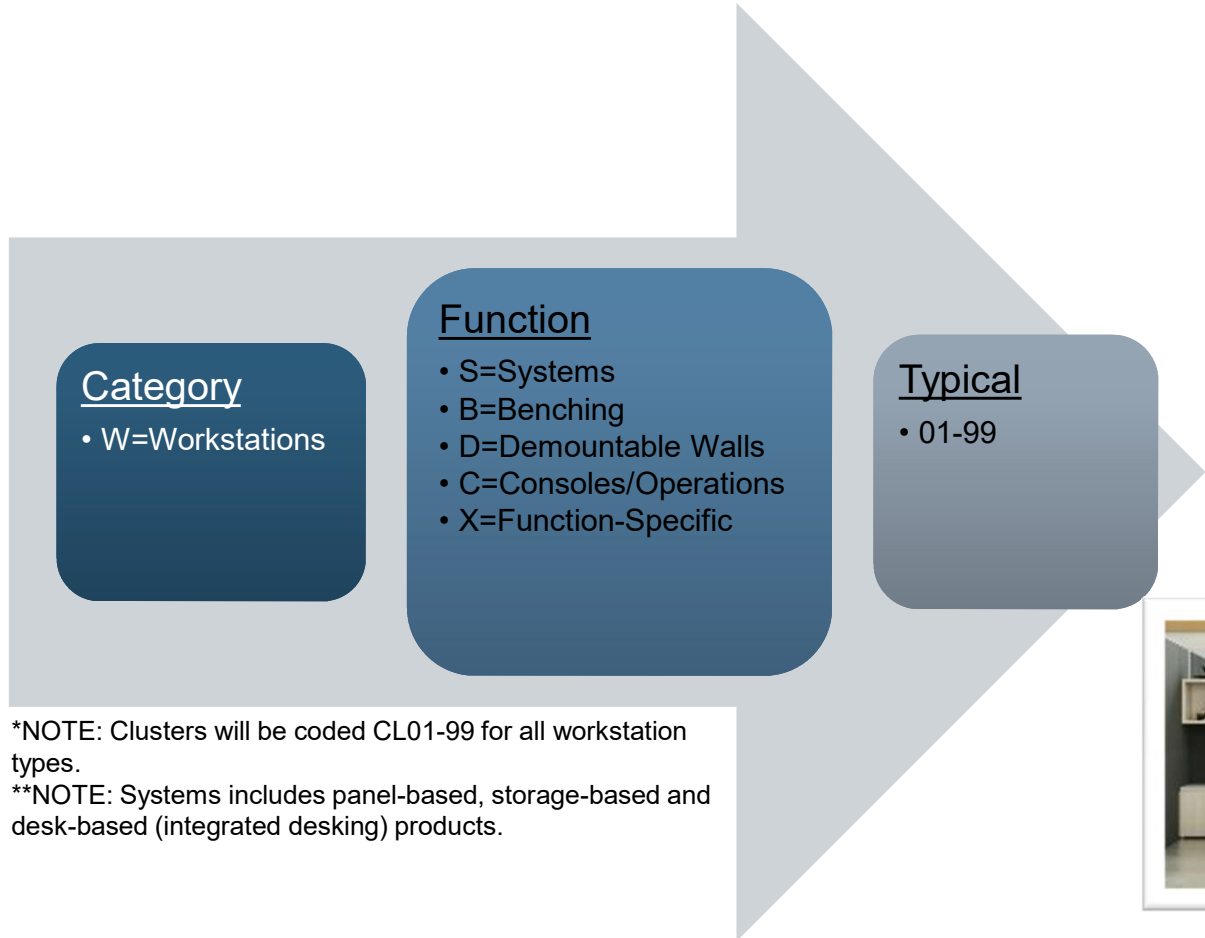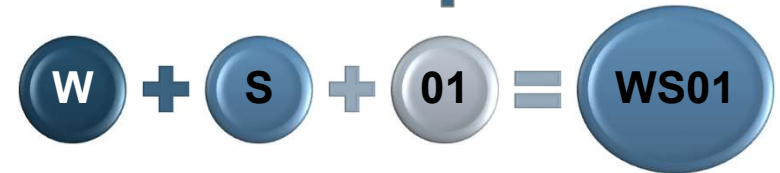
*NOTE: Clusters will be coded CL01-99 for all workstation types.
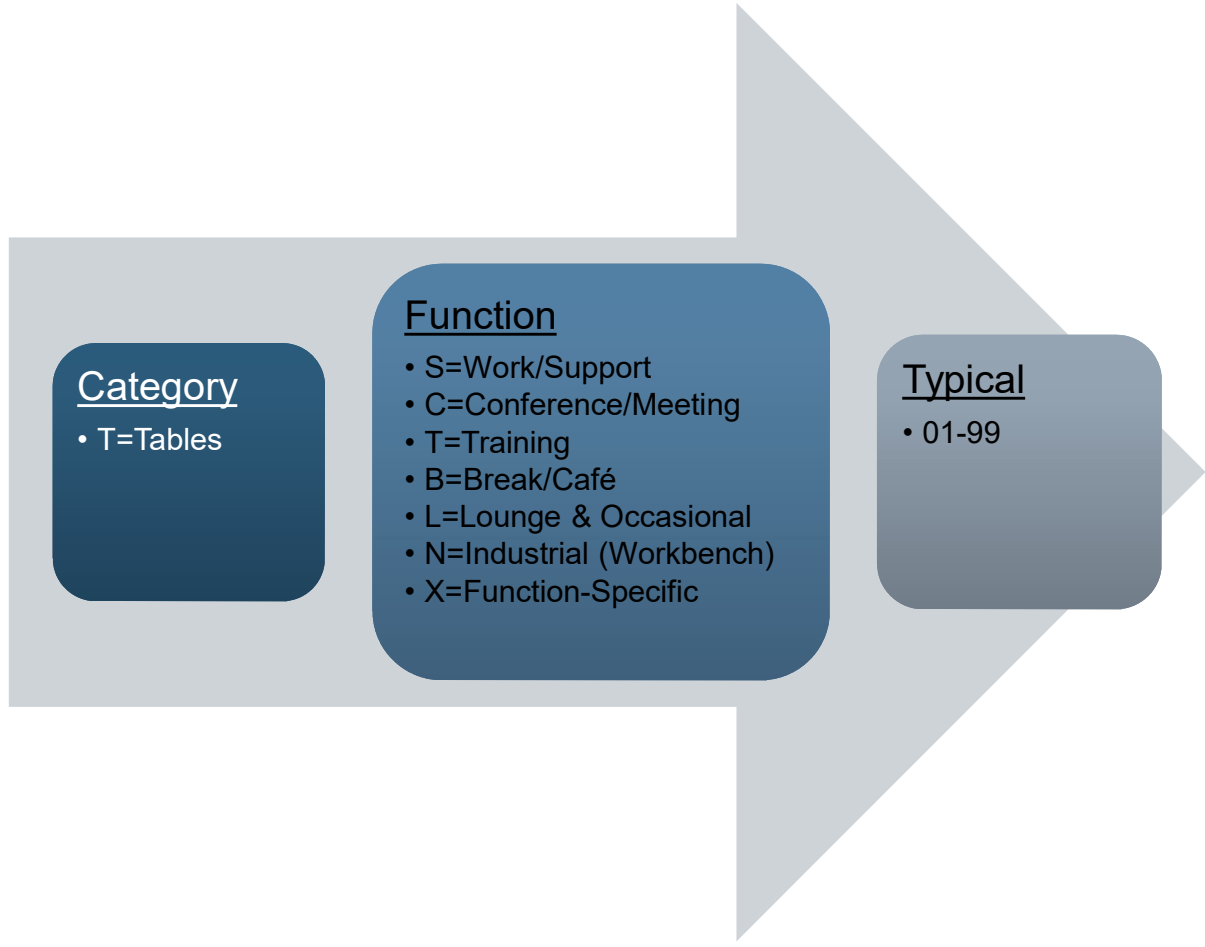**NOTE: Systems includes panel-based, storage-based and desk-based (integrated desking) products.

Example:

W + S + 01 = WS01

4. WORKSTATIONS – FUNCTION DESCRIPTION

Item Code	Function Description	Location
WS_ _	Systems – cubicles, panel assemblies, panel supported workstations, storage based, desk based, integrated desking, etc.	Open office areas; most frequently connected to building power
WB_ _	Benching – benching systems, call center type workspaces	Open office areas; typically a smaller footprint than systems furniture
WD_ _	Demountable Walls – in place of hard walls	Used to create offices
WC_ _	Consoles/Operations - consoles for operation centers or secure areas; usually have significant cabling requirements	Operation Centers, NOC, SCIF, Secure Facility
WX_ _	Function-Specific - Rarely specified; one-off; unique	

5. ITEM CODE TOOL – TABLES

Example:

T + **C** + **01** = **TC01**

Category
• T=Tables

Function
• S=Work/Support
• C=Conference/Meeting
• T=Training
• B=Break/Café
• L=Lounge & Occasional
• N=Industrial (Workbench)
• X=Function-Specific

Typical
• 01-99

5. TABLES – FUNCTION DESCRIPTION

Item Code	Function Description	Location
TS _ _	Work/Support – tables for multiple uses	Could be utilized for printer tables, tables scattered throughout building for quick work, etc.
TC _ _	Conference/Meeting – large tables where several people gather around for discussion; video conferencing may take place here	Conference rooms, meeting rooms, large command staff offices
TT _ _	Training – rooms where tables need to be reconfigurable so different training opportunities can take place	Training rooms, auditoriums
TB _ _	Break – for use in café or break rooms; can be table or bar height	Cafeteria type settings
TL _ _	Lounge & Occasional – end tables, coffee tables, layered/nesting tables, etc.	Lobbies, adjacent to lounge seating
TN _ _	Industrial – Workbenches	Hangars, maintenance hangars, vehicle repair areas, etc.
TX _ _	Function-Specific - Rarely specified; one-off; unique	

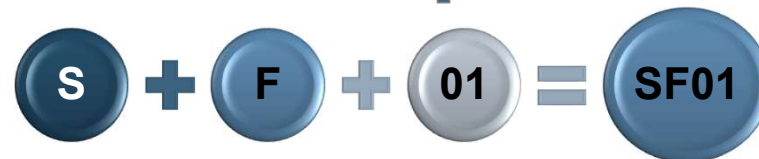# 6. ITEM CODE TOOL – STORAGE

Category
- S=Storage

Function
- •F=Files
- •B=Bookcases
- •C=Cabinets/Credenzas/Hybrid Storage Towers/Wardrobes
- •N=Industrial Shelving/Cabinets (Tool)
- •L=Lockers
- •X=Function-Specific

Typical
- 01-99

*NOTE: Function Specific could include High Density Shelving.

Example:

S + F + 01 = SF01

6. STORAGE – FUNCTION DESCRIPTION

Item Code	Function Description
SF_ _	Files - Lateral, vertical, pedestals, etc.
SB_ _	Bookcases – storage pieces used to store books and binders
SC_ _	Cabinets/Credenzas/Hybrid Storage Towers/Wardrobes - Storage cabinets, wardrobes, towers, credenzas, etc.
SN_ _	Industrial Shelving/Cabinets (tool) – Used to store items with a heavier weight capacity like machinery, tools, engine parts, etc.; Open or closed industrial shelving, pallet racks, etc.
SX_ _	Function-Specific - Rarely specified; one-off; unique

7. LOUNGE & SOFT SEATING – FUNCTION DESCRIPTION

Item Code	Function Description
LS_ _	Sofa – 3-seat, 2-seat
LC_ _	Chair – lounge chair, recliner
LM_ _	Modular – piece by piece, connected
LB_ _	Bench/Ottoman
LX_ _	Function-Specific - Rarely specified; one-off; unique

CATEGORIES WITHOUT FUNCTION DESCRIPTIONS

Item Code	Category	Typical
EF01-99	Exterior/Site Furniture	Each new item will define the number. For example: 1. Refrigerator – AP01 2. Under-counter Refrigerator – AP02 3. Microwave – AP03 4. Washer – AP04 5. Dryer – AP05
AP01-99	Appliances	
EQ01-99	Equipment	
AR01-99	Artwork	
AC01-99	Ancillary	
AV01-99	AV & Visual Aids	
IS01-99	Interior Signage	
DF01-99	Dining Furniture	
HF01-99	Bedroom/Sleeping Quarters	
BL01-99	Bedding/Linen	

8. ITEM CODE TOOL – EXTERIOR/SITE FURNITURE

Example:

EF **+** 01 **=** EF01

Category
- EF=Exterior/ Site Furniture

Type (No Function)
- Chair
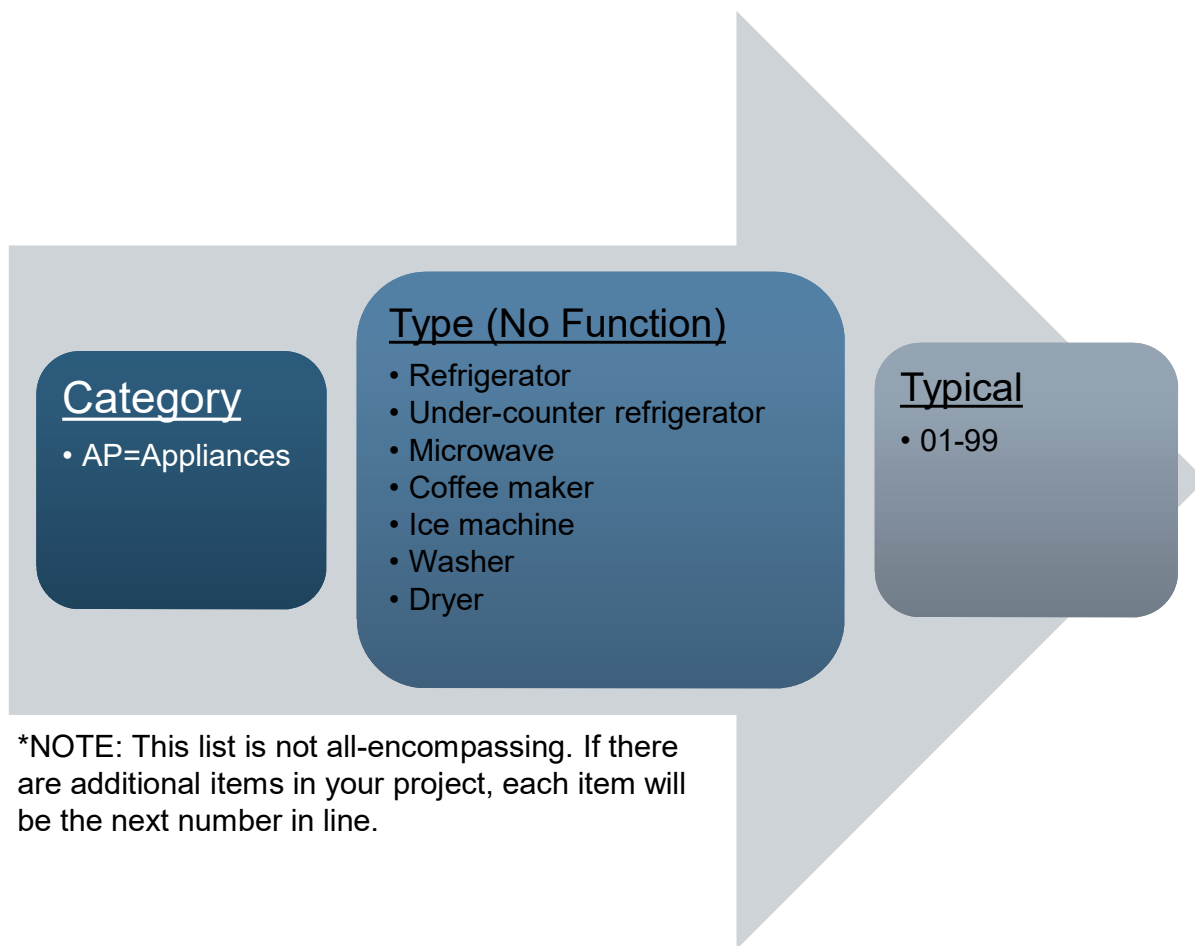- Sofa
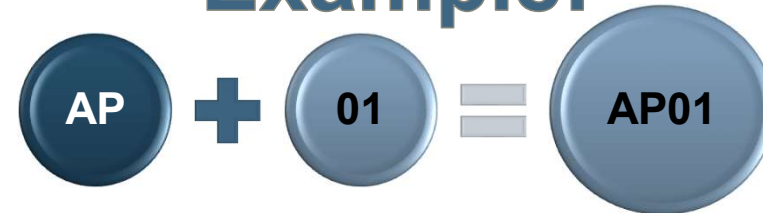- Bench
- Table
- Umbrella
- Receptacle

Typical
- 01-99

*NOTE: This list is not all-encompassing. If there are additional items in your project, each item will be the next number in line.
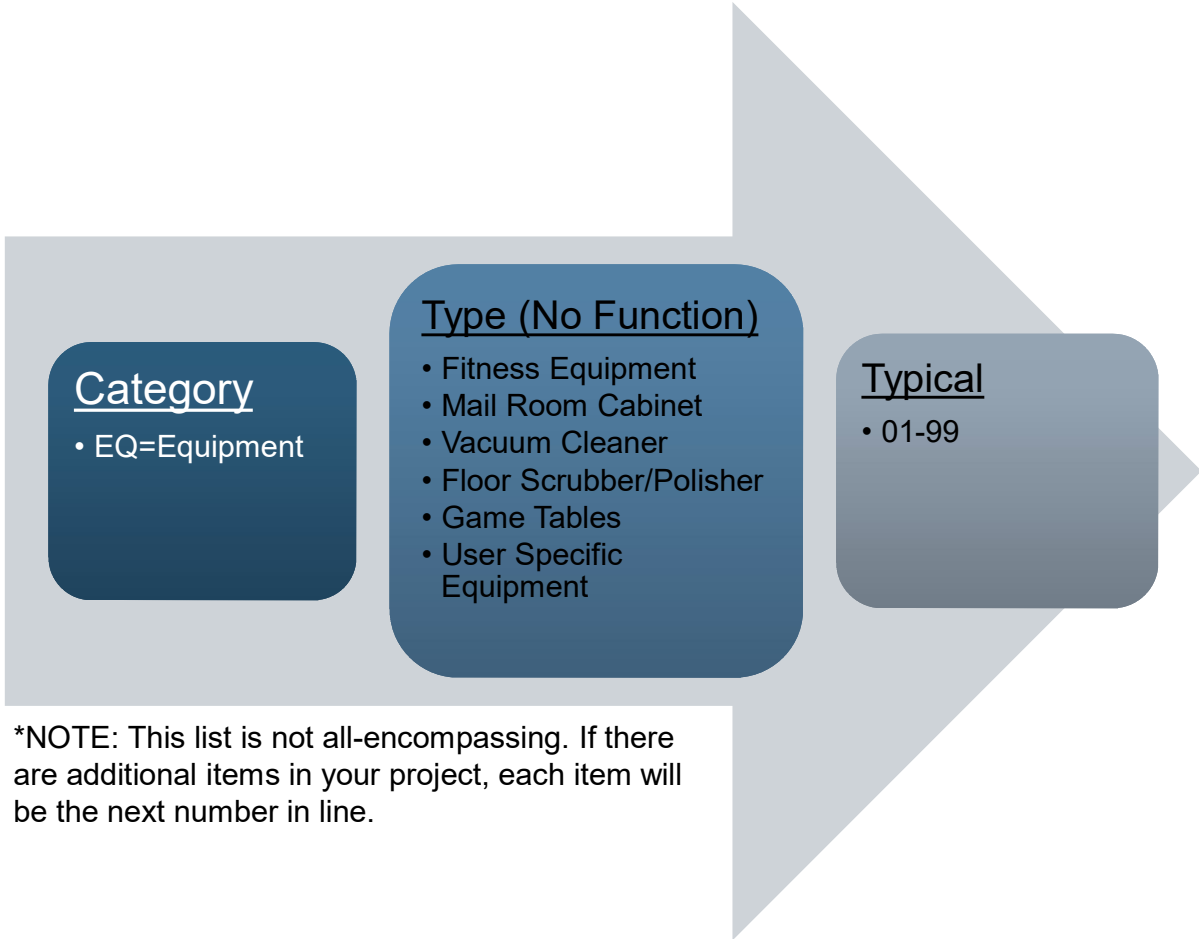
9. ITEM CODE TOOL – APPLIANCES

Category
• AP=Appliances

Type (No Function)
• Refrigerator
• Under-counter refrigerator
• Microwave
• Coffee maker
• Ice machine
• Washer
• Dryer

Typical
• 01-99

*NOTE: This list is not all-encompassing. If there are additional items in your project, each item will be the next number in line.

Example:

AP + 01 = AP01

10. ITEM CODE TOOL – EQUIPMENT

Example:

EQ **+** 01 **=** EQ01

Category
• EQ=Equipment

Type (No Function)
• Fitness Equipment
• Mail Room Cabinet
• Vacuum Cleaner
• Floor Scrubber/Polisher
• Game Tables
• User Specific Equipment

Typical
• 01-99

*NOTE: This list is not all-encompassing. If there are additional items in your project, each item will be the next number in line.

11. ITEM CODE TOOL – ARTWORK
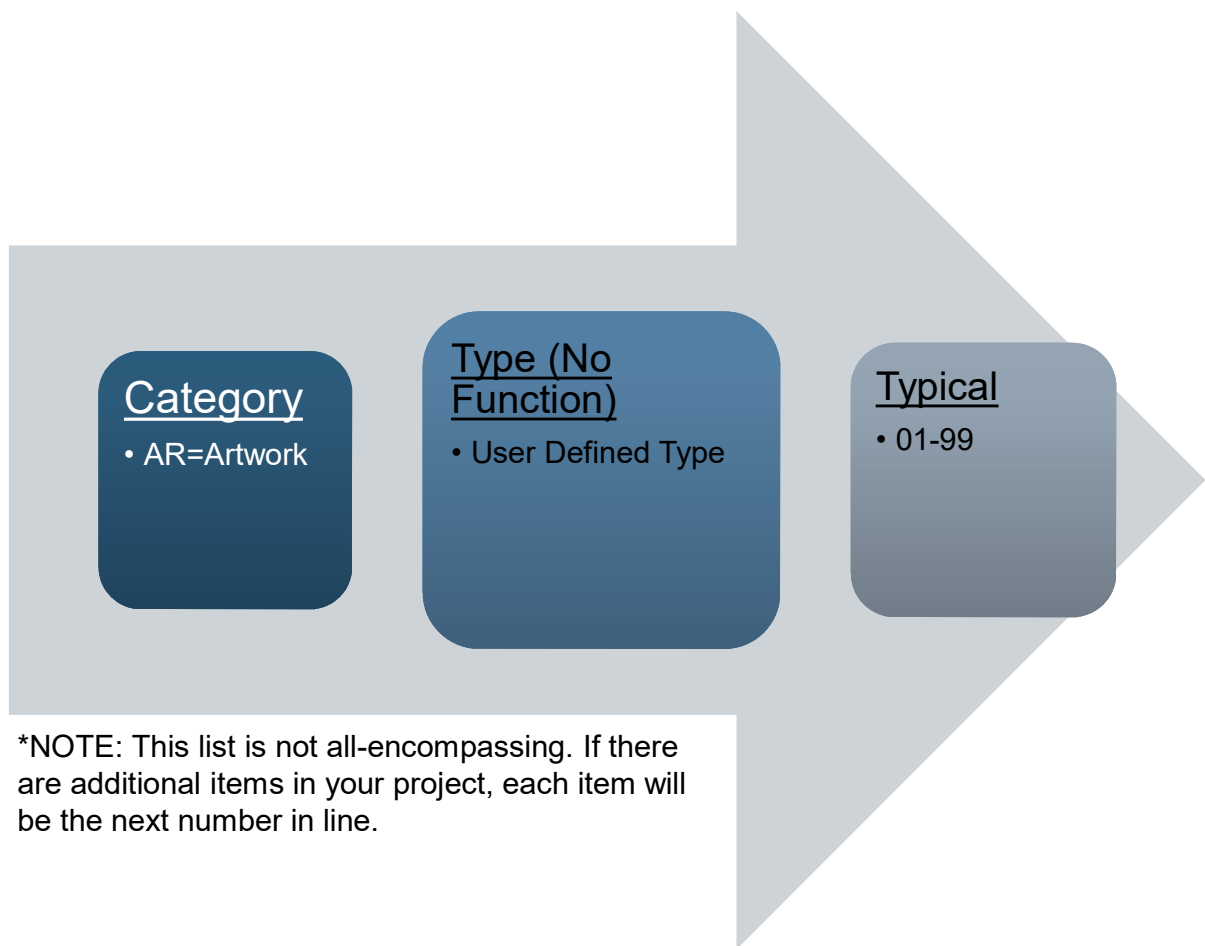
Example:

AR + 01 = AR01

Category
• AR=Artwork

Type (No Function)
• User Defined Type

Typical
• 01-99

*NOTE: This list is not all-encompassing. If there are additional items in your project, each item will be the next number in line.

12. ITEM CODE TOOL – ANCILLARY

Category
- AC=Ancillary

Type (No Function)
- Waste
- Recycle
- Clocks
- Lamps
- CPU/Thin Client Holders
- Keyboard Trays
- Monitor Arms
- Chair Cart

Typical
- 01-99

*NOTE: This list is not all-encompassing. If there are additional items in your project, each item will be the next number in line.

Example:

AC ➕ 01 ➖ AC01

RECYCLE

13. ITEM CODE TOOL – AV & VISUAL AIDS

Example:

Category
- AV=AV & Visual Aids

Type (No Function)
- Lectern
- Communication Boards
- Credenza
- TVs/Monitors & Wall-mounts
- Blu-Ray Player
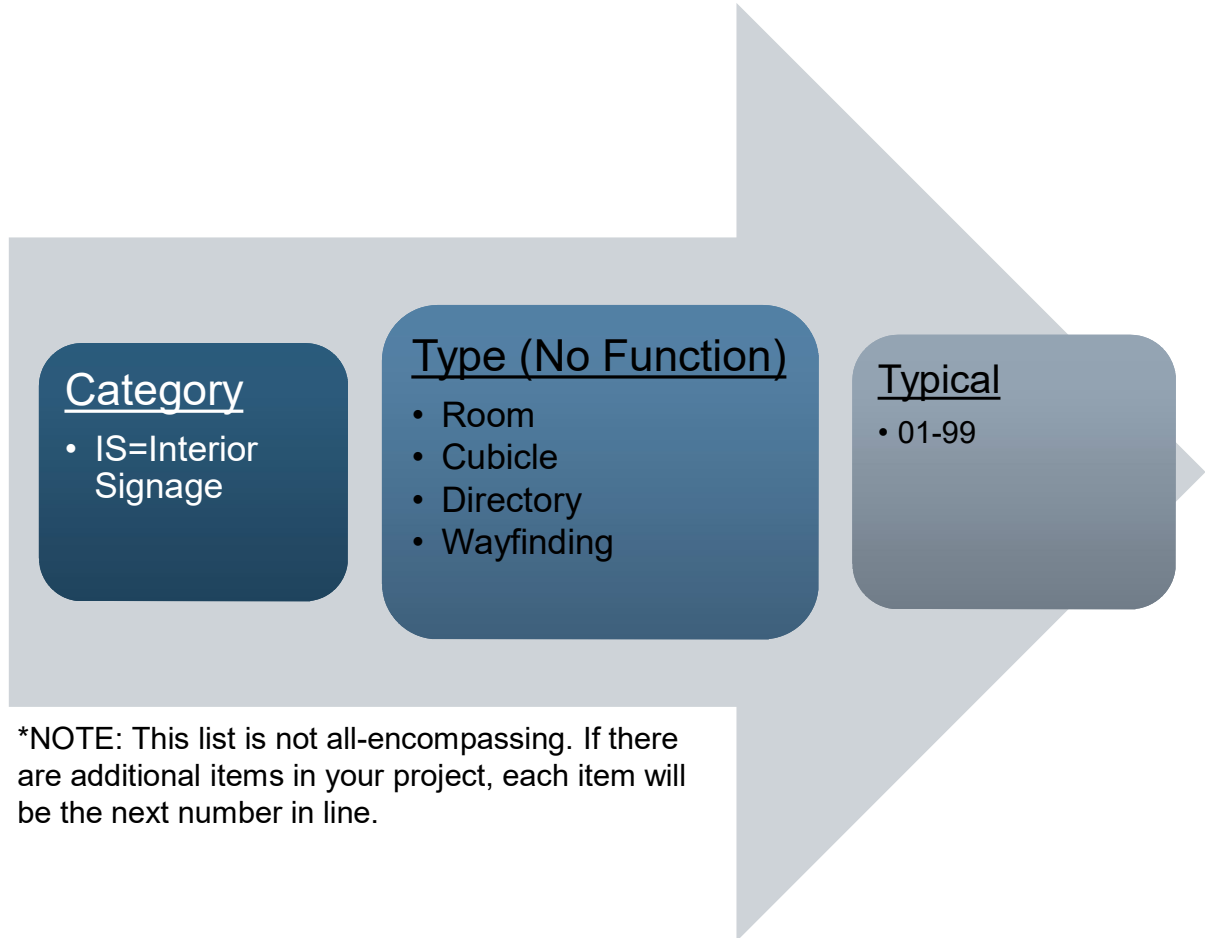- Projector
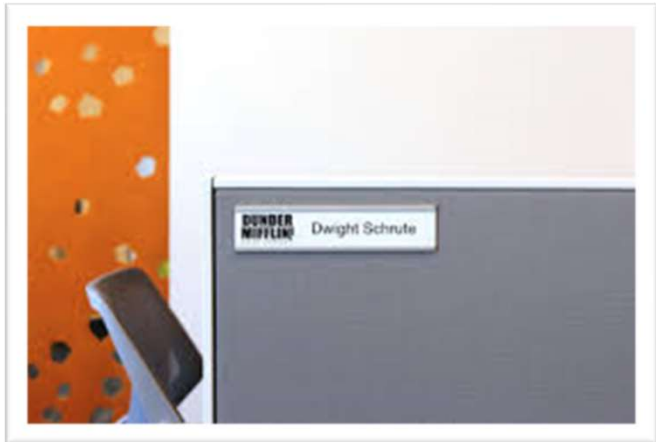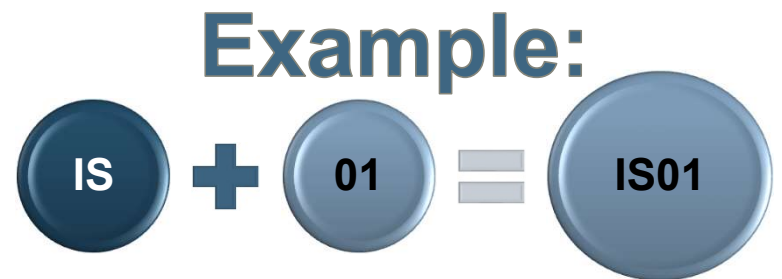- Display Case

Typical
- 01-99
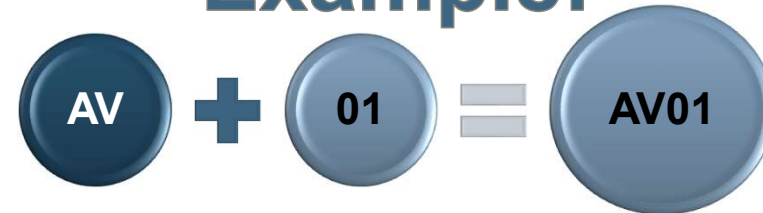
AV **+** 01 **=** AV01

*NOTE: This list is not all-encompassing. If there are additional items in your project, each item will be the next number in line.

14. ITEM CODE TOOL – SIGNAGE

Category
- IS=Interior Signage

Type (No Function)
- Room
- Cubicle
- Directory
- Wayfinding

Typical
- 01-99

*NOTE: This list is not all-encompassing. If there are additional items in your project, each item will be the next number in line.

Example:

IS + 01 = IS01

15. ITEM CODE TOOL – DINING FURNITURE
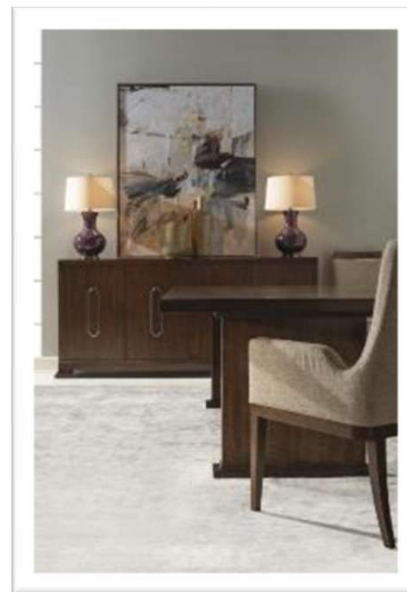
Example:

DF **+** 01 **=** DF01

Category
• DF=Dining Furniture

Type (No Function)
• Dining Table
• Drop Leaf Table
• Dining Chair
• China Cabinet
• Serving Cabinet

Typical
• 01-99

*NOTE: This list is not all-encompassing. If there are additional items in your project, each item will be the next number in line.

16. ITEM CODE TOOL – BEDROOM/SLEEPING QUARTERS FURNITURE

Example:

HF + 01 = HF01

Category
- HF=Housing Furniture

Type (No Function)
- Bunkable Bed
- Headboard with Frame
- Box Spring
- Mattress
- Chest/Dresser
- Mirror

Typical
- 01-99

*NOTE: This list is not all-encompassing. If there are additional items in your project, each item will be the next number in line.

17. ITEM CODE TOOL – BEDDING/LINEN

Example:

BL ➕ **01** ＝ **BL01**

Category
- BL=Bedding/ Linen

Type (No Function)
- Mattress Cover
- Sheets
- Pillows
- Pillowcases
- Blankets

Typical
- 01-99

*NOTE: This list is not all-encompassing. If there are additional items in your project, each item will be the next number in line.