The Industry Voice for Workplace Solutions

Industry Definitions

FOREWORD: The industry definitions presented herein are an accumulation of definitions used in existing voluntary product standards as developed by BIFMA International. Product standards have been completed for general purpose office chairs, desk/table products, lounge seating, panel systems, SOHO (small office home office), storage Units, quality and textiles as listed below.

The intention of this publication is to provide an alphabetical listing of common definitions and terms that can be used by consumers, designers, specifiers and test laboratories when describing or evaluating industry products covered by these definitions.

NOTE: In the event of a conflict the definitions within this document supercede those in any of the standards mentioned within this list of definitions.

ANSI/BIFMA X5.1-2002 - American National Standard for Office Furnishings - General Purpose Office Chairs - Tests

ANSI/BIFMA X5.2-1997 - American National Standard for Office Furnishings - Lateral Files - Tests

ANSI/BIFMA X5.3-1997 - American National Standard for Office Furnishings - Vertical Files - Tests

ANSI/BIFMA X5.4-2004 - American National Standard for Office Furnishings - Lounge Seating - Tests

ANSI/BIFMA X5.5-1998 - American National Standard for Office Furnishings - Desk/Table Products - Tests

ANSI/BIFMA X5.6-2003 - American National Standard for Office Furnishings - Panel Systems - Tests

ANSI/BIFMA X5.9-2004 - American National Standard for Office Furnishings - Storage Units – Tests

ANSI/BIFMA S6.5-2001 - American National Standard for Office Furnishings - Small Office/Home Office Furniture - Tests

BIFMA Quality Standard Revision 9.3 - Quality System Standard - (Located on page 12)

BIFMA Tex4.1-2004 - Standard for Woven Textile Characteristics - Located on page 15)

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A

acoustical panel: A panel having an acoustical function and rating.

acceptance level: The performance level required to pass the test.

accessories: Items not essential to the primary function of the basic furniture.

accessory item: Items such as hanging rail bars, divider plates, and other items supplied by manufacturers for the convenience of the users of the products.

adjustable glides: Support devices for leveling, and/or stabilizing products. (Alternately referred to as glides, levelers, adjustable supports or height adjusters.)

ambient light fixture: A illuminating device intended to provide general room illumination through the use of ceiling/wall reflection.

anchored: Fastened to a part of the building structure or other stable support in such a way as to secure the product against tipping or displacement.

anti-dislodgement device: A device that prevents a component from being forced out of the position it occupies.

anti-rebound: The feature that ensures that an extendible element will stay closed and will not roll or bounce out of the compartment.

anti-tip device: A mechanism intended to prevent tip over. (Typically accomplished through the use of anchors, interlocking devices, or counterweights.)

appropriate rate: Any rate that avoids resonant frequencies or excessive heating. Applicable to product testing.

B

back or back position: The back of each seating position.

back stop position: The position of the unit when the unit's tilt mechanism first contacts its rearward mechanical stop, regardless of the force on the back.

back panel: See modesty panel

bin – binder, file, storage: A system attached unit for filing or storage; can vary in depth and/or width, with or without a door.

bridge: A unit which is not freestanding, and is attached between two freestanding units to create a work surface.

C

CMD: The BIFMA Chair Measurement Device used for the measurement of seating products in conjunction with the CMD-1 procedure. Ref: BIFMA Ergonomics Guideline Manual G-1-2002.

CMD-1 Chair Measurement Procedure: A universal procedure for the BIFMA chair measuring device.

cabinet: The case and the full complement of extendible elements.

cantilevered: A method of mounting a projecting surface or structure at one end, and extending it out over a space.

cart: A lightweight, freestanding furniture unit supported by casters/wheels and intended to be mobile.

case: The cabinet shell and all structural parts, including the sides, back, top plate, bottom plate, front framing, vertical uprights and any other fixed member, excluding extendible elements.

caster: A wheel or set of wheels mounted in a swivel frame and fixed to the leg or base of a piece of furniture, used for supporting and easily moving furniture. See hard tread and soft tread caster.

categories of desks or tables:

> **category I:** Units with surfaces greater than 610 mm (24 inches) in height and have a total work surface area greater than 0.46 m2 (5 ft.2).
>
> **category II:** Units with surfaces which are always less than or equal to 610 mm (24 inches) in height.
>
> **category III:** Units with surfaces greater than 610 mm (24 inches) in height and have a total work surface area less than or equal to 0.46 m2 (5 ft2).

caution label: A label that is attached to the unit instructing a prospective user of precautions to be considered for the proper use of the unit and warning of any potential hazards of misuse. Look for a potential change to this definition in the Storage Standard.

center/pencil drawers: A drawer, with a clear height less than 76 mm (3 in.), attached to a desk or table or is part of a pedestal which is primarily intended for the storage of light office supplies (such as pencils, pens, erasers, staples, etc.).

clear dimensions: The clear dimensions of the extendible element or storage component are defined by the sides of the largest rectilinear box that fits into the space. For extendible elements, the box must clear all stationary elements as the extendible element is taken through its full range of travel. These dimensions are used to calculate extendible element test loads.

> **clear depth:** The horizontal dimension of the box in the direction of travel. The clear depth is not reduced by the presence of a compressor.
>
> **clear height:** The vertical dimension of the box. Exception: In the case where there is no bottom for the extendible element, the clear height shall not exceed 305 mm (12 in.).
>
> **clear width:** The horizontal dimension of the box at right angles to direction of travel.

clear space: The volume defined by the product of the clear dimensions, e.g., clear space = clear depth x clear width x clear height.

compressor: An adjustable device used to restrict the movement of the filed material (Alternately referred to as follower block or file support.)

corner post: A vertical, integral component used at the intersection, convergence or change in direction of system components.

counterbalancing force: A force or influence that offsets an opposing force.

counterweights: A device or material used to improve resistance to tipping of a unit. These items may be supplied as original manufacturer's equipment, or as a manufacturer's option, installed according to the manufacturer's instructions.

credenza: A low, wide cabinet containing various combinations of drawers and storage compartments.

cycle: A complete operation of loading and unloading or of stress reversal; to open and close; one complete revolution; to operate in a cyclic manner.

cycle testing: Repeated dynamic functioning of a product through its designed operation with specified loading for a specified time/cycle period at an accelerated rate.

D

deep shelf: A shelf that is deeper than 406 mm (16”).

deflection, reasonably stabilized: The deflection that changes at a rate of no more than five percent per minute.

deflection: The movement or deviation of a surface or plane from its intended position or location as a result of stress.

depth: The horizontal dimension from front to rear.

desk: A freestanding unit having a work surface supported by legs with drawer(s), doors, or other storage elements.

desk extension: A unit that is attached to a desk to create a work surface that extends from the desk workstation.

desk/table product: Freestanding furniture articles including but not limited to, single and double pedestal desks, desk attached overhead storage units, extended desk units, credenzas, freestanding pedestals, and tables.

display shelf: A shelf with a sloping surface and retaining flange or edge.

dividers: Plates provided in the drawers, rollout shelves, or fixed shelves to separate and support the filing contents.

doors: A barrier by which an area is closed or opened. Types include: horizontal receding, vertical receding, tambour, sliding, vertical swinging, horizontal swinging, bi-fold, accordion, and others.

drawer: See extendible element.

drawer slide: See suspension.

E

EDP: Abbreviation for electronic data processing; in paper size, it refers to computer generated paper typically 11 inches by 15 inches.

EDP extendible element: An extendible element over 305 mm (12 in.) in clear height designed to store Electronic Data Processing materials.

ending panel: The last panel in a connected run at an arbitrarily selected end.

end rail: A vertical structural panel member attached along the edge of a panel.

end support panel: A panel mounted at an angle to a panel run to give support to the run; or a specific purpose panel attached perpendicular to a panel run to add stability to the run or loaded section of a run.

extendible element: A movable load bearing storage component, including, but not limited to: drawers, shelves, and filing frames. (This excludes doors, writing shelves, and adjustable keyboard surfaces.)

F

file bin: A panel-mounted unit for filing or storage with a movable lid. Can vary in depth and/or width to accommodate letter, legal or EDP sizes.

file support: A device used to support filed material in an upright position in a file drawer. (See compressor.)

filler panel: A panel intended to complete an enclosure that can be adjusted, modified, or is especially fabricated to conform to a space or surface different than that which can be accommodated by a panel available in the normal offering.

fixed shelf: A shelf that does not extend. It may be used with or without a door.

flipper door unit: A cabinet with a receding door.

follower block: The adjustable device in the drawer that is used to support the filed material. (See compressor.)

foot: See panel support leg.

force: A vector quantity, expressed in Newtons (N) or pounds force (lbf.) that may produce an acceleration of a body in the direction of its application.

force gage: A device for measuring forces.

form-fitting load distribution device: A device which distributes a force over a 305 ± 13 mm x 89 ± 13 mm (12 ± 0.5 in. x 3.5 ± 0.5 in.) area of a back. The device will be shaped to approximate the contours of the chair back.

freestanding: A term that applies to movable, self-supporting furniture not supported by other structures.

freestanding panel: A panel that is intended to stand without the support of other panels. Usually used to define area of function, deny visual access or if specifically constructed, control or provide acoustical privacy. (See screen panel.)

front stop position: The position of the unit when the unit's tilt mechanism first contacts its forward mechanical stop.

full depth: See clear dimensions.

fully extended: The extendible element pulled out to the limit of its stops.

functional load: The level of loading or force believed typical of hard use.

G

ganged seating: Structurally independent seating fastened or linked together. Units are to be tested as single seating not multiple seating.

ganged units: Two or more units fastened together.

glazed panel: A panel with a transparent or translucent material as its major surface.

glazing panel frame: A panel frame designed to hold glazing material.

glide: A component that attaches to the bottom of furniture to provide a smooth surface that permits easy movement and/or height adjustment.

glide assembly: The entire assembly comprising the glide, adjustment mechanism, support housing, panel attachment, etc.

glide housing: A component that accepts the glide.

H

HPL: High Pressure Laminate.

hanger bracket: A fastening device used to attach a hang-on component to a panel.

hang-on capability: A panel designed to support the addition of panel-mounted components.

hang-on component: A product intended to be totally supported by a panel system.

hard-tread casters: Hard-tread casters are normally used on carpeted surfaces to minimize damage to those surfaces. The caster type is typically defined by the caster manufacturer.

hutch: A non-freestanding storage unit which is mounted on a primary work surface(s). Also known as service modules, shelving units, risers, overhead storage units, etc.

I

IFD: Indentation Force Deflection. See Method B1, Indentation Load Deflection Test, in Methods of testing flexible cellular materials - Slab, bonded, and molded urethane foams, ASTM D 3574.

input device support: A surface that is occupied exclusively by computer input devices such as computer mice, trackballs, and light pens.

instruction document: Information supplied by a manufacturer for use by the designer and/or end user and his installation representative that list recommendations, limitations and restrictions on the assembly, configuration, loading and use of the products.

interlock: A device that controls the extension of extendible elements to maintain the stability of the unit.

K

keyed alike: The setting of all affected locks so that they use the same key, for example, all locks in the same office.

knocked down: A product shipped in pieces or segments to be assembled at the point of use. Also referred to as KD, or RTA furniture.

knockouts: Provisions in the cabinet for accommodating screws, locks, or other similar items if they are added by the dealer or customer. This is accomplished by punching the holes part way through, and leaving the slug that is normally ejected in the hole in such a way so that it can be knocked out if required. In this way, unsightly, open holes are avoided.

L

laminate: The product resulting from bonding with adhesive, two or more layers of material.

latching mechanism: a keyless device designed to keep extendible elements and doors in their closed position that requires active participation from the user to disengage the device. Interlock and anti-rebound mechanisms are not considered latching mechanisms.

lateral file: A cabinet whose width is greater than its depth containing extendible elements used solely for the storage and retrieval of documents. Alternately referred to “horizontal files”, “transverse file”, or “roll-out files”. These products are generally freestanding cabinets containing two to five extendible elements.

lbf.: Abbreviation for pounds-force. The corresponding unit in the Metric System is the Newton (N).

leg: The support member of a desk, credenza, table, or chair.

legal size: The dimensional description for paper that is 8.5 inch by 14 inch (216 mm by 356 mm) sometimes referred to as cap size; a cabinet that will accommodate such size documents.

length: The measure of something along its greatest horizontal dimension but not the diagonal dimension of the object/unit. This may be applied to either the unit or to the extendible elements, so it should be specifically identified and described and may refer to either the width or depth of an item.

letter size: The dimensional description for paper that is 8.5 inches by 11 inches (216 mm by 279 mm); a cabinet that will accommodate such size documents.

leveled: A condition where the unit, when installed, adopts and maintains a true horizontal and vertical attitude. Leveling may be accomplished by, but not limited to, the use of adjustable glides or shimming.

leveling: The process that ensures that products, when fully installed, adopt and maintain a true vertical attitude and do not tilt in any direction. It also implies that the product is stable in that attitude.

load: The weight to which a structure is subjected; a weight or force applied to a product; force acting on a surface, usually caused by the action of gravity.

lock: A device that secures the stationary and extendible elements of the unit against undesired access or opening. A key or combination-operated mechanism used to secure an extendible element or door. (from panel definitions)

loss of serviceability: The failure of any component to carry its intended load or to perform its normal function or adjustments.

lounge seating: Free standing seating that is intended for use in indoor public spaces such as waiting, reception, or lounge areas. It is generally not adjustable for personal use.

M

mobile pedestal: A freestanding pedestal with casters.

modesty panel: An integral surface extending across the back of an open knee space of a desk, table or workstation.

modular system: Collection of related units, some of which are dimensional multiples of others, into various horizontal and/or vertical arrangements, to serve various purposes including storage, display, or shelving.

multiple seating: Lounge seating which has seating positions provided for more than one person.

N

N: Abbreviation for Newtons, a unit of force in the Metric System.

normal use condition: Usually the midpoint of the adjustment range, such as the height adjustment or counter balancing force adjustment.

O

office armoire: A vertical cabinet with doors that conceal a work surface.

out stops: A device that limits the travel of the extendible element in a direction away from the product.

P

panel: A flat or curved surface that controls and/or defines space; provides privacy and a means for hanging components. (See systems.)

panel connector: The device or collection of devices used to mechanically interconnect two or more panels.

panel mounted component: A product intended to be supported by a panel system.

panel run: Two or more panels connected in a straight line.

panel support leg: A device attached near the base of a panel to provide or assist in maintaining vertical stability.

panel supported systems: Individually connected panels and work surfaces, filing, storage and shelving components and accessories which receive their primary support from the panels and which, when combined, form complete workstations.

panel systems products: The panels, screens, and various panel-mounted components used in conjunction with panel systems.

pedestal: A self-contained unit that is deeper than wide, less than 787 mm (31in.) in height, and having extendible elements or doors. The extendible elements are typically used for multi-functional general storage or filing. It may be freestanding, mounted under a horizontal surface, or mobile. Pedestal tops may be configured to accommodate seating or storage.

pencil drawer: See center/pencil drawers.

pivoting back: A back that rotates on a horizontal axis above the height of the seat.

proof load: The level of loading or force in excess of hard use.

pull: The feature used to open the extendible element or door. Pull refers to both projecting and recessed features.

R

rack resistance: The ability of the cabinet to resist stresses that tend to make the product distort and the extendible elements to become misaligned.

receding door: A compartment closure that pivots to allow access to the compartment, then moves to a storage position parallel to the surface (top, bottom or side). (See doors.)

return: A work surface mounted adjacent to and at right angle to a main surface roll out shelf: A shelf that extends and is part of a unit..

return panel. Panel mounted at an angle to a panel run for the purpose of providing stability or support. (Also referred to as a support panel.)

RTA: Ready To Assemble. Products that are largely unassembled when they leave the point of manufacture. These products are designed to be assembled by the end user.

S

screen panel: A non-load carrying space divider that is less than ceiling height.

seat or seating position: The portion(s) of a unit intended for sitting.

serviceability: See loss of serviceability.

shelf: A horizontal surface that is attached to a vertical support(s) and is used to store materials. Shelves are not intended to provide seating capability.

shelf light: A lighting device depending on some portion of a shelf assembly for attachment or support. (See task light.)

signage: A plaque that identifies occupant or function of a workstation or area.

single seating: A unit with one seating position.

soft-tread casters: Soft-tread casters are normally used on smooth, hard surfaces to minimize damage to those surfaces. The caster type is typically defined by the caster manufacturer.

spindle: A vertical axis or shaft supporting a unit.

stability: The ability of a unit to resist tipping under normal loading and use conditions.

stabilizing device: A device that provides stability to the unit. Typically used devices are interlock systems, casters on extendible elements, counterweights, etc.

stops: Devices that limit travel of a moving component.

storage bin: A storage unit with or without a door.

storage cabinet: A freestanding unit that contains a combination of one or more of the following: drawers, doors, shelves and/or other storage option.

storage units: Office storage products not covered by other BIFMA standards. Examples of storage units include, but are not limited to, bookcases, wardrobes, cabinets, wall-mounted or exterior-mounted elements (such as shelf assemblies or paper management accessories), freestanding and mobile pedestals, etc.

support member: A part of the unit that keeps it elevated above the floor.

surface classifications:

> **adjustable keyboard surface:** An adjustable surface that is intended for placement of the keyboard, and/or other computer input devices.
>
> **equipment surface:** A moveable, typically stowable, surface whose primary function is to support office equipment such as printers and scanners.
>
> **primary surface:** A surface that has the apparent potential for the highest loading or a surface on which a person may sit. In cases where more than one horizontal surface of a unit exists, there may be more than one primary surface.
>
> **secondary surface:** A surface that is vertically separated from and smaller than the primary work surface(s). It is used for storage (i.e., a shelf) or occupied exclusively by the equipment placed on the surface.

transaction surface: A surface that is less than 406 mm (16 in.) deep and is not enclosed. It is primarily used as a temporary work surface and not as a shelf.

writing shelf: A moveable, typically stowable surface that is not intended to carry loads greater than 11 kg. (25 lbs.), whose primary function is to support ancillary office tasks, such as writing and short-term reference material handling.

suspension: The system that is used to facilitate the movement of the extendible element in and out of the unit (alternately referred to as "drawer slides" or "drawer supports".)

T

table: A freestanding unit having a work surface supported by legs, with storage limited to center/pencil drawers.

tackboard: A display surface that accepts thumbtacks or pins.

tall desk/table product: Any unit which is higher than 1067 mm (42 in.) tall.

tambour: A flexible compartment closure that travels along a curvilinear path.

tandem seating: Multiple seating with individual seats structurally supported by a common or shared support member. Tandem seating may also include one or more tables between seats.

task light: A lighting device suspended over a work surface to provide illumination for the immediate area. (See also shelf light.)

test platform: The horizontal hard work surface, (concrete or other unyielding surface) on which the unit to be tested is placed during testing.

tip over: The condition where the unrestricted unit will not return to its normal upright position.

trim components: items such as decorative trim, accessories, covers, etc. (from Panel std.)

U

unit: When used in test procedures, this refers to the product to be tested.

user adjustable surfaces: A surface that is intended to be adjusted by the user while under normal use.

V

vertical file: A cabinet whose depth is greater than or equal to its width containing extendible elements. Vertical files are designed for the storage and retrieval of letter or legal size documents. These products are generally free-standing cabinets containing two to five extendible elements.

W

width: A horizontal dimension from side to side.

work center: A freestanding unit, containing a primary work surface and overhead storage capability. May have storage below the primary work surface.

working edge: The side of the surface at which the primary user sits. (Note: some surfaces may have more than one working edge; conference tables for example.)

workstation: A grouping of furniture items and components, that when assembled or placed in a location, describes where a person performs work.

work surface: A horizontal surface used to perform tasks and/or for storage space.

worst-case condition: The product and/or condition (i.e. size, composition and construction of a given unit type) most likely to be adversely affected by an individual test or testing sequence.

writing shelf: A moveable, typically stowable surface that is not intended to carry loads greater than defined in Table 1, whose primary function is to support ancillary office tasks, such as writing and short term reference material handling.

BIFMA Quality Standard Revision 9.3 Definitions

Design Input: Documented product or process requirements. They should include applicable statutory or regulatory requirements and any contract review requirements. These specifications must be quantified, clear and unambiguous descriptions of product features, performance requirements and they should also identify desired financial goals and objectives.

Design Output: Documented solutions (drawings, material and process specifications, bills of material, etc.) which have been demonstrated to meet design input requirements and can be used to perform final inspection verification and tests. These documents shall be reviewed and approved before release.

Design Review: Planned critical assessments of proposed design solutions, which are normally conducted by representatives from all functional disciplines affected by the development project. The purpose is to provide robust solutions that consider both original criteria and the impact of the design on all downstream activities. The review should identify any previously unidentified implementation problems requiring further design consideration.

Design Validation: Design validation is normally performed on final product and it follows successful design verification. It is an appropriate method used to demonstrate the product meets agreed upon customer needs and requirements. Multiple validations may be required if there are different intended uses for the same product.

Design Verification: Records showing that design output meets design input. It documents the design criteria used to satisfy that need. In addition to design reviews, ISO-9001 identifies some acceptable verification options. Specific customer requirements may also apply.

Documented: Written policies (level-1) procedures (level-2) work instructions (level-3) or forms (level-4) developed to control or manage the element being evaluated by the audit.

Effectiveness: Available records confirm the process is accomplishing the desired end result.

Element: A component of the audit section being evaluated. Any audit question (quality system requirement) that is being scored.

Evaluation: An assessment or judgment on the value or worth of an element that is determined after careful consideration and analysis of the available implementation evidence vs. stated criteria.

Forms and Records: Level-4 documents that are used to provide evidence that the element under review is implemented as described by the quality system and any supplemental quality planning.

Evidence: Observations, records and verifiable input from supplier personnel, which should be summarized on the audit form to support the scoring shown.

Implemented: The element under review is being carried out in accordance with the quality system documentation.

Incomplete Audit: If any element cannot/or was not audited, the audit will be identified as incomplete. Audits will not receive a score and no determination of compliance will be issued. (Note: 4.4, 4.7, 4.19 can be N/A)

Measure: An indication of the degree of agreement when compared to a standard. Examples: the extent of implementation relative to an applicable procedure, the degree to which an element achieves the desired end result or, comparisons of a quality system to the ISO standard (paper audit).

Overall Score: A mathematical average of the averages. First, within each section, each element's (question's) score is averaged then, these 20 section averages (or however many sections have scores other than "NA") are averaged to determine the overall score.

Policy: A plan or strategic course of action intended to influence and determine decisions, actions and the organization's understanding of the company's principles and operating standards. A policy is required for each element of ISO-9001. The combination of these policies forms a quality manual that provides an overview of the entire quality system and identifies functional responsibilities.

Procedure: A written statement describing how to accomplish stated policies. It describes general process requirements, functional responsibilities and identifies the applicable documents required without providing detailed step-by-step instructions. These are tactical documents that contain the type of information that can be represented by a top-level flow chart.

Procedure Manual: The combination of top-level procedures needed to explain the implementation requirements of the overall quality system common to the organization as a whole. Subordinate procedures and work instructions are normally held separately and managed by the function responsible for issuing them.

Quality Manual: The compilation of policy statements needed to adequately describe the quality system. It should be as brief as possible and is normally less than twenty-five (25) pages.

Quality Planning: Quality plans provide a mechanism to tie the specific requirements of a product, project or contract to existing quality system procedures. These plans identify and address concerns that can affect the quality of any process output. The process involved can be administrative, factory operations or service. Quality plans are either an overall system requirement or a supplement to it.

Quality System: The organizational structure, procedures, processes and resources needed to operate the business and achieve effective quality management. It should be as comprehensive as needed to meet stated quality objectives.

Regularly Evaluated for Effectiveness: The frequency of assessments determined to be necessary to verify compliance and ensure the desired end result is achieved. The frequency varies depending on the nature of the assessment: management reviews, internal quality audit plans (by section or element) and

specific quality planning requirements. The frequency may be adjusted based on the conclusions of these assessments.

Scoring: The scoring levels are shown below and they are a measure used to quantify the assessment of each scoring element (question) in the audit. The terms used are defined herein. Refer to page -iii- for more specific instructions.

Work Instructions: Detailed step-by-step instructions for a specific job or task to ensure it is done correctly. They are designed to support applicable procedures and cover such things as manufacture of a part, completing an audit form, preparing a corrective action request or updating a control chart.

BIFMA Tex4.1-2004 Definitions

Bow: The greatest distance, measured parallel to the selvages, between a filling or course yarn, stripe, or dominant line and a straight line perpendicular to the selvages.

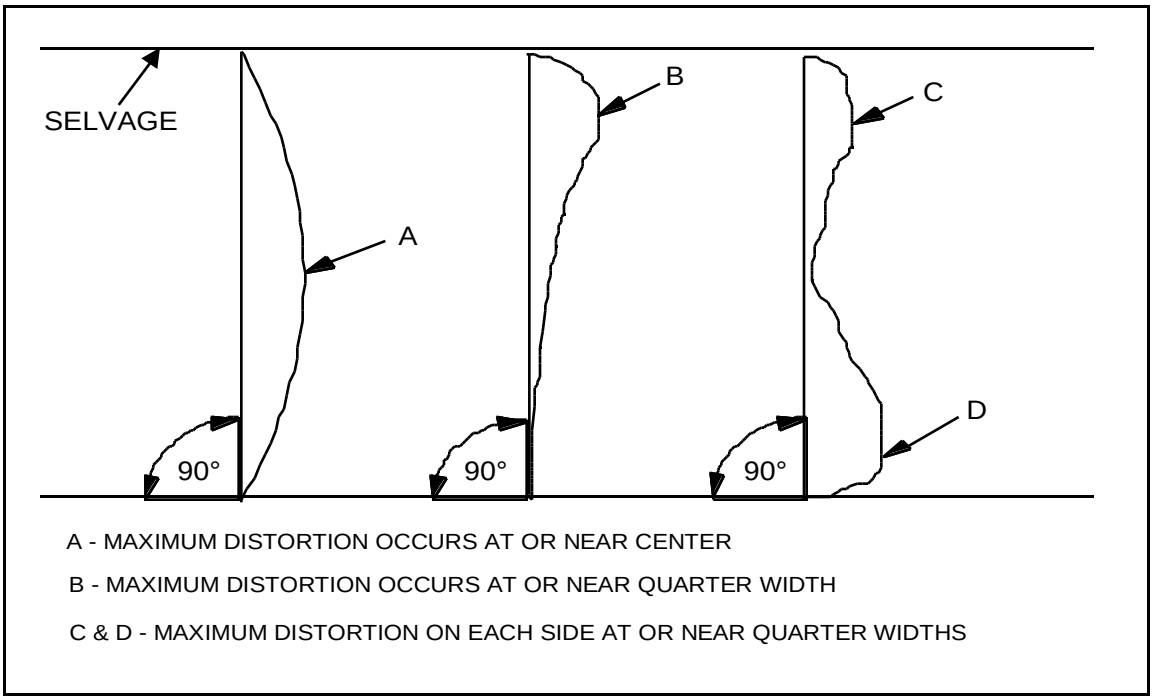

Figure 1 - Method of measurement for maximum distortion due to bow

COM: Customer's Own Material.

Filling Yarn: In a woven fabric, the yarn running from selvage to selvage at right angles to the warp. Each crosswise length is called a "pick".

Flaw: An imperfection in the design intent of the textile pattern, or a soiling of the fabric.

Floats: The portion of a warp or filling yarn that extends over two of more adjacent filling picks or warp ends in weaving for the purpose of forming certain designs.

Identification Cord: The contrasting yarn woven into the edge of a pattern, also known as a Leno Cord.

OFM: Office Furniture Manufacturer.

Selvage: The finished edge of a fabric that is woven so that it will not fray or ravel.

Skew: The distance measured parallel to and along a selvage between the point at which a filling or course yarn, stripe, or dominant line meets this selvage and a perpendicular line to the selvage from the point at which the same filling yarn, stripe, or dominant line meets the other selvage.

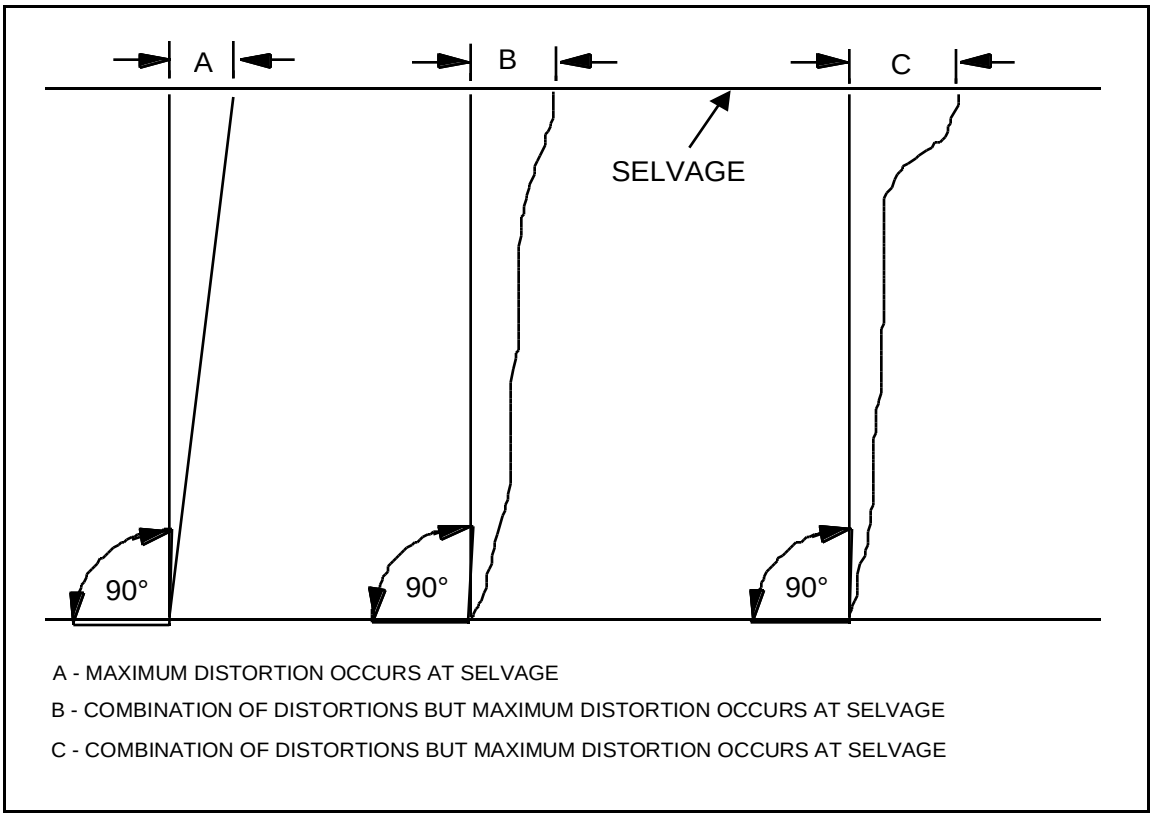

Figure 2 - Method of measurement for maximum distortion due to skew (bias)

Textile Supplier: The source of the woven textile material.

Warp Yarn: The set of yarn in all woven fabrics, that runs lengthwise and parallel to the selvage and is interwoven with the filling.

Warp Horizontal: The width direction of a woven piece.

Warp Vertical: The length direction of a woven piece.