

USE STANDARDS FOR FURNITURE, FURNISHINGS AND EQUIPMENT

1. Carpet and Window Covering

Work Station Type*	Carpeting	Window Covering**
A	Plush pile with underlay	Drapes or Sheers that are floor to ceiling length
B	Close knit weave with underlay	sheers that are window sill to ceiling length
C through I	Carpet tile with rubber backing	None
Special Project Teams; HUD contractors	Carpet tile with rubber backing	None

* Reference Appendix 2, Handbook 2216.1, Space Management.

** Applies to Headquarters only; Regional and Field Office window coverings shall be in accordance with building standards.

2. Flags and Seals

Policy regarding the display, procurement, and disposal of flags and seals is contained in Chapter 13 of Handbook 2216.1, Space Management.

3. Televisions

In Headquarters, televisions are maintained by the Office of Personnel and Training and the Office of Administrative and Management Services for general use. Televisions are issued to Assistant Secretary Offices upon request. Exceptions to this policy must be approved by the Secretary.

4. Autopens (automatic signature devices)

Autopens are authorized for the Secretary, Deputy Secretary, Assistant Secretary for Housing, and Assistant Secretary for Community Planning and Development. Exceptions to this policy must be approved by the Secretary.