

<b>CATEGORY:</b>	University Policy
<b>POLICY STATUS:</b>	Approved

**POLICY TITLE:** FURNITURE STANDARDS AND ACQUISITION REQUIREMENTS

**POLICY NUMBER:**

**POLICY ADDRESS:**

**POLICY PURPOSE:** To provide furniture standards that ensure a consistent basis for selection, design and procurement. Ultimately, the standards ensure conformity, durability, health and safety benchmarks for all users.

**APPLIES TO:** All University departments

**SUB SECTIONS:**

**POLICY STATEMENT**

**DEFINITION:**

Furniture standards: Furniture standards will reduce the university's cost of planning, providing and managing furniture assets. The office of University Architect, Design and Construction Management is responsible for advancing and ensuring the adherence to the furniture policy.

Policy Statement:

1. Standard furnishings will be commercial-grade and industry tested for compliance with national and local codes.
2. Standard furnishings, to include furniture, seating, window blinds and treatments, signage, etc., will meet first, safety, sustainability, health, accessibility and durability standards set forth by the American National Standards Institute (ANSI) and the Business and Institutional Furniture Manufacturer's Association (BIFMA).
3. Standard furnishings will increase ergonomic comfort.
4. Procurement Services will process only those furniture orders that adhere to the Furniture Standards are of approved by the office of the University Architect. Departmental funds cannot be used to purchase furniture that is not approved.
5. Operations and Maintenance will not maintain, repair or relocate items that were purchased in violation of this policy.
6. Personal furniture items brought to campus must meet all applicable codes. Operations and Maintenance will not install, maintain, repair or relocate personal items. If any personal item requires attachment to any building surface, contact the office of University Architect, Design and Construction Management.

**RESPONSIBLE OFFICE:** Office of University Architect, Design & Construction Management

**APPROVED BY:**

**APPROVED ON:**

**EFFECTIVE ON:**

**REVIEW CYCLE:**

**RELATED**

**DOCUMENTS:**

**REVIEW/CHANGE  
HISTORY:**

Originated 8/1/2012

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