

FURNITURE STANDARDS AND ACQUISITION REQUIREMENTS

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT OF ADMINISTRATION & FINANCE

RESPONSIBLE OFFICE: ARCHITECTURE, DESIGN & CONSTRUCTION MANAGEMENT

EFFECTIVE DATE:

NEXT REVIEW DATE:

SUPERSEDES POLICY DATED:

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. 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 Architecture, Design, & Construction Management. 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 Architecture, Design, and Construction Management.

II. ENTITIES AFFECTED

All University Departments

III. DEFINITIONS

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

REVISION HISTORY

| REVISION TYPE | MONTH/YEAR APPROVED |
|--------------------|----------------------------|
| Edits & Formatting | August 8, 2019 (editorial) |
| Policy | |