

6. FURNITURES & FIXTURES

STANDARD OPERATING PROCEDURE

INTRODUCTION

The purpose of this policy is to enable the institution to effectively purchase, manage and store furniture, furnishings and accessories within all departments and locations, following a set of guiding principles whilst still allowing for choice and identity.

DEFINITIONS

Contracted/Preferred Supplier - a Supplier that has been awarded a contract with the institution.

Disposal - removal from site of any item that is damaged or broken; no longer in current use by the institution or surplus to requirement; items that are old and beyond their life expectancy (no residual value); items that are no longer Health and Safety compliant/ergonomically useful.

Furniture - movable objects intended to support various activities, broken into key areas including, but not limited, to:

Work:

Seating – chair, stool.

Surfaces – bench, table, desk.

Accessories:

Outdoor – table, chair.

Indoor – lamps, curtains.

Plant and equipment assets - comprises a number of asset types (e.g. furniture; music; technical; general) as well as acting as the general ‘catch all’ category for assets that are not classified elsewhere. Assets in this class are used in the teaching environment or administrative function or held for use in the support of the core operational business. This policy covers furniture exclusively.

Storage - the institution’s capacity and facility for keeping a stock of furniture for reuse.

POLICY STATEMENT

- The institution will centrally purchase, manage and store furniture, furnishings and accessories for all departments and other locations.
- This policy applies to all departments, staff and external contractors such as building contractors, architects.

PRINCIPLES

OWNERSHIP

Furniture is the property of the institute and not individual departments or discrete ‘areas’ of the institution.

CHOICE AND IDENTITY

The principles of choice and identity on the part of departments and other areas of the institution will be respected throughout the procedures outlined in this document.

HEALTH AND SAFETY

- The institute has a duty of care to ensure furniture used in workplaces meets a minimum standard.
- To ensure seating and furniture is designed to fulfil expectations of quality and to avoid injuries.
- For furniture items required under a health and safety obligation, this must be signed and agreed by the head of your department and the Furniture and Fixtures Coordinator.
- Staff work station furniture must meet ergonomic standards. Where furniture is not used for extended periods of time, furniture will not have to meet this standard.

PROCEDURES

FURNITURE REQUEST:

- Requests for furniture can be made through direct/online request form.
- Where the Warehouse has no item in stock then purchase may be made if it can be justified and approved.

PURCHASING

- The Furniture and Fixtures Coordinator will review orders in advance of purchase as the institution carries stocks of furniture in its Warehouse.
- Furniture that is purchased using institutes funds is considered institute property and will normally remain within a building should the occupants relocate, taking into consideration the needs of the outgoing/incoming tenants.
- Furniture items will be recorded on the institute's Asset Register in accordance with the current Capital Expenditure Guidelines.

MANAGEMENT AND STORAGE

- The Furniture and Fixtures Coordinator is responsible for the accurate and up to date inventory of stored furniture items.
- An approved furniture catalogue with current stock levels is kept to enable anyone to review available items.
- A department/school can request used furniture from storage, if available, and this will be delivered to the required location.
- Surplus furniture declared to the Warehouse will be collected and assessed for re-use.
- Furniture placed into storage is assumed to be available for use elsewhere on campus, unless there is a justification to hold it.
- Furniture located in unoccupied buildings may be reallocated at the discretion of the Furniture and Fixtures Coordinator.
- Requests for furniture to be moved around campus should be made through direct/online request form, unless connected to a relocation project when Campus Services will liaise with relevant internal and external project managers.
- When new positions and offices are created, Campus Services will provide the standard furniture options for new staff as requested and as available.

DISPOSAL

- Surplus furniture that is not suited to re-use will be disposed of appropriately.
- Campus Services team will work with Financial Services to ensure that the asset disposal process is completed in an accurate and timely manner.