

Salt Lake Community College
Facilities Services Division
Furniture Policy

October 30, 2012

It is the policy of the Facilities Department to purchase only furnishings that have been tested for strength and durability and have been approved by the Facilities Services Division to meet the needs of students, faculty and staff. These furnishings have excellent warranties and meet Utah State Contract purchasing guidelines. We refer to these furnishings as "standards".

Furniture "standards" are in place for each campus, including specific product and color. By exclusively ordering only campus standards, each campus maintains a uniform appearance of quality and integrity. All furnishings then become interchangeable and reusable between all areas of that campus. Furniture should not be moved between campuses at any time. Upon completion of a new campus, "old" or "used" furniture from other campuses will not be used at the new location.

All furniture purchases shall be coordinated through the Facilities Services Division. Any furniture purchase that is not a college "standard" shall become the sole responsibility of the end user in regard to delivery, assembly, handling, maintenance, and warranty. Furniture is not to be purchased from catalogs, Office Depot, Office Max or any retail store. A requisition is required for all furniture purchases including purchases under \$500.00.

The Facilities Services Division strives to meet OSHA standards to reduce and prevent workplace ergonomic injuries in relation to computer workstations. Task chairs are to be purchased with regard to adequate back and arm support, adjustability and with 5 casters to avoid tipping and provide proper positioning to the desk. Desks and workstations are to be purchased that provide proper keyboard height, proper monitor height and correct physical positioning. A copy of these ergonomic standards is available from Facilities Services or you may visit the following website:

<http://www.osha.gov/SLTC/etools/computerworkstations/positions.html>

Any and all furniture purchased is the sole property of the college and not the individual department. All furnishings in an office or reception/lobby area shall remain in place upon the occupants move to another office or campus, regardless of the department or index code that originally purchased the furniture.

Only Facilities Utilities Department employees are authorized to move furniture.

Any furniture that is no longer needed in a specific area should be reported to Facilities Customer Service (957-3911 or via e-mail to Fix It) and a time for pickup will be arranged. For questions regarding furniture contact Susan Valentine, Interior Design Specialist at 957-4591.