



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective August 2006, Revised July 17, 2020
Reviewed: July 1, 2024

STANDARD OPERATING PROCEDURE FAC 3.004

Subject: Furniture and Fixture Purchases Related to a Project

Purpose and Scope: To ensure furniture and fixture selections related to any construction project scope are consistent with respect to; quality, style, laminate color, layout, coordinated with fixed interior finishes, and utilities access. This will include Americans with Disabilities Act.

Policy: Project furnishings within a project scope will be selected and coordinated by providing approved choices from the Facilities Planning and Construction (FP&C), Project Manager to building users or project contacts.

Procedures: For

A. Large projects using a design consultant

1. When the project design consultant is selected, the FPC Project Manager will provide the Procurement & Contracts furniture buyer with project specific details (scope of work, building use, etc.) Based on this information the FP&C Project Manager in collaboration with the Buyer will recommend a furniture vendor(s), selected from the UWF Approved Furniture Contractors list located at <https://confluence.uwf.edu/display/BPL/Go+Shopping+--+Procurement+and+Contracts#GoShoppingProcurementandContracts-Furniture&Procedures>, which will best meet the requirements for that particular project and is consistent with the University's procurement goals. If no design consultant is needed for the project the assigned Project Manager will contact furniture vendor for design and selection.
2. FPC Project Manager to include Procurement & Contracts Furniture Buyer in the initial meeting with furnishing vendor(s) and design professional (if applicable).
3. The FPC Project Manager will be responsible for coordinating Furniture Space Planning efforts with the design consultant and users' groups. Depending on project type (new construction, renovation, etc.) and furniture type (fixed, movable, lab, etc), the Project Manager will contact the furniture vendor to coordinate furniture layouts in relation to door swings, ADA clearances, electrical and voice/data outlet locations as follows:
4. The furniture vendor is responsible for certifying that the **fixed furnishings** meet ADA and Florida Building Code Egress requirements and will provide a final layout prior to purchase order being issued. The furniture vendor is responsible for complying with



all professional licensing requirements to perform this service as mandated by the state or local jurisdiction.

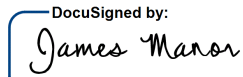
5. All Furnishing selections must be consistent with the Building Design and Construction Standards.
6. Furnishing selection color boards (2-3 color and finish choices) will be assembled by the furnishing's vendor and the Project Manager, to present the building users for the selection/approval.
7. Final Furnishings ordered subsequent to a project and within that space, must be reviewed and approved by the FPC Project Manager.


B. Small projects comprising furniture *only*

If no design consultant is needed for the project, the assigned project manager will contact furniture vendor for design, options, and selection.

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