

STANDARD OPERATING PROCEDURES (SOP) #: 501.02

Subject: Furniture and Fixture Purchases Procedures

Purpose and Scope:

To ensure that all **Project Furniture/Fixture** (see definition C below) selections meet “UWF Design and Construction Standards” and **all** furniture and fixture selections meet “Classroom and Lab Standards”, Florida Building Code, and the Americans with Disabilities Act (ADA) requirements.

Definitions:

- A. Movable Furniture/Fixtures: A single item, movable by 1 or 2 people such as a chair(s), stand-alone small desk, bookcase, conference table, other tables, or file cabinet.
- B. Fixed Furniture/Fixtures: A large, single item such as a desk/workstation, bookcase, mail station, etc.:
 - requiring equipment, installation, and more than two people to move;
 - needing data or electrical outlets; and/or,
 - requiring proof that data outlets, electrical outlets, and clearances will not be blocked.
- C. Project Furniture/Fixtures: A purchase of furniture for one or more offices or labs as part of a capital project assigned to an A&E Services Project manger that includes:
 - brand new office or building;
 - renovations/redesigns to existing offices; and/or
 - suite or building-wide replacements of fixed and movable furnishings.

General Procedures:

Requester will:

1. Contact Furniture Buyer in Procurement and Contracts (P&C).

Buyer will:

1. discuss Requestor’s needs with Requestor;
2. determine if the purchase is A, B, or C above;
3. send an email to AE&S Space Manager (copy Requestor) to request determination if Buyer is unable to make determination; and,
4. proceed based upon type (A, B, or C) of purchase (see steps below).

Movable Furniture/Fixtures Procedures:

Buyer will:

1. provide Requestor with contact information for a University-approved Furniture Contractor;
2. inform Requestor to submit a Surplus or Transfer Form to dispose of current furnishings (if applicable - disposal arrangements for existing furniture must be processed prior to new furniture being set up); and,

3. advise Requestor to purchase with PCard or submit a Banner Requisition.

Fixed Furniture/Fixture Procedures:

Buyer will:

1. set up and attend meeting with a University-approved Furniture Contractor and Requestor at the location where the furniture will be installed;
2. inform Requestor to submit:
 - a Facilities Work Order Request to certify data and electrical outlets (if needed) are sufficient;
 - a Surplus or Transfer Form to dispose of current furnishings (if applicable - disposal arrangements for existing furniture must be processed prior to new furniture being set up);
3. ensure furniture selections are consistent with the "Classroom and Lab Standards" – it is the furniture contractors responsibility to assure that furniture placement adheres to Florida Building Code, and the Americans with Disabilities Act (ADA) requirements.
4. instruct Requestor to submit their classroom/computer lab furniture request to the Building Services Associate Director for approval **IF** furniture is other than the standards outlined in the "Classroom Furniture Standards" document;
5. request drawings (if required) from A&E Computer Drafting Manager be sent (emailed) to Furniture Contractor (when used to demonstrate to the department how furniture is to be placed in their space);
6. obtain (by email) completed drawings from Furniture Contractor;
7. send (email) drawings to department for their approval;
8. request Furniture Contractor to provide quotation to Requestor after all drawings are approved by department;
9. process a Purchase Order after receipt of Banner Requisition;
10. obtain delivery and install dates from Furniture Contractor;
11. contact Requestor at time of delivery to ensure furniture is being delivered and the Requestor is satisfied; and,
12. follow up by sending Requestor a Furniture Survey.

Project Furniture/Fixtures Procedures:

Buyer will:

1. inform Requestor to contact the A&E Services Space Manager for assignment of a Project Number and Project Manager; and,
2. attend initial meetings **set up by the Project Manager** with the approved Furniture Contractor, Requestor, Furniture Buyer, and Project Manager.

Project Manager will:

1. set up meeting with the approved Furniture Contractor, Requestor, Furniture Buyer, and Project Manager;
2. inform Requestor to submit:
 - a Facilities Work Order Request to certify data and electrical outlets (if needed) are sufficient;
 - a Surplus or Transfer Form to dispose of current furnishings (if applicable - disposal arrangements for existing furniture must be processed prior to new furniture being set up);
3. request drawings from the A&E Computer Drafting Manager be emailed to Furniture Contractor;
3. obtain (by email) completed drawings from Furniture Contractor;
4. provide guidance to the Requestor and ensure furniture selections are consistent with the "UWF Design and Construction Standards", "Classroom and Lab Standards", Florida Building Code, and the Americans with Disabilities Act (ADA) requirements;

5. approve purchase of selected furniture and inform Requestor to proceed with initiating a Banner Requisition.

Buyer will:

1. process a Purchase Order after receipt of:
 - Project Manager's approval of the purchase;
 - Banner Requisition
 - Drawings from Furniture Contractor; and,
 - Quotation/Proposal from Furniture Contractor
2. obtain delivery date from Furniture Contractor;
3. contact Requestor at time of delivery to ensure Requestor is satisfied; and,
4. follow up with Requestor by sending them a Furniture Customer Survey.