

Furniture Refresh Procedures

Rev. 3

Classroom / Labs / Program Spaces

1. Dean identifies a need for furniture replacement.
2. Dean will fill out a Furniture Refresh Form and submit the form to Educational Resources.
3. With the Dean, Educational Resources will assess the furniture requirements of the space based on the following guidelines:
 - a. Furniture is broken and/or inoperable.
 - b. Furniture is not functional for teaching or program needs.
 - c. Furniture is not suitable for ADA compliance.
4. Based on college standards, furniture plans will be created and presented to the Dean for review and approval.
5. Once a final furniture plan is approved, Educational Resources will process the furniture order and manage the furniture installation.

General Purpose Classroom / Conference Rooms

1. Educational Resources identifies a need for furniture replacement based on the following guidelines:
 - a. Furniture is broken and/or inoperable.
 - b. Furniture is not functional for teaching or program needs.
 - c. Furniture is not suitable for ADA compliance.
2. Based on college standards, furniture plans will be created, and Educational Resources will order and manage the furniture installation.

Renovations & New Construction Buildings

Note: Typically, new furniture will be purchased with all renovations and new construction.

1. Educational Resources will conduct an assessment of the classroom needs with the Dean and end-users based on college standards.
2. Once a final furniture plan is approved, Educational Resources will process the furniture order and manage the installation furniture.
3. Based on the assessment, furniture plans will be created and presented for the Dean/Supervisor's approval.
4. Once a final furniture plan is created, Educational Resources will process the furniture order and manage the furniture installation.

Faculty Offices

1. Once a faculty member identifies a need for the replacement of their office furniture, attendance at an ergonomic training is required (see Staff Development schedule for ergonomic training). During the training session an Ergonomic Self Evaluation will be completed.
2. Staff Development will submit the Ergonomic Self Evaluation Form to Educational Resources.
3. Educational Resources will contact the faculty member to assess the furniture needs based on established college standards. (Refer to Standard Office Furniture Layout on the back of this form)
4. Educational Resources will process the furniture order and manage the installation of furniture.

Standard Office Furniture Layout

