

## Furniture Policy, Principles and Procedures

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<b>Approval Authority</b>	Executive Director, Learning Resources
<b>Contact Officer</b>	Team Leader, UC logistics – Learning Resources

### Introduction

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

### Definitions

**Contracted Supplier** – a supplier that has been awarded a contract with the University; also referred to as a Preferred Supplier.

**Disposal** - removal from site of any item that is damaged or broken; no longer in current use by the University 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 or ergonomically useful.

**Furniture** – a movable object, such as a desk, chair or bookcase, intended to support various activities.

**Storage** - the University's capacity to and facility for keeping a stock of furniture for reuse.

### Policy Statement

This policy applies to all University departments/schools, staff and external contractors such as building contractors, architects.

The University will centrally purchase, manage and store furniture, furnishings and accessories for all departments/schools and other University locations.

This policy covers these particular classes of furniture:

Work:

- Seating – chair, stool.
- Surfaces – bench, table, desk.
- Loose storage – shelving unit, book case, filing cabinet.

Living:

- Equipment - kettle, toaster, microwave.
- Sleeping – beds.
- Sets - bedroom furniture, lounge suite.
- Entertainment – television, stereo.

Accessories:

- Outdoor – table, chair.
- Indoor – lamps, curtains.
- Support – extra shelves, monitor stands.

## Principles

- **Ownership**

Furniture is the property of the University and not individual departments/schools or discrete 'areas' of the University.

- **Choice and Identity**

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

- **Best Practice**

Best practice is ensured through use of the [UC Design Guidelines \(About UC website\)](#) which informs users of purchasing requirements such as sustainability and durability.

- **Replacement of Items**

Items will be replaced only on a 'wear and tear' basis.

- **Health and Safety**

The University has a duty of care to ensure furniture used in University workplaces meets a minimum standard.

For furniture items required under a health and safety obligation, this must be signed and agreed by the head of your department and the UC Logistics Coordinator – Learning Resources.

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.

Considerations for disability will be assessed by the [Disability Resource Service \(University Disability Resource Service website\)](#), in conjunction with the UC Logistics Coordinator.

Other specific needs are usually determined by [Ergonomic Assessment \(University Health and Safety Toolkit\) \(Staff Only\)](#), in conjunction with the UC Logistics Coordinator.

- **Personal items of furniture**

The University is not responsible for maintaining, storing or moving personal items of furniture.

Personal items of furniture are brought onto, or removed from, Campus at the owner's risk and expense.

## **Procedures**

### **Furniture Request**

Requests for furniture can be made through the online BEIMS system.

Where the Warehouse has no item in stock then purchase may be made if it can be justified and approved.

### **Purchasing**

Furniture procurement is the responsibility of the Team Leader, UC Logistics – Learning Resources who may recommend the re-use of a pre-used item in preference to the procurement of new items. University property can be relocated at any time depending on the needs for such property.

In order to reduce the extent and complexity of furniture under management, procurement of new items is only permitted through the University's preferred supplier and item lists available through [Unimarket \(University Financial Services Intranet\) \(staff only\)](#).

Budget for furniture items is held in Learning Resources and is extremely limited and only available for purchases compliant with this Policy.

Under no circumstances is a University issued purchasing card (P-card) be used to purchase furniture items on behalf of the University.

Furniture that is purchased using University funds is considered University property and will normally remain within a building should the occupants relocate, taking into consideration the needs of the outgoing/incoming tenants.

### **Exception to the rule**

Furniture on campus shall conform to the approved standards within the [UC Design Guidelines \(University About UC website\)](#) and items shall be supplied by contracted suppliers.

Where the standard does not align with requirements of the department/school, the Head of Department/School (HOD/S) should send a variation for approval to the UC Logistics Coordinator – Learning Resources who will work with both the department/school and Procurement to purchase the most suitable items.

### **Management and Storage**

The UC Logistics Coordinator – Learning Resources 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 UC Logistics Coordinator – Learning Resources.

Requests for furniture to be moved around campus should be made through the online BEIMS system, 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

The decision to dispose rests solely with Manager, Campus Services. Requests for disposal should be made through the online BEIMS system asking for the item to be removed.

Surplus furniture that is not suited to re-use will be disposed of appropriately.

Campus Services will work with Financial Services to ensure that the asset disposal process is completed in an accurate and timely manner.

## Related Documents and Information

### UC Policy Library

- [Purchasing Card \(P-Card\) Policy \(PDF, 260KB\)](#)

### University Website and Intranet

- [Capital Expenditure Guidelines 2013 \(PDF\) \(University Financial Services intranet\) \(Staff Only\)](#)
- [UC Design Guidelines \(University About UC website\)](#)
- [Unimarket \(University Financial Services Intranet\) \(Staff Only\).](#)
- [Disability Resource Service \(University Disability Resource Service website\)](#)
- [Ergonomic Assessment \(University Health and Safety Toolkit\) \(Staff Only\)](#)
- [Workplace Assessments and Observation \(University Health & Safety intranet\) \(Staff Only\)](#)

### External

- [Guidelines for using computers: Preventing and managing discomfort, pain and injury \(PDF, ACC website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Document developed and approved for publishing by AA.	Director, Learning Resources.	Sep 2015
1.01	Minor change to terminology (Disability Resource Service).	Policy Unit.	Nov 2015
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2.01	Unscheduled review by CO, updated to bring in line with operational requirements	Policy Unit	July 2019

**This policy remains in force until it is updated.**