

## Furniture and Storage Policy

<b>Last Modified</b>	August 2020
<b>Review Date</b>	November 2020
<b>Approval Authority</b>	Executive Director – People, Culture and Campus
<b>Contact Officer</b>	Support Services Manager, Facilities Services – People Culture and Campus

### Introduction

The purpose of this policy is to set out standards and procedures to control storage and inventory of University surplus furniture items and retention of documents whilst best supporting the University's goals.

### Definitions

**Co-ordinator** – in this document, refers to the University's Furniture and Fixtures Co-ordinator or other delegated position within Campus Services.

**Furniture** – a moveable article such as a desk, chair or bookcase that is not equipment as defined below.

**Equipment** – comprises a number of asset types (e.g. furniture; music; technical; general) as well as acting as the general 'catch all' category for assets that are not classified elsewhere. Assets in this class are used in the teaching environment or administrative function or held for use in the support of the core operational business.

**Storage** – the University's capacity for keeping a stock of furniture for reuse

**Storage facility** – building in which furniture items are stored, either on or off-site.

**Storage space** – room or allocated area for storing items.

**Surplus item** – items not required by individuals, programmes or departments

## Policy Statement

The Campus Services Team are responsible for the oversight and management of the University's storage, storage facility and this policy.

This policy applies to all University departments/school/s, service units, staff and external contractors such as building contractors, architects.

## Exclusion

This policy **does not** apply to Capital Works projects where specific storage arrangements are made.

## Principles

### Health and Safety

As part of University commitments to health and safety Learning Resources will be responsible for the oversight of storage on campus and responsible for the monitoring of compliance with this policy.

### Prudent Use of Resources

In line with the University's goal of appropriate use of its resources and avoid unnecessary costs, items will only be held within the University's storage facility if they are assessed as being suitable for the used furniture catalogue.

### Storage of Documents

Departments wishing to store non-legislative documents and similar resources may do so at the department's expense and should contact Campus Services for guidance.

### Departmental Storage

Departments who have their own storage units available should use these only for the storage of **equipment** and not **furniture**.

## Standards

To ensure the appropriate management of surplus items:

- Furniture is the property of the University and not individual departments/school/s.

- Surplus items will be assessed by the Co-ordinator and will be kept for re-use, if capacity is available, or disposed of.
- All other items will be disposed of in line with the current University disposal guidelines.
- Campus Services will keep a catalogue of items suitable for re-use.
- No individual or department is authorised to store or dispose of a surplus item of furniture.
- Surplus items may not be stored in unauthorised storage areas such as hallways, stairwells or any other non-designated areas. Any items found in these areas will be removed and assessed for storage or disposal.
- Hazardous substances are not to be stored in the storage facility.
- Responsibility for storage, and any associated costs, of equipment lies with the individual Department, College or Service Unit.
- The Records Management team are responsible for the University's archive of documents.
- Departments requiring long term storage of legislative documents should discuss with Campus Services who will arrange storage in conjunction with Records Management and dispose of items at scheduled times.

## **Procedure**

### **Requests for collection**

Requests for collection of an item that is deemed to be surplus can be made through the University's BEIMS online request system.

### **Access to Storage Facility**

Requests for access to the on-site or off-site storage facility can be made via email request to the Co-ordinator or Distribution Services Team Leader.

### **Disposal**

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

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

### **Appeals**

Appeals against a decision made by the Manager, Campus Services under this policy, should be directed to the Executive Director, Learning Resources.

## Related Documents and Information

### UC Website and Intranet

- [Campus Services website \(University Campus Services Website\)](#)
- [Capital Works website \(University Capital Works Website\)](#)

<b>Document History and Version Control Table</b>			
<b>Version</b>	<b>Action</b>	<b>Approval Authority</b>	<b>Action Date</b>
1.00	Policy development and creation	Executive Director, Learning Resources	July 2017
1.01	Review date pushed out for a few months due to change in Contact Officer.	Policy Unit	August 2020

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