

FURNITURE POLICY

I. Policy Section

12.0 Building and Sites

II. Policy Subsection

12.10 Furniture Policy

III. Policy Statement

This policy and its supporting processes provide the standards and procedures governing the selection, acquisition, installation, use, and removal of furniture at Grand Rapids Community College (GRCC).

IV. Reason for the Policy

The GRCC Facilities Department is responsible for facilitating the selection, acquisition, and installation/removal of all furniture on the GRCC campus. Furnishings are reviewed and recommended that best meet the following criteria and standards:

- Functionality
- Durability
- Support health and safety
- Adjustability
- Modular
- Campus design consistency
- Cost-effective
- Support student learning by improving the learning environment

This policy applies to all furniture used by GRCC, regardless of location or funding source.

V. Entities Affected by this Policy

Employees
Budget Control Officers
Vendors

VI. Who Should Read this Policy

Budget Control Officers
All GRCC employees

VII. Related Documents

11.15 Purchasing Policy
3.2 Non-Discrimination on Basis of Disability Policy
6.8 Remote Work Policy
Disposal of Surplus, Used and or Obsolete Furniture & Equipment Policy
Procurement Card Agreement
Sit/Stand Work Stations Standards

VIII. Contacts

Executive Director of Facilities
Facilities Manager
Director of Purchasing
Procurement Specialist
Director of EO Compliance/ADA Coordinator
Labor Relations and Equal Opportunity Generalist

IX. Definitions

Furniture covered by this policy includes the following items: work surfacing/stations, desks, chairs, classroom tables and classroom seating, panels, storage units, shelving, cabinetry, conference tables and chairs, comfort seating and accessories such as panel units, whiteboards, tack boards and podiums.

X. Procedures

- A. The Facilities Department, in partnership with the Purchasing Department and the internal customer, are responsible for the competitive bid and selection process for all furniture in capital construction and renovation projects.
- B. Departments may request furniture be purchased with their department funds, but all purchases must be prepared and processed through the Facilities and/or Purchasing Offices to ensure uniform standard and quality. Facilities and Purchasing will coordinate the purchase. Departments should not contact third-party vendors without Facilities and Purchasing endorsement.
- C. When new furniture for employees is requested as a result of an ADA accommodation, approval is first required from the Director of

EO Compliance/ADA Coordinator. The acquisition and installation are then facilitated by the Facilities Department.

- D. Furniture accommodation requests for students are handled through Disability Support Services. Facilities coordinates with Disability Support Services to place necessary accommodations furnishings in classrooms each semester. The furniture is appropriately tagged and is not to be removed.
- E. In order to maintain structural integrity and accurate inventory of furniture, the Facilities Department must be contacted for all furniture moves. Employees may not dismantle, re-arrange, or otherwise move stationary furniture items.
- F. Use of personal furnishings or large personal items must first be approved by the direct supervisor and the Executive Director of Facilities before an item may be used or brought on campus. The Facilities Department will not be responsible for any related costs or maintenance.
- G. Departments and individuals may request used furniture by contacting the Facilities Department. If available, Facilities will schedule the move and installation.
- H. With the exception of task chairs and purchases approved by the Director of EO Compliance/ADA Coordinator, furnishings are intended to remain in their original spaces and will not move with an employee relocating to another office.

XI. Forms

N/A

XII. Effective Date

September, 2017

XIII. Policy History

September, 2017 - New policy needed to address procedures to request/purchase furnishings and asset protection.

September, 2021 - revisions

XIV. Next Review/Revision Date

September, 2025