Furniture Acquisition and Services

Introduction

Compliance with this policy ensures that:

- Furniture is purchased on existing university contracts
- Efforts are made to prevent workplace injuries associated with ergonomically poor quality desks, chairs and work stations

ISU Facilities Planning and Management (FP&M) serves as a resource for university departments by receiving, delivering and installing university office furniture acquisitions. This minimizes furniture freight claims and provides valuable storage in a warehouse until the installation can be scheduled.

Policy statement

All university office furniture purchases must be coordinated with one of the following departments:

- Procurement Services
- Facilities Planning and Management

Procurement Services and FP&M serve as the coordinators for new furniture purchased on the university's furniture contracts. Departments must contact FP&M to schedule furniture installations which may include:

- Office space set-up
- Assembly of new furniture
- Furniture disassembly, relocation, and reassembly
- Relocation of entire offices and departments (packing boxes are available)

Resources

Links

- Facilities Planning and Management
- Procurement Services