

1 Furniture Acquisition and Services

2 Effective: Moved to the Policy Library from UPM 12.9(3)

3 Reviewed/Updated: April 17, 2017

4 Contact: [Business Services](#)

5 Introduction

6 Compliance with this policy ensures that:

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

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

13 Policy statement

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

- 15 • Procurement Services
- 16 • Facilities Planning and Management

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

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

24 Resources

25 Links

- 26 • [Facilities Planning and Management](#)
- 27 • [Procurement Services](#)

28