

## FURNITURE MANAGEMENT PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Operations
<b>Parent Policy:</b>	Facilities Operations Policy
<b>Approval Date:</b>	April 29, 2015
<b>Effective Date:</b>	May 1, 2015
<b>Procedure Owner:</b>	Vice President, College Services and Chief Financial Officer
<b>Procedure Administrator:</b>	Senior Manager, Facilities Management

<b>Overview:</b>	<p>NorQuest College (college) takes appropriate measures to manage furniture to meet college needs. This procedure supports the college through the efficient management of furniture to meet the needs of employees, programs and students. Facilities Management is responsible for overall management of college furniture.</p> <p>Authority to establish this procedure is derived from the <a href="#">NorQuest College Board of Governor's Policy No. 5</a>, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.</p>
<b>Procedures:</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• The college centrally manages the procurement, repair, placement, reorganization, moving and disposal of all furniture used at the college in order to meet operational standards, safety standards and budget limitations.</li> <li>• Furniture is not owned by any one division, unit, department, program, faculty, group or individual.</li> <li>• Furniture is the property of the college and may be repaired, replaced, relocated or redeployed as required to optimize space, increase functionality and meet college needs.</li> <li>• Furniture must align with the space requirements in the <a href="#">NorQuest College Space Standards</a>.</li> <li>• Furniture is categorized by asset type either capital or non-capital based on the criteria in the college's <a href="#">Capitalization &amp; Amortization Procedure</a>.</li> <li>• Funding for furniture is released by asset type subject to college approval.</li> </ul> <p><b>Procurement</b></p> <ul style="list-style-type: none"> <li>• Facilities Management will procure furniture, subject to available funding and in accordance with <a href="#">Goods and Services Procurement Procedure</a>.</li> <li>• Furniture will be procured to meet standards for functionality, durability, safety, finish, size, interchangeability, ergonomic design and optimal space utilization.</li> <li>• Furniture will be replaced or evergreened by priority, based on its life-cycle and subject to available funds.</li> </ul> <p><b>Moving or Relocating Furniture</b></p> <ul style="list-style-type: none"> <li>• Furniture moving and room setup is to be done through Facilities Management.</li> <li>• Staff, faculty and students should not move or relocate college furniture.</li> </ul>

<b>Definitions:</b>
<b>Related Information:</b>
<b>Related documentation:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

- Furniture placement and room layouts shall be set up to meet Alberta Building Code requirements.
- Seating capacities in all college space shall align with Alberta Fire Code requirements.

**Disposal of Furniture**

- Facilities Management is responsible to determine when and how furniture is disposed.
- Furniture disposal will be done in accordance with the Asset Inventory Management Procedure.

**Requests**

- Furniture related requests for those listed below, are to be directed to Facilities Management by sending an email with appropriate details to [facilities@norquest.ca](mailto:facilities@norquest.ca). Emergency requests can be made by contacting Facilities Management at 780-644-6215.
  - New or replacement furniture
  - Furniture or furniture layout concerns or changes
  - Moving furniture
  - Repair or replacement of broken or non-functioning furniture
- Facilities Management will review the request and/or contact the requestor to clarify the request or if further information is required. Once clarified a cost estimate will be done. Should funding not be available, to support the request, the requestor may have to obtain funding based on asset type through appropriate college channels.

**Furniture:** portable, moveable and fixed furniture items such as; tables, chairs, desks, workstations, partitions, dividers, cabinets, pieces or parts of a modular furniture system and similar furniture related items used on college property.

- [Alberta Building Code](#)
- [Alberta Fire Code](#)
- Asset Inventory Management Procedure (in development)
- [Facilities Operations Policy](#)
- [Facility Rental Procedure](#)
- [Goods and Services Procurement Procedure](#)
- [Capitalization & Amortization Procedure](#)
- [NorQuest College Space Standards](#)
- [Procurement Policy](#)

n/a

March 2019

April 2015: New (replaces Standard Practice 5.15 Furniture Management and Procurement)