NORQUEST COLLEGE

FURNITURE MANAGEMENT PROCEDURE

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

Functional category	Operations
Parent policy	Facilities Operations Policy
Approval date	August 21, 2025
Effective date	August 21, 2025
Procedure owner	Vice President, Administration & Chief Financial Officer
Procedure administrator	Director, Campus Services

Overview

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 is responsible for overall management of college furniture.

Authority to establish this procedure is derived from the NorQuest College Board of Governor's Policy No. 5, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedure

General

- Facilities (which includes Operations & Maintenance, Planning & Projects, and Emergency & Business Services) centrally manages the procurement, repair, placement, moving, and disposal of all furniture used at the college to meet operational standards, safety standards, and budget limitations.
- This procedure governs the procurement of furnishings under the tangible capital asset threshold of $5,000 (before GST). For furniture items over $5,000 refer to the Capitalization and Amortization Procedure.
- Departments may not directly procure furnishings, without prior approval from the Manager, Facilities Operations and Maintenance.
- Furniture assets are not owned by any one division, unit, department, program, faculty, group, or individual.
- 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.
- Furniture is to align with the space requirements in the NorQuest College Space Standards (contact facilities@norquest.ca for a copy).
- Furniture assets are categorized as either capital or non-capital based on the criteria in the college's Capitalization & Amortization Procedure.
- Individuals are to refrain from bringing personally owned furnishings to campus.
- Furnishings installed that are not in compliance with this document will be removed and disposed of, if unclaimed after ten (10) business days.
- Costs related to non-compliant furnishings may be denied.

Procurement

- Facilities will procure furniture, subject to available funding and in accordance with the Goods and Services Procurement Procedure.
- Furniture will be procured to meet standards for functionality, durability, safety, compliance with applicable codes and standards, finish, size, interchangeability, ergonomic design, and optimal space utilization.
- Furniture will be replaced or evergreened by priority, based on its life cycle and subject to available funds.

- Facilities will manage the selection, purchase, and installation of furnishings.

Moving or Relocating Furniture

- Furniture moving and room setups are to be coordinated through Facilities (refer to Requests section below).
- Staff, faculty, and students are not to move or relocate college furniture.
- Furniture placement, quantities, and room layouts shall be set up to meet Alberta Building Code requirements.
- Seating capacities in all college spaces shall comply with Alberta Fire Code requirements, specifically capacity limitations and protection of egress route requirements.

Disposal of Furniture

- Furniture disposal will be performed in accordance with the Asset Inventory Management Procedure.

Requests

- Furniture-related requests for tasks listed below are to be directed to Facilities by submitting a NetFacilities request or sending an email with appropriate details to facilities@norquest.ca.
  - New or replacement furniture
  - Furniture or furniture layout concerns or changes
  - Moving furniture
  - Repair or replacement of broken or non-functioning furniture
- Facilities will review the request and/or contact the requestor if further information is required.
- The lead time for the provision of new furniture is a minimum of eight (8) weeks, with some items requiring a longer period.
- Furniture purchase requests received within twelve (12) weeks of a fiscal year-end will be deferred to the subsequent year.
- Facilities has a limited centralized budget for the provision and replacement of furniture. Ad hoc requests will be considered on a prioritized basis.
- If the procurement of furnishings is being funded by an outside source (grants) or a department has received prior approval from the Manager,

Planning and Projects to purchase furniture, an assigned Facilities Project Coordinator will provide a quote for compliant furnishings to the appropriate department for their approval. Once approved, the Facilities Project Coordinator will manage the purchase, delivery, and installation on behalf of the stakeholder.

Definitions

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.

Related information

NorQuest College

- Asset Inventory Management Procedure
- Capitalization & Amortization Procedure
- Facilities Operations Policy
- Facility Rental Procedure
- Goods and Services Procurement Procedure
- NorQuest College Space Standards (contact Facilities for a copy)
- Procurement Policy

External

- Not Applicable

Next review date

August 2029

Revision history

Date	Version Number	Action
April 2015	v01	New (replaces Standard Practice 5.15 Furniture Management and Procurement).
June 2019	v02	Reviewed as per the Policy and Procedure Framework Procedure, and update to links.
August 2019	v03 (published as v02-C)	Compliance Office template & reorganization update.
August 2025	v04	Added tangible capital asset threshold, provided clarity throughout, and updated the Request section.