



## NEW POLICY

### for classrooms and public space furniture and window coverings

#### I. Overview

All purchases, replacements, and/or refurbishment efforts to furniture and window coverings in classroom and general-public areas/spaces must be pre-approved or authorized by the Facility Services facilities designer before proceeding with any purchases (including upholstery), project work or installation.

#### II. Scope

This policy pertains to all furniture and window coverings in classrooms and general-public areas/spaces of all campus residence halls, academic, administrative, centers and service buildings. General-public areas/spaces are defined by this policy as reservable and non-reservable spaces and exit passageways where general-public is permitted without authorization, appointment and/or specific need for services by a department or business. General-public areas include collaboration/lounge spaces, building lobbies, toilet rooms, vestibules, corridors, and stairwells.

#### III. Rationale

It is with intent to ensure that all classrooms and general-public area furnishings and window coverings are design appropriate, safe, accessible, sustainable, well-maintained, durable, support performance and life cycle expectations, service/maintenance needs, and are compliant with Wisconsin Department of Administration (DOA) and University of Wisconsin System contracts and Wisconsin Division of Facilities Development and Management (DFDM). This policy is not intended to challenge any department or division's design preference or right to select or specify furniture or window coverings, but rather to ensure fundamental standards and requirements are being met through support and collaboration with the Facility Services, facilities designer.

#### IV. Process

##### Assessment

Furniture and window coverings shall be reviewed and assessed by the building manager, dean of college or dean's assistant, department head, director, vice chancellor and/or vice chancellor assistant referred to herein as appropriate building contact as needed. The Facility Services facilities designer may also review with or without prior request by the appropriate building contact. When the Facility Services facilities designer reviews without prior request, the facilities designer shall provide a written assessment with recommendation to the appropriate building contact based on the following Facility Services assessment standards.

Assessment standards:

- **ACCESSIBLE.** Meets accessibility guidelines where appropriate and required.
- **AESTHETICS.** Appropriate and supports a cohesive design concept
- **CONDITION.** Is in good functional, physical and working condition with no visible damage, wear or soiling beyond expectation.

- DESIGN APPROPRIATE. Is of appropriate design, style and function for primary intended users and space.
- MAINTENANCE. Supports regular and routine maintenance and service expectations and abilities by Facility Services.
- SAFE. Supports life safety needs and requirements and is free from risk of injury with intended and expected use.

#### Action

When a need for purchase, replacement or refurbishment is determined for furniture and window coverings covered within this policy, the appropriate building contact may submit a work order to the Facility Services facilities designer through the Facilities Services *iServiceDesk* work order system requesting services for review, recommendation and specification of furniture and/or window coverings covered within the scope of this policy. The Facility Services facilities designer shall then collaborate with the appropriate building contact, to assess the space and items for consideration, and may provide specifications and prepare vendor quotes. Alternatively, the appropriate building contact acquire specifications, manufacturer or vendor quotes without the service of the Facility Services facilities designer. However, no purchases, commitments, work or installation thereof can occur until the Facility Services facilities designer has approved the specified items, application and any required plans or drawings.

All furniture, window coverings and related needs for refurbishment efforts covered within the scope of this policy must receive approval prior to any purchases, commitments, work or installation. Items that have not received preapproval or authorization from the Facility Services facilities designer may be subject to the return or removal of product or goods at the expense of the purchasing account. The Purchasing Department shall withhold related purchase requisitions that have not received approval or authorization by Facility Services facilities designer. The Purchasing Department shall then inform the Facility Services facilities designer and appropriate building contact and await approval from the Facility Services facilities designer before proceeding with order placement.