

## OFFICE FURNITURE POLICY

### Purpose

The purpose of this policy is to establish furniture standards for the University and to facilitate timely, economic and effective selection of ergonomic office furniture for all parties within the University.

### Scope

This policy is a University policy and applies to all administrators, faculty and staff. This policy applies to all new and used moveable office furniture including desks, tables, seating, bookshelves, file cabinets and systems furniture (furniture that may be attached to walls or dividers).

### Policy

1. Departments can purchase furniture with departmental funds through the Purchase Order System; however, all furniture purchases must be processed through Accounting Services to ensure a uniform standard and quality. It is the University's intention to standardize around one brand and limited [styles of furniture](#).
2. Decision Packages/Capital Budget Requests for new positions and offices should include costs of any necessary furniture and equipment. Accounting Services will provide the standard furniture options with existing furniture, if available, or new furniture.
  - a. The following guidelines are observed when furnishing an office for staff:
    - i. Workstation/desk with return
    - ii. Task chair
  - b. The following guidelines are observed when furnishing an office for faculty or administrators:
    - i. Workstation/desk with return or credenza
    - ii. Task chair(s)
    - iii. Bookcase
    - iv. File storage (file drawers included in standard desk, additional if needed)

**Note:** Substitute and/or additional furniture/furnishings will be considered as exceptions to this policy and will be reviewed upon request. All new and redesign of office space should be prepared with the above criteria in mind.

3. Contact Human Resource Services if new or alternate furniture is required as a result of an Americans with Disability Act (ADA) accommodation. Temporary accommodations will also be considered for short-term medical conditions. Accounting Services will provide the standard furniture options for applicable staff and faculty.
4. Requests for lobby or conference room furniture should be submitted to the Director of Accounting Services. For classroom furniture, requests will be submitted to the Dean of Student Success, who will work in collaboration with the Director of Accounting Services to coordinate the request.
5. Use of personal furniture in Schreiner University office space is discouraged. Please note that personal furniture will not be repaired or replaced by the University, and Schreiner University assumes no responsibility for any damage that might occur in use or transit. The Facilities Services department is not responsible for moving an individual's personal furniture, nor is the University responsible for any injury associated with moving personal furniture. Personal furniture must be removed by the individual when vacating the space.

## Schreiner University Approved Furniture Styles



Staff workstation/desk with right return



Faculty/Staff task chair

Effective June 2014  
Reviewed 06/01/24



Faculty workstation/desk



Faculty bookcase

Effective June 2014  
Reviewed 06/01/24



Waiting room chairs (table not included)



Stackable chair

Effective June 2014  
Reviewed 06/01/24