

## **Procedure for replacing broken or damaged classroom furniture**

**Timing:** This procedure will be implemented after standards for each classroom are provided to Business Services (Rob Morales). The format for this will be a list with each classroom identified along with the recommended standard. All classrooms will specify whether they use pods, tables or custom furniture. If custom furniture the furniture type must be clearly identified, for example computer tables, as it will need to be ordered through a different process.

**Purchasing/bid process:** Once the standards are established, purchasing will go out to bid on the chosen furniture. Once the successful furniture bid is selected the chairs and tables specified under the successful bid will be approved by the Executive Vice President or designee. Please note that to conform to bidding laws the bid will have to be for the “specified product or equal to the specified product” so the exact brand might not be chosen. In order to ensure consistency across the campus, the College will secure a five-year purchase cycle once the furniture has been approved.

**Budget:** An annual classroom replacement budget will need to be established. In the beginning the budget should be substantial enough to replace all furniture within a reasonable time. The recommendation is to replace approximately 150 seats per year (pod or table) for a budget of approximately \$30,000 annually. If custom furniture is required, the budget will need to be expanded on a case-by-case basis for that purpose.

**Replacement order:** The first building to be provided with the new standard will be Humanities since funds have been budgeted in the bond fund for providing new classroom furniture as part of the modernization project. The chairs from Humanities will be divided into those of good condition and those that need to be discarded. The chairs in good condition will be cascaded down to replace any damaged chairs across the campus as required.

At the end of each semester, purchasing will inspect all classrooms to evaluate the condition of the furniture. Those classrooms that are in the worst condition will be replaced first. Any good chairs will be cascaded down to ensure that the best furniture possible is in all other rooms.

If an instructor identifies damaged furniture at any time they would open a work order or notify their dean to get a replacement.

Responsible Party: Purchasing

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