

## Furniture

### Planning

- Consider saving money and time by checking the inventory at the [UVA ReUse store](#). Gently-used office furniture is available free to departments and can be delivered for a small fee.
- Consult with [Environmental Health and Safety Ergonomics Training Group](#) to help you plan for ergonomically correct office designs.
- Consult with a buyer from Procurement & Supplier Diversity Services to help you plan your purchase, and help you determine if Virginia Correctional Enterprises (a required source under Virginia law) will have to be solicited as a possible supplier. Contracts are also available for furniture purchases.
- Measure carefully to ensure there is adequate space for the furniture and that it meets the needs of the employee.
- Pre-plan for new furniture orders. Furniture purchases usually require at least six weeks for delivery.



### Making the purchase

- Furniture purchases of \$10,000 or more (from a non-contract supplier) require that a Purchase Requisition be processed by Procurement and Supplier Diversity Services.
- Furniture purchases must meet strict fire code standards as well as state requirements regarding the use of Virginia Correctional Enterprises.
- Allow ample lead time.

### Preparing for Installation

- Know who will receive the furniture and determine whether it will be received at a loading dock.
- Identify who will unpack the furniture or equipment and inspect for damage.
- Arrange to have someone install the furniture or equipment if necessary.
- If the item is heavy, large, or awkward to move, make prior arrangements with [Facilities Management](#) for additional moving assistance.
- Know where to properly dispose of packaging. [Determine if packaging can be recycled.](#)