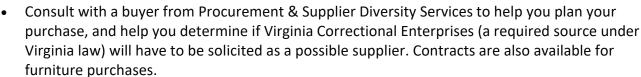


Procurement & Supplier Diversity Services Commodity In-Depth

Furniture

Planning

- Consider saving money and time by checking the inventory at the <u>UVA ReUse store</u>. Gently-used office furniture is available free to departments and can be delivered for a small fee.
- Consult with <u>Environmental Health and Safety</u> <u>Ergonomics Training Group</u> to help you plan for ergonomically correct office designs.



- 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 <u>Facilities</u> <u>Management</u> for additional moving assistance.
- Know where to properly dispose of packaging. Determine if packaging can be recycled.



