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# ***NAIT Guidelines***

OA.6.4

## **Furniture Management and Accountability**

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Replaces: March 18, 1994

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#### Related Guidelines:

- OA6.18 - Capital Equipment Guideline
- OA6.19 - Campus Development Guideline

#### **1.0 PURPOSE:**

To define the conditions and responsibilities applicable to the purchase, custodianship, maintenance, upgrade and accountability of and for NAIT furniture.

#### **2.0 RESPONSIBILITY**

The Director, Capital Projects shall be responsible for the development, administration, and maintenance of procedures to be implemented in compliance with these guidelines.

#### **3.0 DEFINITIONS**

"Furniture" is defined as chairs, tables, computer and specialty tables, couches, workstations (including desk, runoff, overhead bins, task lighting, etc.) or furnishings such as bookcases and filing cabinets.

"Common Areas" are publically accessible areas not assigned for the purposes of specific program or business unit use.

## PARAMETERS

1. Each business unit has responsibility for furniture assigned to its area. As part of its responsibility each business unit is expected to carry out the following specific activities:
  - a) Conduct a periodic physical inventory of capital furniture assets as directed by Financial Services;
  - b) Identify furniture excess to business unit needs and arrange for its transfer to the central pool for re-allocation or disposal. Section 10.0 of the Capital Equipment Guideline OA6.18 must be followed;
  - c) Identify all furniture requiring repairs and report such needs to Capital Projects. If it is determined repairing the furniture is the preferred option, identify the source of funding to repair the furniture;
  - d) Identify additional furniture needs in conjunction with the capital equipment planning cycle;
  - e) Consult with Capital Projects with respect to new furniture selection and purchase.
2. Capital Projects is responsible for planning and carrying out a program for procurement (in cooperation with Materials Management), maintenance and replacement of common area furniture. These responsibilities include the following specific activities:
  - a) As part of the budget process and on the basis of identified needs and available resources assist business units in planning their furniture procurement and replacement.
  - b) Develop, for approval by the Capital Review Committee (CRC), Institute standards for the level and types of furniture that may be acquired by various sectors of the Institute;
  - c) Develop and maintain a process for maintenance and reallocation of surplus furniture. The purpose of this process will be to:
    - i. Ensure that surplus furniture is identified;
    - ii. Establish a pool of surplus furniture;
    - iii. Redistribute furniture from the surplus pool to meet identified needs;
    - iv. Plan and carry out a maintenance program for Common Area furniture.
  - d) Assume responsibility for all furniture assigned to common areas within the Institute;
  - e) Establish and carry out standard procedures for specifying furniture and furniture maintenance requirements for tender in cooperation with Materials Management;

- f) Establish and manage furniture standards;
- g) Inspect all new furniture received to ensure that standards are met and deficiencies are identified and to take the necessary steps to ensure that deficiencies are corrected;
- h) Develop and carry out a program to monitor the performance and condition of furniture purchased under warranty. Ensure that warranty claims are submitted and brought to conclusion;

3. Materials Management will assume the following responsibilities:

- a) Furniture movement supported by a properly completed and approved transfer/disposal form, for the following purposes:
  - i. Internal moves within a business unit as requested by the business unit;
  - ii. Reallocation or relocation from one business unit to another;
  - iii. Transfer to the surplus pool as requested by the business unit or Capital Projects.
- b) Receive and redistribute purchased furniture that is not delivered directly to the business unit locations;
- c) Store furniture in the surplus pool and maintain inventory records, including identification codes, for such furniture;
- d) Dispose of surplus furniture which has been identified for disposal by Capital Projects;
- e) Ensure an on-line requisition is processed by Capital Projects for all furniture purchases;
- f) Purchase through tender, the Institute's furniture and furniture maintenance requirements, as identified and specified by Capital Projects, in accordance with the Institute's purchasing practices. This will include expediting to ensure that promised delivery times are met;
- g) Provide an up-to-date summary of outstanding furniture orders for use by Capital Projects in coordinating receipt, inspection and installation of purchased furniture.