

## FURNITURE MANAGEMENT PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Operations
<b>Parent Policy:</b>	Facilities Operations Policy
<b>Approval Date:</b>	June 7, 2019
<b>Effective Date:</b>	July 1, 2019
<b>Procedure Owner:</b>	Vice President, Corporate Services and Finance
<b>Procedure Administrator:</b>	Director, Facilities

### Overview:

NorQuest College (college) takes appropriate measures to manage furniture to meet college needs. This procedure supports the college through the efficient management of furniture to meet the needs of employees, programs and students. Facilities is responsible for overall management of college furniture.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Procedures:

#### General

- The college centrally manages the procurement, repair, placement, reorganization, moving and disposal of all furniture used at the college in order to meet operational standards, safety standards and budget limitations.
- Furniture is not owned by any one division, unit, department, program, faculty, group, or individual.
- Furniture is the property of the college and may be repaired, replaced, relocated or redeployed as required to optimize space, increase functionality and meet college needs.
- Furniture is to align with the space requirements in the NorQuest College Space Standards (contact Facilities for a copy).
- Furniture is categorized by asset type either capital or non-capital based on the criteria in the college's [Capitalization & Amortization Procedure](#).

#### Procurement

- Facilities will procure furniture, subject to available funding and in accordance with [Goods and Services Procurement Procedure](#).
- Furniture will be procured to meet standards for functionality, durability, safety, finish, size, interchangeability, ergonomic design and optimal space utilization.
- Furniture will be replaced or evergreened by priority, based on its life cycle and subject to available funds.

#### Moving or Relocating Furniture

- Furniture moving and room setup is to be coordinated through Facilities (refer to Requests section).
- Staff, faculty, and students are not to move or relocate college furniture.
- Furniture placement and room layouts shall be set up to meet Alberta Building Code requirements.
- Seating capacities in all college space shall align with Alberta Fire Code requirements.

<b>Definitions:</b>
<b>Related NorQuest College Information:</b>
<b>Related External Information:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

**Disposal of Furniture**

- Facilities, in consultation with Asset Management, is responsible to determine when and how furniture is disposed.
- Furniture disposal will be performed in accordance with the [Asset Inventory Management Procedure](#).

**Requests**

- Furniture related requests for those listed below, are to be directed to Facilities by submitting a NETFacilities request or sending an email with appropriate details to [facilities@norquest.ca](mailto:facilities@norquest.ca). Urgent requests can be made by contacting Facilities at 780-644-6215.
  - New or replacement furniture
  - Furniture or furniture layout concerns or changes
  - Moving furniture
  - Repair or replacement of broken or non-functioning furniture
- Facilities will review the request and/or contact the requestor to clarify the request or if further information is required. Once clarified, a cost estimate will be provided. Should funding not be available to support the request, the requestor may have to obtain funding based on asset type through appropriate college channels.

**Furniture:** portable, moveable and fixed furniture items such as; tables, chairs, desks, workstations, partitions, dividers, cabinets, pieces or parts of a modular furniture system and similar furniture related items used on college property.

- [Asset Inventory Management Procedure](#)
- [Capitalization & Amortization Procedure](#)
- [Facilities Operations Policy](#)
- [Facility Rental Procedure](#)
- [Goods and Services Procurement Procedure](#)
- NorQuest College Space Standards (contact Facilities for a copy)
- [Procurement Policy](#)

- [Alberta Building Code](#)
- [Alberta Fire Code](#)

March 2023

April 2015: new (replaces Standard Practice 5.15 Furniture Management and Procurement)  
 June 2019: reviewed as per the Policy and Procedure Framework Procedure, and update to links  
 August 2019: Compliance Office template & reorganization update