

CITY OF APPLETON PERSONNEL POLICY	TITLE: FURNITURE MANAGEMENT	
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I. PURPOSE

This policy establishes ~~the requirements for setting~~ uniform standards for ordering new furniture and removing unneeded furniture at City facilities:

1. Furniture ordered for all City departments shall be processed through the Facilities & Construction Management Department to ensure a uniform standard and quality.
2. Furniture no longer needed will be removed and stored by Facilities & Construction Management Department for potential use in the future or sold according to City's Procurement Policy.
3. Furniture will be approved by Facilities & Construction Management Department to ensure that it meets ADA, EEOC, and OSHA Ergonomic standards.

II. POLICY

Requests for ordering and installation of new furniture or the removal of unneeded furniture will require the review and approval of Facilities Management Director.

III. DISCUSSION

The process for adding or removing furniture to all City departments falls under the authority of the Facilities & Construction Management Department to streamline this process. Furniture from various departments can be shifted more fluidly and the furniture needs of departments can be better met with what is currently available in other departments, thus reducing overall costs.

Employees' safety and rights can be better served by having furniture available that meets regulations from the Americans' With Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC), and the Occupational Health and Safety Administration's (OSHA) enacted Ergonomic Standard. Having the Facilities & Construction Management Department approve the furniture ensures these standards are met consistently.

IV. DEFINITIONS

ADA- Americans with Disabilities Act of 1990, which took effect July 26, 1992, relates to furniture in the following respect: "A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question." ... "Reasonable accommodation may include acquiring or modifying equipment or devices."

Ergonomics- is the application of scientific information concerning humans to the design of objects, systems and environments for human use (definition adopted by the International Ergonomics Association in 2007).

Furniture- any of the following items required in the workplace:

- Furniture Systems (work stations)
- Seating (office chairs)
- Work tools (keyboards, tray, etc.)
- Conference tables
- Storage Systems (file cabinets and bookcases, etc.)
- Office Furniture (desks, credenzas, etc.)

Departmental specific furnishings such as beds, dressers, kitchen tables, book shelving specific to the library, etc. are excluded from this policy.

OSHA Ergonomic Standard- Occupational Safety and Health Administration's guidelines to reduce and prevent workplace ergonomic injuries, often called musculoskeletal disorders (MSDs).

V. PROCEDURES

- A. Any department requesting the addition or removal of furniture from a facility must provide a written description from the department head that identifies proposed furniture to be removed or installed to the Facilities & Construction Management Director.

- B. The Facilities & Construction Management Director will procure all furniture and prioritize all requests based on need and available funds.
- C. There will be standardized selections of furniture with specific colors, features, and styles.

These standardized selections are intended to establish a standard of quality in materials, construction, ergonomics, and price point and are not intended to be restrictive. Alternative products may be considered if they meet the minimum guidelines.

- D. If a department decides it no longer needs a piece of furniture, Facilities & Construction Management staff will move it to storage or if determined not to be useful, will dispose of it in accordance with the City Purchasing Policy. Furniture placed in storage can be used in other City departments and is not to be considered as property of the original department.
- E. A department can request used furniture from storage and if available, Facilities & Construction Management staff will move it to the requested location.
- F. When new positions and offices are created, the Facilities & Construction Management Department will provide the standard furniture options for new staff as requested during the *annual* Facilities Budget Meeting with departments.
- G. When new furniture is required as a result of an ADA accommodation, the Facilities & Construction Management Department will provide the standard furniture options for staff. The Facilities & Construction Management Department will confer with HR Risk Management to meet ADA and ergonomic standards.
- H. If an individual desires to move or a department wants an individual to move from one office to another, the furniture will stay in the original office, unless justification is provided.
- I. Valley Transit – Special provisions will apply in cases where furniture is purchased with federal dollars. Procurement, asset tracking and disposal will be made according to federal guidelines.
- J. Public Library – Special provisions will apply in cases where furniture is purchased for the Library with Library funds. Procurement and disposal will be made according to Library policy and the Service Agreement between Facilities Management and the Library Board.