

CITY OF APPLETON PERSONNEL POLICY	TITLE: FURNITURE MANAGEMENT	
ISSUE DATE: 2014	LAST UPDATE: 20 <u>0</u> 17	SECTION: Facilities & Construction <u>Parks, Recreation and Facilities</u> Management
POLICY SOURCE: <u>Parks, Recreation and Facilities</u> Facilities & Construction Management Department	AUDIENCE: All Departments	TOTAL PAGES: 3
Reviewed by Attorney's Office Date: August 12, 2014	Finance Committee Approval Date: July 23, 2014	Council Approval Date: August 6, 2014

I. PURPOSE

Furniture in City facilities is common throughout all facilities and departments and is a necessity for employees to conduct their jobs. 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~~Parks, Recreation and Facilities Management Department to ensure a uniform standard and quality.
2. Furniture no longer needed will be removed and stored by ~~Facilities & Construction~~the Parks, Recreation and Facilities Management Department for potential use in the future or sold according to the City's Procurement Policy.
3. Furniture will be approved by ~~Facilities & Construction~~the Parks, Recreation and Facilities 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~~ the Parks, Recreation and Facilities Management Director or his/her designee.

III. DISCUSSION

The process for adding or removing furniture to all City departments falls under the authority of the ~~Facilities & Construction~~ Parks, Recreation and Facilities 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.

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, and book shelving specific to the Library, etc. are excluded from this policy and the responsibility of the tenant.

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. Under no circumstances should employees other than facilities maintenance staff attempt to perform furniture modifications on their own. All furniture needs shall be requested by the department.

A.B. Any department requesting the addition, upgrade or removal of furniture from a facility must provide a ~~written- detailed~~ description from the department head that identifies proposed furniture to be removed, upgraded or installed to the ~~Facilities & Construction~~Parks, Recreation and Facilities Management Director or his/her designee.

B.C. The ~~Facilities & Construction~~Parks, Recreation and Facilities Management Director or his/her designee will procure all furniture and prioritize all requests based on need and available funds.

C.D. 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.

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D.E. If a department decides it no longer needs a piece of furniture, ~~Facilities & Construction~~Parks, Recreation and Facilities 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.

F. A department can request used furniture from storage and if available, ~~Facilities & Construction~~Parks, Recreation and Facilities Management staff will move it to the requested location.

E.G. Employees shall not provide furniture systems from home or purchased on their own. Small personal furniture items including wall mounted items are required to be preapproved by Parks, Recreation and Facilities Management Department and will be determined on a case by case basis.

F.H. When new positions and offices are created, the ~~Facilities & Construction~~Parks, Recreation and Facilities Management Department will provide the standard furniture options for new staff as requested during the *annual* Facilities Budget Meeting with departments.

G.I. When new furniture is required as a result of an ADA or ergonomics accommodation, the ~~Facilities & Construction~~Parks, Recreation and Facilities Management Department will provide the standard furniture options for staff. The ~~Facilities & Construction~~Parks, Recreation and Facilities Management Department will confer with Human Resources/Risk Management staff to meet ADA and ergonomic standards.

H.J. 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.

H.K. Valley Transit – Special provisions will apply in cases where furniture is with federal dollars. Procurement, asset tracking and disposal will be made according to federal guidelines.