



Standard Operating Procedure

Title: Furniture Policy	SOP #:2301
Supersedes SOP #: None	Effective Date: May 11, 2023
Lead St. John's Department: Design & Construction	Page 1 of 5

I. **Purpose**

The purpose of this Furniture Policy is to establish guidelines and procedures for the acquisition, use, maintenance, and disposal of furniture within the University premises. This policy aims to ensure the proper management and utilization of furniture resources to create a safe, comfortable, and functional environment for students, faculty, staff, and visitors.

II. **Scope**

This policy applies to all furniture owned by the University and used within its campuses, buildings, offices, classrooms, laboratories, libraries, common areas, and any other University-affiliated spaces.

III. **Policy**

Design & Construction is required to be involved in all office furniture purchases funded by the University. Design & Construction must also be part of the relocation or installation of all campus furniture to ensure proper installation, to ensure that no building service or life safety device will be blocked or affected and that installation will meet all building codes and ADA compliance, if applicable.

IV. **Responsibilities**

A: St. John's Design & Construction Team:

Design & Construction is responsible for the overall management and allocation of furniture resources. They are responsible for establishing a centralized furniture acquisition and disposal process in compliance with University policies and regulations.

B: St. John's Faculty, Staff and Students:

Faculty, staff, and students are responsible for the appropriate use and care of furniture within their respective areas. They should report any damages, defects, or maintenance needs related to furniture to the Facilities Services department promptly.

V. **Furniture Acquisition**

A: Standards and Guidelines:

Furniture acquisitions should align with the University's aesthetic standards and ergonomic guidelines. Consideration should be given to the durability, functionality, safety and environmental sustainability of the furniture. Procurement processes should comply with relevant University policies and regulations, including ethical sourcing and competitive bidding.



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B: Approval Process:

Requests for new furniture acquisitions must be submitted to Design & Construction using the designated Furniture Move Request form. D&C will review and evaluate the request based on available resources, budgetary constraints, space type policies based on title/positions and the need for the furniture. Approved furniture acquisitions will be coordinated by the D&C Team. Depending on the time of year it could take a minimum of two weeks for a reply or review of the request.

C: Furniture Disposal/Surplus Furniture:

Surplus furniture that is no longer needed should be reported to Design & Construction and the Furniture Move Request form shall be used to request removal. D&C will assess the condition and suitability of the furniture for reuse within the University. If the furniture is deemed unsuitable for reuse, D&C will coordinate its disposal in compliance with applicable laws and environmental regulations.

D: Donations and Recycling:

Whenever possible, the University should explore opportunities for donating or recycling furniture that is no longer needed but in usable condition. Donations and recycling efforts should be conducted in accordance with relevant laws, regulations, and ethical considerations.

E: Compliance:

All members of the University community, including faculty, staff, and students, are expected to comply with this University Furniture Policy. Failure to adhere to the policy may result in disciplinary action, as outlined in applicable University policies and procedures.

VI. Furniture Standards:

A: Ergonomic Considerations:

Employees needing specialized chairs or height adjustable desks for medical reasons must get HR approval from Benefits. Once this is received two chair options are available at ROTC to be tested. There are three standing height options vetted and approved by Design & Construction. Depending on the style of the employees existing desk will depend on the option given. Requests with HR approval are funded by Capital Funds. Some furniture items, non-inclusive to the following, which are not supported are treadmill desks,



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yoga balls, pivoting stools and foot rests. These items will not be funded by Design & Construction nor maintained by Facilities.

If an employee or department requests standing height desks and does not have a medical reason, the employee must fill out the furniture request form and submit it to Design & Construction with Provost/Dean or VP approval. Design & Construction will evaluate if the existing office/desk can accommodate a standing desk or monitor arm.

If approved the department must pay for the unit using their own departmental budget and the item ordered must be the specification from Design & Construction. At no point, can any employee order a standing height desk without going through the Design & Construction process.

Students needing specialized chairs or desks need to register with the Office of Disability Services. Design & Construction will make necessary accommodations in classrooms to find seating for the students.

B: Classroom Furniture:

Chairs should have tablet arms and be easy to move.

Desks or tables should be durable and spacious enough to accommodate laptops, textbooks, and writing materials. Ensure proper spacing between desks to allow for comfortable movement and legroom.

C: Lecture Hall Furniture:

Use tiered seating where needed to ensure clear sightlines for all students.

Provide individual writing surfaces or pull-out tables for note-taking.

D: Study Areas and Libraries:

Provide a variety of seating options, such as comfortable chairs, sofas, and study carrels, to cater to different learning preferences. Install study tables with sufficient space and built-in power outlets for laptops and other electronic devices.

E: Common Areas and Lounge Furniture:

Offer a mix of seating options, including sofas, lounge chairs, and ottomans, to encourage relaxation and socialization. Provide coffee tables or side tables for convenience. Use durable and stain-resistant materials to withstand high usage.



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F: Office and Administrative Areas:

Provide ergonomic chairs and desks for faculty and staff. Install filing cabinets, bookshelves, and storage units to facilitate organization and storage of documents. Refer to office space standard for the size of offices correlating to the title or position of the employee or faculty member.

Incorporate comfortable seating arrangements for waiting areas or reception spaces.

Ensure adequate workspace and storage solutions for computers, printers, and other office equipment.

Design & Construction will not support or fund furniture items that are not from our standard offerings or submitted in writing for approval.

G: Outdoor Furniture:

Install benches, picnic tables, or outdoor seating areas for outdoor study or socializing.

Use weather-resistant materials for outdoor furniture to withstand various climatic conditions.

Provide shading options, such as umbrellas or pergolas, to protect against excessive sun exposure.

Note: These furniture standards serve as a general guideline. It is essential to consider the specific needs, budget, and preferences of the University while implementing furniture standards. Consulting with professionals and involving stakeholders can ensure the selection of suitable furniture for each space within the University.

VII. Sustainability Considerations:

Prioritize the use of sustainable materials, such as recycled or responsibly sourced wood, in furniture construction. Choose furniture with minimal environmental impact, such as low-emission finishes or water-based adhesives. Encourage furniture manufacturers to adhere to eco-friendly production practices. Consider furniture longevity and durability to reduce waste and promote a circular economy.

VIII. Design & Construction Related Furniture Purchases:

Recognizing that items from the St John's University Standard Line may not be suitable for use in all locations, exceptions may be permitted to purchase furnishings outside these established standards.

The exceptions and those responsible for their approval are as follows:



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1. Replacement of existing furniture in kind, where furniture selection(s) must be made outside the standard selections to match existing furnishings. This exemption must be approved by Design & Construction.
2. Functionality, Layout or Program requirements cannot be obtained due to size, special functionality requirements, or geometry. This exemption must be approved by Design & Construction.
3. Recycled or reconditioned furniture. This exception is based on a department acquiring furniture products from internal resources only. This exemption must be approved by Design & Construction.
4. Architectural Considerations. This exemption category may include esthetic choices or client personal preferences and will require approval by the project's Executive Committee.

All purchases under these exceptions require that a memo approving the purchase and stating the reasons for the exemption is submitted with the Purchase Requisition. All purchases under these exceptions must follow the University's policies regarding vendor selection and competitive bidding. Any furniture procurement must be pre-approved by Design & Construction prior to execution.

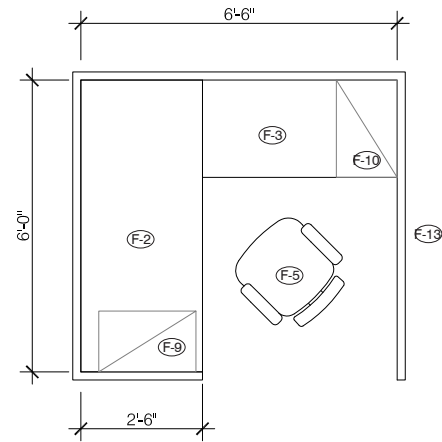
IX. Attachments

1. Office Standard Layouts.
2. Furniture, Move, Space Form.

End of Standard Operating Procedure

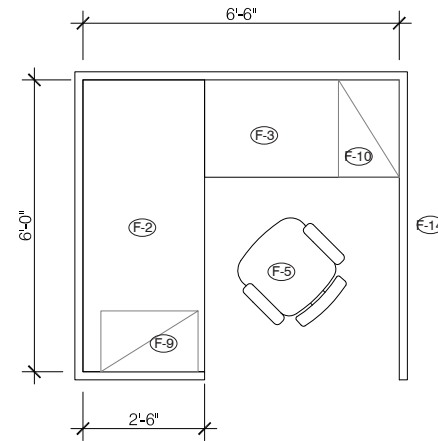
Level 1: 36-40 SF - OPEN WORKSTATION w/ 42"-HIGH PANELS

For use by administration and general staff without need for visual or sound privacy.



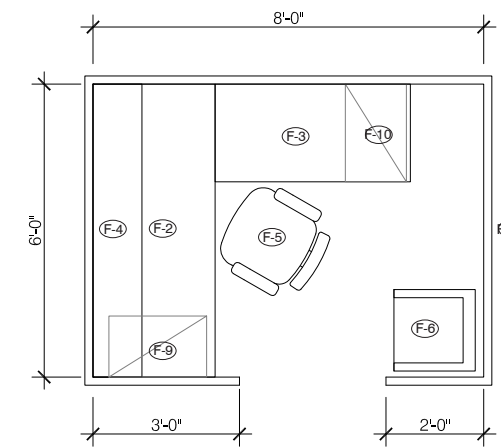
Level 2: 36-40 SF - OPEN WORKSTATION w/ 49"-HIGH PANELS

For use by administration and general staff with a need for visual and/or sound privacy. Examples are Coordinator, Analyst, and Technology Support Specialist.



Level 3: 48-60 SF - OPEN WORKSTATION w/ 64"-HIGH PANELS

For use by staff who meet often with guests and have a need for visual and/or sound privacy. Examples are Advisors and Counselors.

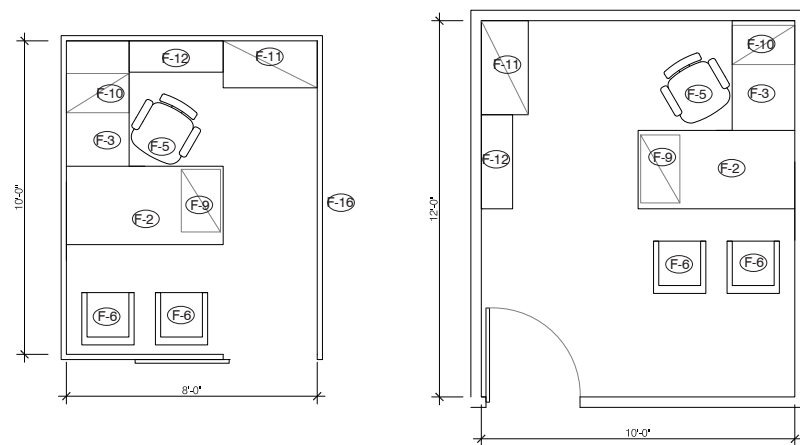


FURNITURE KEY:

- F-1 36" x 66" Work Surface
- F-2 30" x 60" Work Surface
- F-3 24" Deep Work Surface
- F-4 Overhead Storage Bin with Task Lighting (optional)
- F-5 Desk Chair
- F-6 Guest Chair
- F-8 36" Wide 2-Drawer Lateral File
- F-9 2-Drawer File
- F-10 Box/Box File
- F-11 36" Wide 5-Drawer Lateral File
- F-12 36"x72" Bookcase
- F-13 42" High Furniture System Panel
- F-14 49" High Furniture System Panel
- F-15 64" High Furniture System Panel
- F-16 96" High Fabric and Glass Furniture System Panel (or sheetrock option)
- F-17 Sliding Glass System Door

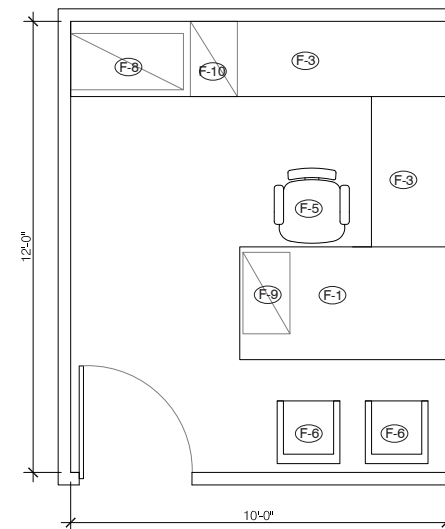
Level 4: 80 - 120 SF - OPEN WORKSTATION (96" H PANEL) / ENCLOSED OFFICE OPTIONAL

For use by Directors or Full-time Faculty.



Level 5: 120 - 150 SF - ENCLOSED OFFICE

For use by Executive Directors, Associate Dean, and Department Chair.



Level 6: 200 - 225 SF - ENCLOSED OFFICE

For use by Deans and Vice Presidents.

