

## **Furniture Order Process Change**

In support of process improvement and efficiency, Procurement Services collaborated with Finance and Accounting to alleviate some of the difficulties associated with furniture orders. As a result, it was agreed that furniture orders can be entered as “amount only” requisitions. Below are guidelines to assist you as you enter your order.

- The amount only requisition **must** match the total on the quote provided by the vendor.
- The quote number **must** be referenced on the requisition and subsequent purchase order.
- If the vendor has provided a CAD drawing for your project, please attach it to the requisition.
- The quote from the vendor **must** be itemized and attached to the requisition.
- Amount only furniture orders are applicable to non-taggable items only. Taggable orders **must** be entered by line item and on a separate requisition (contact Property for additional guidance, if necessary).
- Vendor invoices **must** be itemized.
- The ordering department is solely responsible for receiving and tracking of items delivered when there are multiple deliveries.

Finance and Accounting will create Addy Notes to supplement this process.

### **Furniture Standards**

The university has office furnishing standards which should be used when selecting furniture for your department. The pricing parameters (established by the Florida Department of Financial Services) below have been established and are to be used as a guide.

Chairs (ergonomic)	\$675 each*
Sofas (3 seat)	\$1,400 each*
Love Seats (2 seat)	\$1,100 each*
Wing back (guest chair, no wheels)	\$800 each*
End Tables	\$400 each
Coffee Table	\$600 each
Conference Table	\$600 each (per 4ft of conference table)
Task Lighting	\$175 each

*\*price is to be inclusive of fabric upgrades if applicable*

### **Building Code Compliance Requirements**

Compliance with the Florida Building Code is required when installing or replacing modular furniture, corridor furnishings, or classroom seating.

The Florida Building Code requires modular furniture installations to be permitted and installed by a Florida state certified contractor. In an effort to expedite the process, the UCF Building Code Office (BCO) will review proposed furniture and seating changes prior to purchase. Acceptable documentation will be a to-scale dimensioned floor plan of the room(s) affected. Adequate ADA and life safety egress parameters for seating, podiums, aisles and access ways must be shown. Contact Facilities Planning & Construction for assistance with reviews.

Early plan review will avert purchases of furniture and seating that cannot be installed as intended and avoid delays for furniture and/or seating installations.