

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5900-22-02 LGL 2017-0036 (Replaces ADMIN 5900-17-02)
TITLE: OFFICE FURNITURE POLICY EFFECTIVE DATE: November 25, 2017 REVISED EFFECTIVE DATE: June 1, 2022	

1.0 GENERAL

1.1 The purpose of this policy is to outline the process of purchasing furniture and office systems at all City owned and City leased properties.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments.

3.0 REFERENCES

ADMIN 0070-09-04 City Hall Operations, Furniture and Equipment

4.0 DEFINITIONS

None

5.0 POLICY

The City of Spokane maintains a set of standard office criteria to facilitate the efficient, cost-effective, and timely acquisition and installation of office furniture used by employees. The use of standard office furniture allows the City to respond to the needs of diverse users and adapt to a wide range of space constraints.

The City's standard office furniture should meet the following criteria:

- Function – Support the office activities of most end users for the intended purpose.
- Adjustable – Adjusts to accommodate the individual needs of 90 to 95% of end users.
- Flexible – Capable of being reused in varying configurations and locations.
- Modular – Standard modular sizes/shapes can be inventoried and quickly deployed.
- Durable – Reliable and requires minimal maintenance and/or repair.
- Cost Effective – Ensures an optimal return on investment over the life of the item.
- Available – Readily procurable and deliverable within standard timeline.
- Safe – Meets furniture fire code standards, does not pose physical risks to occupants but provides adequate duck-and-cover space.

Office furniture covered by this policy includes the following items: work surfaces or desks in offices and cubicles, panels, seating, storage, paper management, book shelving, conference room tables and chairs, and accessories such as white boards, tack boards, and task lighting.

This policy applies to all office furniture purchased and used by City staff in all City- occupied space, regardless of location or funding source.

6.0 PROCEDURE

- Ownership and Stewardship of Furniture

Furniture is owned by the City when purchased with City funds and Divisions and Departments are delegated stewards of the City's furniture.

Stewardship confers the following responsibilities to Divisions and Departments:

- Assigns office furniture across locations and among staff for optimal use and cost benefit.
- Maintains office furniture in clean, safe, and good working condition.
- Completes a "Furniture Surplus Form" and submits to the Contracts and Purchasing Department when furniture is no longer needed or at the end of its useful life for surplusage. The disposal of old furniture is to be done in accordance with the City's Disposition of Low-Value Personal Property or Equipment Ordinance (ORD C35501).

- Procedure for Selecting and Purchasing Furniture

When a Division or Department is replacing small quantities of furniture, they should use standard State or approved Cooperative purchasing contracts to select furniture that meet the policy criteria. The Contracts and Purchasing Department can assist.

The Division or Department should consider and make every attempt to select furniture of similar style, color, and material of the surrounding space(s).

When new furniture is selected for a potential American Disabilities Act accommodation and prior to ordering the office furniture, the Division or Department should first request the Safety Department to complete an ergonomic assessment with final recommendations of appropriate accommodations.

6.1 Acquisition and Movement of Furniture

Divisions and Departments are directly responsible for purchasing their own office furniture using the City's standard criteria, regardless of funding source. It is recommended that all large-quantity furniture purchases and/or large common area furniture be reviewed by the Facilities Department before funds are committed to ensure that American Disabilities Act requirements are met and other building systems are not affected.

Decisions about the movement or new acquisition of office furniture should be made on a total cost/benefit basis. The option that creates the least cost while meeting the programmatic mission needs should be selected. When developing a cost/benefit argument, consideration should be given to the cost of moving the furniture relative to the purchasing of new items, and the planned use of the old and new space(s). Typically, panels and panel mounted work surfaces and storage are not moved once installed.

Divisions and Departments are responsible for costs associated with cubicle reconfigurations and individual employee moves from one space to another space. If employees are requested to move by a different department, then the requesting department is responsible for the cost of the move and/or alternative furniture arrangements. Departments are required to submit a Facilities Maintenance Request through the City SharePoint "Request" dropdown for furniture moves and disposal pick-ups.

7.0 RESPONSIBILITIES

The Facilities Department shall administer this policy.

8.0 APPENDICES

None

APPROVED BY:

DATE:

City Attorney

Date

Director

Date

City Administrator

Date