

# Furniture Policy

## Brief

Title:	Furniture Policy
Publication date:	1/2/2012
Effective date:	9/20/2011

## BRIEF

### Policy Summary

This policy and its supporting processes provide guidance on the standards and procedures governing the selection, acquisition, installation, and use of office furniture at Berkeley Lab.

### Who Should Read This Policy

Persons who plan, select, acquire, and install office furniture at the Laboratory must follow this policy. Persons who use office furniture should be familiar with this policy.

### To Read the Full Policy, Go To:

The POLICY tab on this wiki page

### Contact Information

Deputy Chief Operating Officer

[RRishell@lbl.gov](mailto:RRishell@lbl.gov)

or

Facilities Space Planning

[spaceplanning@lbl.gov](mailto:spaceplanning@lbl.gov)

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### D. Policy Statement

D.1 Ownership and Stewardship of Office Furniture

D.2 Process and Standards for Selecting Office Furniture

D.3 Acquisition and Movement of Furniture

## POLICY

### A. Purpose

This policy and its supporting processes provide guidance on the standards and procedures governing the selection, acquisition, installation, and use of office furniture at Berkeley Lab.

## **B. Persons Affected**

Persons who plan, select, acquire, and install office furniture at the Laboratory must follow this policy. Persons who use office furniture should be familiar with this policy.

## **C. Exceptions**

Requests for exceptions to this policy should be directed to the Associate Laboratory Director for Operations or his designee.

This policy does not cover furniture for laboratories, shops, and other special-purpose spaces designed to meet programmatic requirements.

## **D. Policy Statement**

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

Standard office furniture is selected from currently available industry options that best meet the following criteria:

- Supports health & safety
- Functional
- Adjustable
- Flexible
- Modular
- Durable
- Cost-effective

Berkeley Lab 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, small conference tables and chairs, and accessories such as whiteboards, tack boards, and task lighting.

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

### **D.1. Ownership and Stewardship of Office Furniture**

Furniture purchased with Laboratory funds (whether managed divisionally or institutionally) is owned by the Laboratory and therefore becomes Laboratory property. Stewardship of the furniture is delegated to the organization that funds the purchase. Divisions may delegate to subunits of their organization if needed and at the discretion of the division director.

Stewardship confers the following responsibilities to the organization funding the furniture purchase:

- Assigns office furniture across locations and among staff for optimal use and cost benefit
- Maintains office furniture in clean, safe, and good working condition
- Sends furniture to Berkeley Lab Excess when furniture is no longer needed or at the end of its useful life

### **D.2. Process and Standards for Selecting Office Furniture**

Berkeley Lab's Facilities Division maintains a self-service procurement Web site where Laboratory divisions can select small quantities of office furniture from the set of Laboratory-approved standard office furniture. The Facilities Division assists divisions with orders of large quantities of office furniture, and can also assist with small orders if a division requests this support.

When a division plans to furnish multiple offices, the Facilities Division will provide assistance with the selection, layout, and installation of new office furniture. The planning should be an iterative process between the division's representative(s), the assigned Facilities Division

staff, and an assigned member of the EH&S Division Ergonomics group. Thorough and ongoing communication among all parties throughout the process is required to ensure that the selected office furniture is safe, provides optimal support for end users, and that office furniture layouts make efficient use of allotted division space.

Standard office furniture will be selected from available industry options that best meet the following criteria:

1. Supports health & safety — Does not pose physical risks to occupants but provides adequate duck-and-cover space
2. Functional — Supports the office activities of most end users for the intended purpose
3. Adjustable — Adjusts to accommodate the individual needs of 90 to 95% of end users
4. Flexible — Capable of being used and reused in varying configurations and locations
5. Modular — Standard modular sizes/shapes can be inventoried and quickly deployed
6. Durable — Reliable and requires minimal maintenance and/or repair
7. Cost-effective — Ensures an optimal return on investment over the life of the item

Office furniture needs that cannot be addressed adequately using the applicable Laboratory standard office furniture options will be considered on a case-by-case basis. Nonstandard office furniture should still meet the seven criteria listed above.

### D.3. Acquisition and Movement of Furniture

Divisions are directly responsible for purchasing their own office furniture using the Laboratory standard, regardless of fund source. If furniture is not being purchased using direct funds from the sponsor or a division's Org Burden funding, the division is responsible for requesting institutional funds through the annual Laboratory Uniform Project Call (Unicall) Process. The request must meet applicable cost allocation criteria developed by the Laboratory's Cost Allowability Funding Determination Council (CAFDC) for institutional or programmatic funding.

Indirect funds usually support institutionally driven initiatives, while direct funds support programmatically driven initiatives. There may be exceptions to this general practice, depending on the specific circumstances of the purchase. It is recommended that all large-quantity furniture purchases be reviewed by CAFDC before funds are committed. Contact the divisional business staff for more information and help with making this decision.

Regardless of the fund source, decisions about the movement or new acquisition of office furniture should be made on a total cost/benefit basis that supports science. The option that creates the least cost while meeting programmatic mission needs should be selected. When developing the cost/benefit argument, consideration should be given to the cost of moving furniture relative to purchasing new items, and to the planned use of the old and new space(s).

When office moves are initiated and planned by a division, the Laboratory may ask the division to leave the office furniture in its vacated space for use by the next occupants of the space. If this is the case, the Laboratory will furnish the division's new location with office furniture that is comparable in quality and congruent with Laboratory office furniture standards.

### E. Roles and Responsibilities

Role	Responsibilities
Associate Laboratory Director for Operations	<ul style="list-style-type: none"> <li>• Is the authority for the policy and procedures related to Laboratory office furniture</li> <li>• Addresses requests for exceptions to this policy</li> <li>• Sets office furniture standards</li> <li>• Manages office furniture standards, in consultation with the Laboratory Space Manager, the Facilities Division, the EH&amp;S Division Ergonomics group, and a standing advisory committee composed of users from scientific and Operations divisions</li> </ul>
Divisions	<ul style="list-style-type: none"> <li>• Provide office furniture as needed for their employees and affiliates</li> <li>• Ensure compliance with this policy in the acquisition and management of office furniture within their divisions</li> <li>• Assign a point of contact to represent the division in matters concerning office furniture</li> </ul>
Division Points of Contact for Furniture	Plan, request, acquire, install, and manage office furniture by following this Furniture Policy and related processes and procedures

Division Support Persons for Furniture	Follow this Furniture Policy and related processes and procedures
Facilities Division	<ul style="list-style-type: none"> <li>• Maintains self-service procurement Web site for Laboratory-approved standard furniture</li> <li>• Assists divisions with furniture orders</li> </ul>

## F. Definitions/Acronyms

Term	Definition
CAFDC	Cost Allowability Funding Determination Council

## G. Recordkeeping Requirements

Office Furniture Standards and Specifications, maintained by the Facilities Division

## H. Implementing Documents

[Berkeley Lab Office Furniture Procurement Web page](#)

## I. Contact Information

Questions on this policy and related processes should be directed to:

Deputy Chief Operating Officer  
[RRishell@lbl.gov](mailto:RRishell@lbl.gov)

or

Facilities Space Planning  
[spaceplanning@lbl.gov](mailto:spaceplanning@lbl.gov)

## J. Revision History

Date	Revision	By whom	Revision Description	Section(s) affected	Change Type
9/20/2011	0	L.Chen	New	All	Major
1/2/2012	1	L.Chen	Reformat for wiki	All	Minor
1/20/2015		J. Braithwaite	Three-year review - no changes		

## Document Information

### DOCUMENT INFORMATION

Title:	Furniture Policy
Document number	12.03.001.000
Revision number	1
Publication date:	1/2/2012

Effective date:	9/20/2011
Next review date:	1/20/2018
Policy Area:	Furniture
RPM Section (home)	Asset Management
RPM Section (cross-reference)	none
Functional Division	Directorate
Prior reference information (optional)	none

### Source Requirements Documents

None — This is a policy set by Laboratory Management.

### Implementing Documents

Document number	Title	Type
n/a	<a href="#">Berkeley Lab Office Furniture Procurement Web page</a>	Berkeley Lab Web page

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