Furniture Policy

Brief

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<tr>
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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 Director for Operations

or

Facilities Space Planning

spaceplanning@lbl.gov

Policy

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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 Deputy Director for Operations or 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**

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Deputy Director for Operations</td>
<td>• Is the authority for the policy and procedures related to Laboratory office furniture</td>
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<td>• Addresses requests for exceptions to this policy</td>
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<td>• Sets office furniture standards</td>
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<td>• 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</td>
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<tr>
<td>Divisions</td>
<td>• Provide office furniture as needed for their employees and affiliates</td>
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<td></td>
<td>• Ensure compliance with this policy in the acquisition and management of office furniture within their divisions</td>
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<td>• Assign a point of contact to represent the division in matters concerning office furniture</td>
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</table>
**Furniture Policy**

Plan, request, acquire, install, and manage office furniture by following this Furniture Policy and related processes and procedures.

**Division Points of Contact for Furniture**

**Division Support Persons for Furniture**

**Facilities Division**

- Maintains self-service procurement Web site for Laboratory-approved standard furniture
- Assists divisions with furniture orders

**F. Definitions/Acronyms**

<table>
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<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>CAFDC</td>
<td>Cost Allowability Funding Determination Council</td>
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**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 Director for Operations

or

Facilities Space Planning

spaceplanning@lbl.gov

**J. Revision History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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<tr>
<td>9/20/2011</td>
<td>0</td>
<td>L.Chen</td>
<td>New</td>
<td>All</td>
<td>Major</td>
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<tr>
<td>1/2/2012</td>
<td>1</td>
<td>L.Chen</td>
<td>Reformat for wiki</td>
<td>All</td>
<td>Minor</td>
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<tr>
<td>1/20/2015</td>
<td></td>
<td>J. Braithwaite</td>
<td>Three-year review - no changes</td>
<td></td>
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<tr>
<td>3/9/2017</td>
<td>1.1</td>
<td>M. Stoufer</td>
<td>Update &quot;Associate Laboratory Director for Operations&quot; position title to &quot;Deputy Director for Operations&quot;</td>
<td>All</td>
<td>Editorial</td>
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**Document Information**

**DOCUMENT INFORMATION**

Lawrence Berkeley National Laboratory. The official or current version is located in the online LBNL Requirements and Policies Manual. Printed or exported versions are not official. Users are responsible for working with the latest approved revision.
Title: Furniture Policy

Document number: 12.03.001.000

Revision number: 1.1

Publication date: 3/9/2017

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

<table>
<thead>
<tr>
<th>Document number</th>
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<tbody>
<tr>
<td>n/a</td>
<td>Berkeley Lab Office Furniture Procurement Web page</td>
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