

PALO ALTO COLLEGE PROCEDURES

Procedure Number: F16.0

Procedure Title: Furniture, Fixtures, and Equipment (FFE) New & Replacement

Relevant Board Policy: N/A

Relevant Board Procedure: N/A

Originating Unit: College Operations Management

Maintenance Unit: Vice President College Services

- I. Purpose: The purpose of this procedure is to provide a clear process and funding source for the purchase and delivery of replacement furniture, fixtures, and equipment (FFE) on campus. This excludes large-scale, specialized equipment.
- II. Procedure Statement: This procedure delineates the process for the following purchase of FFE: New FFE needed but never purchased before and replacement FFE and/or FFE needed for compliance i.e. ADA.
- III. Identification of New Furniture
 - a. The department Dean or Director identifies a need for furniture or equipment. The need should be reflected in the department's program review and/or unit plan.
 - b. All one-time requests will need to submit a Furniture Replacement Request form and submit to pac-operations@alamo.edu after obtaining approval through the department Vice President no later than 90 days before the end of the fiscal year.
 - c. The College Facilitator meets with the Dean or Director and the department's point of contact to determine the project scope, based on available space and the following guidelines:
 - i. Current furniture or equipment is not functional for teaching or program needs
 - ii. New furniture or equipment would improve department functions and student experience
 - d. The College Facilitator submits the Furniture Equipment Request Form and Project Scope to the Director of College Services for review.
 - e. A walk-through of the space requesting furniture or equipment needs will be scheduled.
- IV. Identification of Replacement Furniture, Preventative Maintenance, Compliance

- a. Building walk-throughs are conducted throughout campus with Chairs, Deans, VPs, College Risk Coordinator, College Facilitator, Director of Information Technology, Facilities Superintendent, Environmental Health and Safety, and Director of College Services to identify any safety, facilities, and furniture concerns and needs. These occur each semester.
- b. During the walk-through, all furniture will be evaluated to ensure it meets the needs of faculty, staff, and students and to ensure safety and ADA compliance.
- c. If classroom furniture, markerboards, and/or office furniture are identified as damaged during the walk-through, the furniture will be replaced based on available funds.
- d. If the furniture is not damaged and the department is requesting replacements, the replacement will be funded with department funds. This includes funding requests for Grant or Institutional funding. ([B 3.0 Funding Request](#))

V. General

- a. Replacement and/or change in style of furniture must go through the Spaces Committee [F13.0 Spaces Principles and Request Procedure](#) for review and approval. The President will have final approval for the style, color, and type of furniture purchased.
- b. The following criteria will be utilized in replacing furniture:
 - i. Available budgets to include department, grants, and capital funds
 - ii. Current furniture or equipment is broken or inoperable/overall condition of the furniture;
 - iii. remaining life expectancy and ergonomics of the furniture;
 - iv. change in the type of classroom, instruction, and/or services
- c. Capital funding allocated for furniture will be monitored by the College Operations department as expenses are incurred. The affected department will be notified when the dollars are exhausted as requests can no longer be processed once all funds are expended. Monthly expenditure reports will be submitted to VPCS and any purchases over \$5,000 must be approved by VPCS.
- d. All requests must be submitted at least 90 days prior to the end of the fiscal year.
- e. The College Operations Management Department shall:
 - i. Maintain lists of standard classroom furniture;
 - ii. Work with vendors in preparing recommendations for purchase and collecting quotes;

- iii. work within established budget limits.
- f. All deliveries of furniture purchases will be directed to the College Facilitator where they will be scheduled for delivery or installation.
- g. Old furniture being replaced will be evaluated by the Operations Management Department for additional use in another area, or placed in storage for future use.
- h. Furniture that can no longer be utilized will be disposed of through the proper [surplus procedures](#).

Attachments:

FFE Replacement Request Form

Date Created: June 7, 2023

Date Approved: February 6, 2024

Approved: (Signed: Katherine Doss)
Vice President of College Services

Approved: (Signed: Dr. Robert Garza)
President