

## **Procedures for Procurement of Furniture and Finishes Draft**

*The following document is a committee draft and has not yet been adopted by the College.*

### **Furniture**

If an employee is in need of any type of furniture or would like a furniture reconfiguration, they should contact Facilities Services. Our staff will assist in designing a functional work space and coordinate the purchase of items per TMCC standards. They will evaluate other needs/costs involved in a reconfiguration such as relocating or adding phone, data and power outlets as needed. Facilities will then acquire the necessary quotes for all items. New furniture purchases over \$2000 will require a VP approval. All costs will be charged to the individual department unless other arrangements have been made.

No furniture or finishes shall be purchased or installed without approval of the Facilities Services Department.

Bringing personal furniture or furnishings on campus is discouraged. Personal furniture brought in shall be approved by Facilities Services for code review and shall be logged in with the department head or Administrative Assistant.

### **Window Coverings**

If an employee is in need of window coverings, they should contact Facilities Services. Our staff will assist in coordinating the purchase of items per TMCC standards.

Window coverings for exterior windows will be selected and purchased by Facilities Services.

Window coverings for interior windows and doors will be charged to the individual department unless other arrangements have been made. No curtains will be allowed.

### **Paint**

If a department is requesting new paint, they should contact Facilities Services. Our staff will notify you if your area is scheduled for painting. If so, our staff will assist in coordinating the work per TMCC standards colors.

If your area is not scheduled for paint and you still want it painted, TMCC will retain a quote from a painting contractor to complete the work per TMCC standard colors. All costs will be charged to the individual department unless other arrangements have been made. No employees shall paint their own office or area for liability reasons.

### **Flooring**

If a department would like new flooring, this will require a Project Request Form, located on our Facilities web site. If approved by Cabinet they should then contact Facilities Services. Our staff will retain quotes per TMCC standards and coordinate the project as necessary.