

**Institutional Handbook of Operating Procedures**  
**Policy 02.07.07**

Section: General Administration	Responsible Vice President: Vice President of Business Operations and Facilities
Subject: General Administration	Responsible Entity: Facilities Portfolio Management

**I. Title**

*Furniture Management*

**II. Policy**

The purpose of this policy is to establish a governing system for the management of furniture for use in University Facilities over different phases of its life cycle: acquisition, repair, modification, relocation, and disposal.

This policy ensures value, quality, and consistency throughout the institution and demonstrates good stewardship of institutional resources supported by public funds.

This policy applies to all University Facilities, including space used for clinical, research, education, and institutional support missions.

Compliance with this policy is the responsibility of all staff, faculty, students, and other members of UTMB’s workforce.

**III. Classifications**

The following items are classified as furniture under this policy:

- + Storage (e.g., bookcases, credenzas, file cabinets, lockers, storage cabinets)
- + Workstations (e.g., panel-based systems and freestanding desking)
- + Seating (e.g., guest, patient, conference, lounge, ancillary, task)
- + Tables (e.g., adjustable, computer, conference, dining, occasional, reading, training, work)
- + Task Lights
- + Monitor Arms

**IV. Procedures**

**1. Acquisition**

1.1. All furniture must comply with UTMB’s applicable furniture standards, regardless of the funding source.

- 1.1.1. Requests for non-standard furniture due to ergonomic accommodations must be accompanied by a recommendation from UTMB’s Institutional ADA Officer via an [Ergonomic Worksite Evaluation Request](#).
- 1.1.2. If a furniture standard does not exist for a specific use, Facilities Portfolio Management will develop a furniture solution that meets or exceeds the [Furniture Drivers](#) approved by the Real Estate, Space and Capital Committee (RESCC).

1.2. Facilities Portfolio Management and appointed designees must review and approve or deny all requests for new, reused, or refurbished furniture for use in University Facilities to ensure adherence to current standards and contract terms, regardless of funding source. Requests shall be submitted to Facilities Portfolio Management before purchase and installation.

1.2.1. Business Operations and Facilities (BOF) staff will not provide logistics support for furniture purchases not complying with this policy.

1.3. All costs associated with furniture acquisition and installation, including removal of existing furniture to make way for the installation of new product, shall be paid by the project or requesting department, regardless of funding source.

#### 1.4. Capital Purchases

1.4.1. The Interiors Manager assigned to the project will manage furniture acquisitions.

1.4.2. Furniture scope and budget will be established by the Interiors Manager during the Project Definition phase and documented in the package approved by the RESCC and President's Executive Committee (PEC). The furniture budget is reported as part of the Total Project Cost (TPC).

1.4.2.1. Modifications to the furniture scope and budget will require a signed [Scope Change Proposal](#) before BOF Staff will execute the new scope.

1.4.3. Upon PEC approval of the project, the Interiors Manager will conduct design meetings with stakeholders to finalize functional needs and details of furniture solutions.

1.4.4. The Interiors Manager will create a sign-off package for review and approval from project stakeholders before purchase and installation.

#### 1.5. Department Purchases

1.5.1. In-House Construction will manage furniture acquisitions.

1.5.2. Departments shall initiate a Maximo Service Request for construction services and provide all relevant information for the furniture purchase.

1.5.3. A Construction Manager will coordinate with appropriate furniture vendors to identify furniture scope and budget and ensure compliance with the current furniture standard and RESCC approval process, if applicable.

1.5.4. The furniture vendor is responsible for providing drawings and identifying any related infrastructure changes to the Construction Manager. The Construction Manager will then obtain customer approval and initiate procurement and installation of furniture.

## **2. Warranty and Repairs**

- 2.1. The UTMB Move Activation Manager will manage requests for furniture warranty and repairs.
- 2.2. Departments shall initiate a Maximo Service Request for construction services to request repair for damaged furniture or initiate warranty claims.
  - 2.2.1. Maximo service requests may also be initiated by calling (409) 772-4040
- 2.3. Furniture repairs not covered under warranty shall be paid for by the requesting department. The scope of work will be completed upon release of funds from the department.

## **3. Modifications to Existing Furniture**

- 3.1. Modifications to existing furniture that are outside the scope of a capital project, such as reconfiguring furniture within a suite, will be managed by In-House Construction.
  - 3.1.1. Modifications to existing furniture that are completed by non-certified installers, such as UTMB staff, faculty, or students, will void the furniture warranty and may cause injury.
  - 3.1.2. Modifications to existing furniture must meet requirements set forth by Environmental Health and Safety.
  - 3.1.3. Furniture in vacant space shall default to Facilities Portfolio Management per IHOP Policy 02.07.02 Space Management. The next space occupant shall fund modifications to existing furniture upon assignment of the space.
- 3.2. Departments shall initiate a Maximo Service Request for construction services and provide all relevant information for the project.
- 3.3. A Construction Manager will coordinate with appropriate furniture vendors to identify furniture scope and budget and ensure compliance with the current furniture standard and RESCC approval process, if applicable.
- 3.4. The furniture vendor is responsible for providing drawings and identifying any related infrastructure changes to the Construction Manager. The Construction Manager will then obtain customer approval and initiate procurement and installation of furniture.

## **4. Relocations**

- 4.1. Furniture relocations that are outside the scope of a capital project will be managed by departments.
- 4.2. Departments shall engage UTMB's contracted move vendor to organize and facilitate the moves.
  - 4.2.1. Departments may only self-manage moves which cause no permanent physical changes to the structure of the furniture (e.g., no cutting down of work surfaces, drilling holes, changing legs, modification to modular parts, etc....)

- 4.2.2. Any moves which require physical changes to the furniture, its original location and/or its destination are considered Modifications and shall be subject to section 3.

**5. Disposal**

- 5.1. Supply Chain Management – Surplus Property will manage the disposal of furniture.
- 5.2. Departments who wish to dispose of furnishings that have reached the end of their useful life shall contact Supply Chain Management to discuss logistics of removal.
  - 5.2.1. Furniture in vacant space shall default to Facilities Portfolio Management per IHOP Policy 02.07.02 Space Management. The next space occupant shall coordinate the disposal of furniture, if needed, upon assignment of the space.

**V. Definitions**

Maximo:

The online work order request system for repairs or facility maintenance, e.g., space painted, picture hung, new carpet, etc.

University Facilities:

Grounds, buildings, and facilities owned or controlled by UTMB that are maintained and used for programs and activities related to the role and mission of UTMB.

Total Project Cost (TPC)

The complete cost for a project, including professional design fees, construction costs, equipment costs, furniture costs, make-ready costs, move costs, and any miscellaneous cost directly associated with the project.

Vacant Space:

Space that is not occupied. It can be assigned or unassigned. All vacant space shall be reported in the annual space survey by the department to which the space is assigned.

**VI. Related UTMB Policies and Procedures**

[IHOP - 02.07.02 - Space Management Policy](#)

**VII. Dates Approved or Amended**

<i>Originated: 03/11/2022</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>

**VIII. Contact Information**

Facilities Portfolio Management  
(409) 772-3546