



Administrative Manual of Operating Procedures

Procedure #: 14.04	Procedure Title: Furniture Management		Revision #: 1
Original Issue Date: 10/15/2019	Revised Issue Date: N/A	Next Review Date: 10/15/2020	Responsible Department: DAS - Facilities Management
Statutory References: Wis. Stat. §§ 59.17(2)(b)3, 59.52(6)		Ordinance References: MCO §§ 23.08; 32.22(1)(g); 56.11	
Appendices: Appendix B – 14.04 LMS Training PowerPoint Appendix C – 14.04 Flowchart		Forms: None	

1. OBJECTIVE:

To provide comprehensive procedures, processes, and guidelines for the management of furniture. Proactive furniture management (e.g., standardization of processes for new furniture procurement; responsible use and management of surplus furniture, etc.) provides opportunities to more effectively utilize available County budgetary resources and reduce operational costs.

2. DEFINITIONS:

- A. "Auction" designation. Furniture that is not currently needed or anticipated to be needed for County program requirements but may hold value.
- B. DAS-FMD. Department of Administrative Services-Facilities Management Division.
- C. "Recycle" designation. Furniture that is assumed to have value when disassembled and select parts recycled.
- D. Space Planner. A County staff member in DAS-FMD who is responsible for planning for efficient utilization of space in County-owned and County-leased facilities, including the physical management of County-owned furniture.
- E. "Surplus" designation. Furniture that is not necessary for immediate use according to current County program requirements but may be used in the future.
- F. "Trash" designation. Furniture that cannot be fixed for surplus, auctioned, or recycled and is assumed to hold no remaining value.

3. PROCEDURE:

- A. Background
 - i. Milwaukee County owns and manages almost 1,000 structures to house the mandated and discretionary services provided by the County. Most of those buildings require furniture to conduct those services. Furniture purchases represent a significant portion of the County budget (approximately \$400,000 per year). Underutilized surplus furniture requires storage and results in associated costs related to damage, theft, inventory control, and security. Underutilized surplus furniture creates a burden on existing County facilities and hampers County departments' ability to deliver the level of service expected.
 - ii. Milwaukee County will address the procurement of furniture to satisfy departmental program needs in the following order:
 - a. Use existing Milwaukee County surplus furniture.
 - b. Purchase refurbished furniture in accordance with established County procurement requirements.
 - c. Purchase new furniture in accordance with established County procurement requirements.
 - iii. The Facilities Management Division of the Department of Administrative Services (DAS-FMD) is responsible for the physical management of County-owned property, including

furniture. DAS-FMD is charged with managing, maintaining and repairing all County-owned furniture and maintaining an inventory of existing furniture, including surplus furniture. DAS-FMD also maintains standards for type and quality of furniture to ensure consistency in value, style, and functionality.

- iv. Section 23.08 of the Milwaukee County Code of Ordinances (MCO) provides that furniture purchased with County funds is classified as an asset. MCO §§ 32.22(g) and 56.11 provide the requirements for control and disposition of County-owned furniture. Per MCO § 56.11(5), DAS-FMD has sole approval authority for the disposal of furniture.
- v. In accordance with MCO § 23.08, all furniture items purchased with County funds, either by department or DAS-FMD, remain assets of the building or portion thereof in which they are located if within County-owned facilities, and are subject to the direction of the department using the furniture on a day-to-day basis. Departments will inform the [Space Planner](#) of furniture to be moved, transferred or relocated.

B. Procurement of Furniture

- i. A department head can choose to purchase furniture without the Space Planner's assistance, although Space Planner's involvement is strongly recommended. A Space Planner can provide guidance and professional recommendations on furniture design, configuration, procurement, installation, and removal. Should the department choose to purchase on their own, that department will be responsible for the purchasing process and coordinating the logistics of new furniture delivery and paying for removal of old furniture. The department is required to provide the Space Planner with the specifications and configuration of the new furniture and coordinate with the Space Planner on the removal of the old furniture.
- ii. County departments may consider procuring furniture to address changes in program needs or to replace damaged or worn-out furniture.
- iii. When a department believes there is a need for new or replacement furniture, it is strongly recommended the department work with a Space Planner. The Space Planner can be contacted via facilityplanning@milwaukeecountywi.gov with a brief description of the scope of the work, such as specific furniture needs, timeline and available budget.
- iv. The Space Planner will follow up with the requesting department to gather additional information on the request, such as the reasons, goals, and desired outcomes for the project.
- v. Requesting County departments are responsible for the costs of reconfiguring or moving their existing furniture within their current location and removal of old furniture, delivering and installing new or surplus furniture to their current location and moving existing furniture in the event of a department relocation. When asked to assist, the Space Planner will assist County departments in design and planning associated with these activities.
- vi. Based on the requesting department's stated needs, the Space Planner will identify furniture that can be used to satisfy the requirements.
 - a. Use of surplus furniture
 - i. The Space Planner will receive estimates for the cost and schedule of moving the [surplus](#) furniture using County staff or vendor.
 - ii. The Space Planner provides the requesting department with furniture options, an anticipated timeline of when furniture can be delivered, and the estimated cost of moving the furniture to the department.

- iii. The requesting department approves the estimate for moving and installing the surplus furniture based on the information provided by the Space Planner.
 - b. Purchase of refurbished furniture
 - i. If it is agreed by both the Space Planner and requesting department that surplus furniture will not meet the needs of the requesting department, the Space Planner will advise the requesting department on their purchasing options and specifications for refurbished furniture, which should be based on standards recommended by DAS-FMD and provided in the procurement system.
 - ii. The Space Planner will coordinate with one or more vendor(s) to quote specified options.
 - iii. The requesting department will select and approve the preferred option.
 - c. Purchase of new furniture
 - i. If it is agreed by both the Space Planner and requesting department that the purchase of refurbished furniture will not meet the needs of the requesting department, the Space Planner will advise the requesting department on their purchasing options and specifications for new furniture, which should be based on standards set by DAS-FMD and provided in the procurement system.
 - ii. The Space Planner will coordinate with one or more vendor(s) to quote specified options.
 - iii. The requesting department will select and approve the preferred option.
 - vii. If the department works with The Space Planner, the Space Planner will create a requisition in Milwaukee County's purchasing system as necessary for the procurement of furniture and/or moving of furniture based on the selected option. Otherwise, the department takes on the responsibilities of the requisition.
 - viii. The requisition follows the purchasing system approval process, and a purchase order is generated. The purchase order is sent to the vendor.
 - ix. If the department works with the Space Planner, the Space Planner will schedule the furniture move with the movers and requesting department, including, if necessary, the removal of old furniture. The old furniture will be dispositioned as determined. Surplus furniture will either be designated by the Space Planner to be [auctioned](#), [surplus](#) furniture, [recycled](#) furniture, or [trash](#).
- C. Control and Disposition of Furniture
- i. MCO § 56.11 requires County departments to notify DAS-FMD of furniture to be disposed of for any reason. DAS-FMD will then make the surplus furniture available to other County departments if it is in acceptable condition and will update its inventory of surplus furniture.
 - ii. DAS-FMD will determine which [surplus](#) furniture to dispose of, when to dispose of it, and how to dispose of it, in accordance with MCO § 56.11(5). Options for disposal include, but are not limited to, selling at [auction](#), [recycling](#), or [trash](#) disposal. DAS-FMD will coordinate with the Milwaukee County Historical Society on the necessary steps for storage or disposal if the furniture is thought to have significant historical value.
 - iii. After the furniture is placed in the designated surplus furniture area, it is sorted according to predetermined inventory guidelines, which may include:
 - a. Recycle: items assumed to have value when disassembled and select parts recycled.
 - b. Trash disposal: items for the dumpster.

- c. Government auction: items sold to the highest bidder via a public auction, to be picked up by the buyer.
- d. Surplus: remaining furniture in good condition that will be sorted, labeled, and inventoried in designated locations in County buildings for potential future use.

4. REVISION HISTORY:

Rev. #	Summary of Changes	Date of Change	Author
1	<ul style="list-style-type: none"> • New procedure 	9/30/19	Peter Nilles