



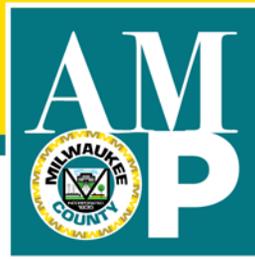
14.04 Furniture Management



Why This Procedure Is Important

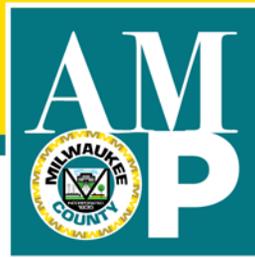
This procedure standardizes the process for purchasing furniture and provides guidelines for departments requesting new furniture.

Proactive furniture management provides opportunities to more effectively utilize County budgetary resources and reduce operational costs.



To Whom Does This Procedure Apply?

All department managers, Marketplace Central Users, and Facilities managers (FMD, Parks, Zoo, Airport, HOC, DOT, BHD)



Here Is What the Procedure Says:

Procurement of furniture:

- When your department would like to request new or different furniture, contact the Space Planner via facilityplanning@milwaukeecountywi.gov to discuss needs, timeline, and budget.
- Space Planner will identify surplus furniture to be used.
- If surplus furniture is not a viable option, Space Planner will specify refurbished furniture to be purchased.
- If refurbished furniture is not a viable option, Space Planner will specify new furniture to be purchased.



Here Is What the Procedure Says:

Procurement of furniture:

- **The requesting department is responsible for the costs of procuring, delivering and installing furniture, and removing old furniture.**
- **Purchase order will be sent to vendor for procurement of furniture and/or furniture movers once the purchasing requisition approval process is complete.**
- **Space Planner will coordinate the moving and installation of furniture with the vendor(s) and requesting department.**
- **A department head can choose to purchase furniture without the Space Planners assistance, but they are responsible for the purchasing process and coordinating the logistics of furniture delivery and/or removal.**



Here Is What the Procedure Says:

Control & disposition of furniture:

- **Space Planner oversees the delivery of furniture and removal of old furniture.**
- **Space Planner will relocate surplus furniture to the dedicated storage space.**
- **DAS-FMD determines which surplus furniture to keep or dispose of and when/how to dispose. Options for disposition include recycling, auction, and trash.**



Quiz Questions?

After reviewing the Procedure, you will be asked the following questions to complete the training:



Question 1

True or False?

A department head can choose to purchase furniture without the Space Planner's assistance.

- True, although Space Planner's involvement is strongly recommended.
- False, the Space Planner must be involved in all furniture purchasing.



Question 2

Appropriate options for disposition of furniture include:

- A. Trash disposal*
- B. Recycle*
- C. Auction*
- D. All the above*



Question 3

Departments are responsible for the cost of which of the following?

- A. Reconfiguring or moving existing furniture within their current location*
- B. Delivering and installing new furniture*
- C. Delivering and installing surplus furniture*
- D. Moving existing furniture in the event of a department relocation*
- E. All of the above*