

**FLORIDA GULF COAST UNIVERSITY
PHYSICAL SPACE CODING ASSESSMENT COMMITTEE (PSCAC)**

**FURNITURE REPLACEMENT PROCESS
FOR CLASSROOMS, LABS AND OTHER COMMON AREAS IN ACADEMIC BUILDINGS
[DRAFT #8] PROPOSAL - Fall 2013**

In support of the academic enterprise, the Physical Space Coding Assessment Committee proposes that a process be implemented whereby FGCU furnishing upgrades and replacements for classrooms, labs and other common areas located in academic buildings may be methodically and regularly addressed. It is further recommended that this process include an on-going assessment that will serve to prioritize the most critical needs on an annual basis. It is intended that these improvements will serve to enhance the infrastructure of our University for teaching, learning, scholarship, and research.

ELIGIBILITY GUIDELINES:

- Furnishings proposed for replacement must meet one or more of the following criteria:
 - a. Pose a safety hazard to users
 - b. Be irreparably broken
 - c. Have sufficient furniture missing to prevent proper use of the room
 - d. Be more than 10 years old
 - e. Be functionally obsolete

- Replacement and/or change in style of furniture must have approval of the associated Vice President.

- Replacement furnishings will meet all federal and state ADA requirements and provide for ergonomic functionality based upon established University facility and procurement standards.

- Some examples of proposed furnishing replacement requests include but are not limited to:

Faculty/student chairs
Faculty table
Student desks/tables
Student computer stations
White boards
Podium furniture
Projection screens
Lobby furniture

FUNDING: A central fund will be used to pay for furniture purchases each year through this process. Expenditures from this fund will be transparent for all members of the Executive Cabinet to review.

PROCESS:

1. Space custodians will conduct a ‘room inventory’ and submit an annual report to the PSCAC with a list of potential furnishings/ rooms eligible for upgrade or improvement. Approved Institutional Space Custodians are as follows;

Office of the Registrar - Classrooms

Lab Managers and Instructors - Labs of all types.

Campus Reservations - Cohen Center multi-purpose spaces and lobby areas.

Business Operations - Dining Service Locations

Physical Plant – Building lobbies and lounges. Fixed outdoor seating.

Departmental Space Custodians – Conference rooms, lounges, and other assigned spaces.

2. Physical Plant and member of PSCAC will conduct an inspection of requests submitted to verify assessed need and determine feasibility of repairing and/or repurposing furniture.
3. Upon verification - and in close coordination with representative from FGCU’s Physical Plant – members of the PSCAC will prioritize requests and submit them with recommendations to the Safety and Facilities Committee (**SFC**) no later than March 1st of each year. Recommendations will include estimates associated with cost of replacement of furnishings. Estimates will be based upon existing State of Florida Contract pricing as determined by FGCU Procurement Services and/or FGCU’s Physical Plant Work Management Pricing Schedule as may be required.
4. The **SFC** will review and, upon approved of full Committee, bring recommendations forward to the V.P of Administrative Services for review and funding consideration.

The Office of the VP of Administrative Services will be responsible for the coordination, purchase and installation of any approved furnishings prior to the beginning of each fall semester.

TIMELINE:

Review of Furniture needs in existing and proposed locations	December – January
Submittal of Requests to PSCAC	February 1
PSCAC submittal to Safety and Facilities Committee	March 1
Safety and Facilities Submittal to Vice President of Administrative Services.	April 1

Interim Process for broken furniture:

Broken furniture may be report to the Work Management Center by calling 590-1370 or wmc@fgcu.edu