

 <p><b>Category:</b> Facilities</p> <p><b>Applicable for:</b> Staff</p>	<p><i>Policy Title:</i> <b>Office Standards for Staff</b></p> <p><b>Effective Date:</b> 02.03.2015</p> <p><b>Prior Effective Date:</b></p> <p><b>Enabling Act:</b> Staff Council Endorsement</p>	<p><i>Policy Number:</i> <b>034.FS.004</b></p> <p><b>Policy Owner:</b> Assistant Dean, Facilities and Technology Services</p> <p><b>Responsible Office(s):</b> Facilities Services</p>
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## Background

This policy has been developed to create a set of standards that relate to staff office furniture and interior color schemes for Clermont College. It outlines the process for the replacement and acquisition of standard and special-needs furniture ensuring adherence to University rules, established standards for design and vendor selection.

## Policy

- 1) Department Head Definition – For the purposes of this document the term “Department Head” will be defined as the senior most person in the department, typically a direct report to the college Dean. Titles within this group may include Director/Assistant Dean/Associate Dean.
- 2) It shall be the responsibility of Clermont College to create and manage a process for the allocation of offices for full time staff. Allocation of staff offices is handled by the Department Head.
- 3) It is the responsibility of Clermont College to create a functional, efficient workspace through consistent distribution and quality of furniture resources.
- 4) All requests for furniture purchases must be approved by the staff member’s Department Head. This includes furniture purchased for either individuals or an entire department or functional area.
- 5) Department approved requests for the purchase/replacement of standard issue furniture items must go through Facilities Services to ensure that the items are purchased using University approved vendors; the items are inventoried properly; and that they conform to the approved University standards.

**Note Surplus Furnishings:** If the requested furnishings are available within the existing inventory of the University or Clermont College, these items will be reviewed/used before purchasing new furnishings. All furnishings must present an attractive and cohesive appearance to the physical office space and surrounding areas. Final approval for the use of existing surplus furniture in a space is a collaborative decision between Facilities Services and the requesting Department Head.

## **Furniture**

- 1) The standard work station for all Staff offices will be equipped with the following:
  - Desk
  - Chair
  - Bookcase
  - Filing Cabinet
  - Coat hook or rack
  - Personal Computing Device
  - Telephone w/voice mail
  - Access to a Departmental shared printer

If available (**See Note Surplus Furnishing**) and office space allows without interference (**See Note Space Interference**), additional bookcases and/or filing cabinets may be provided. These items may also be swapped from within if a staff member prefers to have two bookcases and no filing cabinet. If the college does not have these items readily available in storage, a request should be made to the staff member's Department Head so that the request can be reviewed for funding alternatives.

**Note Space Interference:** The University *requires* that all space and usage thereof be in *full* compliance with Building and Fire Codes. This also includes applicable provisions of the Americans with Disabilities Act (ADA) mandating the requirements for ingress and egress and movability within the space. ***These are requirements, not options.***

- 1) Additional items beyond these standards that a staff member would like for their office will have to be approved by the Department Head. The Department Head should then work with Facilities Services to complete the purchase.
- 2) Facilities Services will assist with installation of these items to insure compliance with required codes. (**See Note Space Interference**). Arrangements can be made by contacting the Assistant Director of Facilities Services.
- 3) Established furniture remains in the office when a staff member move occurs. Exceptions will be made for office chair and/or any special needs items purchased for the individual due to health or physical conditions.
- 4) Pictures and wall hangings may be used to personalize individual office spaces. Requests to install large wall mounted items e.g., shelf units, fix mounted brackets, that would require additional bracing support through the building infrastructure will not be allowed. Permanently affixed items must be in compliance with all building codes. (**See Note Space Interference**)

**Note Ergonomic Issues:** Facilities Services will work with the staff member to identify furniture (chairs, desks computer, monitor, keyboard) that are most appropriate to ensure a comfortable work space.

Situations may arise, due to medical or physical related conditions, where there may be a need for individualized furniture/accessories. The following steps must be initiated by the requestor to ensure proper review, purchase and installation of specialty furniture items:

- 1) Requests for medical-related job accommodations should be coordinated with University Health Services (UHS) and must be accompanied with a written order/prescription. Call UHS at 513.584.4457 to schedule an accommodation evaluation appointment with the UHS medical care provider.
- 2) The University Environmental Health & Safety (EH&S) office should be contacted, 513.556.4968, to assist and perform an audit with the requestor. EH&S will make functional and ergonomic recommendations. The final recommendation(s), which may include specialty furniture/accessories, will be provided to the requestor.
- 3) The requestor should provide the final list of recommended furniture items to Facilities Services. Facilities Services will make every attempt to accommodate the employee's medical needs and will work to comply/implement the recommendations provided from the ergonomic assessment.

Facilities Services will be responsible for the oversight of aesthetic considerations, standard manufacturers utilized elsewhere in the facilities and by the University, durability, installation and costs. They will generate the final Purchase Order for the specialty items and coordinate installation and setup with the supplier as needed.

### **Replacement of Broken or Worn Out Furniture Items**

It is the responsibility of Facilities Services to monitor the overall appearance and functionality of campus furniture in offices. Due to the large amount of furniture in offices throughout the campus, however, the department encourages individual staff members to bring furniture issues they may be having to the attention of their Department Head or the Assistant Director of Facilities Services.

The replacement of office chairs is the most common item encountered. The process for replacement of broken or worn out items includes:

- 1) Facilities Services will provide items from the college surplus inventory for the staff member to review and "try out". **See Note Surplus Furnishings.**
- 2) If surplus inventory items are not properly comfortable or functionally won't work for the individual's office space, the next step would be to review new furniture options. The college maintains a variety of styles and options for items such as

office chairs and desks. These items would be considered the approved campus “standard” for office use and have been approved by the University Architect’s office for use on campus.

3) **See Ergonomic Issues** section above if it applies as part of the new furniture review process.

4) In the event that a replacement item cannot be found that is comfortable or functional from either the surplus inventory or a “standard” new product, the individual has a few limited alternatives:

- Make a special request for a non-standard furniture item to their Department Head.
- If the replacement item is a chair, the staff member may bring a chair of their choice from home or elsewhere. Once the chair is on campus, Facilities Services can assist with moving the chair into the building and into the staff member’s office.
- Facilities Services reserves the right to review and approve/deny the use of personal furniture items based on overall cleanliness, potential for spread of insects, safety, attractiveness and cohesiveness with surrounding furnishings.
- **The staff member accepts responsibility for use of the chair on University property.**

Facilities Services will be responsible for paying for any new “standard” replacement furniture items, generating the final Purchase Order and coordinating installation and setup with the supplier.

### **Interior Color Schemes**

The selection of finish materials and colors within the confines of Clermont College must meet the University’s approved color guidelines. Each building on campus has an approved color palette with finishes that are established by the University Architect’s office at the time of building construction and/or renovation.

### **Paint**

#### **Full Time Staff Offices**

- 1) Staff office colors are determined by the established color palette for the entire building. These colors are meant to foster an attractive physical environment and to compliment the overall building color plan.



**Contacts**

Facilities Services

513.732.5274

**History**