

Overview

Facilities, Planning and Development division has developed this governance document based upon UCOP policies and furniture contracts to provide definitions, guidelines and procedures that will optimize the use of resources and ensure thoughtful and informed decisions are made when it comes to the selection, procurement, and use of furniture in our facilities.

UC Davis Health (UCDH) has developed standards per building to provide a cohesive look and feel to the space, as well as to allow for the utilization of our furniture inventory as much as possible. This allows for significant cost savings to UCDH, as well as decreases in the lead time on installation and reconfiguration timelines. Additional furniture standards related to finishes and office layouts are located on the Facilities, Planning and Development website: [UC Davis Health Furniture Program](#)

Evaluation

Upon submission, all furniture requests are evaluated to ensure the following prior to approval:

1. The request has all necessary information, location, cost center, ergonomic assessment paperwork attached, etc.
2. The requesting department is the owner of the space they are referencing as location in the request.
3. The request does not violate any Patient/Staff safety, Accessibility, Building or Fire Codes.
4. The space has the necessary power and data available to meet the needs of the request.
5. The request does not decrease the number of workstations within the space.
6. The requesting department is not slated to relocate from their current location within the next year.
7. Confirmation the department's furniture type request is standard to their location. Unless an item is an ergonomic need, only building standard furniture and finishes will be provided.
8. Confirmation the request is related to an actual business demand/need versus a department want.
 - Business Demand/ Need: A department requests to reconfigure an office to increase the number of workstations in the space for more staff.
 - Want: A department requests to have a space reconfigured because the employee doesn't like the direction their workstation faces".

To better support UCDH, "wants" will be evaluated and returned to the department. If required, some requests may be escalated for reviewed by the Project Review Committee and/or Hospital Leadership to determine if the request should move forward. *

9. The furniture within the space was not reconfigured or installed recently.
 - Capital Furniture: Moratorium on requests, unless ergonomic related, for the first year upon project completion.
 - Non-Capital Furniture: No requests allowed, unless ergonomic related, within the six months after install/ reconfiguration date.

Requests that do not fulfill the requirements mentioned above will be sent back to the submitter along with an explanation of the reasons. For example, if the space lacks the essential power and data, the submitter will be instructed to submit a Facilities Service Request instead of a furniture-only request, as the former requires construction.

Priority:

Preference is given to ergonomic requests and emergency requests related to patient/staff safety. For example, broken waiting room chairs; floods or something similar causing damage to furniture; electrical issues within modular systems furniture; or health department related emergencies (i.e.: COVID-19 or RSV Pods for patients). Other requests pushed forward from Hospital or School leadership will be evaluated on a case-by-case basis.

Scope of Work Change Requests:

After an FSR/Furniture Request is submitted and approved, any additional scope will undergo review to assess its impact on the original request's timeline, cost, or approval. If the added scope requires construction to support it or affects ADA clearance, for instance, the requests will be denied. However, if the added scope does not impact the aforementioned items, minor items such as adding another monitor arm or removing some additional old furniture from the space can be added.

Once a furniture plan is approved, a furniture quote is generated, and product ordered, scope changes can no longer be made. As stated in the UCOP contract, furniture cannot be returned to the manufacturer. If a department cancels their request at this stage, the university remains responsible for paying all associated costs, including design fees and product costs. Any canceled School of Medicine requests, the department is responsible for covering these costs.

Once installation is completed, any additional asks for the space will require the submission of a new furniture request which can occur six (6) months after initial installation date.

Move Support:

General support is provided for departmental moves, both with and without furniture scope. Examples include situations where a department needs to vacate their space due to flooring changes, leaks, or relocation to a new office. In conjunction with a furniture project, move support examples include where furniture is replaced in an office and the space needs to be cleared of personal and work-related items.

Support consists of:

- Providing totes (measuring 15"D x 25"W x 12"H), labels and carts to the department
- Relocating the totes and carts to the new location or removing them from the space for office modifications
- Moving furniture items within the department (i.e.: task chairs, filing cabinets, etc.)
- Upon UCDH IT request, facilitate the relocation of IT equipment.
- Arranging pickup of totes and carts after the move is completed and items are unpacked.

Construction Project-Related support is provided for departmental moves including aiding with phased moves when multiple departments or staff are relocating. Support for this service is the same as general move support however large construction projects typically include new IT equipment, but if not, IT equipment move support is provided.

Each department is responsible for packing and unpacking their designated totes. It is recommended that employees avoid packing personal belongings that are fragile or irreplaceable and to ensure their safety, employees are urged to take such items home before their scheduled move. Totes must be returned and should not be used for temporary storage. The university is obligated to cover the expenses of any missing or unreturned totes.