CAMPUS ADMINISTRATIVE TRAINING SERIES

University Architect’s Office (UAO) Interior Design
November 17, 2014
The Basics...

- **FURNITURE**
  - **Definition:** Movable articles such as tables, chairs, desks, or cabinets, required for use in an office, education, or living environment.
  
  - **Examples Include (but are not limited to):** desks, tables, sofas/loveseats, chairs, bookcases, file cabinets, storage cabinets, carts, lecterns, or tablet arm chairs.

- **FURNISHINGS**
  - **Definition:** Fittings, apparatus, necessary accessories for use in an office, education, or living environment.
  
  - **Examples Include (but are not limited to):** lamps, window treatment (ie. draperies), ergonomic supportive items, coat racks and hooks, clocks, literature displays, recycling and waste containers, whiteboards and corkboards.

- **FINISHES**
  - **Definition:** Any applied or installed material that provides functional support and/or aesthetic value to a facility interior.
  
  - **Examples Include (but are not limited to):** floorcoverings (to include area rugs), wallcovering, window treatment (ie. shades), window film, casework or millwork, and signage.
Process and Improvements

• **Process – Request for Service (RFS), for Furniture**
  
  Continue using the process unless you are able to fulfill your need with an “Unrestricted Item”

• **“Unrestricted Items”**
  
  Unrestricted Items are products that have been identified by you and colleagues, and IU Administration as items that should be purchased without working through the RFS. The list includes:

  - Chairs
  - Clocks
  - Coat Hooks, Coat Racks, and Coat Trees
  - Lamps
  - Whiteboards, Corkboards, Glassboards
Process and Improvements

• **Contracted Items**
  Requests for these items should continue to go through the RFS for Furniture process, but the UAO and Purchasing have worked together to match up frequently ordered products to purchasing agreements to expedite the requisition initiation process. The list includes:
  - Folding Tables and Carts
  - Ergonomic Items specified by Environmental Health & Safety
  We anticipate that this list will grow as we continue working with you and your departments to identify frequently ordered products.

• **Special Items**
  Requests for these items **DO NOT** need to go through the RFS for Furniture process. Currently this category only includes mattresses, as long as they are ordered for university housing to include residence halls and hospitality environments, and are ordered from contracts established by Purchasing.
When, Where, and Who?

**WHEN:** January 1, 2015

Unrestricted Items will be available through OneStart Shop Catalogs.

**WHERE:**

Information will be available on the University Architect’s Office Interior Design website, to be launched in December 2014. This website will also be linked through the RFS for Furniture site.

**WHO:**

**Capital Planning & Facilities**

- Michele Bucklin mbucklin@iu.edu
- Stacy Boicourt sboicour@indiana.edu

**Purchasing**

- Pam Copenhaver plpierce@iu.edu
- Jaymee Zapanta yzapanta@iu.edu