

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Classroom Furniture**EFFECTIVE DATE:** July 1, 2007

## 1. Policy

Southwest Tennessee Community College acknowledges that physical facilities affect the learning environment. To that end, the College shall procure classroom furniture that is durable, mobile and economical which will enable faculty to conduct effective instructional programs.

## 2. Guidelines

- a) An annual inventory shall be taken of all classroom furniture noting the overall condition of each item. A minimum of \$200,000 shall be transferred to the unexpended plant fund annually (if college resources permit) to replace classroom furniture as needed.
- b) The Purchasing Department, in cooperation with the Provost's office shall:
  - i. maintain lists of standard classroom furniture;
  - ii. work with vendors in preparing recommendations for purchase;
  - iii. work within established budget limits.

**Source of Policy:** Financial & Admin. Services**Related Policy:** N/A**Approved:** \_\_\_\_\_  
**President****Responsible Vice President for Financial  
Administrator:** and Admin Services**TBR Policy Reference:** N/A**TBR Guideline Reference:** N/A**Date:** July 1, 2007

### 3. General

- a) Replacement and/or change in style of furniture must have approval of the Dean of Administration, Budget and the Provost. The Vice President for Financial and Administrative Services will have final approval for purchases.
- b) The following criteria will be utilized in replacing furniture:
  - i. available budget;
  - ii. overall condition of the furniture;
  - iii. remaining life expectancy and ergonomics of the furniture;
  - iv. change in the type of classroom or instruction.
- c) Existing furniture will be evaluated by Physical Plant and Dean of Administration to determine if it is economically feasible to repair or replace.
- d) All classroom furniture will be of a color, style, and durability that promotes a positive learning environment.

### 4. Procedures

- a) Requests for the purchase of new classroom furniture must be submitted for review to the Dean of Administration and the Provost.
- b) Requests will be prioritized based on budget and submitted to Purchasing.
- c) The Purchasing Department will review the approved requests and will coordinate, evaluate and select the furniture to be purchased. The Purchasing Department will obtain price quotes for the furniture that has been requested to be purchased.
- d) Old furniture being replaced will be evaluated by Deans and Physical Plant for additional use in another area, or placed in storage for future use.
- e) Classroom furniture that can no longer be utilized will be disposed of through the proper surplus procedures.