

Purpose:

1.00 This policy is to ensure that all furnishings, fittings and finishes conform to guidelines codes and regulatory requirements.

2.00 To outline the policy and procedures applicable for the procurement, purchase, allocation, delivery and standardisation of the office, classroom and student space furniture at Wilfrid Laurier University campuses

Definitions:

3.00 Interior Furnishings, Fittings, Equipment and Finishes include:

- Furniture
- Window treatments
- Paint and wall treatments
- Flooring Materials
- White boards, Tack boards and Bulletin boards
- Millwork and Casework
- Student lockers
- Move management

4.00 Exterior Furnishings and fittings include:

- Outdoor seating, benches, planters and tables

Jurisdiction/ Scope:

5.00 This policy is applicable to all Wilfrid Laurier Campuses

6.00 All projects including new buildings, major refurbishments and renovations are to follow the policy and guidelines.

Policy:

7.00 Facilities and asset Management will review and recommend Interior and Exterior building furnishings, fittings, equipment and finishes for all space to meet the needs of the university faculty, staff, and students.

8.00 Facilities and Asset Management is responsible for developing and maintaining furnishings, fittings, equipment and finishes that are manufactured with sustainable practices and materials, meet commercial grade specifications, conform to Wilfrid Laurier's AODA (The Accessibility for Ontarians with Disabilities Act) standards and function safety.

9.00 In areas where special circumstances for interior or exterior furnishings, fittings, equipment and finishes arise, they are to be reviewed and approved by Facilities and Asset Management

10.00 Furnishing, fittings, equipment and finishes throughout Wilfrid Laurier will conform to the approved standards. If a department requests specialized items not conforming to the standards due to

the needs of their space, the department must provide a written request and reasoning submitted to the Director of Facilities and Asset Management for approval.

#### 11.00 Approved standards:

11.01 Commercial quality in accordance with industry standards for testing and evaluations, construction properties, performance and labelling.

11.02 Meet all current codes and regulatory requirements.

11.03 Follow sustainable practices, following current requirements for testing, emissions and toxicity.

11.04 Support Wilfrid Laurier's Sustainability Policy

#### 12.00 Furniture:

12.01 Facilities and Asset Management manages the selection, procurement and installation of all furniture on Wilfrid Laurier Campuses. All furniture selected will follow the furniture guidelines.

12.02 Non-standard furniture must be requested, reviewed, approved and supplied through Facilities and Asset Management.

12.03 Non-standard, non-approved furniture found on campus will be reviewed by Facilities and Asset Management for compliance with Wilfrid Laurier's standards and safety. If non-standard furniture deemed to fail minimum compliance the item will be removed at the owner's expense. Facilities and Asset management will not be responsible for costs associated with non-compliance furniture, fittings, equipment and finishes.

12.04 Non-compliant, non-approved furniture, fittings, equipment and finishes are not the responsibility of Wilfrid Laurier University.

12.05 In compliance with Wilfrid Laurier's guidelines and policies, the basic complement of furniture shall be provided for the intended use and occupancy of offices, teaching space, and student spaces. The cost will be covered either by the capital construction project or the department.

12.06 Furniture, with the exception of spaces managed by ancillary enterprises, in need of repair or replacement is to be brought to the attention of Facilities and Asset Management.

12.07 Surplus furniture must be declared to Facilities and Asset Management who will review and deem if item is available to reuse.

12.08 Surplus furniture no longer valid under the guidelines of the policy or deemed past its expected life cycle will be disposed of, sold or donated. This is the responsibility of Facilities and Asset Management.

#### 13.00 Window treatments

13.01 For exterior window applications the university standard is a roller blind.

13.02 Facilities and Asset management maintain the guidelines for selection and application of window blinds. Special requirements will be reviewed, evaluated and approved by Facilities and Asset Management.

13.03 For interior window applications surface applied window film is the standard.

13.04 Facilities and Asset Management may have interior window coverings removed if they deem it does not fit the standards, or provides for an unsafe work environment.

#### 14.00 Paint and wall treatments

14.01 Facilities and Asset management will be responsible for colors and surface materials selected for all Wilfrid Laurier Campuses.

14.02 All paint and wall coverings will follow sustainability practices with low or no VOC

#### 15.00 Flooring Materials

15.01 Facilities and Asset Management maintain the guidelines for selection, installation, repair and replacement of carpeting, resilient flooring, tile, vinyl and other flooring materials.

#### 16.00 Whiteboards, Tack boards and Bulletin Boards

16.01 Facilities and Asset Management will source and supply all board types and have installed by appropriate trades person. The cost will be covered either through capital construction project or the department requesting.

#### 17.00 Millwork and Casework

17.01 Millwork and casework include counters, cabinets, display cases, wall shelving and custom specialty items. These will be designed and/or approved by Facilities and Asset Management.

17.02 Approved millwork and casework will be installed by the appropriate trade's person as arranged by Facilities and Asset Management.

17.03 Non approved, non-standard millwork and casework to be removed at the discretion of Facilities and Asset Management. Repair to damaged surfaces will be the responsibility of the department.

#### 18.00 Student Lockers

18.01 Facilities and Asset Management will determine the type and installation location of all student lockers. The type will be reviewed, sourced, and procured by Facilities and Asset Management.

#### 19.00 Move Management

19.01 Moves to be planned, coordinated and managed by Facilities and Asset Management. Costs associated with moves are to be covered by the capital project or department funds.

20.00 Outdoor seating, benches, planters and tables:

20.01 Facilities and Asset Management determine the type and location of outdoor seating, tables, benches, planters and other exterior infrastructure located on all Wilfrid Laurier Campuses.