

# Furniture Purchases

## eBuy Ordering

- **Steelcase is UC's Preferred Furniture Manufacturer (UC Agreement #2184)**
  - BKM is the local distributor for Steelcase furniture and installation. They are not the preferred supplier for A/V products/services. (UC RFP in process for A/V)
  - Prevailing wage requirement
  - The agreement # must be referenced on all DAPO's for BKM orders
  - **The P-Card is not used for furniture orders at this time**
- **All purchases should follow the applicable UC /UCR policies and procedures**
- **Current UC-Approved manufacturers for Ergonomic height adjustable desks & seating include:**

	<u>Local Distributors</u>
○ Grandstands	Bluespace, Source One
○ Workrite	Bluespace, Source One, BKM
○ Steelcase	BKM
○ Herman Miller	G/M
○ Sitmatic chairs	
○ Office Master chairs	Bluespace, Source One

# Furniture Purchases

## Permit Approval Requirements

- UCR established and posted a mandated furniture approval process online since 2018. The process requires:

Submit scaled floor plans including a diagram of electrical outlets for office spaces and furniture placement to ensure there are no obstructions to walkways or exits.

A floor plan is required for modular furniture systems with privacy walls (p-wall), electrical, or bolted to walls or floors.

- Complete a building permit application through the link on the A&E site:  
<https://ae.ucr.edu/quality/qa.html>  
\*Turnaround time is approximately 14 calendar days.
- Contact for Information and Requests for building permits:  
Lezlie Howard Project manager [Lezlie.Howard@ucr.edu](mailto:Lezlie.Howard@ucr.edu)
- **Freestanding furniture** (e.g., height-adjustable desks, conference tables, and chairs) do not usually require a permit.

# Furniture Purchases

## Furniture & Fire Safety Compliance

All office and campus residential furniture containing metals, foam, and fabrics must be rated to CA Fire Safety Standards (CA Standard TB-117)

Purchase documentation must include safety rating details.

- Obtain a cut sheet from the furniture dealer or manufacturer, which lists whether the fabric is fire-rated to TB-117.
- Obtain scaled drawing to show walkway distance for ADA requirements
- Submit the cut sheet and drawing to: UCR Fire Marshall, contact Michelle Griffen [michelle.griffen@ucr.edu](mailto:michelle.griffen@ucr.edu)

Note: Most commercial distributors (e.g., BKM, Bluespace Interiors, G/M Business Interiors, and Krueger) meet the TB-117 requirements

# PLAN REVIEW & PERMIT PROGRAM IS REQUIRED

**Permit Required- System Furniture Installation:** (Modular workstations include P-Walls, doors, overhead bookshelves attached to the wall, or any furniture requiring construction, or attachments to floors and/or walls.)

- Allow time for the Plan Review approval process
- Apply for Campus Building Permit Application <https://ae.ucr.edu/quality/ga.html>

**Submit electronic documents with Application To:** [Lezlie.howard@ucr.edu](mailto:Lezlie.howard@ucr.edu)

- Plan of overall Building and floor locations of installation (Contact your Dept. Space Planner)
- Floor plans with room dimensions, proposed furniture arrangement and/or equipment (Vendor to provide)
- Specify if new electrical & data are required
- Room elevation plans including ceiling height dimensions and sprinkler head, Smoke Detector, HVAC and other locations (Request from Nelly Zaki @ [nelly.zaki@ucr.edu](mailto:nelly.zaki@ucr.edu))
- Manufacturer furniture cuts sheets, desk widths, and partition wall height dimensions (Vendor to provide)
- Installation/connection details for the walls to the existing walls, floors and deck above. This is required for each installation. (Vendor to provide)
- Once the work is completed, request a final inspection and a final inspection will be conducted. If approved, the permit will be signed as approved and complete <http://ucr.cforms.net>. Contact [Lezlie.howard@ucr.edu](mailto:Lezlie.howard@ucr.edu) for access

## **Furniture Exempt from Campus Building Permit**

(Chairs, sofas, patio furniture, general classroom desks, interior finishes) plaster or wood, or applied materials such as wallpaper, paint, or trim.

- Submit dimensioned Floorplan with detailed location of proposed furniture
- Submit Cut Sheets or Specification on furniture flammability
- Upholstered Furniture Certification TB117
- Interior Finishes must reference CBC Chapter 8- (plaster or wood, or applied materials such as wallpaper, paint, or trim.

**Submit Plans To:** Michelle Griffen @ [michelle.griffen@ucr.edu](mailto:michelle.griffen@ucr.edu) – Assistant to Fire Marshal  
(The Campus Fire Inspectors, Cesar Pla & Xavier Martinez, will review and approve)

**Facilities Services Dept:** Identifies electrical & power connections on plans Schedules with Department

**ITS:** Identifies data requirements Schedules with Department

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## Used Furniture Purchases

We should not assume that used furniture is rated to CA Fire Standards. Department Transactors must contact the Campus Procurement Buyer prior to engaging with a used furniture dealer. Procurement will review the dealer's: warranty, registration with DIR for cubicle installation, acceptance of UC payment terms, and seek to avoid furniture deposits.



### Note:

1. For safety reasons, the Campus Fire Marshall discourages use of personal furniture on campus, unless it has been approved in writing
2. Staff and Faculty should not purchase and request reimbursement for furniture items

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## Furniture must follow UC Sustainable Procurement Guidelines

[https://www.ucop.edu/procurement-services/\\_files/sustainableprocurementguidelines.pdf](https://www.ucop.edu/procurement-services/_files/sustainableprocurementguidelines.pdf)

- Look for furniture with metals and fabrics that are free of the “6-classes” of hazardous additives including: Cadmium, Mercury, Polyvinyl Chloride (PVC), Toxic Chemicals, and anti-microbial agents.
- Ensure seat cushion foam, laminate desktops, chair fabrics, and privacy panels meet UC Sustainability Procurement Guidelines. (Reference p. 17 of Sustainable Procurement Guidelines.pdf )
- Indoor Furniture must meet:
  - GreenGuard Gold or Advantage Gold, or BIFMA Level requirements



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## UC Sustainable Procurement (Cont'd)

Additional guidelines for **sustainable furniture purchases**:

- Should be free of flame retardant chemicals
- Shall comply with BIFMA e3-2014, sustainability Standard, which means containing none or reduced Formaldehyde and Volatile Organic Compounds. (VOC's.)
- Should be free of added or built in Antimicrobials
- Should be free of polyvinylchloride (PVC) greater than 1% of product by weight