

### 522 - FURNITURE ACQUISITION / REPLACEMENT

#### Background

Furniture may be acquired or replaced either through a regular purchase or through construction by the maintenance department.

#### Definition

For the purposes of planning and budgeting, two categories of furniture are recognized:

1. Fixed
  - 1.1 Anything that is attached. This includes cupboards, closets, built-in shelving units, chalk/white boards, etc.
  - 1.2 Normally, materials and labour would be charged against maintenance budgets. These are considered maintenance projects as outlined above. There may be occasions, therefore, when the prospect of cost sharing would need to be discussed prior to approval where there may be some disagreement as to whether this supports the educational program.
2. Moveable
  - 2.1 If it is freestanding or capable of being moved fairly easily, it is a capital request. This includes student/teacher desks, chairs, filing cabinets, moveable storage cabinets, freestanding shelving units, etc.
  - 2.2 Materials and labour charged against school budgets.

Note: If construction by the maintenance department is desired (subject to the availability of people, resources for the project), as opposed to purchasing it from another supplier, the costs of materials and labour will be the responsibility of the school. Maintenance staff are available to provide cost estimates in advance.

#### Replacement of Furniture

1. Purchasing for the sake of purchasing is strongly discouraged.
2. The general guideline for purchase/replacement is that the school/department needs more, or the existing furniture is no longer suitable, capable of being repaired, cost-effective, etc.
3. Checking with other schools or the Maintenance Departments for surplus furniture is encouraged, prior to making expensive commitments from school budgets.

Reference: Section 60, School Act