

## **STANDARD OPERATING PROCEDURE # AES 2.007**

### **Subject: Furniture and Fixture Purchases Related to a Project**

**Purpose and Scope:** To ensure furniture and fixture selections related to a remodeling or rehabilitation project scope, are consistent with respect to quality, style, laminate color, layout, coordinated with fixed interior finishes, and utilities access. This will include Americans with Disabilities Act (ADA) compliance.

**Policy:** Project furnishings within a project scope will be selected and coordinated by providing approved choices from the AES Department's Project Manager to building users.

#### **Procedures:**

1. When construction documents are 50% complete for a renovation, the furnishings vendor will be contacted by the Project Manager for conceptual layouts and coordination with doors swings, ADA clearance, electrical and voice/data outlet locations. **Procurement & Contracts furnishing buyer, is to be included in all conversations/coordinated meetings with furnishings vendor.**
2. Furnishing selections must be consistent with the Design and Construction Standards. The criteria of quality and long life-cycle finishes must be evaluated.
3. **No moveable equipment can be funded with PECO Formula/Minor Project, i.e. desks, filing cabinets, etc.**
4. When construction documents are 90% complete for a renovation, the furnishings vendor will provide a final layout of furnishings within the space. Upon receipt of final furnishings layout, 2-3 material and finish selection options will be selected with the Project Manager and furnishings vendor.
5. Furnishings selection color boards will be assembled by the furnishings vendor to present, with the Project Manager, to the building users for their final selection/approval.
6. All furnishings ordered subsequent to a renovation project and within that space, must be reviewed and approved by the Project Manager of record for that project to ensure sufficient choice selection.

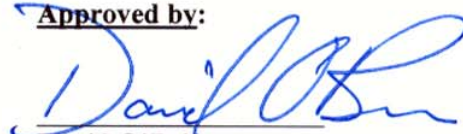
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