
Furniture & Equipment Services Policy

Purpose:

This policy is intended to provide guidance and influence expectations regarding furniture and equipment services requested of Facility Operations by University stakeholders.

Furniture:

1. Facility Operations needs to review and approve furniture purchases for public spaces, general academic spaces such as classrooms, and project related orders. All or a portion of related costs may be paid by either Facility Operations or the requesting department depending on the nature of the request. A work order is required to initiate the process.
2. Facility Operations does not review furniture purchases for private offices, suites, or restricted academic/program areas. Procurement, installation, moving, and/or repair costs are coordinated and paid by the requesting department with approved vendors. See below for list of approved vendors.

Equipment:

1. Facility Operations needs to review and approve equipment purchases for any space to determine the proper infrastructure is in place to support the equipment. All or a portion of related costs may be paid by either Facility Operations or the requesting department depending on the nature of the request.
2. ITS needs to review and approve IT related equipment purchases for any space initially. ITS may need to consult Facility Operations second to determine the proper infrastructure is in place to support the equipment. Procurement, installation, and moving costs are paid by the requesting department.

Summary:

Facility Operations strives to address and resolve every work request satisfactorily and on a timely basis, but all requests are subject to resource constraints. The above is intended to clarify and improve the process for the requestor. Facility Operations greatly appreciates your cooperation as we continually improve University facilities and services for all stakeholders.

Used Furniture Vendor

Discount Office Equipment - T02000148

Used Showroom
12780 Northend
Oak Park, MI 48237
(248) 548-6904
9:00 – 5:00 Monday - Friday
www.discountoffice.com

Note: We recommend using this vendor to install miscellaneous furniture purchased from sources other than those named below, such as Amazon.

New Furniture Vendors

Marxmoda - T02046495

Contact: Karly Webb or Michelle Emmerson
karly.webb@marxmoda.com
Cell: (989) 277-9094
michelle.emmerson@marxmoda.com
Cell: (248) 818-574

Note: Sells National Products and other manufacturers' lines.

KI (Krueger International) - T00011704

Contact: Brenda Reed
brenda.reed@ki.com
Cell: (248) 496-5559

Note: They do a great job of standing behind their products. Replace or make repairs. Their chairs may have a lifetime warranty, which needs to be confirmed.

Office Depot - T00010118

Contact: Jeffrey Hinistroza
Jeffrey.Hinistroza@odpbusiness.com
Phone: (512) 572-4213

Note: Contact Purchasing if an item you want is on the restricted list.

Interior Environments - T02158054

Contact: Amy Murray
amurray@ieoffices.com
Cell: (248) 378-3926

Note: Contact Amy for new furniture and repairs.

Moving Service Vendors

Palmer Moving - T02000171

Contact: Craig Roehl

craigr@palmermoving.com

Phone: (586) 834-3473

Note: Medium, large, or multiple office moves and system furniture installation.

Rose Moving & Storage - T00011466

Contact: Amy Murray (Interior Environments Rep)

amurray@ieoffices.com

Cell: (248) 378-3926

Note: Medium, large, or multiple office moves and system furniture installation.