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## 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](http://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](mailto:karly.webb@marxmoda.com)  
Cell: (989) 277-9094  
[michelle.emmerson@marxmoda.com](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:amurray@ieoffices.com)

Cell: (248) 378-3926

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