



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 61.05: Replacement of Moveable Furniture

DATE: February 21, 2019

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide a means to replace and dispose of irreparable and obsolete moveable classroom furniture used in Texas Tech University (TTU) academic facilities. It is applicable to all agencies, departments, and colleges within TTU.

REVIEW: This OP will be reviewed in June of odd-numbered years by the Managing Director of Planning and Administration with substantive revisions forwarded through the Senior Vice Provost and through the Assistant Vice President for Operations to the Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Background

The moveable classroom furniture used at TTU has, by its nature, a limited useful life. This procedure is provided for the accountable disposal of worn out or obsolete moveable furniture and the procurement of replacement moveable furniture. The capacity of the teaching spaces has a direct relationship with the furniture housed in these spaces. Maintenance and monitoring of this metric is a requirement from the Texas Higher Education Coordinating Board (THECB). Capacities are submitted yearly and is a metric used to calculate a variety of assessments, scores, and ratios at the institutional level.

2. Definitions

a. Moveable Furniture

Those items of classroom furniture not permanently affixed to the structure of the building in which the items are located. This includes chairs, desks, tables, and other items of furniture required to support teaching activities.

b. Department

The department occupying the facility in which an item of moveable furniture is located.

3. Responsibility

- a. Each department is responsible for the security and informal accountability for the moveable furniture located within its assigned facility or area. It is the department's responsibility to report moveable furniture shortage or excess to Operations Division Planning and Administration (ODPA) for correction or relocation of existing assets.

- b. ODPa will assist, when possible, to ensure that moveable furniture is available in TTU classrooms and laboratories in sufficient quantity for conducting class in accordance with reasonable room capacities. Replacement priorities for obsolete or unserviceable moveable furniture will be determined by ODPa as it is identified.
- c. Property Management is responsible for establishing and maintaining procedures for the disposal of discarded moveable furniture. For additional and specific information, please contact Property Management, a division of Accounting Services:
<https://www.depts.ttu.edu/accountingservices/index.php>.
- d. ODPa will coordinate to provide transportation support and labor to assist with moving and transporting moveable furniture.

4. **ADA Furniture Accommodations**

- a. Should faculty or students require ADA furniture for classrooms or class laboratories, ODPa will provide standardized furniture for the classroom for the duration of the semester. For additional information or to make a request, please contact ODPa.
- b. ODPa will coordinate to provide transportation support and labor to assist with moving and transporting moveable furniture.

5. **Procedures**

- a. ODPa will rely on departments and primary users of spaces to indicate and communicate their needs as they arise. This includes cyclical maintenance as well as life-cycle replacements.
- b. ODPa will analyze reported needs and will maintain a priority listing and potential schedule for replacement. In establishing the priority listing, all factors including the age of the facility, plans for future destruction or renovation of the facility, anticipated class sizes, special requirements for the department, and any other factor that may affect the priority selections will be considered.
- c. ASFR will provide support for the identification, acquisition, and installation of furniture.
- d. The Property Manager will coordinate and establish the most appropriate disposal method for the moveable furniture being replaced in accordance with [OP 63.08, Property Management](#).