

## **LOOSE FURNITURE GUIDELINE**

### **PURPOSE**

1. To enable the University to establish and maintain a consistent quality for Deakin furniture by outlining responsibilities for purchasing and specifying furniture.

### **SCOPE**

2. This guideline applies to all purchases of loose furniture to be installed within any Deakin University facility.

### **PROCEDURE**

3. The Loose Furniture Guideline is managed by Facilities Services Division and prepared in collaboration with Campus Services, Procurement and Health, Wellbeing & Safety, Human Resources Division.

### **Facilities Services Division**

4. Facilities Services Division staff are to ensure standard\* furniture item specified, including that specified by external consultants, is sourced from the Panel of Preferred Suppliers.
5. Exemptions to source furniture outside of the Panel may be granted where it is determined that new furniture should match existing.
6. Facilities Services Division will be responsible for nominating items on the Register of Preferred Products, sourced from the Panel.
7. Facilities Services Division will be responsible for recommending preferred furniture suppliers for inclusion on the Panel.
8. Facilities Services Division, Space, will process purchases of all loose furniture ordered through general staff (non-project), received by the Furniture Request System.
9. Facilities Services Division will provide a register of purchases to Campus Services, Procurement, in an agreed format on a 6 monthly basis. This shall include general purchases and project purchases.

### **Campus Services, Procurement**

10. Campus Services, Procurement will be responsible for developing and maintaining an intranet with the register of products (e.g. via a web page, Wiki or other similar).

11. Campus Services, Procurement services will maintain a register of furniture purchases.
12. Campus Services, Procurement will prepare, maintain and issue an Expression of Interest document for furniture suppliers' inclusion on the Register of Preferred suppliers. The document and register will be reviewed on a three-yearly basis.
13. Campus Services, Procurement, in collaboration with Facilities Services Division, will be responsible for approving any documents for external circulation (EOI), shortlisting of suppliers and the development of performance criteria.

#### **Health, Wellbeing & Safety, Human Resources Division**

14. Health, Wellbeing & Safety, Human Resources Division will nominate a representative as OHS stakeholder for the Register of Preferred Suppliers. The representative will approve the development of performance criteria in relation to occupational health and safety matters.

#### **General Staff**

15. Any non-project furniture to be installed in Deakin University will be procured through the Furniture Request system. General staff will not purchase furniture via credit cards.

#### **Suppliers**

16. Furniture suppliers are required to submit their Expression of Interest for inclusion on the Panel of Preferred Suppliers.
17. Assessment will include service/performance, product warranties and lead times, availability of replacement parts, local components/products, quality, design, innovation and suitability.
18. The supplier is accountable for identifying innovative products suitable for the university.
19. The supplier will be required to submit a register of furniture purchases to Procurement on a 6 monthly basis.