Processes for Office and Teaching/Learning Furniture New Installations (minor renovations and installation projects)

This process is intended to:

1. Show the workflow and the various teams that interact in the Archibus - problem type "**FURNITURE FOR OFFICE SPACES,**" "**FURNITURE FOR TEACHING/LEARNING,**" and "**NEW INSTALLATIONS.**"
2. Clarify the responsibilities of staff teams and define the teams involved in the process and hand-off points.

IMPORTANT NOTES:

o Furniture installation or relocation without ES assessment or an approved furniture plan is **not** permitted.
o Requestor/Sponsor are **not** allowed to select supply furniture items in the CP and/or ES warehouse isles.
o Requestor/Sponsors are **not** allowed to select and/or purchase academic furniture, unless approved by ES. CP and ES will work together for academic refresh/upgrade projects as needed.

Defined Terms Used in this Document

AFE - Approval for Expenditure (Requestor/Sponsor provides funding)

CP - Campus Planning, a division within BCIT's Campus Planning and Facilities Department. CP is responsible for space planning administration, coordination of office furniture and public spaces furniture, and planning services

ES - Educational Support oversees educational/academic spaces, including but not limited to classrooms, labs, lecture theatres, workshops etc.

FI - Facilities Improvements, a division within the Campus Planning and Facilities Department. FI implements approved minor capital projects, and renovations to existing facilities and infrastructure.

Fit Test – A space plan to check the viability of a furniture layout proposal. This includes assessing BC Building Code requirements, BCIT furniture and space guidelines, and BCIT technical standards.

Funding/Budget - Funding source may be one or a variety of the following, self-funded (via Approval for Expenditure "AFE", BCIT Foundation or external grant, etc.)

Refresh/Upgrade - Minor aesthetic improvements to a space that does not impact the building structure. Projects could include updating furniture, paint, flooring, ceiling, lighting, and millwork.

Renovation(s) - Changes to the building structure (walls, doors, HVAC, and other building systems), may require a building permit.

Requestor/Sponsor - Customer, stakeholder (maybe ES for general timetabled space), client, end user (individual/group/school/department) or they may be the budget (funding) holder.

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Archibus Work Request Types, Team Roles, and Relations

"FURNITURE FOR OFFICE SPACES (Space planning, assessment and layouts, new/used office furniture requests, space classification, change of use)" - Campus Planning primarily oversees administrative/offices and public spaces (e.g. study spaces, meeting rooms, staff lunchrooms, and lounge areas). Campus Planning is not responsible for tenanted spaces managed by Corporate Services, Student Association, and other external partners/agencies.

"FURNITURE FOR TEACHING/LEARNING (includes classrooms, labs, and workshops)" - Educational Support oversees academic and educational (e.g. classrooms, labs, lecture theatres, workshops, etc.) spaces for BCIT programs.

"NEW INSTALLATIONS (minor renovations and installation projects)" - Facilities Improvements oversees minor refresh/capital renovation improvement projects that involve changes to the base building. FI will work with CP and ES if furniture and space planning is required as part of the renovation project. For only furniture requests, use either problem type "Furniture for Office Spaces" or Furniture for Teaching/Learning".

These Archibus problem types are available to selected employee classifications as furniture and minor renovation requests are often tied to budget considerations. The requestor should go through their Operational Manager or Senior Management to make the request in Archibus. Once the CP/ES/FI team receives the work request, an assigned staff person will contact the requestor.

NOTES:

A. **If the work request relates to both administrative/office and academic/educational spaces, CP and ES will work together. A single work request should be submitted under FURNITURE FOR OFFICE SPACES or FURNITURE FOR TEACHING/LEARNING.**
B. **Corporate Services primarily oversees food services and cafeteria-kiosk areas. If there is public space adjacent to the cafeteria-kiosk areas, Corporate Services and CP will work together. An email should be sent to the Associate Director, Corporate Services and the Senior Development Planner, Campus Planning to initiate discussions.**
C. **For NEW INSTALLATION projects, FI will consult CP and ES. CP and ES will provide support to FI projects, as defined in the initiative's Project Charter.**

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FURNITURE FOR OFFICE SPACES
 	
(refresh/upgrade; no renovations required to base building)
	Action By: Campus Planning, Educational Support
	
	1. Requestor submits a **"FURNITURE FOR OFFICE SPACES"** request in Archibus for office/administration furniture refresh/upgrades that require no renovations.
	
	CP office furniture and space planning work includes:
	   • Replacement of office furniture (damaged or not meeting user needs)
	   • Re-arrange existing furnishings (space planning)
	   • Request for additional furnishings (existing warehouse inventory or new furnishings)
	2. As part of the work request, CP staff will conduct a site assessment. This includes an assessment of the condition of paint, flooring, data/electrical drop relocation, furniture inventory, existing layout plan, room dimension, and other room service infrastructure verification.
	3. CP reviews site assessment details and creates a space plan(s) to test fit furniture layout(s) and potential non-structural refresh/upgrade items.
	4. Requestor/Sponsor approves and signs-off on preferred furniture layout, storage requirements, accessories, and refresh/upgrade items.
	5. CP to obtain quote. **If budget/funding is <u>not</u> approved, CP closes work request and ends process**.
	6. Project budget/funding is approved by Requestor/Sponsor, CP and/or ES
	7. CP coordinates furniture procurement, move logistics, and installation.
	8. CP to arrange for contractor(s) to prepare room/space and ITS/AV/SSEM/ CPF to provide infrastructure as required.
	
	Move coordination:
	   • Each person is responsible for packing and labelling their office effects. The contract with the mover is primarily for BCIT assets. CP will work with Logistics to provide packing totes. CP **<u>not</u>** responsible for lost or damaged items. Personal items should be removed or relocated by the employee.
	   • Desks and storage must be completely emptied, and the contents packed prior to being moved.
	   • For lockable storage, assign one person to maintain all keys and have them available to CP/ES staff if needed.
	   • Computers, printers, photocopies, and other specialty equipment will be coordinated by CP.
	   • CP submits a Logistics Request Form by email if Logistics support is needed.
	   • Staff are responsible for unpacking all office effects.
	
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FURNITURE FOR OFFICE SPACES (Continued)	9. Once the furniture installation is complete, CP will submit an Archibus "CLEANING" request to wipe down the furniture. If the refresh/upgrade project involves significant cleaning, the Requestor/Sponsor may be billed for services. 10. Close work request at the end of project.

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NEW INSTALLATIONS
 	
(furniture refresh/ upgrade that requires renovations to base building)
	Action By: Campus Planning, Facilities Improvements, Educational Support
	
	1. For office and academic furniture refresh/upgrades requests that require renovations to the base building, the Requestor/Sponsor should submit a request under the program type **"NEW INSTALLATIONS."**
	
	NOTES:
	o CP/ES should be consulted at the start of a project to discuss project scope and identify if building renovations are needed.
	o CP/ES should be members of the Furniture Procurement Evaluation Committee and process.
	o CP/ES to confirm current furniture guidelines and technical standards.
	
	2. Once the work request is received, FI will:
	    • **Liaise with CP/ES to confirm client's request aligns with future planning – if <u>not</u> aligned, FI closes work request, end process and respond to client with rationale.**
	    • If the work request is CP/ES aligned, FI will assess requested building modifications and develop a project budget.
	    • FI/CP/ES to review project budget and determine funding strategy (if required) with Requestor/Sponsor.
	    • **If funding is <u>not</u> available, FI closes the request, end process.**
	3. Once the work request and funding are approved, FI will manage the project and coordinate planning, design, and implementation in consultation with CP/ES. For office renovations, FI will connect with CP; for educational spaces FI will connect with ES. For complex spaces, FI will connect with CP and ES. CP/ES will provide project support to the FI team as defined in the Project Charter.
	4. CP/ES and Requestor, to assess the proposed furniture layout, storage requirements, and furniture accessories (the proposed furniture layout could be created by project consultants, CP and/or ES team members). CP/ES to identify furniture for removal, retained for inventory, or temporary storage. Requestor/Sponsor is **<u>not</u>** allowed to select and/or purchase furniture, unless approved by CP/ES.
	
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**Processes for Office and Teaching/Learning Furniture
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**NEW INSTALLATION
(Continued)**

5. If required, CP/ES to confirm if surplus inventory is available for the project.
6. Requestor/Sponsor approves and signs off on furniture layout, storage requirements, and furniture accessories.
7. Procurement of new furniture will be done by the budget owner, which may be CP/ES/Requestor/Sponsor/Client/Tenant/FI or other as determined by funding source(s), as there may be more than one budget owner on a project.
8. FI coordinates the furniture removal and installation.
9. FI to arrange for contractor(s) to prepare room/space and ITS/AV/SSEM/CPF to provide infrastructure as required.
10. CP/ES should review space plan with Facilities for infrastructure conflicts.
11. Move coordination:
    - Each person is responsible for packing and labelling their office effects. The contract with the mover is primarily for BCIT assets. FI will work with Logistics to provide packing totes. FI/CP/ES are **not** responsible for lost or damaged items. Personal items should be removed or relocated by the employee.
    - Desks and storage must be completely emptied, and the contents packed prior to being moved.
    - For lockable storage, assign one person to maintain all keys and have them available to FI staff if needed.
    - Computers, printers, photocopies, and other specialty equipment will be coordinated by FI.
    - FI submits a Logistics Request Form by email if Logistics support is needed.
    - Staff are responsible for unpacking all office effects.
12. Once the furniture installation and renovations are complete, FI will submit an Archibus "CLEANING" request to wipe down the furniture. If the project involves significant cleaning, the Requestor/Sponsor may be billed for services.
13. Close work request at the end of project.

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**Processes for Office and Teaching/Learning Furniture
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	FURNITURE FOR TEACHING/ LEARNING
	
	(academic furniture refresh/upgrade; no renovations required to base building)
		Action By: Educational Support
		
		1. Educational Support receives work requests for replacement of existing **"FURNITURE FOR TEACHING/LEARNING"** spaces; includes classrooms, labs, lecture theatres, and workshops.
		2. ES reviews the work request with the Requestor to determine if the furniture is standard academic furniture.
		   - CP/ES to confirm current furniture guidelines and technical standards.
		   - If the furniture is 'standard', ES checks with BCIT Logistics to determine if available stock is in inventory.
		   - If available, ES submits a Logistics Request Form by email to have the furniture installed.
		   - If unavailable ES submits a web requisition to order the furniture and have it delivered to the desired location.
		   - If the furniture is 'nonstandard' ES works with Procurement and vendor to provide furniture specifications to the requestor for their approval. Requestor submits web requisition for procurement.
		3. As part of the work request, ES/CP staff will conduct a site assessment. This includes an assessment of the condition of paint, flooring, data/ electrical drop relocation, furniture inventory, existing layout plan, room dimension, and other room service infrastructure verification.
		4. If refresh/upgrades are needed, ES/CP will obtain a quote. **If budget/ funding is not approved, ES closes work request and ends process.**
		5. Once the furniture installation is complete, ES will submit an Archibus "CLEANING" request to wipe down the furniture. If the refresh/upgrade project involves significant cleaning, the Requestor/Sponsor may be billed for services.
		6. Close work request at the end of project.