

The background of the cover features a collection of light, sketchy line drawings of various furniture items, including tables, chairs, and benches, arranged in a somewhat chaotic but artistic manner.

# **UNIVERSITY OF THE FREE STATE FURNITURE MANUAL**

**UNIVERSITY ESTATES:  
FACILITIES MANAGEMENT & FACILITIES PLANNING**

**APRIL 2014**

**DRAFT 1**

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ANNEXURE A: Furniture Specification for Offices and Lecture Spaces

## 1. Purpose

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This manual and its supporting processes provide guidance on the standards and procedures governing the selection, acquisition, installation, and use of office furniture at the University of the Free State.

The manual is also of purpose to support the green initiative by offering products from sustainable resources.

## 2. Persons Affected

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Staff and consultants who plan, select, acquire, and install office furniture at the UFS must follow this manual.

## 3. Exceptions

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Requests for exceptions to this manual should be directed to the either Property Manager or the Project Manager of Department Physical Planning, depending on who is responsible for the implementation of the project.

This policy does not cover furniture for laboratories, shops, and other special-purpose spaces designed to meet specific requirements.

## 4. Accountability

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Furniture purchased with UFS funds (whether managed departmentally or institutionally) is owned by the UFS and therefore becomes a UFS asset.

*It is the responsibility of the relevant department to inform the Department of Finance's Asset Management staff of any acquired furniture (new or re-deployed) or the removal of any furniture.*

Stewardship confers the following responsibilities to the user client:

- Assigns office furniture across locations and among staff for optimal use and cost benefit;
- Maintains office furniture in clean, safe, and good working condition;
- Informing UFS Department of Finance (Asset Management) when new furniture has been acquired, where furniture is located, when furniture is no longer needed or at the end of its useful life.
- Each department is responsible for the security and accountability for the furniture located within its assigned facility or area.
- It is the department's responsibility to report a moveable furniture excess to Department Physical Planning for relocation of existing assets.

## 5. Policy Statement

UFS maintains a set of standard office furniture options to facilitate the efficient, cost-effective, and timely acquisition and installation of office furniture used by employees and affiliates. The use of standard office furniture allows the UFS to respond to the needs of diverse users, and adapt to a wide range of space constraints.

Standard office furniture is selected from currently available industry options that best meet the following criteria:

- Supports health & safety — Does not pose a physical risks to staff and students and meet the ergonomic needs of the majority of users;
- Functional — Supports the office activities of most end users for the intended purpose;
- Adjustable — Adjusts to accommodate the individual needs of 90 to 95% of end users;
- Flexible — Capable of being used and reused in varying configurations and locations;
- Modular — Standard modular sizes/shapes can be inventoried and quickly deployed; and
- Durable — Reliable and requires minimal maintenance and/or repair.

**Annexure A** provides clear guidelines with regard to the type of furniture and the amounts allocated according to post levels.

## 6. Process and Standards for Selecting Office Furniture

When a department plans to furnish multiple offices, Physical Planning will provide assistance with the selection and cost estimates of new office furniture. Thorough and ongoing communication among all parties throughout the process is required to ensure that the selected office furniture is safe, provides optimal support for end users, and that office furniture layouts make efficient use of allotted division space.

Office furniture needs that cannot be addressed adequately using the applicable standard office furniture options (See Annexure A), will be considered on a case-by-case basis. Nonstandard office furniture should still meet the seven criteria listed above.

Strict adherence to the Procurement Policy will be applicable at all times, namely:

**Table 1: Adherence to UFS Procurement Policy**

MONETARY VALUE	REQUIREMENTS
Up to R1000	At least one oral quotation
R1001 – R10 000	At least one written quotation
R10 001 – R50 000	At least two written quotations
R50 001 – R250 000	At least three written quotations
R250 001 – R1 000 000	At least three closed tenders
More than R1 000 000	Open tenders

## **7. Acquisition and Moving of Furniture**

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Regardless of the fund source, decisions about the movement or new acquisition of office furniture should be made on a total cost/benefit basis. The option that creates the least cost while meeting programmatic mission needs should be selected. When developing the cost/benefit argument, consideration should be given to the cost of moving furniture relative to purchasing new items, and to the planned use of the old and new space(s).

When office moves are initiated and planned, Physical Planning may ask the division to leave the office furniture in its vacated space for use by the next occupants of the space. If this is the case, Physical Planning will furnish the division's new location with office furniture that is comparable in quality and congruent with UFS office furniture standards.

# **ANNEXURE A**

## **FURNITURE SPECIFICATIONS**

<b>A: FROM DIRECTORS / HEADS OF FACULTY</b>	
<b>BUDGET: R25 000</b>	
<b>DESKS</b>	
<b>Option 1:</b>	
	<b>L shape Desk</b>
	Top thickness - 32mm
	Desk size - 2000 x 1800mm
	Laminate colours: Oak, Maple, Cherry
	Mahogany & Golden Walnut
<b>Option 2:</b>	
	<b>Double pedestal desk</b>
	Top thickness - 25mm
	Desk size - 2350mm
	Laminate colours: CN Green Board
<b>Option 3:</b>	
	<b>Vista Veneer Desk</b>
	Top thickness - 50mm solid edge
	Desk size - 2000mm
	Veneer colours: Cherry, Oak, Mahogany
<b>A: FROM DIRECTORS / HEADS OF FACULTY</b>	
<b>BUDGET: R25 000</b>	
<b>HIGH BACK CHAIRS</b>	
<b>Option 1:</b>	
	<b>Soul Mate</b>
	<u>Features:</u>
	Synchronised mechanism
	Fixed Flexi arms
	Black Nylon base
	Upholstered in contract black fabric
	*contract fabric - 100% Acrylic > 30 000 rubs
<b>Option 2:</b>	
	<b>High Street</b>
	<u>Features:</u>
	Swivel & tilt mechanism
	Fixed Flexi arms
	Black bonded leather
	Black Nylon base
<b>Option 3:</b>	
	<b>Nefil Netted High Back</b>
	<u>Features:</u>
	Single lever Control Mechanism
	Smart motion - Motion Back Support
	Seat Tilt
	Lumbar Adjustment
	4D Arms
	98% Recyclable
<b>VISITORS CHAIRS</b>	
See B.	

<b>B: PERSONNEL</b>	
<b>BUDGET: R12 000 - R15 000</b>	
<b>DESKS</b>	
<b>Option 1:</b>	
	Edge
	Top thickness - 32mm
	Desk size - 1600 x 1000mm
	Laminate colours: Oak, Maple, Cherry
	Mahogany, Beech
	Cecil Nurse exclusive laminates: Dark Oak,
	Light Oak, Cherry Morgana, Walnut
<b>Option 2:</b>	
	Xpress L-shape desk
	Top thickness - 25mm
	Desk size - 1600 x 1000mm
	Laminate colours: Oak, Maple, Cherry
	Mahogany, Beech
	Cecil Nurse exclusive laminates: Dark Oak,
	Light Oak, Cherry Morgana, Walnut
<b>Option 3:</b>	
	Steel Range
	Top thickness - 22mm
	Desk size - 1500 x 750
	Laminate colours: Oak, Maple, Cherry
	Mahogany, White & Golden Walnut
<b>HIGH BACK CHAIRS</b>	
See A	
<b>B: PERSONNEL</b>	
<b>BUDGET: R12 000 - R15 000</b>	
<b>MEDIUM BACK CHAIRS</b>	
<b>Option 1:</b>	
	Vibe chair - Medium Back
	<u>Features:</u>
	Synchro mechanism
	With or without loop arms
	Black Nylon base
<b>Option2:</b>	
	Win Chair - Medium Back
	<u>Features:</u>
	Synchro mechanism
	Black Mesh back
	Moulded Foam seat
	Black Nylon base
	Height-adjustable arms
<b>VISITORS' CHAIRS</b>	
<b>Option 1:</b>	
	Visitor's chair
	<u>Features:</u>
	Black sleigh frame
	with arms
<b>Option 2:</b>	
	<u>Features:</u>
	Black Mesh back
	Chrome frame
	in black, blue or red fabric



## C: TRAINING RELATED

### TRAINING TABLES

#### Option 1:



16mm Top  
1400(l) x 700(w) Trapezoid  
or  
1200(l) x 600(w) Trapezoid

#### Option 2:



1400(l) x 700(w) Rectangular  
or  
1200(l) x 600(w) Rectangular

### CHAIRS (TRAINING)

#### Option 1:



Integra chair-  
Moulded polypropylene  
Stackable

#### Option 2:



La Mia Chair  
Polypropylene seat & back  
Matching painted frame  
Stackable

Optional: Seat can be upholstered.