

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Classroom Furniture**EFFECTIVE DATE:** July 1, 2007; Revised July 1, 2024**Purpose**

The purpose of this policy is to establish proper procedures for the management of classroom furniture at Southwest Tennessee Community College (“Southwest” or “the College”).

**Policy**

The College acknowledges that physical facilities affect the learning environment. To that end, the College shall procure and maintain furniture that is durable, mobile, and economical, which will enable its faculty and staff to provide effective instructional programs.

**Replacement and Repair**

- A. Replacement or change in style of furniture must have the approval of the Chief of Administrative Services, who will have final approval for furniture purchases.
- B. The following criteria shall be utilized in replacing furniture:
  - 1. Available budget;
  - 2. Overall condition of the furniture;
  - 3. Remaining life expectancy and ergonomics of the furniture; and
  - 4. Change in the type of classroom or instruction.
- C. Existing furniture will be evaluated by the Chief of Administrative Services or designee to determine if it is economically feasible to repair or replace.
- D. All classroom furniture will be of a color, style, and durability that promotes a positive learning environment.


**Procurement**

- A. Requests for the purchase of new classroom furniture must be submitted for review to the Vice President of Academic Affairs (VPAA). If the VPAA approves the request, the VPAA must make the request to the Chief of Administrative Services.
- B. Requests will be prioritized based on budget.

- C. The Purchasing Department will review requests approved by the VPAA and the Chief of Administrative Service, and will coordinate, evaluate, and select the furniture to be purchased.
- D. The Purchasing department will obtain price quotes for the furniture that has been requested to be purchased.
- E. Old furniture being replaced will be evaluated by the Chief of Administrative Services or designee to consider additional use in another area, or the furniture will be placed in storage.
- F. Classroom furniture that can no longer be utilized will be disposed of through the proper surplus procedures. See the College's [Equipment Inventory Control Policy](#) 6:00:00:00/9 for further information.

### Inventory

- A. An annual inventory shall be taken of all classroom furniture noting the overall condition of each item. See the College's [Equipment Inventory Control Policy](#) 6:00:00:00/9 for further information. A minimum of \$200,000 shall be transferred to the unexpended plant fund annually (if College resources permit) to replace classroom furniture, as needed.
- B. The Purchasing Department, in cooperation with the Chief Financial Officer or designee shall:
  1. Maintain lists of standard classroom furniture;
  2. Work with vendors in preparing recommendations for purchase; and
  3. Work within established budget limits.

<p><b>Source of Policy:</b> <u>Finance &amp; Admin Services</u></p> <p><b>Related Policy:</b> <u>4:00:00:00/9</u></p> <p><b>Approved:</b> <u></u>  <b>President</b></p>	<p><b>Responsible Administrator:</b> <u>Chief of Administrative Services</u></p> <p><b>TBR Policy Reference:</b> <u>4.02.20.00</u></p> <p><b>Date:</b> <u>July 1, 2024</u></p>
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