



	<p><b>Title:</b> Office Furniture and Equipment Management</p>
<p><b>Legal References:</b></p>	<p><b>Policy Category:</b> Infrastructure and Operations</p>
<p><b>Cross References:</b> Procedure #PRO 446 Office Furniture and Equipment Management Furniture Standards Program and Manual</p>	<p><b>Effective Date:</b> May 10, 2011 <b>Revision Date:</b></p>
<p><b>Purpose:</b> To streamline the management of current and proposed office furniture and equipment.</p> <p><b>Definitions:</b></p> <ul style="list-style-type: none"> <li>• “County” means Rocky View County</li> <li>• “Office Equipment” consists of, but is not limited to, fax machines, photocopiers and vending machines</li> <li>• “Office Furniture” consists of, but is not limited to, workstations, tables, chairs, white boards, tack boards, task lights and file cabinets</li> <li>• “Workstation” means a work surface designed for an individual to perform work tasks</li> </ul> <p><b>Policy Statements:</b></p> <ol style="list-style-type: none"> <li>1. This policy applies to all County office furniture and equipment excluding desktop computers, laptops and their peripherals.</li> <li>2. The County shall co-ordinate the management and purchase of office furniture and equipment through a centralized standard, budget and authority and in accordance with the requirements set out in Procedure 446 and the Furniture Standards Program.</li> <li>3. Administration shall have the authority to approve a variance from the Furniture Standards Program and the standards set out in Procedure 446 to address special needs, circumstances or office furniture/equipment requirements on a case by case basis.</li> </ol>	