

MIDDLETOWN PUBLIC SCHOOLS

Furniture and Equipment Policy

POLICY DEFINED – The Department of Facilities Management for the Middletown Public Schools is accountable for ensuring that any acquisition, alteration or donation of furniture and equipment comply with code requirements, conform to Middletown Public School standards, and represent the best long-term value for the school system.

IMPLEMENTATION – Prior to ordering, donating, or using furniture or equipment in any Middletown Public School or leased building, the requestor must contact the Department of Facilities Management.

1. The Department of Facilities Management will assist the faculty and staff in evaluating their needs and the planning and design for the furniture/equipment.
 - a. OSHA Standards, Accessibility Standards and Furniture Fire Rating Standards will be used for planning purposes.
 - b. Deviations from approved standards may only be made with the written approval of the Director of Facilities Management, the Building Department and/or Fire Department depending on the deviation requested.
2. Once the faculty/staff receives approval for the furniture/equipment plan, the person requesting the item(s) will obtain price quotations from the furniture vendor. If the furniture/equipment is not a Middletown Public School “standard”, competitive pricing will be required.
3. The Director of Facilities Management or a designee will determine the power, lighting, voice/data, and other needs to support the furniture or equipment layout.
4. The Director of Facilities Management or a designee for review and approval by the Superintendent of School or her designee will prepare a final budget for furniture, equipment, and infrastructure changes.
5. When the final budget is approved and the source of funding secured two things will occur:
 - a. The Business Office will place an order with the vendor, and
 - b. The Department of Facilities Management will make, or have made, the necessary infrastructure improvements.
6. When the furniture or equipment shipment arrives, the Department of Facilities Management- Shipping and Receiving Clerk will have responsibility for receiving and entering information into SchoolDude for preventive maintenance and/or on a Project Spread Sheet. All equipment worth \$5000 or more will be considered a capital asset. These items must be marked and placed on the capital asset equipment list for yearly inventory.
7. The Department of Facilities Management will have responsibility for overseeing the installation of the product and its connection to the Schools infrastructure.
8. A Punch List inspection will be conducted by the Department of Facilities Management with the faculty/staff to ensure that all components have been installed and are in proper working order.
9. Following completion of the Punch List, the faculty/staff will be required to sign-off on the project. This signature of approval will mark the end of the work.