

# HUMBOLDT STATE UNIVERSITY

## Facilities Management

**Standard Operating Procedure:** FM006-170310

**Title: Classroom Furniture Placement**

The following procedure shall be utilized to address the problem of missing or excess furniture in classrooms at the beginning of each semester, as well as address the accessible furniture needs of students and faculty.

Historically between-semester activity in lecture rooms and teaching laboratories has resulted in furniture migration within buildings and rooms. Unauthorized placement of excess furniture in lecture rooms and teaching laboratories has frequently brought the number of available stations above approved room capacity limits and promoted over-enrollment above maximum capacity as allowed by the California Building Code. Furthermore, the resulting furniture deficit in adjacent rooms has left faculty and students without adequate seating to meet normal enrollment needs. The procedure below describes those steps taken to increase the probability that classes start each semester with the appropriate number and type of student stations. Movement of designated accessible student and/or faculty stations into and out of lecture rooms and teaching laboratories is also described herein. Historically, accessible stations have been placed into classrooms by the Student Disability Resource Center. However, starting Spring Semester 2017, Facilities Management is responsible for ALL furniture placement in classrooms, including accessible stations.

### Guiding Principles for Furniture Placement

- Placement of any additional accessible stations beyond the minimum required by the California Building Code (for the purposes of accommodating the needs of those utilizing the space) into any lecture room or teaching laboratory will be accompanied by removal of a non-accessible station whenever possible so as to keep the overall station count within the space occupancy limit as defined by the Code.
- Location of furniture within the room depends both on the needs of the students/faculty as well as California Building Code requirements. In general, accessible stations should be located near an exit and walkways should be at least 36" wide.

### Beginning of Semester Procedure

- Two weeks prior to the start of each semester, the Special Projects Leader & Principal Analyst or designee will review all lecture rooms and teaching laboratories to ascertain the number of accessible and regular student stations in each space at that time. Those spaces found to contain an unapproved number of stations will be noted.

- The Special Projects Leader & Principal Analyst will submit work orders for each building containing spaces needing a furniture adjustment. Each room in question will be noted on its own phase within the work order. Facilities Management Distribution Services staff will be tasked with moving stations into or out of the spaces to match the approved furniture layout for said space. Approved layouts are posted in rooms as well as within FacilitiesLink under the building and room. All corrections shall be completed immediately prior to the start of each semester.
- Should additional accessible furnishings be needed within lecture rooms or teaching laboratories, deficiencies in the approved layout be recognized or such furnishings be damaged or broken, Facilities Management requests that individuals noting or receiving reports of such notify our office immediately. This can be achieved by filing a request for such to be reviewed and corrected via the online work request system (Customer Service Request). Requests for a given semester may be submitted at any time prior to or during the semester and should include the following information:
  - Exact type of accessible furniture requested; and
  - Building and room number where such is needed; and
  - Whether the furniture requested is for a student or faculty work station; and
  - Design date/time for such to be achieved; and
  - In the event the request is considered to be an emergency, individuals should contact Facilities Management Customer Service Center (x4475) with the above information.
- The Customer Service Center will direct all furniture requests to the Special Projects Leader & Principal Analyst or designee who will work with the Facilities Management Custodial & Logistics Manager to plan the appropriate response. Following assessment and should additional furnishings be distributed to the space as a solution, a phase on the work order will be generated to ensure the return of furniture to match the approved furniture layout for this space at the end of the semester.
- Excess accessible furniture will be stored on campus in a specially marked storage location. Such location will be determined by the Custodial & Logistics Manager.

#### End of Semester Procedure

- Immediately following the end of each semester, Distribution Services staff will return altered room furniture to match approved furniture layout for said space.