



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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**REVISION  
1**

**PAGE  
G3-120.0**

**SUBJECT  
BUILDING MAINTENANCE AND OPERATIONS**

**SUB-TOPIC**

**REPAIR OF FURNITURE AND FURNISHINGS**

Institutional furniture and furnishings will be repaired, refinished, and otherwise maintained by the Physical Plant as funding permits. This includes any furniture and furnishings not assigned to individual departments which are intended for the common use by all personnel, such as classroom desks and chairs, and hallway lounges.

Departmental furniture and furnishings include any such items assigned to space within an allotted departmental area which are used exclusively by a department. This includes, but is not limited to, desks, chairs, bookcases and file cabinets. Repair, refinishing and other maintenance of such furniture and furnishings will be at the appropriate department's expense.

All requests for the repair of furniture and furnishings, whether institutional or departmental, should be directed to the Work Control Supervisor via the Work Request form (see Exhibit G2) using the proper procedure as outlined in "Request for Services," this section.