

Daniels School of Business

General Office Furnishings Policy

The Daniels School of Business is committed to providing a high-quality office environment for faculty and staff. One aspect of that environment is office furnishing. The policy of the School with respect to furnishings is as follows:

- The base furnishing for most faculty/administrative offices will be one standard office desk, one computer table/credenza, one ergonomic chair, one/two guest chairs (depending on space and preference), one whiteboard (if desired), existing wall shelving, and two 4-drawer vertical filing cabinets or one 5-drawer lateral cabinet. One standard desk telephone is also provided. The intent is to standardize furnishings to enable the ability to easily move furniture to other offices within the School.
- Some furnishings in the School may be dated and in need of replacement.
 - The school will set aside \$20,000 each fiscal year for office updates.
 - The offices selected for updates will follow a queue determined by the Dean's office.
 - The design and selection of furniture will be determined by the Dean's office.
 - Requests for replacement, outside of the queue, will be considered on a case-by-case basis and addressed as the School budget allows.
- On occasion, research centers or School initiatives will incur furnishing costs that will be billed directly to the center or initiatives' accounts.
- Faculty or area STAR accounts are intended to foster research and teaching excellence and, as such, are generally not available for furnishing purchases
- Augmentation of the base office configuration will be considered by the Dean's Office on a case-by-case basis.
- If a faculty member decides to relocate to a different office, the furniture configuration in the new office location remains. The exception to this would be if a faculty member has been given permission to purchase furniture through specially allocated funds. If feasible, this furniture will be moved to a new location.