

**Purpose**

It is Western Michigan University's policy to spend the funds entrusted to it in a cost-effective manner subject to the terms and conditions of donors, grantors, and government agencies. The intent of this policy is to obtain goods and services at the lowest total cost of ownership and strive to obtain the best value for the price of products used in our university setting. As such Facilities Management functions as an agent to the purchasing process, and executes procurement procedures as a responsible steward of the resources of the University.

**Rationale**

- A. Delegated as an agent to the purchasing process at WMU, Facilities Management shall make selections and/or approve FFE purchases (purchases of furniture, fixtures (finishes), and equipment) prior to placement of an order. In many and most cases Facilities Management will actually place the order and manage the deliveries of items on the User's behalf. Oversight of the selection, acquisition, and purchasing of furniture and finish items are evaluated and selected for the reasons listed, but may not be limited to the following:
- Maintaining responsible stewardship of the University's resources
  - Appropriateness to meet building codes and maintain proper egress
  - Consistency of furniture and finishes within individual buildings and across campus
  - Evaluation of product value and quality – quality and durable products have a longer life cycle
  - Determination of appropriate furnishings and finishes that meet applicable fire codes for commercial environments including flame spread rates, and smoke production for fabrics, foam, and other components
  - Appropriateness to meet ADA standards and accessibility to spaces and of components of spaces
  - Evaluation of not only material content, but physical sizes and configurations of components
  - Warranty coverage; often 10 years or more (including some "lifetime"); Assistance with warranty claims if/when those may occur
  - Proper ergonomics – there are often "higher costs" associated with health and workplace hazards for workers who are not outfitted with reasonably ergonomic products (i.e. chairs, desks, etc) and work settings
  - Recycled content (post-consumer and/or pre-consumer) and recyclability after products useful life
  - Overall safety - so that products do not fall apart or that seating and worksurfaces are stable by commercial standards (i.e. BIFMA testing, OSHA, etc.)
  - Environmentally friendly – overall how sustainable the product (and its finishes) are and how it fits into the overall picture for the University's sustainability efforts and/or mission; compliance with standards for environmental health issues, (i.e. low or no VOC emitting as well as responsible manufacturing and shipping practices by the companies of the products and services procured)
  - Standards for durability and wear-ability typically of fabrics or surfaces that need to be evaluated for appropriate applications such as abrasion, UV fading, color fastness, physical properties (brushing, pilling, breaking strength), double rubs, prevention of staining (repelling stains), etc
  - Solutions that are appropriate to the application and in the best interest to the University – not just the quickest, lowest cost solution. Facilities Management must take into consideration for how adaptable the product or components are for future needs and make selections based upon usable now and future re-use
  - Evaluation of the expected use level including at the University – i.e. heavy student or unsupervised use vs. overseen administrative reception
  - Consistency of signage, graphics, and donor recognition
  - Evaluation of current and future dealer delivery, installation, and serviceability (vs. assemble it yourself).
  - Facilities Management have personnel that are trained to provide construction and maintenance responsibilities and does NOT expect that an employee or student of the University who is being provided with an item of furnishing to assemble the item(s) themselves as you have other responsibilities to the University
  - The University cannot accept random drop ship deliveries as it does NOT have adequate storage space at the central delivery location – 1201 Oliver Street

- B. Typical office supply catalogue, budget supply house, or big-box chair store type furnishings are appealing because of the apparent “low cost”. However, there are many aspects (reasons that these items should not be purchased for WMU) that are consistent with the list above and are reasons to NOT purchase for these “low cost” sources:
- Many products – typical office supply catalogue types are made in China or other off-shore foreign countries, which are often assemble-it-yourself type and not condoned by the University.
  - Overall quality is typically poor and the safety of these products is often questionable, exposing the University to unnecessary liability issues or meet BIFMA Standards
  - There is essentially no or very limited warranty, and even if a warranty exists, it is nearly impossible to have any warranty execution completed
  - Any environmental claims or aspects are not verifiable. “Local” products (from North America or even more regional) require less transportation and thus often viewed more sustainably.
  - In most likelihood these products violate fair trade aspects that are consistent with the University’s mission and are not models for sustainable practices.
- C. Many of us have items in our homes that work perfectly well for our own needs that may have been purchased from an office supply store, a big box chain store, or a home hardware; however, the standards and level of durability sufficient for residential products is far less than those required and imposed upon commercial products for commercial applications! For example, a Staples office chair, or an Ikea bookcase and file cabinet may be perfectly fine in **MY** home, but is dully unsuitable for the University setting!
- D. The position of Facilities Management is currently held by design professionals who are qualified by education, examination, years of service to the profession, and who are trained in regular CEU courses to provide current solutions that positively affect the public's health, safety, and welfare.
1. Definitions:
    - a. Definition of **HEALTH**: sound physical or mental condition; physical, mental, and social well-being.
    - b. Definition of **SAFETY**: protection against actual or perceived danger or risk from crime, accidents, or physical hazards within the environment; protection from hurt, injury, loss, or death.
    - c. Definition of **WELFARE**: state of emotional and spiritual well-being; positive emotional assessment and responses; responsible for financial or economic management.

## Exceptions

Faculty or other individuals who are in need of equipment that is highly specialized or technical to a particular discipline are typically more knowledgeable about the purchasing sources and specification requirements of such equipment, and therefore, these items do not fall to the same as above. Coordination of such equipment is still necessary with the Facilities Management Department for evaluation of code compliance (location etc.), ADA accessibility, possible weight or structural issues, etc. After evaluation with the Facilities Management Department these purchases of specialized equipment shall be coordinated by the User, the Facilities Management Project Manager and the Director Purchasing.

## Resolve

Ultimately, it is more cost effective to purchase appropriate, durable, and sustainable goods for the University, than to buy cheaply and be subject to frequent replacement needs. Oversight of the “big picture” - - knowing the needs, functions, and changing landscape of the University (vs. your personal departmental focus) - - also provides some opportunities for economies.

**If you require assistance with any selections and purchases of FFE items** (purchases of furniture, fixtures [finishes], and equipment), **please contact Facilities Management at 269-387-8546.**

The design professionals here at Western Michigan University strive to obtain the best value for the limited funds available and the price of products used in our university setting. To keep equity across campus, the following minimum standards and guidelines for Professional Services Contractors to follow:

### Upholstery:

- No leather is to be specified on campus.
- Office seating – Use standard seating manufacturer’s mid-grade (grade’s 1 or 2) price range fabric and a minimum of 50,000 double rubs. **NO Customer Own Materials on office seating.**
- Guest or Lounge seating – Use manufacturer’s standard seating mid-grade price range fabric and a minimum of 75,000-100,000 double rubs. Customer Own Materials are acceptable and bleach cleanable in student areas.
- Classroom seating – It is **not** recommended to use upholstered seating backs in classrooms.
- Use of Customer’s Own Materials should be kept to a minimum and if used, should meet the above minimum double rubs and be around \$50-\$75/yard.

### Use of wood and wood trim:

- All wood furniture is reserved for the positions at or above an academic Dean or Vice President.
- Wood trim is reserved for the Department Chair or non-academic Director and above level positions or a Vice President’s **immediate** support staff.
- All positions below Department Chair/Non-academic Director level shall have laminate and vinyl trims with steel supports/casegoods, no particleboard vertical pieces should be specified.

### Office & Systems furniture

- Prepare offices that are functional and meet the user requirements.
- WMU utilizes the State of Michigan MiDeal Contract with Haworth furniture for a majority of its office furnishing due to the heavy discount structure and will purchase through the designated SW Michigan dealer, Michigan Office Environments. This contract is set to expire on September 31, 2026.
  - Other recommended office furniture manufacturers are - Allsteel, KI, Steelcase, or Herman Miller
- All other furniture selections should utilize the purchasing agreements set up with furniture/building material suppliers and the University, several that we regularly use are: Educational & Institutional Cooperative, US Communities, Omniapartners/TCPN and Sourcewell. A list of participating manufacturers and suppliers can be supplied upon request. In addition to the office furniture manufacturers listed above, the top performing auxiliary manufacturers are: Integra Seating, Falcon Products, Thonet, Enwork, National, OFS and JSI. Our preference is local SW Michigan manufacturers and dealers.
- All furniture specified should carry **at least a 10 year 24/7 use warranty.**
- **Remanufactured systems furnishings are not recommended.**

### Files

- 42” wide lateral files are the preferred paper filing media width, no wood or laminate fronts.
- Counter weights are required in all lateral files.
  - Recommended manufacturers are: Haworth, Allsteel or Steelcase

### Window treatments

The following products have been tested by the University and approved as standards:

- Mini-blinds - Levolor Riviera Contract 1” metal mini-blinds, valance is optional.
- Roller screens –Draper Shade or MechoShade; manual or motorized, Shade clothes – grade A Oyster/beige.
- Drapery - Kirsch drapery systems
  - Ripplefold drapery heading system, 80% fullness; Headrail track – Cord draw #93001; Master slides – Butt masters #93104 and #93105; End pulleys – Heavy duty #93101 and #93102; Cord - #9933 nylon with fiberglass core; Tension pulley - #9923.

### Carpeting and Wall base

- The university takes advantage of E & I & other purchasing agreements with Interface, Mannington, Mohawk Group, Milliken, Mohawk Group or Tarkett USA; most local flooring contractors honor these set prices when bidding on larger construction projects.

**Paint**

- Due to the historic failure of marker board paints, ***it is not recommended for use on campus.***
- The university takes advantage of E & I & purchasing agreements with Sherwin Williams or PPG Paints; most local paint suppliers honor these set prices when bidding on larger construction projects.

**Campus Space Allocation Standards: (Please note campus employees can only have one permanent office or workstation)**

Position/title	Sqft Allocation	Office Type
President	400	Closed
Vice President	200	Closed
Associate or Assistant Vice President /Dean	180	Closed
Director / Chair / Asst or Assoc Dean	150-168	Closed
Associate or Asst Director / Associate or Asst Dean	120	Closed
Manager	110	Closed/Open plan
Faculty /Faculty Specialist / Fulltime Instructor	110	Closed
Advisor	110	Closed
Assistant to the Dean/Director	110	Open plan
Professional/technical	110	Open plan
Office Coordinator / Budget Administrator	90	Open plan
Office Assoc/Asst / Other Clerical	80-90	Open plan
Adjunct / Part-time Instructor	40-60	Open plan
Doctoral Asst / Graduate Assistant/Intern/ Student Workers	20-60	Open plan