

 <p><b>Confederation</b> COLLEGE OPERATING PRACTICE</p>	Number: 3-4-03	# of Pages: 1
	Originator:	Facilities Services
	Approved By:	President's Committee
	Effective Date:	94-02-07
	Replaces:	NEW
<b>FURNITURE SET-UP</b>		

**1 OBJECTIVE**

To provide furniture set-up service for college facilities that is designed for multi-purpose use.

**2 SCOPE**

- 2.1 The Facilities Services department coordinates all the furniture set-ups, except for seminar rooms. The contact for set-ups in rooms C250, C252, C254, C256 and rooms C240 & C242 on designated seminar days is Director, Hospitality.
- 2.2 Requests for set-up can be made by contacting the Facilities Services department via Microsoft Outlook or memo one week in advance. The request must include: time required, when space is available for set-up, detailed description of layout or special request, and when space is available for tear down.

**3 ROOM SET-UPS**

- 3.1 All set ups are scheduled on a first come basis. If set up cannot take place at time requested, the Supervisor Architectural/Engineering Services will notify requester. The staff doing furniture set-ups have a priority to ensure safe grounds. In the event of this situation (ie. snow/ice storms) the set-up may not be complete as requested. Every effort will be made to complete the set-up and ensure a safe environment for college users.
- 3.2 Some set-ups require coordination with other departments eg. audio visual and food services. The requester must contact the appropriate department.
- 3.3 Re-arranging existing furniture within a classroom or lab is the responsibility of the user. The user must return the furniture as per layout on the wall.
- 3.4 Facilities Services has a small quantity of chairs and folding tables that are available on a first  come basis.

**4 ADDITIONAL COSTS**

- 4.1 All overtime costs (regular hours of work are Monday to Friday, 7:00 a.m. - 3:30 p.m.) will be paid by requester.
- 4.2 If additional help is required to complete a set-up within a specific time frame, all costs for help will be paid by requester.
- 4.3 Rental of additional furniture will be paid by requester.
- 4.4 Ancillary operations and rental groups will pay for all time required to perform job.