

PROCUREMENT OF SCHOOL FURNITURE AND INSTRUCTIONAL EQUIPMENT

Standard specifications and lists of furniture and equipment will be developed with input from instructional and operational staff. Instructional staff (administrators, teachers, etc.) and operational staff (maintenance, custodial, business) will work together to create standardized product specifications that will ensure the proper and necessary classroom and instructional equipment are provided for new and renovated schools. The Instructional Team will have the primary responsibility to identify the standards for furniture and equipment while the Operational Team will have the primary responsibility to procure the designated furniture and equipment items.

These teams will work together to adhere to the following objectives:

1. Durability
2. Functionality
3. Common product selections for reduced maintenance costs
4. Cost of items to fit within established project budgets

Guidelines

- A. Clarification of Terms
 - a. School furniture will include the standard furniture pieces which are common to all schools. These include, but are not limited to
 - i. Desks (Student and Teacher),
 - ii. Tables (Computer, Rectangle, Kidney, Trapezoid)
 - iii. Chairs (Student and Teacher)
 - iv. Bookshelves
 - b. Instructional equipment will include equipment necessary for the instructional operation of all schools. These include, but are not limited to:
 - i. Computers (Student and Teacher)
 - ii. Projectors
 - iii. Electronic White Board
 - iv. Voice Amplification System
 - v. Listening Centers
 - vi. DVD/VCR/Television
- B. The Executive Director of Financial Services will work with the Director of Maintenance and Building Administration to prepare and maintain lists of standard furniture and equipment.

- C. The lists will be periodically evaluated by the Executive Director of Financial Services, the Director of Maintenance and Principals to ensure that Board objectives are being met.

- D. The Executive Director of Financial Services will work with the Director of Maintenance and School Principal in
 - a. Examining exhibit pieces for inclusion on the standardized lists
 - b. Preparing recommendation for purchase
 - c. Ensuring that all purchases comply with District purchasing policies and procedures.