

Work Space and Office Furniture Standards

COMMUNICATIONS BRIEF

UPDATED NOVEMBER 20, 2014

NEW WORK SPACE STANDARDS

In support of Notre Dame's Advancing Our Vision initiative, the University Space and Project Review Committee reviewed how the University expends funds related to the purchase of furnishings on campus.

With input from both Procurement Services and Facilities Design and Operations, an updated set of Work Space and Office Furniture Standards has been developed and approved by the University Space and Project Review Committee.

The new Work Space and Office Furniture Standards are available online at architect.nd.edu/planning. The new standards were effective as of June 1, 2013.

The purpose of the Work Space and Office Furniture Standards is to assist space planners in the design of work spaces for future new buildings and in renovations to existing facilities. The standards also provide specific direction to faculty and staff for any future furniture purchases. These standards supersede and replace any previously published office space guidelines or standards.

The objective of the standards is to create working environments that:

- Provide effective and efficient work space
- Provide long-term flexibility
- Promote collaboration
- Sustain existing building space by minimizing the impact of future modifications to administrative office environments
- Are achieved and procured at an appropriate cost and level of quality

NEW CAMPUS FURNITURE MANAGEMENT PROGRAM

Campus Services has announced the launch of FurnishND, a new program to assist faculty and staff with the acquisition of work space furnishings, the removal of office furniture and other items such as computers, lamps and refrigerators, and furniture repair requests. Most of these services will be available to departments free of charge.

As of Dec. 1, 2014, all day-to-day furniture acquisition, removal or repair requests are to be submitted using the online form at furnish.nd.edu. Faculty and staff should no longer contact Business Furnishings or ND Surplus directly for work space furnishing needs. For all furnishing acquisition, removal and repair requests, customers should complete the form found at furnish.nd.edu.

Furniture needs related to construction or renovation projects will continue to be led by the Interiors Project team in the Office of Planning, Design & Construction.

For more FurnishND program information, view the [FurnishND communications brief](#). You may also visit furnish.nd.edu, email furnish@nd.edu or call (574) 631-7447.

► **NOTE:** This communications brief — originally published May 20, 2013 — has been updated to reflect changes to Notre Dame's furniture management program.