FURNITURE PROCESS FLOW CHART

**ROLE REQUESTOR DEPARTMENT**
Research desired furniture purchase, reference the UC preferred/approved manufacturers and the linked distributors
- **Manufacturer:**
  - Conferens
  - Workine
  - Storage
  - Herman Miller
  - System
  - Office Mater
- **Distributor:**
  - Blue Space
  - Source One
  - BDM
  - Source One GM
  - Source One

**ROLE REQUESTOR DEPARTMENT**
Does the purchase require a Campus Building Permit?
- **YES**
  - All furniture requiring installation in/casual areas flows and/or walk REQUEST Campus Building Permit
  - movable furniture is not applicable
- **NO**

**ROLE REQUESTOR DEPARTMENT**
Are you replacing multiple furniture units and/or furnishing a new room?
- **YES**
  - All furniture requiring installation in/casual areas flows and/or walk REQUEST Campus Building Permit
  - Movable furniture is not applicable
- **NO**

**ROLE REQUESTOR DEPARTMENT**
Obtain and submit the appropriate verification documents regarding furniture materials relative to CA Fire Safety Standards (TB-117)
- All documentation is to be submitted to UCR Fire Marshall, Michelle Griffin (michelle.griffin@ucr.edu)

**ROLE REQUESTOR DEPARTMENT**
Attach Permit and/or CA Fire Standard approval to PB and send to Procurement Services

**ROLE PROCUREMENT**
Review Attachments tab for the correct forms; process the order under PSD guidelines
- If Permit and/or CA Fire Standard approval is not provided return PB back to the requester