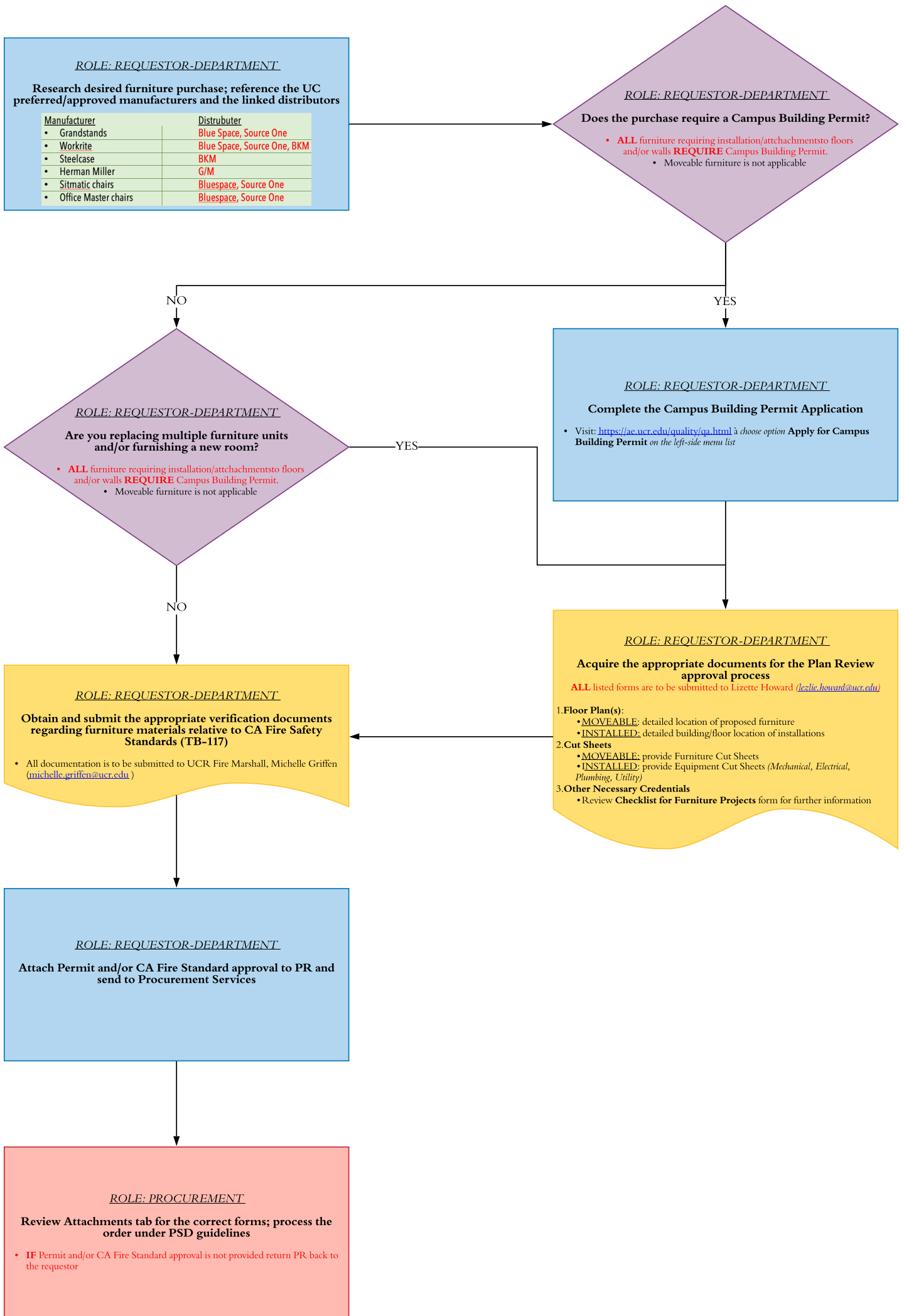


FURNITURE PROCESS FLOW CHART



ROLE: REQUESTOR-DEPARTMENT

Research desired furniture purchase; reference the UC preferred/approved manufacturers and the linked distributors

Manufacturer	Distributor
• Grandstands	Blue Space, Source One
• Workrite	Blue Space, Source One, BKM
• Steelcase	BKM
• Herman Miller	G/M
• Sitmatic chairs	Bluespace, Source One
• Office Master chairs	Bluespace, Source One

ROLE: REQUESTOR-DEPARTMENT

Complete the Campus Building Permit Application

- Visit: <https://ae.ucr.edu/quality/qa.html> to choose option Apply for Campus Building Permit on the left-side menu list

ROLE: REQUESTOR-DEPARTMENT

Acquire the appropriate documents for the Plan Review approval process

ALL listed forms are to be submitted to Lizette Howard (lizette.howard@ucr.edu)

- Floor Plan(s):**
 - **MOVEABLE:** detailed location of proposed furniture
 - **INSTALLED:** detailed building/floor location of installations
- Cut Sheets**
 - **MOVEABLE:** provide Furniture Cut Sheets
 - **INSTALLED:** provide Equipment Cut Sheets (Mechanical, Electrical, Plumbing, Utility)
- Other Necessary Credentials**
 - Review **Checklist for Furniture Projects** form for further information

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 Griffen (michelle.griffen@ucr.edu)

ROLE: REQUESTOR-DEPARTMENT

Attach Permit and/or CA Fire Standard approval to PR 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 PR back to the requestor