**Disposition of University Furniture in FSS/PPS 08.03 (05.01.04)**

**Scheduled Building Renovations or Issue No. 9**

**Demolitions Effective Date: 04/12/2022**

 **Next Review Date: 06/01/2026 (E4Y)**

 **Sr. Reviewer: Director, Materials Management** **and Logistics**

**POLICY STATEMENT**

Texas State University is committed to maintaining adequate provision for the physical security of all university property and equipment.

**01. SCOPE**

01.01 This document establishes procedures for providing notice to Materials Management and Logistics of major building renovation plans and to establish criteria for the appropriate handling of furniture and equipment located in a building to be renovated or demolished, as well as furniture to be moved to new facilities.

**02. FURNITURE IN BUILDINGS TO BE RENOVATED OR DEMOLISHED**

02.01 It is the responsibility of the director of Facilities Planning, Design, and Construction to inform the director of Materials Management and Logistics, at least 90 days in advance, of a contract beginning date for a major building renovation or demolition. The construction contract administrator (CCA) for the project will be the main point of contact for the removal and disposition of the building furniture. Depending on the timing of the renovation or demolition of the building or the quantity of furniture and equipment being removed, the CCA may need to write into the contract, the payment of a contractor to move everything to another building location or to the University Distribution Center (UDC) for disposal.

02.02 The director of Materials Management and Logistics will review the inventory of movable and built-in furniture and equipment. The movable property will be:

a. moved to a new location for the department currently using it;

b. transferred to other departments for use;

c. transferred to the UDC for future use; or

d. transferred to the UDC for auction or disposal.

02.03 Built-in furniture and equipment will be used elsewhere or left for the contractor to dispose of, depending on the response to the following questions:

a. Is there a need for the property at Texas State?

b. What would be the cost of reconditioning the property if needed?

c. What would be the cost for removing and reinstalling the property?

**03. PROCEDURES FOR FURNITURE RELOCATION**

03.01 Furniture purchased with building renovation or new construction funds will remain in the building and will not be moved with a department when it vacates the facility.

03.02 The vice president for Finance and Support Services may authorize approval to relocate the furniture only if:

1. there are not sufficient funds to purchase new furniture for the relocating department;
2. the furniture being moved will fit in with the design of the new facility; or
3. the furniture being moved is in good condition and will not detract from the appearance of the new or newly renovated facility.

**04. REVIEWERS OF THIS PPS**

04.01 Reviewers of this PPS include the following:

Position Date

Director, Materials Management June 1 E4Y

and Logistics

Director, Facilities Planning, Design, June 1 E4Y

and Construction

**05. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Director, Materials Management and Logistics; senior reviewer of this PPS

Associate Vice President for Financial Services

Vice President for Finance and Support Services