



**DONNELLY  
COLLEGE**  
EST. 1949

## Moving and Removal of Furniture

Reviewed/Revised Date: June 2020  
Approved by: Responsible Official:

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### Policy Statement

As Donnelly College prepares to move into a new academic space in fall 2020, the placement of furniture has been designed with ADA compliance standards. To ensure that furniture remains uniform and in its original location, the following protocol are to be followed:

- Departments can purchase their own furniture with their departmental funds, but all furniture purchases must be processed through Facilities to insure a uniform standard and quality. It is the College's intention to standardize around one brand and limited styles of furniture.
- In no case should furniture be removed from the building or room in which it was originally located except by facilities.
- Submit a ticket request online to request furniture moves. The Maintenance Office will coordinate the move.
- All employees of the College must monitor furniture relocation and discourage others from doing so.