

UC Santa Barbara
Policies

Policy 5524

Issuing Unit: Administrative Services

Date: March 1, 1986

GENERALLY ASSIGNABLE CLASSROOM FURNITURE

I. REFERENCE:

Policy of the University of California Governing Equipment Building for New or Remodeled Buildings, June 1964.

II. POLICY:

A. Definition:

Generally assignable classroom furniture is defined as movable equipment including but not limited to the following: lecterns, chairs, tablet art chairs, and seminar tables. This policy is applicable only to classrooms which have been assigned to the Registrar for general class assignment .

B. Responsibility:

The maintenance, repair, and replacement of generally assignable classroom furniture is the responsibility of Facilities Management. This responsibility includes assuring that classrooms contain the needed equipment to adequately support the instructional process and that misplaced equipment is returned periodically to its appropriate place.

C. Inventory:

Prior to the beginning of each quarter, the Registrar's Office, in consultation with the Fire Marshal and the Office of the Assistant Chancellor, Planning and Analysis, shall establish room capacity. Facilities Management will conduct an inventory to assure that each classroom contains the needed complement of equipment, in accordance with the established room capacity.

D. Acquisition of Furniture:

New buildings will be equipped from capital outlay budget funds, with generally assignable classroom furniture as required for the classroom facilities programmed for the buildings. Additional units of generally assignable classroom furniture required after building occupancy shall be requested by the department from Facilities (call the Trouble Desk, x2661). Funding for furniture for non-classroom space which is to be converted to classroom space should be included in the budget for the proposed remodel.

For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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