

CHRIST THE KING COMMUNITY CHURCH

Christ the King Church (CTK) Office Furniture Procedure

I. SCOPE OF PROCEDURE

- a. The rules and procedures contained herein address the procurement and management of the office furniture necessary to create a productive working environment for employee offices.
- b. Definition: "Furniture" refers to office furniture items purchased and used to equip office space, such as desks, chairs, meeting tables, meeting seating such as couches and chairs, shelves and office storage furniture items.

II. USE AND REPLACEMENT OF FURNITURE

- a. Furniture should be similar in quality, appearance, and price to that used in other CTK offices with similar roles on staff. Every staff member is entitled to an assigned work area with the following requirements:
 - i. Adequate lighting, regardless of time of day;
 - ii. A work surface appropriate to the work being performed, such as a desk (sitting or standing), workbench or computer workstation; and
 - iii. A comfortable and adjustable chair appropriate to the work being performed; and
 - iv. Access to enough storage space to keep work surfaces clear of materials that must be shelved or filed.
- b. In principle, furniture will not be replaced before the item's service lifetime has reached a minimum of 5 - 8 years. All furniture items should be treated with care in order to maximize their lifetime. Except for the following circumstances:
 - i. If the item has sustained extensive damage, rendering it unusable or inadequate for its purpose.
 - ii. If, following a move to a new office space, the item is found to exceed the dimensions of the space into which it must fit, and cannot be switched with any similar item of appropriate dimensions.
- c. Furniture whose service lifetime has exceeded 5 years will be replaced when their condition affects their ability to meet staff needs. Serviceable furniture in good condition need not be replaced after 8 years if there is no reason besides age to do so.
- d. Staff requests for the replacement of office furniture are made to their Supervisor first and if approved based on the above criteria, the request will be forwarded on to the HR Generalist.
- e. We will have the Facility Manager examine the item to determine its condition and adequacy if it can be used further or if the item needs to be disposed of.
- f. The HR Generalist considers other furniture in the building in order to determine the following:
 - i. If similar items which are not being utilized exist in storage; or
 - ii. If the item can be switched with another item from another office or room in the building.
- g. Furniture items that need to be disposed of should be donated or recycled by our Facilities Manager through an existing local recycling program

- h. Furniture should remain in the office it has been purchased for with exceptions for the employee if their office moves to another office, or if exception is granted by their Supervisor, (no poaching furniture when an employee leaves unless approved by HR Generalist)

III. BUDGET ALLOCATIONS FOR FURNITURE

- a. The following furniture items listed are outside of the mandatory workspace requirements of the organization to provide a desk, workbench or computer workstation.
- b. Current budget allocations are distributed based upon employment roles and status as per the following:
 - i. Pastor, full-time or part-time, which involves meetings with multiple people within their office space to include employees, businesses and the general public.
 - 1. Potential furniture needs beyond a working desk and chair can include (1) couch and (2) chairs -OR- (4) chairs with options of table(s) up to a budget value of \$1,000.00.
 - ii. Director, full-time or part-time, which involves meetings with multiple people within their office space to include employees and volunteers.
 - 1. Potential furniture needs beyond a working desk and chair can include (1) mini couch and (2) chairs -OR- up to (4) chairs with the options of table(s) up to a budget value of \$700.00.
 - iii. Coordinator, Specialist, or other full-time employee, which involves small meetings with employees or volunteers.
 - 1. Potential furniture needs beyond a working desk and chair can include (2) chairs with the option of (1) table up to a budget value of \$500.00.
 - iv. Full- or Part-time employees (over 25 hours per week) not subject to meeting with employees or volunteers.
 - 1. Potential furniture needs beyond a working desk and chair can include (1) chair and (1) small table for a budget value up to \$300.00.
 - v. Part-time (less than 25 hours per week) employees not listed in above categories will receive the mandatory working desk and chair without further options of furniture needs
- c. If required new furniture exceeds the allocated budget, the Supervisor must request additional funds.
- d. The organization is not required or responsible for decorative items for each employee office space to include artwork, rugs, table lamps, decor, embellishments or other items not listed as furniture.
- e. Standard office items such as staplers, tape dispensers, file trays, pen holders, etc can be provided by the organization upon request.

IV. PROCUREMENT OF OFFICE FURNITURE

- a. As per the [Procurement Procedures](#), a request must be submitted through the [Purchase Request Form](#) located on the [CTK Portal](#). This request must be made by the HR Generalist to explain the need for the employee's furniture needs based upon the requirements explained in Section 3.b. of the Office Furniture Policy & Procedures.
- b. A request must be submitted for all furniture purchases, regardless of total amount involved.

- c. After approval of the Purchase Request Form is completed, Accounts Payable Specialist will send an organization-approved list of furniture to the HR Generalist. Once selections are made based on the need and the budget allowance, the HR Generalist is responsible for submitting an Amazon Order Form to initiate the ordering process.

V. RECEIPT, INSPECTION AND INSTALLATION OF FURNITURE

- a. Upon delivery of furniture, Accounts Payable Specialist will inspect for any damage, that the furniture received matches the order, and there are no issues with the product(s).
- b. The Accounts Payable Specialist will initiate a Facilities Request on the CTK Portal for Installation procedures.
- c. The Facilities Manager will initiate any building of furniture and delivery instructions and alert the employee and the HR Generalist that the furniture is completed and delivered to the employee's office space.

VI. PERSONAL FURNITURE

- a. An employee may opt to furnish their office space with personal furniture items under the following conditions:
 - i. The employee is responsible to get the personal furniture to CTK but can put in a Facility Request to have it placed in their office.
 - ii. The employee has all furniture inspected by the Facility Manager to ensure it is in good condition and meets the expectations of the organization's furniture standards; and
 - iii. The employee removes any personal furniture at the end of employment, or the end of the lifetime of the furniture.
- b. If an employee leaves unusable or broken personal furniture for any reason to be disposed of by the Facility Manager, there will be a charge incurred to the employee for any and all disposal fees to include labor, fuel and mileage charges and disposal fees. These fees will be deducted from the employee's payroll to cover the charges.