FAST Training
Facilities & Operations
Abby Owen, Interior Designer
Topics to be discussed in this presentation:

- New Furniture Selection and Procurement Process
Furniture Selection and Procurement Process
Task Chair Order Requests

UAH Task Chair Z Order Request:

This form is for ordering a UAH Seating “High-Back” (Task Chair Z), according to the UAH Digital Task Chair Catalog 2023 edition.

Vendor process these requests weekly, so please allow 5 business days. If you have NOT received a response within 7 business days, please email (/taskchair@uah.edu). End users are responsible for submitting their own requisitions to UAH procurement. All follow-up communication regarding PO status, expected delivery, and other questions will take place between the vendor (UAH procurement) and the end-user.

Please note that the average lead time for chairs (excluding ones labeled “Quick Ship”) in the UAH Chair Lab is 6 weeks from the time that the vendor receives the PO from procurement. Lead times fluctuate & vary by manufacturer. It is up to the end user to verify this information with the vendor at the time of purchase.

**FOR USERS TO VISIT THE UAH CATALOG:**

rgp0005@uah.edu Switch account
Your email will be recorded when you submit this form
* Required

User First & Last Name
Your answer

UAH Email Address
This is where your quote & invoice will be sent.
Your answer

Direct Phone Number
Your answer

UAH Building Name & Room Number
Your answer

Documents & Standards

All projects being performed for The University of Alabama in Huntsville will incorporate all applicable information outlined by the attached UAH Standards. This information relates to A/E Agreements between Owner and Contractor, along with provisions required to be incorporated within construction documents, reviews, and observation of construction.

Questions related to these documents or reliance of a document should be directed to the Design, Construction, & Facilities office for clarification.

 **Front End Documents**

- Front-End Documents for Specifications v011521 (compressed file)

 **Design Guidelines and Standards**

- Interior Room Signage Design Standard

 **Miscellaneous Forms**

- Building Information Request Form
- Project Initiation Request Form

**UAH Digital Task Chair Catalog 2023 Edition**
Updated Process
Furniture, Fixtures, & Equipment (FF&E)

FF&E Examples:

- All furniture: student desks, lounge furniture, task chairs, etc.
- Window treatments: blinds, roller shades, window film, etc.
- Freestanding lamps/lighting
- Decorative artwork & murals
- Signage
- Rugs
- Bulletin boards & dry erase boards
- Display/trophy cases
- Restroom accessories
- Lab furnishings/industrial shelving
- Other specialty items
Updated Process
Furniture, Fixtures, & Equipment (FF&E)

Why has the process changed?

- Code Compliance
- Ease of Maintenance
- Safety & Risk Reduction
- Durability & Longevity
Project Request Process

Project Request Form

- Primary Contact Information
- Project Location
- Project Type(s)
- Funding Source Information
- Approval Signature(s)
Questions?