



# FAST Training Facilities & Operations

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## Topics to be discussed in this presentation:

- New Furniture Selection and Procurement Process





# Furniture Selection and Procurement Process



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# Task Chair Order Requests

## UAH Task Chair 7 Order Request:

This form is for ordering a AllSeating - "Eighty Two" (Task Chair 7), according to the UAH Digital Task Chair Catalog, 2023 edition.

Vendors process these requests weekly, so please allow 5 business days. (If you have NOT received a response within 7 business days, please email [topdc@uah.edu](mailto:topdc@uah.edu).) **End users are responsible for submitting their own requisitions to UAH procurement.** All follow up communication regarding PO status, expected delivery, & other questions will take place between the vendor, UAH procurement, & 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.

[VISIT THIS LINK TO MAKE A RESERVATION TO VISIT THE UAH CHAIR LAB.](#)

[rgp0006@uah.edu](mailto:rgp0006@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

FACILITIES AND OPERATIONS	
Services	--
Service Requests	
Building Services	
Grounds & Landscaping	
Fleet & Fuel	
Maintenance	
Planning, Design & Construction	--
Bid Opportunities	
Documents & Standards	
Sustainability	
Utilities & Energy Management	+
Leadership Team	
News	
Contact	

All projects being performed for The University of Alabama in Huntsville shall incorporate all applicable information outlined by the attached UAH Standards. This information relates to A/E Agreements between Owner and Professional. 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 relevance of a document should be directed to the [Planning, Design & Construction](#) 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](#)
- [Contractor Request for Proposal Form](#)
- [UAH Digital Task Chair Catalog 2023 Edition](#)



**CHAIR DETAILS:**  
 Brand: Humanscale  
 Model: Liberty  
 Manufactured: USA  
 Features:  
 Contoured mesh back seat  
 (slider, user-friendly controls)  
 Warranty: 15 Years  
 Weight Limit: 300 lbs.  
 Arms:  
 Adjustable w/ detachable soft  
 arm caps (black)  
 Back: Black Mesh  
 Seat:  
 Black Polyurethane (high  
 durability faux leather)  
 Base & Frame: Black  
 Delivery: Included  
 Assembly: Included  
 Approx. Lead Time: Min. 6 weeks  
 Cost on Contract:  
 Approx. \$710 (as listed)

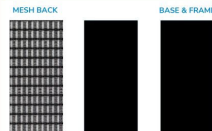
PRODUCT BROCHURE LINK



Try it in the Chair Lab!



ALL PHOTOS ARE STOCK IMAGES. PLEASE GET THE CHAIR LAB FOR THE MOST ACCURATE REFERENCE.



ALL PHOTOS ARE STOCK IMAGES. PLEASE GET THE CHAIR LAB FOR THE MOST ACCURATE REFERENCE.



**CHAIR DETAILS:**  
 Brand: Sit On It  
 Model: Heavy (midback)  
 Manufactured: USA  
 Features:  
 Combined back w/ flexible  
 mesh, seat slider  
 Warranty: Limited Lifetime  
 Weight Limit: 300 lbs.  
 Arms:  
 Height & width adjustable,  
 flexible black arm caps  
 Back: Black Mesh  
 Seat:  
 Black Polyurethane (high  
 durability faux leather)  
 Base & Frame: Black  
 Delivery: Included  
 Assembly: Included  
 Approx. Lead Time: Min. 6 weeks  
 Cost on Contract:  
 Approx. \$350 (as listed)

PRODUCT BROCHURE LINK



Try it in the Chair Lab!



# 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)

**LAH**  
FACILITIES & OPERATIONS
**EXCELLENT SPACES**  
UNL UNLOCK INSPIRATION

**PROJECT REQUEST**

Please answer all of the questions on this form, attach additional pages as necessary, complete the approvals signature block, and email the entire packet to [facilities@uah.edu](mailto:facilities@uah.edu) at the Department of Facilities & Operations.

PRIMARY CONTACT		
CONTACT NAME:	DEPARTMENT:	
TELEPHONE NUMBER:	EMAIL ADDRESS:	
CAMPUS ADDRESS:		

PROJECT & PROGRAM SUMMARY		
PROJECT TITLE:		
BUILDING NAME:	PROPOSED LOCATION:	
SPACE TYPE (1):	<input type="checkbox"/> ACADEMIC <input type="checkbox"/> RESEARCH <input type="checkbox"/> FURNITURE & FURNISHINGS <input type="checkbox"/> COSMETIC	<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> ADMINISTRATIVE / OFFICES <input type="checkbox"/> SIGNAGE <input type="checkbox"/> RENOVATION / CONSTRUCTION <input type="checkbox"/> COST ESTIMATE ONLY (2)
PROJECT TYPE (1):	<input type="checkbox"/> COMMON / SHARED <input type="checkbox"/> SUPPORT <input type="checkbox"/> PROJECT PLANNING	<input type="checkbox"/> DESIRE TO COMPLETE THE PROJECT AS REQUESTED

FUNDING SOURCE	
ORG CODE (3):	ESTIMATED PROJECT COST:
SOURCE OF FUNDS:	FUNDS AVAILABLE (3):

APPROVALS		
Department Chair / Director's Name	Signature	Date
College Dean / Assistant Vice-President's Name	Signature	Date
Provost / Vice-President's Name	Signature	Date

**NOTES:**

1. Check all project types that apply.
2. Cost estimates may take up to three months for large project requests.
3. Please note, if funding source information is not provided, this request will be prioritized below all requests submitted with secured funding.

**ANTICIPATED PROJECT SCHEDULES:**

PROJECT TYPE	PROJECT REVIEW	PLANNING & DESIGN	CONSTRUCTION
Furniture / Signage	4 Weeks	4 Weeks	8 Weeks for Delivery
Cosmetic	4 Weeks	4 to 8 Weeks	8 to 12 Weeks
Renovation / Construction	3 to 4 Months	1-12 Months	2-24 Months

The ranges offered above include simple work, like subdividing a room with a new wall, up to building an entire new building. Planning, design, and construction time frames are all functions of the size and complexity of the project.

Please note, new projects must wait until current project schedules allow them to begin. After a request is approved and prioritized, it may take two to three months for the Planning, Design & Construction (PDC) Office to begin planning the new project. A PDC Project Manager will be assigned to the project and will contact the Primary Contact listed above.

Under Alabama law, the services of a registered architect are required on all buildings. No state official may waive this requirement. The state may not accept or approve any plans or specifications not prepared by a registered architect. The only exemptions to these rules are listed in Alabama Code section 34-2-32(b) and are rarely applicable at the University.

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**Questions?**



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