

0210.04 Modular Furniture
Issued January 1, 1994

SUBJECT: Modular furniture.

APPLICATION: Executive Branch Departments and Sub-units located in facilities under the jurisdiction of Department of Technology, Management and Budget.

PURPOSE: To establish uniform procedures for review and approval of changes, adjustments, and repairs to modular furniture.

CONTACT AGENCY: Department of Technology, Management and Budget (DTMB) - Property Management Division (PMD).

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SUMMARY: This section provides the procedures to follow when minor modular furnishing services have been authorized by the Office of Support Services (OSS). These services include accommodation redesign, minor adjustment redesign or repair of modular work stations, raising or lowering of work surfaces, and minor movement of modular components or repair of damaged modular component materials.

APPLICABLE FORMS: None.

PROCEDURES:

Agency:

- Obtains project approval from OSS (See Procedure 0210.02).

PMD:

- Receives notice of approved project from OSS.
- Assigns a designer to the project, makes the changes and contacts the requesting agency.

Agency:

- Approves the designs and forwards approval to the PMD.

PMD:

- For downtown Lansing and Secondary Complex Buildings, releases the project to the Physical Plant Section after receipt of agency approval.
- For all other facilities, releases the project to the Facilities Services Section.

Physical Plant/Facilities Services:

- Contacts the requesting agency to schedule the construction.

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