

0210.04 Minor Modular Furniture Modifications

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PURPOSE

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

APPLICATION

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

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
State Facilities Administration (SFA)
Real Estate Division (RED)

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SUMMARY

This section provides the procedures to follow when minor modular furnishing services have been authorized by the DTMB SFA RED Space Coordination Section. These services include Reasonable 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

- Contacts SFA Facility Supervisor (FS) to review their needs (see Administrative Guide Procedure 0210.02 Office Space Standards).

DTMB SFA

- Receives notice of approved project from FS.
- FS determines if a design is needed; if not, a work order is entered into MAXIMO and DTMB crews do the work.

- RED Space Coordination Section assigns a designer to the project, if needed; makes the changes, and contacts the requesting agency.

Agency

- Approves the designs and forwards approval to the RED Space Coordination Section.

DTMB SFA

- For downtown Lansing and Secondary Complex owned and managed buildings: releases the project to the FS, who enters project into MAXIMO. After receipt of agency approval, the work is completed by DTMB crews.
- For all other facilities: releases the project to the RED Space Coordination Section. The work is completed by an outside systems furniture contract holder.

DTMB SFA

- Contacts the requesting agency to follow up after the project is completed.

Note: All modular furniture in state-owned and managed facilities or outside leased facilities will be purchased using the current contract furniture supplier. Installation will be done by state employed crews or a state modular furniture supplier that holds a current contract for modular furniture installation. No exceptions will be granted without written and approved justification from the requesting agency.

Note: Designs, whether Internal or External, will adhere to state guidelines highlighted in Administrative Guide 0210.02 Office Space Standards, current building codes and ADA guidelines. No exceptions will be granted without written and approved justification from the requesting agency.
