**PROCESS FOR ORDERING REPLACEMENT**

**STUDENT DESKS AND/OR CHAIRS**

**TEACHER FURNITURE**

1. Determine the classrooms that will be getting new furniture.
	1. Determine the furniture that is in useable condition.
		1. Mark usable furniture with green painters’ tape (this can be purchased on Amazon).
	2. Complete the “New Furniture” tab of the New Classroom Furniture Request.
2. Have teachers inspect the furniture in their classroom and put blue tape on the furniture that need to be replaced and provide you with the count.
	1. Complete the “Relocate-Useable Furniture” tab of the New Classroom Furniture Request.
3. Determine what furniture will be disposed.
	1. Complete the “School Sites” tab of the Surplus workbook.
	2. The Facilities AP and Principal will need to sign and date the form.
	3. Once complete and signed by both parties, the form needs to be submitted to Regina Hunt for board approval.
	4. Regina will need to have this by noon on Tuesday the week before the board meeting
		1. See attached board meeting schedule
	5. Items cannot be disposed of until they have been board approved. Regina will notify you when approval has been received.
4. Work orders can only be submitted once furniture has been ordered, you have received a delivery date, and the board has approved the disposal. Work orders need to be submitted separately. Be sure to include Regina Hunt and Nina Clairmonte on all work orders.
	1. Work Order Checklist:
		1. Work order to have a dumpster ordered
		2. Work order to remove furniture with blue painters’ tape and replace with useable furniture marked with green painters’ tape.
			1. Attach a copy of the “New Furniture” and “Relocate-Useable Furniture” sheets.
		3. Work order to remove remaining old furniture.
			1. Attach a copy of the signed/board approved “Surplus” sheet.
		4. Work order to install new furniture.
			1. Attach a copy of the “New Furniture” sheet.
		5. Work order to have computers disconnected if needed, prior to furniture being removed.
		6. Work order to have computers reconnected if needed, once furniture has been installed.
5. If your site’s furniture move requires the maintenance department to hire an outside service to aide in the move, the charges will be billed to your site.

**NOTE: IF THIS IS A LARGE JOB, THIS CAN ONLY BE DONE OVER SPRING, WINTER OR SUMMER BREAKS.**