



# Furniture

- ▶ The Do's
- ▶ The Do not's
- ▶ The Dang ... I messed up/ I forgot.

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# Middle School Classroom Standard Vision 20/20





# What is included in the standard

- ▶ Z hex desk standing adjustable height desk (No wire basket) (the desk top surface is writable)
- ▶ Stool with a back on glides
- ▶ Z hex desk sitting adjustable height desk (No wire basket) (the desk top surface is writable)
- ▶ Rectangular ADA desk
- ▶ Chair on casters. Sizes: 18'', 15'' and 13''
- ▶ Chair on glides. Sizes: 18'', 15'' and 13''
- ▶ 30'' x 60'' Tilt – top table
- ▶ Mobile reversible 3''x4'' marker board

# Elementary School Classroom Standard Vision 20/20






# What is included in the standard (Sizes of the furniture vary by grade level)

- Z hex desk standing adjustable height desk (No wire basket) (the desk top surface is writable)
- Stool with a back on glides. Sizes: 25'' and 30''
- Z hex desk sitting adjustable height desk (No wire basket) (the desk top surface is writable)
- Chair on casters. Sizes: 18'', 15'' and 13''
- Chair on glides. Sizes: 18'', 15'' and 13''
- Rocking chair on glides. Sizes: 18'', 15'' and 13''
- Tilt – top table. Sizes: 24'' x 60'' and 24'' x 48''
- Ambit and Undulate (wavy and nesting tables). Size: 30'' x 54''
- Activity Tables: horseshoe, flower, swerve, rectangle
- 39'' Crescent table for up close small group teaching for teachers
- Hydraulic rolling task chair for teachers





# Are you planning on Purchasing furniture? What you need to do?

- ▶ Is the furniture you're looking for already a part of the standard? If not then do the following:
  - ▶ Research the piece(s) thoroughly.
  - ▶ Look at multiple sites and or stores for the piece(s). (test them if you can)
  - ▶ Check the title, description, price, weight, and warranty.
  - ▶ The weight of the furniture is very important.
  - ▶ Obtain three (3) like quotes on the piece(s) if needed per the School Board rules.
  - ▶ Submit a Requisition in Skyward or a Credit Card request to purchase your piece(s) if needed.

# Important warranty information by manufacturer

- ▶ Hon – \*lifetime (office furniture)
- ▶ KI – \*lifetime
- ▶ Global – \*lifetime
- ▶ National – \*lifetime
- ▶ Virco – 1, 5, and 10 years
- ▶ Palmer Hamilton – 1, 5, 10, and 15 years

\*Lifetime – this can vary by product so keep that in mind, but majority of furniture by this vendor is lifetime.

- ▶ **Disclaimer:** White board/marker board tops on tables are nice looking and functional, but by placing the whiteboard/marker board laminate on any table top surface drops the warranty of the whole item to 1 year.

**Purchase at your own risk!**



# Do not underestimate furniture!!!

- ▶ Do not buy cheap and non-durable furniture. Pay a little more for quality because it is worth it in the end.
- ▶ Do not ignore the weight factor or the quantity of your order.
- ▶ Some furniture may require the following during delivery and install:
  - ▶ A loading dock or lift gate during delivery
  - ▶ inside delivery to the location
  - ▶ Installation by the contractor.

**(Inside delivery and install need to be included in your quote if the item is heavy. Yes, the weight can vary)**



# Dang I messed up/ I forgot.... on my quote.

Consequences for ignoring the weight and the quantity of your order ( not including a lift gate, inside delivery, and or install.

- ▶ We do not have a District installer.
- ▶ Maintenance does not do inside delivery and installation.
- ▶ Sometimes pallet sized items that require assembly have missing pieces.
- ▶ There could be damage on arrival on the units and the vendor could claim end user negligence and say there was not any damage of the unit and blame you or your staff for touching the box because you opened it opened.
- ▶ You could potentially void the warranty if you build it and or it is built incorrectly, or if a piece is broke during the assembly process. **If it is built wrong that is not a manufacturers wear and tear issue, that cost would be on you.**
- ▶ There is a **Risk Management** liability if teachers, staff, or students happen to assist and get injured or hurt.

# My Contacts that have contracts with discounts!!

- ▶ Demco – School classroom products, furniture, and more  
Debb: [debm@demco.com](mailto:debm@demco.com) 608-906-7426
- ▶ School Specialty – School classroom products, furniture, and more  
Mark Baines: [Mark.Baines@schoolspecialty.com](mailto:Mark.Baines@schoolspecialty.com) 352-502-5163
- ▶ Staples - Office furniture  
Amanda Harper: 850-776-8300 [Amanda.Harper2@Staples.com](mailto:Amanda.Harper2@Staples.com)
- ▶ Virco - Standard classroom furniture and innovation center furniture  
John Havicus: 205-721-0514 [JohnHavicus@virco.com](mailto:JohnHavicus@virco.com)
- ▶ Universal Seating – Indoor and outdoor cafeteria furniture  
Barry Schuster: 800-743-8755 [barry@universalseating.com](mailto:barry@universalseating.com)

All of these vendors have furniture already in the district if you need to preview it before a purchase.



# Call or email me if you have:

- ▶ Need help
  - ▶ Questions
  - ▶ Comments
  - ▶ Concerns
  - ▶ Vendor complaints
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