

## FURNITURE, FIXTURES, AND EQUIPMENT FOR CAPITAL OUTLAY PROJECTS

Separate furniture, fixtures, and equipment (FF&E) budgets will be established by the Chief Facilities Planner and college capital outlay planning teams during initial project planning for each capital outlay construction project (including remodeling projects of \$250,000 or more). FF&E budgets may also be developed by the applicable equipment cost guidelines established in the California Community Colleges Chancellor's Office Capital Outlay program for state funded projects.

### Definitions

Furniture/Fixtures and Equipment (sometimes referred to as Group 2 equipment): Moveable furniture, fixtures, or equipment that require no permanent connection to utilities or to the structure. They may require utility outlets, but are plug-in types. Examples include, but are not limited to: moveable or non-fixed theater or classroom seating, electronic equipment, desks, chairs, bookcases, files, waste receptacles, easels, partitions, refrigerators, tables, credenzas, stools, typing stands, computer stands and other furniture, including interior wall/furniture systems. FF&E also includes scientific or technical equipment such as autoclaves, centrifuges, lasers, spectrometers, shop equipment/tools, kilns, and microscopes. FF&E (other than computer and network equipment) are capital items that will typically last more than five years before requiring replacement. FF&E will normally be procured using funds from the FF&E budget account.

Fixed Equipment (sometimes referred to as Group 1 equipment): Consists of permanently affixed/installed furniture, fixtures and equipment. Examples include but are not limited to: elevators, bulletin boards, kitchen cabinets, environmental walk-in boxes, building directories, library shelving, drinking fountains, signage, plumbing fixtures, building mechanical systems, chalkboards, backbone telecom/data/systems and electrical systems, fume hoods, fixed electronic equipment, and fixed theater or classroom seating, as well as other fixtures and equipment installed with the intent of permanent use in that location. Fixed Equipment will normally be procured using funds from the construction budget account, and procurement will be included in the construction documents and construction contract.

Supplies: Supplies are items that are expendable in nature that are consumed or worn out, deteriorate in use, or are easily broken, damaged or lost. Examples include, but are not limited to, typical desk supplies, utensils, cleaning materials, fasteners, scissors, test tubes and keys. Supplies are non-capital items that typically have a service life of five years or less, and generally must be replaced frequently. Examples include small containers, brooms, hand tools or small electric tools. Supplies that need to be purchased in relation to a capital outlay project will not be procured using funds from the capital project budget accounts, and normally will be purchased by the college.

### Guidelines

1. One common challenge District and college project planning teams face is that of properly distinguishing between FF&E and supplies. The capital outlay planning teams will attempt to properly categorize an item planned for procurement using the definitions above. However, due to the rules and regulations governing state and local capital outlay funds, the final decision regarding the proper designation of an item remains with the District.
2. The District will purchase FF&E of good quality.
3. Budgets established in the initial stage of construction planning may not be adjusted without the concurrence of the Chief Facilities Planner and the college project planning team. Adjustments may be dictated by changes to realized expenses in other project budget accounts, or otherwise limited by the availability of project funds.

4. Colors, style of furnishing, etc., will be determined cooperatively for each area by college staff members of the project committee, and the District Facilities Planning project staff, utilizing professional planning and design assistance if a design team has been hired for the project. Individual deviations which violate the overall campus scheme or standard will be permitted only with approval of the college President, or designee.
5. Furnishings and equipment will be of standard design ordinarily selected from catalogs or held in stock by vendors and ordered with the assistance of the District Purchasing Director.
6. Whenever the nature of the furnishings or equipment involves special design of a technical nature or requires changes in building construction, the Chief Facilities Planner is to be consulted for specific approval.
7. Costs of moving FF&E and supplies related to a capital outlay project may be funded by capital outlay funds, subject to availability of funds, unless otherwise prohibited by rules or regulations.

#### **Detail of Equipment**

1. Detailed equipment lists will be developed during project planning and design phases, often with the assistance of design professionals. The Director of Purchasing or the design professionals may provide estimated costs. All such estimates will include the total cost of ownership (initial cost, annual costs, projected lifespan and disposal cost) for equipment purchased or comparable costs related to leased equipment as part of a capital outlay project. If total estimated costs exceed budget allocations, college staff will be asked to work with the planning teams to assign priorities to align projected costs with the designated budget allocation, or they will need to seek additional funds from other funding sources. While District staff and design professionals will facilitate development of equipment lists, responsibility for identifying all proposed FF&E, whether new or reused, rests with the college planning team.
2. FF&E items should be grouped by rooms and identified where applicable with the functional space use or employee position. Each room should be identified by number (as shown on the preliminary plans) and room type (or purpose).  
  
Examples:      Room No. 602, Classroom  
                    Room No. 603, Office, Division Chairman  
                    Room No. 604, Physics Laboratory  
                    Room No. 605, Physics Storeroom
3. All items of equipment to be placed in each room should be shown with an indication of whether the item is to be (a) purchased, (b) included in the construction contract, or (c) transferred from another building or location. For items in category (c), college staff must indicate building and room number of present location and asset number if applicable.
4. A list should be prepared of all FF&E which will not be reused in the project. College staff will indicate room location, asset number, condition and recommended disposition, and will work with Purchasing staff for proper disposition of all items in accordance with the applicable District policies and procedures.

**FF&E Standards**

1. The District will work with college planning staff to establish college FF&E standards which govern typical space furnishings, quality, quantity, and color/style of FF&E. If such standards have been developed, the planning teams will enforce the use of the standard. Deviations from the standard must be approved by the college President or designee, and approval may be subject to budget limitations or the availability of funds for other project priorities.
  
2. If no college FF&E standard exists, the District and college project planning teams will work together to identify project standards such that deviations in quality, quantity and style of FF&E in similar project or campus functional spaces are minimized.