Administrative Procedure 516

FURNITURE

Belief

The Division is responsible to supply the furniture needed in classrooms and work spaces.

Guidelines

1. The Division will support a staff member who chooses to provide a limited amount of furniture, that is in addition to the standard Division issued furniture (i.e., desks, tables, chairs, shelving units, carpets, throw rugs, etc), which they feel will enhance effective learning or improve the work environment.

2. Staff supplied furniture regardless of whether it has been purchased, donated, loaned or borrowed must be approved by site administration and the Director of Facilities prior to installation.

3. All furniture must be functional and safe, and proper steps must be taken to minimize the risk of infection, spread of germs, pathogens, and parasites.

4. Furniture must be easy to clean, maintain and repair, and must be non-absorptive, non-porous, and fluid resistant. Surfaces should be smooth with no crevices, rough textures, folds or seams. Acceptable materials are vinyl, leather and plastic.

5. Furniture must be durable enough to withstand repeated regular cleaning with appropriate disinfectant. Acceptable cleaners include Lemon Neutral Cleaner, Neutral Germicidal Cleaner and Nu-Tral Clean or Lemonex Disinfectant Cleaner and Next Step 4 Neutral Cleaner.

6. Furniture shall not be made from cork, paper, natural fibers (i.e. cotton, grass), and non-fire resistant carpet or woven fabrics.

7. Carpets and throw rugs must be non-allergenic, fire proof and have factory sewn edges.

8. Adherence to the requirements specified will be ensured as part of the Occupational Health and Safety quarterly site inspections.

9. Staff will be directed to remove any and all furniture found to not be in compliance.

Reference: https://www.albertahealthservices.ca