



Scope of procedure

The flowchart below (see p.2) describes the process of requesting LSE Office furniture. Please note that this procedure only covers requests for supply of additional and replacement furniture, i.e. maintaining what is in situ and managing minor variations in demand and returns/removals of individual furniture items, which will be assessed and entered into our ReUse scheme or disposed of for recycling (see p.3)*.

How to request

Office Furniture Requests and removals must be submitted to Estates Help Desk who co-ordinate / complete the requests as well as report on use and feedback.

All user requests must be channelled through the Office / Departmental Managers or Administrators who in turn will submit the request to Estates Help Desk.

Our selection and charges

In line with the LSE Sustainability Policy, the first point of reference is our ReUse stock and only if furniture cannot be supplied from the existing stock new furniture will be ordered.

ReUse furniture is supplied and removed free of charge*. For new furniture, in some cases (e.g. non-standard furniture etc), a budget code may be required. If there are charges, those will be agreed with the budget holder in advance of the order.

Standards

All furniture that is supplied is subject to approved LSE standards and additional furniture must be in line with those. Site specific furniture, e.g. NAB etc must be maintained to the original standard supplied. Returned furniture is assessed before being entered into our ReUse scheme.

Delivery times

Delivery times vary, depending on supplier and availability, and will be discussed with the customer at the point of order. Please submit the request in plenty of time to account for extended delivery times.

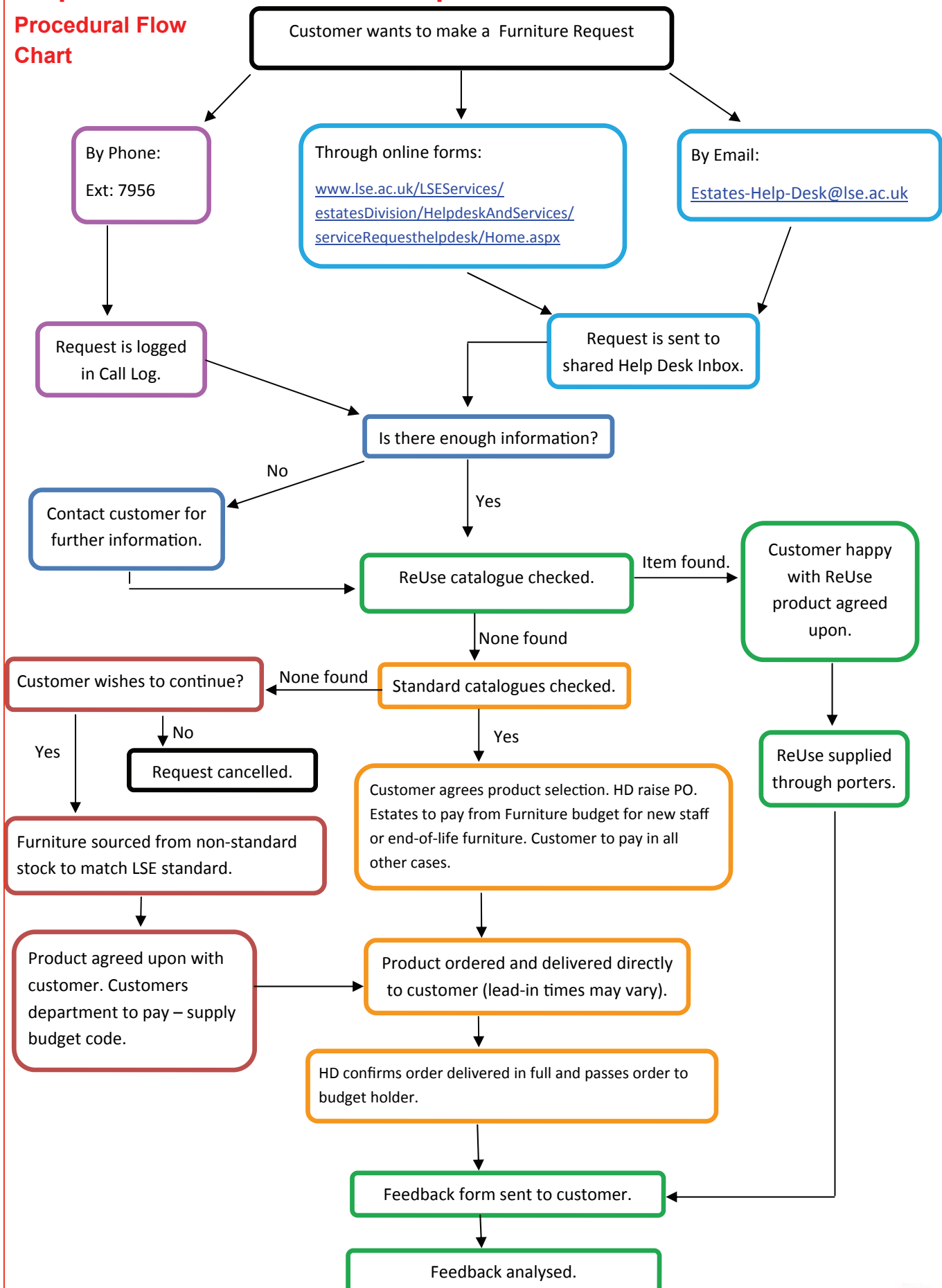
Enquiries

Any queries and follow-up enquiries should be directed to Help Desk.

*Should you have enquiries for project works where large areas are to be re-furnished please submit a New Works Request. and your request will be considered by the Capital Development Team. This procedure does not cover bulk furniture removals.

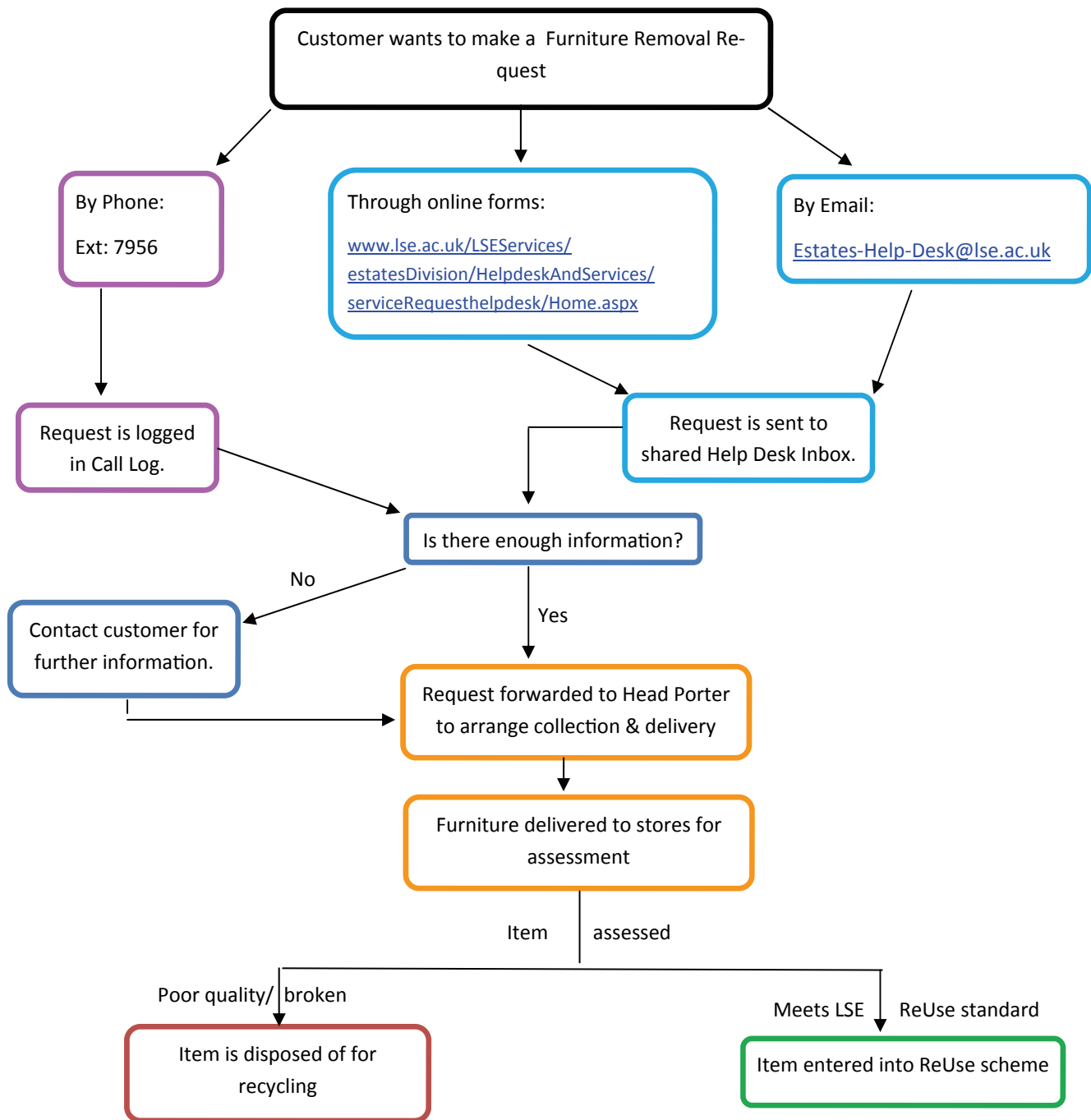
Requests for additional and replacement furniture

Procedural Flow Chart



Requests for removal/returns of furniture

Procedural Flow Chart



Please note: should you have enquiries for project works where large areas are to be re-furnished please submit a New Works Request, and your request will be considered by the Capital Development Team. This procedure does not cover bulk furniture removals.