



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 additional and replacement furniture, i.e. maintaining what is in situ and managing minor variations in demand*.

How to request

Office Furniture Requests 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 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.

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.

Requests for additional and replacement furniture

Procedural Flow Chart

