

## 51.05 Furnishing and Equipping New and Renovated Buildings

Revised [February 9, 2017](#) (MO -2017)  
Next Scheduled Review: February 9, 2022  
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### Policy Statement

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Premature discarding of useful furnishings and equipment is wasteful and unacceptable. Refinishing, restoring and re-upholstering of furnishings often provide savings and acceptable additional utility. Users of new space and facilities should look first to all furnishings and equipment already being used and to examine all feasible options for moving and continuing the use of such items rather than purchasing new.

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### Reason for Policy

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This policy will maximize the use of existing furnishing and equipment for capital projects.

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### Procedures and Responsibilities

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1. The acquisition of new furnishings and equipment for the occupancy of a newly constructed building should be approved only when it is determined to be the most economical and feasible option based on the following criteria:
  - (a) The occupying user does not have sufficient furnishings and equipment to properly utilize the space being provided;
  - (b) The furnishings and equipment which could be moved are determined by the member chief executive officer (CEO) to be unsuitable for the space provided and would seriously detract from or diminish the effective utilization of the space; and/or
  - (c) Furnishings that can be moved are deemed not suitable for refinishing or restoring in order to make them useful or compatible with the decor and surroundings of the new space.
2. Decisions regarding additional required furnishings are often best made after surveying the movable furnishings with a purpose of minimizing overall costs while maintaining acceptable standards suitable for the new space.
3. This policy acknowledges that when new space is being added to the overall inventory of space to be occupied by campus or agency personnel, some additional furnishings and equipment will likely be required by some occupants, either in the new building, in the

secondary building they may vacate or a tertiary building being vacated. It is not automatic that new space means a shortage of furnishings and equipment since occupants moving in will have had furnishings in their previous locations and some of those may be useful in the new space.

4. When it is deemed necessary by the member CEO to include new furnishings or equipment in a new building or renovation construction project, such facts justifying the acquisition shall be determined and documented during the programming phase of a project and included in the approved Program of Requirements.

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## **Member Rule Requirements**

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A rule is not required to supplement this policy.

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## **Contact Office**

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System Office of Facilities Planning & Construction  
(979) 458-7000