

Portable Amenity Furniture Policy

Printed copies are for reference only. Please refer to the electronic copy in the Policy and Procedure Manager (PPM), the electronic policy management system (EPMS), to ensure you are referring to the latest version.

Purpose:

To provide a framework for the supply, ownership, maintenance and overall management of moveable, casual furniture (referred to as Amenity Furniture).

Audience:

Staff, Students

Preamble:

A range of portable amenity furnishings has been provided by the University for the enjoyment of students, staff, and campus visitors.

Examples of Amenity Furniture include: bean bag chairs or ottomans, portable shade umbrellas, deck chairs, 'milk crate' structures and their cushions, café style tables and chairs, picnic blankets, or other moveable furniture which is designed to be portable and casual and positively contribute to the campus user's experience. It also includes (where provided) games, musical instruments, and other items intended for the use and enjoyment of the users within the approved locations.

Objectives:

- To provide suitable, well-designed, durable Amenity Furniture and other items that enhance student, staff and visitor experience of Bush Court and other approved locations.
- To establish the policy for the loan of portable Amenity Furniture to University clients.

Definitions:

Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.

There are no terms.

Policy Statement:

1. Amenity Furniture and other items purchased by the University will be maintained and managed by the Property, Development and Commercial Services Office

(PDCSO). This includes placement, removal, maintenance and repairs or disposal.

2. Amenity Furniture and other items must not be removed from the Common Areas (defined as Bush Court, the Law Café, the Vet School pergola grassed area, or other places where PDCSO has placed Amenity Furniture) where it is placed, in order to ensure fair use for all.
3. Amenity Furniture and other items will be purchased in accordance with, amenity furniture design guidelines and/or associated design parameters for the area to be furnished.
4. Colours selected will be, wherever possible, consistent with established Murdoch University branding and colour schemes.
5. Furniture purchased will be durable, well-designed, repairable, and made of low carbon or recyclable components whenever possible.
6. Any College or Office may purchase Amenity Furniture for its own areas. In this case, maintenance, repair and management of the resource becomes the responsibility of the purchasing office. Amenity Furniture purchased by Colleges or Offices should be consistent with the campus wide Portable Amenity Furniture Design Guidelines. The PDCSO can advise Colleges and Offices of these guidelines.
7. Wherever possible, Amenity Furniture should be 'branded' with the Murdoch University logo. Portable items such as musical instruments, games, etc. should be engraved with identification. Colleges and Offices are encouraged to liaise with the Office of Marketing and Communications to ensure highest quality outputs in respect to branding.
8. In the event of damage to Amenity Furniture in Common Areas (defined as Bush Court, the Law Café, the Vet School pergola grassed area, or other places where PDCSO has placed amenity furniture such as the 'pods'), users are requested to contain and/or remove the item if it is safe to do so, and contact the FM Helpdesk by email FM.Helpdesk@murdoch.edu.au or telephone 9360 2262.
9. Amenity Furniture may be loaned to Colleges or Offices on a case-by-case basis. A cost-recovery fee for the placement and removal of the furniture will be charged via the FM Helpdesk. Damage or loss to amenity furniture which occurs during the course of the loan is the responsibility of the borrowing client.

Performance Indicators:

There are no performance indicators.

Related Documents:

Portable Amenity Furniture Procedure

Portable Amenity Furniture Design Guidelines (to be developed)

Portable Amenity Furniture Repair/Replacement Guidelines (to be developed)

Portable Amenity Furniture Branding Guidelines (to be developed)

References:

There are no references.

Approval and Implementation:

Approval Authority:	Director, Property, Development and Commercial Services
Responsible Officer(s):	Sustainability Manager
Approval Authority for supporting procedures:	General Manager Campus Operations and Services
Approval Authority for supporting guidelines:	General Manager Campus Operations and Services
Approval Authority for supporting standards:	There are no supporting standards.
Contact Officer:	Sustainability Manager

Revision History:

Approved/ Amended/ Rescinded	Date Approved	Effective Date	Next Review Date	Resolution No. (if applicable)
Approved	20/06/2019		20/06/2021	
Approved	27/01/2017		27/01/2019	