



Furnishing

Category: Space and Property;

Jurisdiction: Vice President, Administration and Finance;

Approval Authority: Executive Team;

Established on: September 19, 1978;

Amendments: January 1989.

The University equips each faculty office with the following furnishings:

- 1 desk
- 1 arm chair
- 2 side chairs
- 1 two-tier mail tray
- 1 file cabinet
- 1 waste basket
- 18' of wall shelving (or a steel cabinet of comparable size)

Any additions to the above basic equipment (e.g. extra shelving or file cabinets) are paid for by the Department/School to which the office is allocated. Such additional items, unless affixed to the walls, may be removed by the purchasing Department/School when the office is reassigned. However, the basic furnishings, plus items which have been permanently installed, must remain in the office at the time of reallocation.

Released by:

F. L. POULTER

Review Period: 7 years;

Date for Next Review: 2021-2022;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.