

PROPOSED CHANGE IN LOCATION OF LOOSE FURNITURE PROTOCOL

Within the Project Agreement inspirED have the responsibility to maintain a detailed, up-to-date inventory of all furniture and fittings which have been procured as part of the PPP Project.

In addition, inspirED have the responsibility to replace most items (excluding white goods, interactive technology, fitness equipment) according to the life-cycle programme attached to each item over the concession period of the contract.

The furniture which has been provided through the contract was originally positioned per the agreed floor plans for each individual room in each school. It is essential that inspirED are informed of the movement of **ALL** items of furniture from their original locations (i.e. moves from one room to another; moves of loose furniture within any particular room do not require to be notified/recorded) so that their records can be updated accordingly.

Any proposed relocation of loose furniture must be authorised by the Head Teacher, PPP Co-ordinator or School Support Manager. The Protocol for Proposed Change in Location of Loose Furniture pro forma in Appendix 1 should be completed, authorised, and passed on to the SPIE Matthew Hall Facility Technician. A copy of the form should be submitted to the PPP Team.

Requests to move fixed items of furniture/fittings (e.g. shelves, worktops etc.) must be done through the Small Works Protocol (Procedure Manual 10/01).

Any associated costs related to proposed changes of location of furniture/fittings must be met from the school's delegated budget. There are no central funds available to support any such proposed changes.

PROTOCOL FOR PROPOSED CHANGE IN LOCATION OF LOOSE FURNITURE

School:	
Date:	

Detail of Item(s) to be Moved	Number of Items	Existing Room Number	Proposed New Room Number
Requested By:		Date:	
Authorised By:		Date:	
Note that requests to move fixed items of furniture (e.g. shelves, worktops etc.) should be done through the small works process (see Education Manual 10/01 – Small Works Protocol).			