

Purchase of Carpeting

Section 6:4 Revised 01/01/2001

The responsibility to determine the appropriateness of wall-to-wall carpeting has been delegated by the Chancellor to the Director of the Physical Plant. In order to facilitate the approval for carpeting, the following carpet policy is established: Carpeting to be funded from State funds, with proper justification, may be approved in the following areas:

- a. The immediate office areas and adjacent conference space for the Chancellor, Vice Chancellors, Deans, Directors and Department Chairpersons.
- b. Library-type and clerical work areas which require carpeting for acoustical purposes.
- c. One faculty seminar area per department, and one student lounge area per building.
- d. Lobby and waiting areas if approved on basis of use by Director of Physical Plant.

Any special use areas, including areas supported by State or non-State funds when approved by the Director of Physical Plant. All funding for carpeting to be purchased from State funds must be provided from departmental budgets. Likewise, the cost of replacement of any carpeting installed under these policies to be funded from State money will have to come from departmental budgets. If an installation necessitates the purchase of unbudgeted equipment by Housekeeping:

- a. Either the installation will be postponed until Physical Plant can budget for and purchase the equipment or,
- b. The requesting department will purchase the equipment.

Wall-to-wall carpeting may be installed in any area with the approval of the Director of Physical Plant, where the carpeting is to be funded from non-State funds; provided, however, that carpeting the area would not create a fire or health hazard or create a maintenance problem and provided that the department concerned assumes responsibility for the replacement of the carpeting.

Carpeting for new buildings will be allowed under the policies listed above, provided that adequate funds are available in the construction account. In order for carpeting to be allowed in new buildings, the carpeting must be specified in the original contract. Change orders requesting the substitution of carpeting for tile or other floor materials result in excessive costs to the University and must be avoided.

Carpeting that is not installed wall-to-wall creates maintenance problems for University Physical Plant and may not be installed in University facilities without prior approval from the Director of Physical Plant.

The purchase and installation of carpeting requires special authorization from the Director of Physical Plant. If, in the opinion of a department head, carpeting for a given space falls within the scope of the policy outlined, the proposed installation should be discussed with the Purchasing Department in order to determine the exact type of carpeting to use and the quantity, cost, location and other factors relating to the installation.

The request should then be submitted to the Purchasing Department on a Purchase Requisition, along with a justification in sufficient detail to enable the Director of Physical Plant to have a good overview of the need. If the Purchase Requisition is found to be in order, the Purchasing Department will forward it to the Director of Physical Plant for his review. If approved by the Director, the Purchasing Department will place an order for the carpeting.

Installation of wall-to-wall carpeting usually requires that doors swinging over the carpeting be shortened so they will swing freely. Therefore, requests to carpet areas requiring cutting off doors should be accompanied by a Physical Plant Work Request for the shortening of the doors. When the Purchase Order is placed for the carpeting, the request for the shortening of the doors, will be processed to the Physical Plant by Purchasing. As soon as possible after receiving the request, the Physical Plant will schedule the job for cutting off the doors.

Moving furniture for the carpet installation is the responsibility of the department. Some carpet installers will move the furniture at an additional charge or labor may be secured from the Physical Plant using a Physical Plant Work Request. The desires of the department concerning moving of furniture should be indicated on the Purchase Requisition.