

## Surplus Furniture & Equipment Procedures

10/5/09

In order to comply with existing fire code and also with MnSCU's Emergency Response Plan related to hallway, corridor, stairwell, and exit safety guidelines, I am sending reminder instructions for dealing with surplus furniture and equipment. When we don't comply with fire code, we can be (and have been) fined.

When you plan to replace existing furniture or equipment, you may NOT place your current furniture or equipment in the hallway or any other public area to await removal to another location. It must remain in your office or classroom until it can be moved to a new location. This will require planning ahead.

If you are placing an order for new furniture or equipment to replace existing items, contact Dana Danielson, Inventory Coordinator, BEFORE you place the order to begin the surplus furniture/equipment redistribution or removal process. By doing that early, the redistribution/removal process may be coordinated with the arrival of your new furniture or equipment.

If you have any questions about the process of redistributing or removing surplus property, please contact Dana Danielson: [dmdanielson@bemidjistate.edu](mailto:dmdanielson@bemidjistate.edu) 755-2776

If you have any questions about the fire code or MnSCU's Emergency Response Plan as it relates to this issue, please contact Rich Marsolek: [rmarsolek@bemidjistate.edu](mailto:rmarsolek@bemidjistate.edu) 755-2545

Thank you for your attention and compliance.