



UNIVERSITY FACILITIES
Interior Design Group

Guidelines for Furniture Purchases

Before beginning a furniture purchase, the following criteria must be considered and satisfied. Direct your questions and concerns to the Drexel University Procurement Buyers listed below. They will assess the parameters of the purchase and contact University Facilities as required.

Clearance and Dimensional Issues

- What are the overall dimensions of the item you are intending to purchase?
- Do you have the necessary dimensional clearances for the delivery of the item or items? (Starting with the entry point and ending at the item final location)
- Will your item exceed the width, depth or height of the building elevator?
- Will the final location impact the Americans with Disabilities Act required clearances or the required Fire Egress paths?
- Will you have the required space surrounding the item for it to be serviced?

Weight and Floor Loading Issues

- How many of these items are you planning to receive in one shipment?
- Is the item extremely heavy as one unit or as a group?
- Do you know the weight limit of your building elevator?
- Would your item (s) exceed this weight limit?
- How much does the item (s) weigh? How much will it weigh when fully loaded, as in a bank of filing cabinets?
- Does the final location of your item(s) have floor weight limits?

Important Specialty Requirements

- Does your item require new and/or upgraded electric, telephone or IRT services?
- Does your current location have the appropriate type of electrical receptacle to receive the new plug?
- Does your item require new or special ventilation? Will it negatively impact the current heating or cooling system in the space?
- Is the furniture you intend to purchase compliant with OSHA, ADA, ergonomic, and other applicable guidelines?
- Is the item rated for a commercial installation and is a warranty provided?
- Does the furniture meet the appropriate National Fire Protection Association guidelines for fire-ratings?

End User Signature _____ Date _____

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