In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. **Objective**

   This regulation establishes standards for the procurement, allocation and placement of furnishings.

2. **Definition**

   Furnishings: furniture and equipment assigned to users or installed in the premises.

3. **Regulation**

   3.1 Facilities Services is responsible for the purchase and allocation of furnishings.

   3.2 Facilities Services is ultimately responsible for the approval of moving furniture.

   3.3 The Director of Facilities Services, in consultation with the Director of the Human Resources Service, will determine the allocation of furnishings with regards to special needs.