

<b>Number :</b>	ADM-109
<b>Title :</b>	Furnishings
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	February 28, 2018
<b>Approved:</b>	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*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.