

PROCUREMENT STANDARDS GUIDELINES

Revised April 2021

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CAMPUS INTERIORS STANDARDS GUIDELINES

PURPOSE

The Campus Interiors Standards Guidelines are meant to provide guidance to the campus community including faculty, staff, and student groups on purchasing decisions and ensure the safety and well-being of the entire campus community.

FURNITURE STANDARDS

The Procurement Office has developed standards and recommendations to assist you with the procurement of your office furniture requirements. These standards have been developed to assure you of exceptional quality and service while ensuring functionality and efficient use of College funds.

These furniture standards were adopted from companies that are leaders in sustainability initiatives, and because they offer the best value in pricing, quality, fire-code protection, warranty, and ergonomic design. Models of our standards appear throughout the website, however, if you wish to view and “test” them in person, please contact the Procurement Office as there are samples located throughout the College.

IKEA and Costco: Both firms have nice designs for home use, but the materials are not appropriate for commercial use. Most items require assembly and may not meet ergonomics, OSHA standards. In addition, they do not provide assembly and delivery is an issue. Most furniture now ships un-assembled. Assembly must be arranged separately. Buildings and Grounds will not assemble furniture for you. For these reasons, IKEA and Costco are not preferred furniture providers.

PURPOSE OF FURNITURE STANDARDS

- . Compliance with performance criteria set by Facilities Management at Elizabethtown College
- . Easy operation and management of (movable) property
- . Efficiency and functionality
- . Economy and cost effectiveness
- . Life cycle of assets acquired by the College and related costs
- . Flexibility and uniformity
- . Quality and durability
- . Ergonomics
- . Quality layout
- . Fairness
- . Sustainability

MINIMUM STANDARDS

- All products shall comply with ANSI/BIFMA (Business & Institutional Furniture Manufacturers Association) product safety and performance standards and guidelines
- As a standard, fabric grades and finishes shall be selected from mid-priced options, typically identified as 'Grade 1/A or 2/B'
- In specialty areas, higher priced selections will be considered
- When choosing wood tones, choices should be based on creating a coordinated appearance throughout the facility
- The finishes for standard furniture pieces, such as chairs, are standardized, in order to maximize flexibility throughout campus
- Like manufactures should be maintained in similar or adjacent areas, when possible
- Large orders should be placed at one time, as one order whenever possible
 - Negotiated contracts offer tier discounts based on order totals
- Standard product offerings should be used whenever possible
 - Special sizes, finishes, etc. add to both cost and lead time

CAMPUS SURPLUS FURNITURE

FURNITURE REQUESTS: SURPLUS AVAILABILITY

DID YOU KNOW? : Elizabethtown College has an extensive inventory of clean **Surplus Furniture**, available for departmental reuse only, at no extra cost to that department.

Prior to purchasing new furniture, please inquire about available Surplus Furniture by emailing Procurement: procurement@etown.edu

Why try Surplus?

- AssetTiger Inventory Program: all surplus items are listed in AssetTiger with pictures and dimensions to simplify finding what's available to fit your office needs
- Up-to-date current and available inventory
- Saves Money
- Saves Time
- Reduce, Reuse, Recycle

SURPLUS FURNITURE MANAGEMENT

- Elizabethtown College staff will manage the College wide furniture inventory located in the Campus Services Warehouse
- All furniture processed to college inventory is considered the property of Elizabethtown College and will be redeployed as appropriate when requests are received, and matching product is available
- Elizabethtown College staff will maintain a data base of available furniture (with photographs, dimensions, and finish information) for their use in meeting campus furniture needs
- Appointments may be made with Elizabethtown College staff to view pre-owned furniture inventory at the Campus Services Warehouse when necessary
- The Furniture Move Coordinator will work to schedule a convenient delivery time for selected items

OFFICE FURNITURE MOVE REQUEST GUIDELINES

PURPOSE

Establishing a procedure for Procurement Operations to safely and effectively provide moving services, to campus departments for the relocation of office furniture, filing cabinets, files, and similar items.

GOAL

- Provide an excellent customer experience
- Offering a 'one stop spot' for notifications to all parties involved
- Determine the scope of the move to identify if Procurement Operations employees can complete the task in a safe manner

OFFICE MOVE REQUESTS

- Furniture removal or relocation must be requested through the work-order system
- Large moves, such as complete offices, multiple offices, lounge areas, large quantities of furniture, or entire floors of buildings, must be approved through the work-order system

Access to the work-order system can be obtained through the Facilities Management website:

<https://www.etown.edu/offices/facilities-management/order.aspx>

OFFICE MOVE REQUEST CHECKLIST

Upon approval of office relocation, an OFFICE MOVE CHECKLIST will be submitted by Procurement, to all parties involved.

- End-user will be notified of date of move
- Office items **must be** boxed, secured, and move ready, prior to relocation date
- Boxes available for loan only. Please request through the work-order system

Access to the work-order system can be obtained through the Facilities Management website:

<https://www.etown.edu/offices/facilities-management/order.aspx>

NOTE: FURNITURE MOVE DATES WILL BE SCHEDULED BY THE PROCUREMENT OFFICE

A copy of the Office Move Checklist can be found in Melissa Gruber's Public Folder.

Facilities is not responsible for damages to personal items incurred during relocation.

NEW FURNITURE

NEW FURNITURE REQUESTS:

All furniture for individual offices, general and public meeting areas, small renovations, and large construction projects must be processed through the Procurement Office. Every effort should be made to purchase goods or services from our preferred vendors or those with whom we share Group Purchasing contracts.

Please contact Procurement for all your office furniture needs by emailing purchasing@etown.edu

FURNITURE MANUFACTURERS

Our preferred furniture dealers have been selected based on their commitment to the College to furnish furniture from the College's 'standards program'. They have agreed to support the following:

- Utilize GSA pricing, or pricing from buying consortiums such as U.S. Communities, E & I Cooperative, and National IPA & National JPA
- Deliver/install, clean, inspect the furniture for damage and remove all cardboard and trash. (It does not include removal of existing furnishings or furniture)
- Provide design service and space planning
- Products may be viewed in various campus locations
- A catalog of colors, fabrics and finishes is also available through the Procurement Office

Approved Manufacturers:			
Allsteel	Humanscale	KI	Sit-On-It Seating
Global	Ideon	Knoll	Steelcase
Herman Miller	Integra	National Office Furniture	Special T
HON	Indiana	OFS Brands	

SEATING STANDARDS

Office furniture is an integral part to of day-to-day operations no matter if you are faculty, staff or a student. As a result of office remodels and new construction on campus, there is a desire to upgrade furniture and bring the overall appearance and function to the same level held around campus. To make this process easier and cost effective, we have implemented the following standards. We strongly believe this will help contribute to a more cohesive campus appearance while maintaining a certain level of quality. Products and specifications listed are typical furniture items used throughout campus.

TASK SEATING STANDARDS:

- High or Mid-back
- Lumbar support
- Synchro-tilt w/ seat slide
- Height/width adjustment arms
- Mesh or fabric back
- Fabric Selection: Black, Grade 1/A or 2/B with minimum of 100,000 double rubs
- Standard base: Black
- Standard frame: Black
- Casters specified by floor type
- Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
Sit-on-It	12-year	Drop Ship	\$360-\$460
Haworth	12-year	Drop Ship	\$360-\$610
Global	12-year	Drop Ship	\$500
HON	10-year	Vendor	\$200-\$650
Allsteel	12-year	Vendor	\$300-\$490

Steelcase	12-year	Vendor	\$400

How long should an office chair last? The short answer is: it depends. The longer—and more complicated—answer is probably up to 7 or 8 years for a chair with a 5-year warranty and 12-15 years for a chair that offers a warranty of 10-years or more. These life expectancy estimates are not directly related to the warranty period but are based on quality such guarantees imply. There are many additional factors which will significantly impact the effective lifespan of an office chair.

Samples of Task Chairs available for order, can be found in Melissa Gruber’s Public Folder.

KEYBOARD TRAY STANDARDS

KEYBOARD TRAY (UNDER SURFACE MOUNT) STANDARDS:

- Under-surface mount
- Keyboard tray should be wide enough and deep enough to accommodate the keyboard and any peripheral devices, such as a mouse
- If a keyboard tray is used, the minimum vertical adjustment range (for a sitting position) should include 22 inches to 28.3 inches from the floor
- Keyboard trays should allow for easy height and tilt adjustments and lock securely into position
- Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
Humanscale	15-year	In-House Carpentry Team	\$190

SIT-STAND SURFACE: DUAL MONITOR

SIT-STAND SURFACE STANDARDS:

- Adjustment mechanism should raise and lower easily and smoothly
- Tabletop units must accommodate size, weight, and quantity of computer equipment
- Sit-Stand surface units must fit securely on the worksurface
- Dual monitor chosen for adjustment versatility
- Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
Humanscale	5-year	In-House Carpentry Team	\$415

HEIGHT-ADJUSTABLE SURFACE STANDARDS

HEIGHT-ADJUSTABLE SURFACE STANDARDS:

- Workstation should be electronically height adjustable between the heights of 26" to 46.5"
- Sit – Stand work points are not suitable in all locations and it is recommended that work points for public interface should be either sit or stand to suit the application required
- Metal base
- Laminate Surface
- Price contingent on size and materials specified
- Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
Special T	10-year	Vendor	\$900
Alera	5-year	Vendor	\$550
Knoll	5/10-year	Vendor	\$625
Steelcase	12-year	Vendor	\$750
OTG	5-year	Vendor	\$500

DESK STANDARDS

DESK STANDARDS:

- Metal Base: Black or Gray preferred
- Laminate Surface
- Non-Adjustable Height
- Price contingent on size and materials specified
- Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
Allsteel	12-year	Vendor	\$860
OTG	5-year	Vendor	\$220

STORAGE OPTIONS:

LATERAL FILE STANDARDS:

- Metal: Black or Gray preferred
- Locking
- Hanging Files
- 2, 3, or 4 Drawer Unit
- Price contingent on size and materials specified
- Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
Allsteel	12-year	Vendor	\$650
KI	15-year	Vendor	\$950

PEDESTAL FILE STANDARDS:

- Metal: Black or Gray preferred
- Wood Laminate
- Locking
- Hanging Files
- 2-3 Drawer Unit
- Price contingent on size and materials specified

Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
Allsteel	12-year	Vendor	\$240
OTG	5-year	Vendor	\$240

CASEGOODS STANDARDS:

- Metal: Black or Gray preferred
- Open Storage Unit
- Adjustable Shelving
- 2-3 Shelf
- Price contingent on size and materials specified
- Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
Allsteel	12-year	Vendor	\$350
Indiana	12-year	Vendor	\$1100

ADDITIONAL OFFICE FURNITURE OPTIONS:

TABLE STANDARDS:

- Laminate Surface
- Metal Base
- Price contingent on size and materials specified
- Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
Knoll	5/10-year	Vendor	\$360
Special T	10-year	Vendor	\$300

GUEST CHAIR STANDARDS:

- Upholstered seat - optional
- Legs or sled base
- Casters specified by floor type - optional
- Fixed arms or armless
- Metal Base
- Price contingent on materials specified
- Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
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Sit-On-It	12-year	Vendor	\$200
Knoll	5/10-year	Vendor	\$415

CLASSROOM FURNISHINGS

STUDENT CHAIR STANDARDS:

- Flex Seating
- Stackable - optional
- Casters specified by floor type
- Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
Allsteel	12-year	Vendor	\$155
Knoll	10-year	Vendor	\$230

CLASSROOM TABLE STANDARDS:

- Laminate Surface
- Metal Base
- Casters specified by floor type
- Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
KI	12-year	Vendor	\$560

INSTRUCTOR TABLE STANDARDS:

- Laminate Surface
- Metal Base
- Casters specified by floor type
- Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
Allsteel	12-year	Vendor	\$400

INSTRUCTOR STOOL STANDARDS:

- Flex Seating
- Upholstered Seat - optional
- Casters specified by floor type

Average cost estimate subject to change

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
Allsteel	12-year	Vendor	\$320

CAMPUS INTERIOR/EXTERIOR STANDARDS

PAINTINGS AND COATINGS

GENERAL:

- Sherwin Williams products will be used for typical interior/exterior applications unless otherwise approved by the College
- Block fil will be used on any new block before primer or paint are used
- Peeling paint must be physically scraped with an approved removal plan
- Do not remove existing pain with open flame or heat guns
- Edges of existing paint that is not removed must be feathered to adjacent substrate
- All finishes shall be selected for durability, ease of maintenance, quality, and aesthetics
- Where appropriate, finish selections should be uniform throughout each campus building
- All interior finishes shall be in accordance with the most current flammability and life safety codes
- The Volatile Organic Compounds (VOC) content of adhesives, sealants, and all finishes shall be lowest available industry standard
- A list of approved paint color selections can be found with OMC

INTERIOR:

- Use latex for new work in the following sheens
 - Walls: Super Paint (satin)
 - Ceilings: Ceiling Pro (off the shelf)
 - Trim: Pro Classic (semi-gloss)
- Oil paint will be used on all steel (doors, handrails, etc.)
- Primer to be one coat and fully back-rolled if spray applied. The paint contractor is fully responsible for adhesion to the base surface
- Finish coats to be two topcoats of latex
 - Walls: Super Paint (satin)
 - Ceilings: Ceiling Pro (off the shelf)
 - Trim: Pro Classic (semi-gloss)
- Oil paint will be used on all steel (doors, handrails, etc.)

EXTERIOR:

- Use brush application
- All new work to use acrylic latex-based products
- Standard exterior trim color is Eider White SW 7014
- Primer and finish coats (2 on new work) must contain stain-blocker and mildewcide
- Fully back prime all wood
- Light poles and painted handrails will use oil-based paint in an approved color
- Stamped Asphalt coating:
 - Ennis-Flint Manufacturing
 - Product: Street Bond (color – Red Brick)
 - 150 series for new asphalt
 - 120 series for re-coat/re-color

GENERAL:

- Building entrances shall have a built-in water walk off mat with a minimum length of 7 feet. In new construction, the walk off mat shall be recessed into the structure
- Flooring shall be durable and easy to maintain. Hard flooring, such as VCT, luxury vinyl flooring, ceramic or other hard tile shall meet building code requirements for slip resistance and durability
- Specified carpet shall be commercial grade, high-density with low pile height
- Base shall be 4” resilient, tile or wood base as appropriate to the flooring type and project design
- Carpet and carpet tile are NOT permitted in residence hall bedrooms
- Unacceptable materials include sheet vinyl and LVT requiring a finish coat
- Proper floor preparation is the responsibility of the contractor

CARPET:

- Broadloom Specifications: (only with approval)
 - Construction: loop or loop and pile combination
 - Traffic class: commercial 3
 - Yarn content: 100% nylon typical
 - Bleach-resistant 100% solution dyed nylon; no olefin, polyester, wool or wool-blend allowed

CARPET TILE:

- Specifications:
 - Construction: loop or loop pile combination
 - Traffic class: commercial 3
 - Yarn content: 100% nylon typical
 - Bleach-resistant 100% solution dyed nylon; no olefin, polyester, wool or wool-blend allowed

LUXURY VINYL TILE - LVT:

- Construction type: continuous lamination
- Traffic class: commercial 3
- Minimum wear layer thickness of ≥ 20 mil
- Total thickness must be ≥ 4.5mm
- Finish must be ceramic bead type for durability and cleanability
- Glue-down will be used over all concrete applications
- Floating type may be used over “other than concrete” substrates with approval

EPOXY FLOOR COVERINGS:

- As approved by the College in special applications (e.g. Locker rooms, bathrooms, etc.)

WALK-OFF MATERIALS:

- Walk-off material should be designed specifically for abrasiveness and trapping dirt
- Two types may be used
 - Level installed carpet tile/plank integral to the flooring system
 - Separate mat laid on top of installed flooring
- No sunken or recess walk-off area that abuts the main floor will be acceptable

Approved Flooring Manufacturers:		
Interface	Mannington	Shaw
J&J	Mohawk / Bigelow / Karastan	Tandus

WALL BASE:

- Type: 100% Rubber
- Configuration: Cove

CARPENTRY STANDARDS

BATHROOM PARTITIONS:

- Plastic only
- Full length brackets at walls

CABINETRY:

- General
 - Solid plywood box construction
 - Overlay doors
 - Solid wood face frames and drawer fronts
 - Stained finish is to be used whenever possible unless otherwise specified and approved by the College

WINDOW TREATMENTS

MINI BLINDS:

- 1" Aluminum Mini Blinds
- Deluxe Headrail
- Standard Cord Lift
- Wand Tilt

ROLLER SHADES:

- 1 1/4" x 7' Steel Roller, taped
- White fiberglass -fire rated material
- Thread Count: 60
- Blackout
- C052.056 Pin Ends for 1 1/4" Roller,
- C221.036SA Spring for 1 1/4" roller
- Meets or exceeds all other CCC-C-521 Type 2 specifications in all respects

Manufacturer:	Length of Warranty	Installation:	Replacement Timeline:
Budget Blinds	TBD	In-House Carpentry	As-needed Basis
Jackson Window Blinds	TBD	Vendor	As-needed Basis

CAMPUS HOUSING / RESIDENCE HALL FURNITURE STANDARDS

CAMPUS HOUSING FURNITURE:

- General
 - Bolt style bed frames are NOT acceptable

- Reputable Commercial manufacturers only with a minimum of 15-year warranty
- Nylon glides must be installed on all furniture placed on LVT
- Rubber feet must be installed on all bed frames placed on LVT

CAMPUS HOUSING ROOM FURNITURE:

- Pricing contingent on all options specified

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
RT London	25-year	Vendor	TBD

MATTRESSES:

- Long Dorm Innerspring Mattress – 36” x 80”
- Fluid-proof fabric
- Complies with 16 CFR 1633 fire
- Fabric Color: Navy

Manufacturer:	Length of Warranty:	Installation:	Average Cost Estimate:
American Bedding Mfg	TBD	Drop Ship	\$100

BED FRAMES:

- NATURAL RED OAK FINISH
- Single EZ Lock Bed –
- 2 solid oak EZ lock bed ends with inset pins
- 2-1/2” x 2-1/2” post and 1 EZ lock spring
- 36”x76”
- Average cost estimate subject to change

Manufacturer:	Length of Warranty	Installation:	Average Cost Estimate:
New England Woodcraft	TBD	Drop Ship	\$265

RESIDENCE HALL LOUNGE FURNITURE:

- Pricing contingent on all options specified

Manufacturer:	Length of Warranty	Installation:	Average Cost Estimate:
RT London	25-year	Vendor	TBD

CAMPUS FURNITURE REPLACEMENT SCHEDULE

OFFICE / CLASSROOM FURNITURE REPLACEMENT GUIDELINE:

Office Furniture:	Average Length of Warranty:	Condition Evaluation:	Replacement Timeline:
Task Chair	12-year	11 years	12 years
Keyboard Tray	15-year	14 years	15 years
Sit-Stand Surface	5-year	4 years	5 years
Height-Adjustable Surface	10-year	9 years	10 years
Standard Desk	12-year	11 years	12 years
Storage Options	12-year	11 years	12 years
Table	12-year	11 years	12 years
Guest Chair	12-year	11 years	12 years

Classroom Furniture:	Average Length of Warranty:	Condition Evaluation:	Replacement Timeline:
Classroom Table	12-year	Annually	12 years
Student Task Chair	12-year	Annually	12 years
Instructor Stool	12-year	Annually	12 years
Instructor Table	12-year	Annually	12 years

CAMPUS PAINT / FLOORING REPLACEMENT SCHEDULE

INTERIOR / EXTERIOR PAINT AND FLOORING REPLACEMENT GUIDELINES:

Paint:	Location:	Expected Lifespan:
Interior	Market Place	1 year
	Lobbies	4 years
	Public Spaces	4 years
	Bathrooms	5 years
	Interior Handrails	5 years
	Residence Hall Rooms	5 years
	Residence Hall Hallways	8 years
	Academic Classrooms	10 years
	Administrative/Academic Hallways	10 years
	Offices	10 years
Exterior	Exterior Handrails / Railings	8 years
	Light Poles	8 years
	Exterior Trim	10 years

Flooring:	Average Lifespan:	Replacement Timeline:
Carpet	15 years	12 years
Carpet Tile	15 years	12 years

LVT	15 years	12 years
Epoxy	TBD	TBD
Walk-Off	15 years	12 years

CAMPUS HOUSING FURNITURE REPLACEMENT SCHEDULE

CAMPUS HOUSING FURNITURE REPLACEMENT GUIDELINES:

Campus Housing Furniture:	Average Length of Warranty:	Condition Evaluation:	Replacement Timeline:
Room Furnishings	25-year	Annually	25 years
Mattresses	TBD	Annually	As-needed Basis
Lounge Furniture	25-year	Annually	25 years

OFFICE SUPPLIES

OFFICE SUPPLY STANDARDS:

Items such as wrist rests, document holders, desk lighting, general office supplies, etc., should be purchased directly through the Elizabethtown College approved business accounts. Please request login access through the Procurement Office.

Furniture purchases, made through any office supply vendor, is prohibited.

WB Mason is the College's **primary** vendor for paper, office supplies and toner.

NEW Accounts

New account users will receive a welcome email with personal log on information for placing orders on the WB Mason website. Feel free to navigate the website and begin placing orders upon receiving the email.

Price Lists

Pricing is available upon request.

Guides & Tips

[WB Mason Ordering Tip Sheet](#)

Payment

Orders require a credit card for payment.

Order & Delivery Concerns

Please contact: Amy Berra- berraa@etown.edu or Melissa Gruber- gruberm@etown.edu

WB Mason Guarantee

- Tax-exempt Purchasing
- Personalized Shopping Lists
- Robust Search Capabilities
- Video Tutorials
- On-Line Order History and Tracking

- Designated Support Team
- No Minimum Order Size
- FREE Next Day, Desktop, Delivery: Monday – Friday
- 2-hour Response Time

It is the department’s responsibility to check the contents of the box and report any discrepancy directly to the WB Mason support team.

Elizabethtown College has an **Amazon Business** account. The benefits of being a member on this account are:

- Business only pricing
- Quantity discounts above what you normally find on Amazon
- Tax-exempt purchases
- Multi-user accounts
- Price comparison options
- Customized browsing and searching based on your business type
- **Free – no membership fee**

NOTE: This is not a Prime Membership account.

The Amazon Business account **does not** replace WB Mason. We still have a purchasing agreement with WB Mason and encourage you to compare prices when purchasing. Please note: WB Mason offers next day free delivery with tax-exempt purchasing.

Approved Vendor:	Website:
WB Mason	https://www.wbmason.com/ (Tax-Exempt Purchasing)
Guernsey	https://www.buyguernsey.com/ (Tax-Exempt Purchasing)
Amazon Smile	https://smile.amazon.com/gp/chpf/homepage (Select Elizabethtown College as the charity)
Amazon Business	Amazon Business – Amazon for Work Amazon Business (Tax-Exempt Purchasing/ not Prime)

If you are interested in gaining access to the College’s **WB Mason** account and/or **Amazon Business** account, please contact:

Amy Berra – berraa@etown.edu or Melissa Gruber – gruberm@etown.edu

CONFIDENTIAL SHRED BINS

PURPOSE

Ensuring a procedure for safe and efficient management of **confidential** documents

MANAGED SHRED BINS: PROVIDER INFORMATION

Campus Services has collaborated with Marco to provide secure confidential bins to Departments across campus. The collective bins are available for confidential material deposits **throughout the semester**. Departments are encouraged to take advantage of the opportunity to purge documents on a regular basis.

PROVISIONS

- Day to day protection of all your sensitive documents
- Secure, locked consoles within your department
- Scheduled pick-ups by security-trained personnel
- On-site cross-cut shredding service
- On call, cost effective service

SHRED BIN GUIDELINES

- **Do not** place anything in shredding bins that isn't paper. Binder clips, metal folder supports, or other non-paper items can damage the shredding equipment or render the entire load of paper as not recyclable. Staples are ok.

Do not place items into shredding bins that do not need to be shredded. It costs much more to shred and recycle than it does to just recycle unwanted paper. If your paper does not contain confidential information, please just recycle it in a single-stream recycling bin.

Bins are for CONFIDENTIAL documents only

- **CONFIDENTIAL** documents include information such as, social security, credit cards, bank account numbers, legal documents, medical records, and so forth.

Following these guidelines will help keep campus costs down and ensure that this program is affordable and available to everyone on campus.

Documents such as business cards, magazine and department memos are considered non-confidential therefore, require no special disposal. If you need a paper recycle receptacle, please contact Facilities Management.

Tipping (emptying) of the Confidential Shred Bins are scheduled through the Assistant to the Dean of Student Life office. Please contact Amy Berra: berraa@etown.edu when the bin in your area is full.

SHRED BIN LOCATIONS

Contact the Department Office Assistant for specific bin locations in your Department.

FULL BINS

To help minimize costs, please ensure that bins will be at least **3/4 full** by the pickup date.

When bins become full, contact the Department Office Assistant to request the bin be scheduled for on-site shredding. Once the materials have been shredded, empty bins are returned to the designated area in the Department.

Tipping (emptying) of the Confidential Shred Bins are scheduled through the Assistant to the Dean of Student Life office. Please contact Amy Berra: berraa@etown.edu when the bin in your area is full.

REQUEST A BIN

Contact Amy Berra: berraa@etown.edu to request additional bins for permanent or temporary use.

CAMPUS COPIERS

CAMPUS COPIER PROGRAM

The campus Copier Program is a campus-wide program created to monitor and negotiate copier costs for the entire campus. The photocopiers are leased and maintained by Marco and Doceo.

Our mission is to provide efficient and reliable copy equipment to meet the needs of Elizabethtown College instructional, service and administrative units. To provide the highest standards of service at the lowest possible cost, we insure that copier equipment adequately meets the needs of users in terms of size, types of features, and copy quality.

COPIER KEY OPERATORS

A key operator is assigned to each campus copier. Key operators are designated contact people at copier locations who coordinate supplies and service, and are knowledgeable enough about the copier's operations to assist others, add paper, toner and staples, and perform basic troubleshooting.

A copy of the Key Operators Guide can be found in Melissa Gruber's or Amy Berra's Public Folder, or available upon request.

COPIER REMINDERS, REPAIRS, AND GENERAL INFORMATION

BE AWARE

'Toner Phoners'

All toner for copiers is paid for through a maintenance contract so beware of "Toner Phoners"! There are several unscrupulous

businesses out there who attempt to sell you outrageously priced toner over the phone. They may start with asking you what is the model or ID# of the copier near your desk. They may say they have extra stock of the toner you need or the price is soon to increase. They may offer to ship you a toner on trial. **Regardless of what they say, don't give them ANY information.** You will never need to purchase toner for machines in your area. A quick way to ditch these "toner phoners" is to tell them you would like to transfer them to the person in the organization who purchases toner – they will hang up before you can transfer them!

COPIER SUPPLIES

Paper

Paper supplied by the copier program is for copier program copiers **only** and not for department printers, fax machines or personal use. We track paper orders, inventory and usage.

Toner Cartridges

Toner cartridges are auto-shipped, through MARCO or Doceo, when the copier reports toner levels at less than 15%. The toner cartridges are shipped via UPS or FedEx, arriving to campus through Mail Services, and delivered to your building's Mail Room. You can check toner levels on your assigned copier anytime by logging into the machine.

COPIER RELOCATION PROCESS

Never move a copier without the permission of Campus Services. Relocations are handled by the Marco or Doceo staff and must be scheduled. Request to move a copier should be directed to Amy Berra – berraa@etown.edu

COPIER TRAINING

Marco and Doceo will provide basic training for key operators and end users upon request. To schedule comprehensive training on copiers for users in your area, contact Amy Berra - berraa@etown.edu

COPIER COPIES AND PRINTS PRICING

Campus departments and student copier usage is tracked via PaperCut software and charged for usage accordingly. Printing through PaperCut allows management to track copier usage across campus, allowing for effective maintenance. Charges include a cost per click and paper charge.

FACULTY

Faculty and staff departments are charged for copying or printing from campus copiers. Faculty and staff personal accounts are not charged for department printing, although they are using their individual PaperCut accounts.

STUDENTS

Toshiba multifunction copiers are provided for your convenience in the High Library (main floor), the Chemistry Library (Musser 102), and the Center for Student Involvement. These copiers are part of a contract lease, and are not owned by the college. All prints or copies made at these devices are **charged on a per print basis**.

When copying/printing to a copier, if you select "Charge to my personal account", the cost of these prints will be **billed to your personal college account**. The charges are submitted monthly and will appear on your billing statement as "copier charges".

When printing on behalf of departments, make sure you are selecting "Charge to shared account" and selecting the appropriate account from the drop-down menu. If you do not have the department in your list, please have your supervisor contact the Helpdesk (helpdesk@etown.edu) to request access.

Student Employees may copy/print on behalf of a Department

COPIER GENERAL INFORMATION

Add/Remove User Accounts in Papercut

Departments should email helpdesk@etown.edu to add, delete or change user accounts.

Authorizing Student Assistants for Department Copying and Printing

You must submit or have submitted a request to authorize student assistants to copy or print on behalf of the department. IF A STUDENT IS NOT AUTHORIZED, THEIR PERSONAL ACCOUNT WILL BE CHARGED.

Making a request to authorize or remove authorization

Submit the following information to the helpdesk@etown.edu.

<u>Add/Delete</u>	<u>Student Name</u>	<u>Department Name</u>
Add	Sara Jane	Purchasing
Delete	Tom Jones	Purchasing

PURCHASING CARD

PURCHASING CARD (PCARD):

The College participates in PNC's Purchasing Card (PCard) Program. The PCard looks and acts just like a regular credit card; however, it is preferred over a credit card because restrictions as to the types/amounts of transactions may be implemented. This program includes an online reporting tool that allows cardholders and supervisors to access transactions securely over the internet. Most departments have use of a PCard through their respective Administrative Assistant; if a PCard is not available, and you wish to obtain a PCard, contact the Business Office. Purchasing Cards are issued primarily to employees who travel frequently on College business and to other employees as needed. If a Department Head feels there is an ongoing need for a PCard, he/she should contact the Business Office. Upon approval, the PCard Program Administrator will request the card. All cardholders must attend training to receive the PCard and are subject to the policies outlined in the Elizabethtown College Purchasing Card Guide (distributed upon completion of training). For PCard forms and documentation, visit the PCard website, <https://www.etown.edu/offices/business-office/forms.aspx>

PURCHASING CARD (PCARD) STANDARDS:

The Purchasing Card is a VISA Card issued by PNC Bank. The college is required to pay the full amount of the bill every month for all charges made. The Purchasing Card is for business purposes only and may not be used for personal purchases. The Purchasing Card may only be used by the authorized user on record at PNC Bank. Card security should be treated with the same level of care as a personal credit card. Allocators are responsible for allocating and submitting the receipts and statements for the department. These tasks have due dates and are required to be submitted by the due dates. It is crucial receipts are turned in promptly. Not doing so, can result in card suspension and/or termination.

The Purpose of the Purchasing Card Program gives buying power directly to those employees who need it. It is a convenient time-saving tool that can be used for purchases under \$1,000.

Program Benefits:

- **CARDHOLDERS** –Will be able to obtain goods and services directly from vendors without using a purchase order. This streamlines the purchasing process and helps improve turnaround time on orders. When used for travel, automatic travel accident insurance and lost luggage insurance are included. It also significantly reduces the workload and costs related to the purchase and payment process and contributes to high customer satisfaction.
- **ELIZABETHTOWN COLLEGE** – The Purchasing Card program provides a cost-efficient, alternative method for purchasing low-dollar goods and services. Built-in card features make the program easy to control and manage while reducing processing costs at all levels by eliminating large volumes of invoices and checks.

VENDORS – The Purchasing Card will be welcomed by vendors who accept VISA. When they accept the card for business purchases, vendors need not send invoices to the College, and they will receive payment directly from the provider within 24-72 hours.

PCARD CONTACT INFORMATION:

PCards are managed through the Business Office. Any, and all, questions or concerns should be directed to:

Jayma Reaggs – reaggsj@etown.edu or Ben Goodhart – goodhartb@etown.edu