



# Greenfield Schools Furniture Request Form

Requestor Name: \_\_\_\_\_ Principal/supervisor: \_\_\_\_\_

Building: \_\_\_\_\_ Room Number or Area: \_\_\_\_\_

## Submission Instructions:

Please provide a copy of this form to Gage Johnson (B&G) and obtain confirmation before proceeding with a purchase

## For any questions, please contact:

Gage Johnson      Email: [gjohnson@greenfield.k12.wi.us](mailto:gjohnson@greenfield.k12.wi.us)

## Type and quantity of Furniture

(Please provide details of the type of furniture and quantity, or attach details)

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Reasons for Request \_\_\_\_\_

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Funding Source \_\_\_\_\_

Vendor Selection \_\_\_\_\_

## Approved Furniture Vendors

- [Corporate Design Interiors](#)

- [EBI](#)

- [Lakeshore Learning](#)

- [Demco](#)

- [Henricksen](#)

- [School Specialty](#)

## Considerations

- Big Box Store items are typically not suitable for educational environments
- Standardization of existing furniture is preferred for maintenance repairs and transferability across the district based on needs
- Homemade furniture is prohibited
- Rummage sale items are prohibited
- Ensure that fabric furnishings meet the standards set by DSPS that require it to follow the NFPA Code 260 12.6.3.1, which states that fabric furnishings must pass an ignition test. The manufacturer should be able to provide documents that these items meet these requirements.
- See additional information on the next page for benefits of standardized furniture purchases

By standardizing our furniture purchases, we can create a safer, more efficient, and aesthetically pleasing learning environment while supporting our district's broader goals. Standardized furniture purchases in our district offers several key benefits:

- 1. **Consistency in Quality and Safety**
  - Ensures all furniture meets established safety and quality standards, minimizing injury risks and creating a safer learning environment.
  - Guarantees compliance with regulations such as the NFPA Code 260 for ignition resistance.
- 2. **Cost Efficiency**
  - Bulk purchasing from preferred vendors can lead to significant savings through discounts and reduced shipping costs.
  - Streamlines budgeting with predictable and consistent pricing.
- 3. **Ease of Maintenance and Repairs**
  - Standardized furniture simplifies repairs and maintenance due to uniformity in parts and service needs.
  - Reduces assembly time and the variety of tools and materials needed by the maintenance staff.
- 4. **Aesthetic Consistency**
  - Creates a cohesive and professional appearance across the district, enhancing the learning environment.
  - Aligns all furniture with the district's branding and design standards.
- 5. **Adaptability and Flexibility**
  - Standard furniture can be easily reconfigured to accommodate changes in enrollment and classroom layouts.
  - Facilitates versatile learning spaces that support different teaching methods and activities.
- 6. **Simplified Purchasing Process**
  - Streamlines procurement by reducing the number of vendors and products available.
  - Simplifies decision-making for administrators and purchasing agents.
- 7. **Improved Vendor Relationships**
  - Fosters long-term partnerships with reliable vendors, ensuring better service and support.
  - Encourages vendors to understand the district's specific needs and provide tailored solutions.
- 8. **Enhanced Sustainability**
  - Enables the selection of environmentally friendly and sustainable furniture options, contributing to the district's sustainability goals.
  - Reduces waste and promotes recycling and reuse of furniture components.
- 9. **Support for Strategic Planning**
  - Aligns furniture purchases with the district's long-term strategic goals and educational initiatives.
  - Facilitates planning for future growth and changes in educational needs.

Here's a list of furniture examples that may apply to this process:

Category	Types of Furniture
Classroom Furniture	Student desks and chairs, collaborative tables, ergonomic teacher desks and chairs
Storage Solution	Lockers, shelving units, cabinets
Common Area Furniture	Benches, lounge chairs, coffee tables
Library Furniture	Study carrels, reading chairs, mobile shelving
Auditorium & Multipurpose	Folding chairs, fixed seating, staging equipment
Cafeteria Furniture	Cafeteria tables, stackable chairs, serving carts
Specialized Learning Spaces	Science lab tables, art studio furniture, computer workstation desks
Administrative Furniture	Conference tables, ergonomic desks and chairs, reception area seating
Outdoor Furniture	Picnic tables, benches, shade structures