

Furniture Review Questionnaire

Please answer the following questions:

1. Is this a replacement item? If yes, why must the item(s) be replaced?
2. Have you contacted the KSU Surplus Warehouse to inquire if there is Surplus furniture that may be used?
3. Are the item(s) to be replaced over ten years old?
4. What are your intentions for disposal of existing furniture? (if applicable)
5. Will the proposed location of this furniture require renovation to the room/space prior to installation? If so, did you fill out a "Project Request Form / Planning Request" with Facilities Services?
6. Will the proposed furniture location need new voice/data outlet(s) for a phone, computer, etc...? If so, did you fill out a "Project Request Form/Planning Request" with Facilities Services?

The Project Request Form is used by a University office/college to submit for physical renovations, which includes installation of electrical/voice/data outlets. This form is located on the KSU intranet website, in the section Campus Forms, under "Facilities".