

Process for notifying Estates Services of specific furniture requirements :

Any late notifications of requirements may not be achievable by the start of term . Disability Services to confirm to any students that a minimum of 14 days notification is required to meet their requirements once they have completed and submitted their requirements. Please note Departments require to complete E-SR for actioning once the furniture has been agreed

Students contact

Departments contact

Students requiring specific furniture require to obtain Furniture request form. Disability Services / Departmental DDC's/ Estates helpdesk can issue forms to students

asap

Student completes new request for furniture requiring furniture specifics (this is then forwarded to Estates helpdesk) for process to restart

Once student has the furniture request form they can contacts Disability Services to arrange a trial if required if not they complete form and send directly to Estates Helpdesk

Please note if the furniture requested is for Departmental rooms and not CPT, Estates Services can assist and provide furniture for the student until the department purchase the furniture in accordance with purchasing guidelines. Please email procurement.enquiries@strath.ac.uk for details.



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Student arranges for trial of furniture if required at disability services who will have the "trial chairs" on their premises

1 week

Student signs off furniture request that meets their requirements and forward to Estates Helpdesk . Departments then require to complete an E-SR for portering services to action via online form .

If the furniture is removed / relocated Building FMS/cleaners/ Security / Dept to notify Estates Helpdesk and for tracking to be deployed

Portering Services receive service request (E-SR) from department with room location , times and start/end date for actioning

Building FMS/cleaners/Security services notified of locations of specific furniture to assist tracking it

1 week

If the furniture is then deemed unsuitable by the student insitu then the formal process has to be undertaken again.

Portering Services deliver specific furniture requirements to allocated rooms for the semester

If the furniture is removed / relocated Building FMS/cleaners/ Security to notify Estates Helpdesk and for replacement furniture to be installed