

## Furniture Fixtures & Equipment Guidelines

The Wyoming School Facilities Commission fund Furniture Fixtures & Equipment (FF&E) in order to provide our students and facilities with products that function well and are flexible for future use. FF&E are essential ingredients that accentuate the human factors in building design, create a sense of place, ownership, comfort, security, aesthetics and privacy.

The Wyoming School Facilities Commission Definition of FF&E is - furniture fixtures or other equipment that typically have no permanent connection to the structure of a building or utilities. The type of loose furnishings and equipment for a school should be selected to support the educational curriculum and the function of the spaces, but also provide flexibility for change and development in the future. The exact items and styles may vary from school to school.

### Furniture Selection Considerations:

- **Durability**-Are the items long lasting and resilient? Are the items made well and are the terms of the warranty adequate?
- **Ergonomics/Age appropriate**-Is the furniture adjustable? Has the average height, age and size of the students that will be using the furniture been considered? Is the furniture ergonomically appropriate for active and/or passive learning?
- **Safety**-Do items or components of the items create a safety hazard?
- **Maintainability**-Do the items present maintenance issues or require special equipment to maintain? Are the materials used appropriate for the materials that the furniture is in contact with?
- **Supportive of Learning Program**-Do the items support the learning program that is instated? If the learning program changes will the items still function appropriately?
- **Cost**-Is the cost reasonable for the budget?
- **Adaptability**-Can the items be adjusted and adapted over time to accommodate evolving and/or different instructional strategies?
- **Flexibility**-Does the ease of adjustment and multiple use of the item provide flexibility to accommodate the variety of organization and instructional strategies? Does the furniture create limitations?
- **Sustainability**-Is the product consistent with the district's sustainability goals? Consider the lifespan and quality of the product and disposal at end of use.

**Examples of Wyoming School Facilities Commission funded FF&E are listed below:**

- art kilns
- book displays
- bookcases
- cafeteria tables (mobile)
- carrels/stations
- chairs
- clocks
- COW carts
- desks
- drying racks
- easels
- door mats
- exterior furniture not permanently affixed
- file cabinets
- floor/wall mats
- free standing shelves
- interactive board systems\*
- interactive panel displays (connected to computer)
- interior custodial supplies (non consumable)
- interior modular storage
- kiosks
- learning carpets/rugs
- lecterns/podiums
- music storage carts
- music stands
- recovery cot
- room dividers (movable)
- pencil sharpeners
- tables
- residential appliances
- sand and water tables
- stage (mobile)
- storage boxes
- trash receptacles
- USA/Wyoming state flag
- wall mats
- work stations

\*interactive board systems includes Smartboards, Promethean boards, etc.

**Items generally included in the Capital Construction Project Budget:**

- amplifiers
- auditorium equipment
- basketball standards system
- case goods permanent/mobile\*
- flag pole
- hubs-wired/wireless
- kiln hoods
- kitchen serving lines and cooking equipment
- laboratory fume hood
- library shelves fixed or mobile
- cable trays and hangers
- mounted screens
- mounted tack boards
- mounted white boards
- permanent bleachers for gym
- playground equipment (\$100,000 allowance)
- power supply
- public address/clock system
- rear projection screens
- routers
- servers
- sound enhancement system
- speakers
- switches
- volleyball standards system
- telecommunication wiring
- window coverings-architect specified
- phone and data cabling
- access control systems
- safety wall mats (affixed)
- jacks-voice, telecom, video, data
- data jacks
- equipment racks and vertical wire managers
- television distribution system
- video surveillance system
- fire alarm system
- walk off mats
- exterior furniture (permanently affixed)
- cubbies (built in)

\*Casework that is placed on casters to provide flexibility will be funded under the associated capital construction line item.

The Wyoming School Facilities Commission and the Wyoming Department of Education (WDE) provide different funding streams to schools in Wyoming in an effort to provide students and the buildings they inhabit with the appropriate supplies for student success.

The 2008-2009 WDE Block Grant model outlines the following funding categories:

**School Instructional Supplies and Materials**

Elementary and Middle school: \$321.53 per ADM

High School: \$393.74 per ADM

**Equipment and Technology: \$281.48 per ADM**

Funding to purchase, upgrade and maintain computers, servers, operating systems and productivity software, network equipment and student administrative system and financial systems software, as well as other equipment such as copiers”

**Operations and Maintenance: \$0.62 per 125% gross square feet of instructional space**

Supplies intended for all custodial and maintenance activities

**Central Office Miscellaneous Costs: \$323.86 per ADM**

Central office, non-staff expenditures

**Career-Technical Education**

High School CTE Supplies: \$6,189.38

High School CTE Equipment: \$1,677.63 per FTE CTE Teacher

High School CTE Equipment Replacement: \$838.17 per FTE CTE teacher

**Examples of items generally included under the WDE block grant or are district provided:**

- copiers
- desktop/laptop computers and equipment
- document cameras
- student administrative service software
- DVD players
- financial systems software
- laminators
- LCD monitors
- printers
- projectors
- sound mixers
- wireless
- outside maintenance equipment
- custodial supplies and materials (consumables)
- administrative printers, copiers, computers
- central office operating systems
- central office phone handsets
- office paper and supplies
- productivity software
- library books
- musical instruments
- physical education equipment
- CTE/vocational education equipment (grades 9-12)