Capital Equipment Request Information

Following you will find general guidelines, timeline, people involved, and key resources to help you with the Capital Equipment Request process.

General Guidelines:

- This process is for items costing more than $500 per item. Example: office furniture, lab equipment, lawn mowers etc.
- All other items costing less than $500 or deemed disposable are funded from operations, and not included in this process. Examples: calculators, digital camera, repairs, phones.
- Some items that might be part of Renewal & Replacement (R&R) apply to this process. Common examples are furniture for a new office and whiteboards.
- All capital equipment requests are submitted via Self Service Banner using the Capital Equipment Request form online.
- Do not combine requests. Remember “A request for each item, each item with a request.” Every item should have one request, and a priority assigned to it. One exemption to this rule is classroom furniture.
- Prioritizing is important as it helps the Committee make decisions.

Capital Equipment Committee members:

The members review all the requests and recommend to the President and the Cabinet the items that should be funded. Final approvals and reviews happen between February and May.

The members are:

- Co-Chair: Enid Ruiz-Mattei, Senior Budget Analyst
- Co-Chair: Mike Siddoway, Associate Dean of the Faculty
- Don Davidson, Director of Administrative Services
- Chris Coulter, Director of Facilities

All requests should be submitted by February 12th. However, the Committee will start reviewing all requests in detail after that day, and will make recommendations to President and Cabinet in late April. Please refer to Process Timeline for additional dates.
### Process Time Line:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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| November 13         | Nov. 13th 2015- Information Session
Nov. 13th- Self Service Banner Opens up |
| November-February   | Consultation with Committee Members Request Process in Self-Service Banner (SSB) |
| February 12th       | Feb. 12th- 2016 Capital Equipment Request process closes out.                     |
| February 2016       | Board of Trustees approves overall Budget FY2016-17                                |
| February-April      | Committee Members reviews all requests and forward final recommendations to President and Cabinet. |
| May/June            | Budget Office on behalf of the Committee, notifies approvals via Digest and Finance Website. |
| July 1, 2016        | Funds available after that time for purchase.                                      |
OFFICE FURNITURE  
GUIDELINES FY 2016-2017

Ergonomic office furniture keeps the workplace safe and comfortable, and is vital to the mission of the college. The committee members will evaluate each request and first recommend the use of existing furniture surplus before approving additional furniture purchases. Below you will find guidelines to help you determine if you have the proper office furniture that satisfy ergonomic needs. Before requesting new furniture, please request and ergonomic assessment to see if we can make quick changes before investing.

Chair:

Your chair must be comfortable and should have many of the features listed below. If not, you would most likely benefit from a new one.

Features of a functional chair:

- Easily adjustable (look for adjustment levers left and right).
- Sturdy five-legged base with working casters which roll easily over the floor or carpet.
- Swivels 360 degrees.
- Easy height adjustment that allows 90 degree knee bends.
- Seat pan falls off just behind the knee.
- Seat pan is wide enough for your carriage.
- Padded pan, arms, and back.
- Back rest provides lumbar support just above belt line.
- Armrests move up and down

A standard chair typically fits the needs of most people. Chairs are available in black. Contact Don Davidson (x 6573) for assistance in replacing a task chair. These will typically be departmental expenses as they fall under the $500 threshold. However, contact Denise Sheridan (x-6678) for ergonomic assessment.

Office Desks:

If your desk has many of the features below, you probably do not need new office furniture. If your desk does not have these features, you may benefit from a new desk. Most office spaces will work with one of three general plans for a replacement desk.

Features of a functional desk:

- Allows use of keyboard and monitor in alignment directly in front of worker.
- Allows for an articulating keyboard tray and an open knee space for paper work.
- Allows mouse work at the same height and reach as the keyboard.
• Supports the computer currently in use.
• Has adequate work area at consistent height (desks with typewriter returns do not meet this criterion)

Things you can do until process is complete:

Resources to help evaluate your workstation:


Purchasing: don.davidson@coloradocollege.edu

Health and Environmental: denise.sheridan@coloradocollege.edu

Apply quick fixes:

**Wrist rests:** Ideally, you should not rest your wrists while you type or use the mouse. If you do, consider buying gel or foam wrist rests from the college’s preferred office supply vendor (the OfficeMax representative can assist with this need). Do not forget to buy one for your mouse!

**Monitor height:** Generally, you should be able to touch the monitor with an outstretched arm. The monitor may be raised with monitor stands, which are also available from OfficeMax.

**Monitor position:** Generally, the monitor should be directly in front of you. If your monitor is to the side of your workspace, and you are straddling some drawers, move the monitor to the center of the workspace.

**Keyboard:** If your keyboard is off to one side, and you reach more with one hand than the other reaches to type, request a keyboard tray from Facilities Services (x6573). The trays cost approximately $325 each and will be charged back to your departmental budget by Facilities.

**Mouse & Phone:** Consider using the mouse and phone with your non-dominant hand. This spreads the stress on your dominant shoulder and arm, and usually makes more open workspace on your desk.

**Pen & Pencil:** Consider using fatter pens and pencils – the larger size requires less energy to grip.

**Stretch:** Take frequent stretch breaks when working at the computer for long periods.

For furniture questions and consultations, please contact Don Davidson ext. 6573
Name: ___________________________  Extension: _____  Email: _______

Department: _________  Office (Building and room): _______________________

Computer use while at desk:  □ Light

□ Medium  □ Heavy ______ hours/day Chair: If based on criteria listed above, you need a new chair, request $550.

Desks: If based on the above criteria listed above, you need a new desk. Then compare your current situation to the two diagrams below, and request one of Plans A or B, based on your current furniture.

Plan A: Dedicated Desk
Your computer sits on its own table or desk, separate from your paperwork desk.

Plan B: Basic “L”
Your computer and paperwork share your desk. Return can be on either side.

Don Davidson, Director of Administrative Services (don.davidson@coloradocollege.edu  x6573), is available to assist with inquiries and prioritization of requests.

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimate:</th>
<th>Extended</th>
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<tbody>
<tr>
<td>Chair</td>
<td>$550</td>
<td></td>
</tr>
<tr>
<td>Plan A Desk (wall or corner)</td>
<td>$3,000+</td>
<td></td>
</tr>
<tr>
<td>Plan B Desk</td>
<td>$3,500+</td>
<td></td>
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<tr>
<td>Item</td>
<td>Price</td>
<td></td>
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<tr>
<td>Guest Chairs, standard</td>
<td>$450 each</td>
<td></td>
</tr>
<tr>
<td>Guest Chairs, wood</td>
<td>$850 each</td>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
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If Filling Cabinets are required, add $1,200 per 4-high lateral file.
Things to Remember

- Request process opens from **Friday November 13th, 2015 and closes February 12th, 2016.**
- Submit all your requests online through Self Service Banner at: [http://www.coloradocollege.edu/ssb](http://www.coloradocollege.edu/ssb)
- Renewal and Replacement requests: [http://www.coloradocollege.edu/offices/facilities/resources/](http://www.coloradocollege.edu/offices/facilities/resources/)
- All information documents (Information Session presentation with SSB Capital Equipment Request instructions and Instructional packet) are available at [https://www.coloradocollege.edu/offices/finance/](https://www.coloradocollege.edu/offices/finance/)
- Funds available after **July 1st, 2016.**
- For questions regarding:
  - Forms or process -> Enid Ruiz-Mattei ext. 6854
  - Furniture - > Don Davidson ext. 6573
  - Instructional items -> Mike Siddoway ext. 6141
  - R&R - > Chris Coulter ext. 6568
  - Programmatic or policy questions - > Contact your Vice President or Dean.