



## Furniture Request Review Form

**REQUESTER** please complete this top section and email this page to [Michelle.Embach@ucf.edu](mailto:Michelle.Embach@ucf.edu).

Requester Name:		Building Name:	
Requester Email:		Building Number:	
Requester Phone:		New Furnishing Room Number:	
Requester Department:		Date:	
Current Occupancy Count of Room:		Proposed Occupancy Count of Room:	
Current Room Use:		Height of New Partitions (if applicable):	
Additional Info Here for Computer, Equipment Etc.:			
Requester Acknowledgment:	Should existing conditions be found which are not listed on this application that require corrective modifications to electrical, sprinkler, fire alarm, ADA, exit signs, etc., BCO reserves the right to withhold occupancy of the room until code compliant corrections are implemented. Such corrections and permit where applicable will be at the sole expense of the requesting department here. Requester initials to acknowledge.		

### REQUESTER REQUIRED DOCUMENTS to submit both for review:

- ☐ 1. Area floor plan with relative scale illustrating current configuration and occupancy of room(s). Indicate locations of all features noted in the explanation page. Pictures suggested for reference use.
- ☐ 2. Area floor plan as above with relative scale illustrating new configuration and occupancy of room(s). Indicate heights of partition wall where applicable, ADA, egress, equipment, and information noted in the explanation page.

### FACILITIES AND SAFETY OFFICE USE ONLY THIS SECTION:

Screened by:		Date:	
Recommendations:	<input type="checkbox"/> Request rejected for incomplete submission, conflict with code, or other issue (see Comment section). <input type="checkbox"/> Request rejected, scope includes work that will require Work Order, Minor Project, or permit. Furniture plan to be submitted with permit application through a facilities project. <input type="checkbox"/> Request appears substantially acceptable. Recommended for BCO confirmation that permit is NOT needed and no exception to purchase and installation of furniture as depicted here. See BCO section for final approval.		
Comment:			

### BCO OFFICE USE ONLY THIS SECTION: (Return completed form to the requester and [Michelle.Embach@ucf.edu](mailto:Michelle.Embach@ucf.edu))

Review Status:	<input type="checkbox"/> Request appears substantially acceptable. Permit is NOT needed and no exception to purchase and installation of furniture as depicted here. <input type="checkbox"/> Other.		
Comment:			
Reviewed by:		<input type="checkbox"/>	Check if Occupancy Change



## Furniture Review Form Instruction and Guidance

The purpose of this form is to request review of a proposed furniture plan for an area where additional renovations are not anticipated beyond the placement of the furniture. Where renovation work such as electrical support, fire alarm, partition construction, plumbing, or other furnishing integrative permit work is required this form is **not** applicable. Such work will require a Work Order request, Minor Project, or similar renovation project that must include all furnishing plans within their permit scope.

The information below is to assist you in planning the space and filling out the Furniture Review Request Form. Please review the typical criteria that applies to furnishing requests. Fill out all fields in the form and forward completed form with requested attachments to Michelle Embach ([Michelle.Embach@ucf.edu](mailto:Michelle.Embach@ucf.edu)) Utilities and Engineering Services, Facilities and Business Operations. Questions may be forwarded to the same contact.

### Review Considerations with Explanation:

- ☐ 1. Provide the current and proposed occupancy of the space. Attached floorplans with relative scale are required depicting the current and proposed conditions. UCF Space Administration has occupancy and plans for some current areas, contact [Christy.Miranda@ucf.edu](mailto:Christy.Miranda@ucf.edu). Planning, Design, and Construction has some record building floorplans showing original construction, contact [John.Settle@ucf.edu](mailto:John.Settle@ucf.edu). You will need the services of a furniture vendor or similar designer who can provide reference plans with scale, occupancy count, ADA and egress features.
- ☐ 2. Indicate how the room is currently and planned to be used. Some increases or change in use will result in the need for permit review and heat load study. UCF Space Administration must be notified of all approved changes.
- ☐ 3. Indicate locations of all existing features within the space such as fire alarm, projection screens, electrical outlets and switches, thermostats and doorways, exit signs, wall hung safety equipment, etc. Pictures of the room are helpful to attach to the request.
- ☐ 4. Indicate the location and heights of all planned partitions and large equipment that may block view or extend close to ceiling height. If tall partitions are proposed, additional information will be needed on the location of fire sprinklers for clearances, fire alarm devices and exit sign visibility.
- ☐ 5. The furniture layout must indicate ADA and general building and life safety code egress compliance. Classrooms must show the proper proportion of ADA accessible seats. Entrances and exits at doors and primary work spaces and classrooms must show ADA approach dimensions and clear space. Door swing and hardware must also be verified compliant by F&S where occupant loads are increased.
- ☐ 6. Include details on the number of total work stations and computer or other equipment planned to be used in the space. All furniture that has built-in power (such as power boxes in the middle of conference tables) **MUST** be hardwired into the project – plug and play power within furniture is not acceptable. If additional electrical work including removal of existing hard-wired units is needed a renovation project with permit is typically required. Alternative methods may be discussed for feasibility prior to submitting.
- ☐ 7. Include details on any plumbing that is built into the furniture or existing to be removed. If additional plumbing work is needed a Work Order, Minor Project, or similar renovation project with permit is required.
- ☐ 8. Areas with added occupants or equipment are required to execute a heat load study funded by the requesting department. If the area is determined to not be able to support the new activities without HVAC modification, a Work Order, Minor Project, or similar renovation project with permit is required.
- ☐ 9. Access and or visibility must be maintained to all switches, fire alarm, thermostats, access hatches, utility equipment, and similar building features within the area or a Work Order, Minor Project, or similar renovation project with permit is required.
- ☐ 10. Occasionally areas may have restrictions because of existing conditions that are code violations or other space limiting factors. If you are aware of such items please indicate in the Additional Info section of the form.