

Division of Humanities

Standard office furniture & equipment provided by the Humanities Division

Proposed Update 06/01/19

The Humanities Division is committed to providing, a standard complement of ergonomic furniture for every employee. Upon turnover/a new hire, the office/workstation assigned be reviewed by the Facilities Coordinator, to ensure the following minimum office furniture/equipment is installed, as appropriate for the position:

Newly Hired Ladder Rank Faculty, SOE & Continuing Lecturers

- Desk(s) or other suitable work tables/surfaces (approx.. value \$1.4K)
- Side table (to meet with students) (approx. value \$400)
- Task Chair (approx. value \$600)
- Side Chair (approx. value \$200)
- File Cabinet (approx. value \$500)
- Mobile pedestal (a sm. Moveable cabinet; that, can hold either two file drawers or two smaller drawers, and one file drawer, fits under the worksurface/table. (approx. value \$200)
- Bookcase(s)/bookshelves attached to walls (approx. value \$400) **note:** depending on linear footage & if the wood is repurposed/new, painted/not painted.
- Telephone: VOIP line, arrange w/ITS/Facilities Coordinator usually in place.
- Network Connectivity: Hard wire/wireless, arranged w/ITS/Facilities Coord. Usually in Place.

Optional Furniture/Accessories:

- Glassboard/Chalkboard/Tack Board (approx. value \$150)
- Plastic Chair Mat (approx. value \$50)
- Anti-Fatigue Floor Mat (approx. value \$50)

- Task Lighting (approx. value \$30)
- Book Ends for Shelving (10 Max, approx. value \$40)
- Stapler, Tape Dispenser, Scissors (1 each, approx. value \$15)

Total value including delivery & installation is approximately \$3K, Funded by the Humanities Division Facilities Maintenance account.

If adaptive technology/additional accommodations are needed, an employee should speak with the Department Head to make arrangements.

Computer: Faculty with start-up accounts will be required to utilize their own start-up funds for the purchase of their initial computer. The ITS staff (hcs@ucsc.edu), will provide consultation on computer equipment, and will usually handle the actual purchase, charging it to the start-up funds account.

Furniture: If faculty purchases office furniture in addition to, or in substitute of the complement mentioned above, the start-up account can be used to make purchases. Please coordinate furniture requests using start-up funds thru the Finance Director, Katie Novak (novak@ucsc.edu).

Newly Hired Staff

Computer: Staff will be provided with a divisional-funded computer & the complementary furniture above. ITS Staff will Provide consultation on computer equipment.

Furniture: Dept. heads should coordinate furniture request with the Facilities Coordinator (Tony Grant, tegrant@ucsc.edu)

Contacts

- Katie Novak, Finance Director: novak@ucsc.edu 831.459.5742
- Tony Grant, Facilities Coord.: tegrant@ucsc.edu831.459.4710
- ITS Staff: hcs@ucsc.edu
- Jay Olsen Client Svcs/ITS Manger: jeo@ucsc.edu 831.459.5696