

Furniture, Fixtures and Equipment (FF&E) Guidelines for the BEST grant

Based on § 22-43.7 C.R.S., 1 CCR 303(1) Public School Facility Construction Guidelines and 1 CCR 303-3 Building Excellent Schools Today Grant Program the following will be considered as Furniture, Fixtures and Equipment (FF&E) for purposes of the BEST grant.

The BEST program will fund FF&E in order to provide students and facilities with products that function well and are flexible for future use. The FF&E budget intends to provide a district with startup furniture, fixtures and equipment necessary to provide an educational environment for the occupants of the facility. FF&E is necessary to create a sense of place, ownership, comfort, security, aesthetics and privacy. The FF&E budget is not intended to augment public use of the facility or extra-curricular activities. Items such as batting cages for the baseball team, tackling sleds for the football team, and hurdles for the track team are not to be included as FF&E.

“FF&E is furniture, fixtures or other equipment that typically has no permanent connection to the structure of the building or facility utilities. The type of loose or stationary furnishings and equipment for a school should be selected **to support the educational curriculum and the function of the spaces for students within a facility**, but also provide flexibility for change and development in the future. The exact items and style may change from school to school.” (Citation is extracted from the “Wyoming School Facility Department, Furniture Fixtures and Equipment Guidelines, 9/24/09, found on the www.wyoming.gov website.)

Supplies are defined as general purpose consumable (quickly expendable) items and instructional material which commonly have a shorter life span (less than 1 Year) than equipment and machines and which are stocked for recurring use. Supplies will not be considered FF&E.

Built-in items, such as lockers, sinks, fixed benches and cabinets are included in the cost of construction. These items should not be considered FF&E.

It is required that all FF&E orders be submitted to the appropriate BEST technical assistant **PRIOR TO** the purchase of an item, group of items or major FF&E order. FF&E orders submitted without prior approval, may risk non-payment from the BEST grant. When submitting the FF&E orders, please include date of order, vendor, quantity, item description, cost per unit, total item cost, shipping costs, installation costs (if applicable) and total order cost. In addition to the noted information, photo specification sheets may be provided as supplemental information.

If a district/ charter school would like to consider additional FF&E not clearly defined in this document to be included in a grant application, please review with the appropriate BEST technical assistant prior to including in the application.

FF&E Guidelines

FF&E has a minimum threshold of \$5,000 with any one vendor. Items from the functional areas listed below may be bought individually or in a group with the total invoice being greater than or equal to \$5,000, including shipping and other reasonable costs (installation and, if applicable, taxes). **FF&E BUDGETS MUST BE SPENT PRIOR TO THE DISTRICT OCCUPANCY OF A FACILITY. DELAYED DELIVERY, DAMAGED AND RETURNED GOODS MAY BE FUNDED THRU THE ORIGINAL GRANT FF&E. FF&E RELATED ITEMS THAT ARE REQUESTED AFTER OCCUPANCY OF THE FACILITY WILL NOT BE CONSIDERED.**

The grantee needs to retain documentation (such as packing slips, pick tickets, etc.) supporting any and all FF&E purchases.

The project team should consider the condition and ability to reuse existing furniture, fixtures and equipment in any given project.

Functional Area Inclusions

Site: Age appropriate fixed playground equipment, required fencing (if not included in the building construction), resilient surface under and around the playground, benches (movable not included in the building construction), storage units for the purpose of storing playground equipment. Site FF&E does not include sports equipment such as sports balls, jump ropes, etc.

Classrooms including Specialized Classrooms (Science Labs/ Art Rooms/ Music Rooms/ Band Rooms/Auditoriums/Cafeteriums): Provide all the necessary equipment to support the intended educational program. Classroom furniture includes student and/or instructor furniture as defined by the classroom program, use and design, such as student/instructor desks, student/instructor chairs, storage units and bookcases used within the classroom, microscopes, kilns, stage curtains and stage lighting ensembles. Classroom FF&E does not include instructional material or equipment such as books, paint brushes, paint, clay, paper, beaker's, musical instruments, rugs, pencil sharpeners, etc.

Computer Rooms: Furniture to support the use and design of the room. Technology equipment such as computer carts, computers to be utilized within the designated room, projectors, smart boards, racks, servers, switches or any other furniture, equipment can be considered FF&E if not included in the technology budget. Infrastructure for technology will be included in the construction of the facility to include devices (wall outlets, etc.), cabling, wire management etc.

Library/ Multimedia Center: Book racks, seating, computer furniture and equipment to support the intended use and design. Computers can be considered FF&E if not included in the technology costs. Books, literary materials etc. are defined as supplies.

Commercial Kitchen: May include cooking and refrigeration equipment, dry storage, washing equipment and any other equipment required to operate the kitchen as designed that has not been included in the construction project. Utensils, trays, glasses, cooking utensils etc. are defined as supplies.

Cafeteria/ Multipurpose Room: May include a movable stage, tables, and chairs etc to provide the necessary seating for the defined use and design.

Gymnasium Spaces: May include sports equipment necessary to provide for the use and design of the gymnasium, i.e. sports specific equipment – climbing ropes, safety mats, wrestling mats, wrestling mat hoist, and scorer table. Climbing walls, volleyball sleeves, bleachers, and basketball hoops would be considered in the construction of the facility. This does not include basketballs, footballs, volleyballs or any other item that are considered supplies.

Weight Training: May include all equipment necessary to provide for the use and design of the room, i.e. wall mirrors, exercise machines including weights, rubber flooring, wall/ floor mats etc. Equipment not attached to the floor or walls and is movable such as exercise balls/ jump ropes etc. are considered supplies.

Administration/ Nursing/ Conference/ Reception/ Building Support/ Work Rooms/ Break Rooms: May include all furniture, fixtures and equipment necessary to provide for the use, educational program and design of the room, i.e. Work Rooms to include copiers, fax machines etc. as necessary, Break Rooms to include refrigerators and microwaves. Built in equipment and fixtures are to be considered in the construction of the facility.

Career and Technical Education: May include all furniture, fixtures and equipment necessary to provide for the educational use and design of the program such as welding booths, auto lift station, lockers, stationary electrical equipment etc. These items would be considered FF& E if the expenses are not included in the building construction. Hand held tools including power tools or tools that could be removed from the designated shop are supplies.

Custodial Closet Spaces: To include the necessary fixtures and equipment to maintain interior finishes of the funded facility (not the district). i.e. equipment necessary to maintain new floor materials such as floor polishers, vacuums etc. Paper products, cleaning liquids, hand held cleaning tools etc. are supplies.

Exclusions from BEST FF&E Budget

Technology: May include infrastructure, equipment to support the infrastructure, projectors, Smart boards, etc. Technology is addressed in a separate section of the BEST program and should not be considered FF&E.

Moving expenses: New construction projects incur moving costs and the need for moving supplies. The FF&E expense line item will **not** reimburse for moving costs such as tape, boxes, labels, document shredding, and document archiving. Large storage containers or off-site storage units may be considered, however the expenses are not applicable in the FF&E budget. Please consult your technical assistant for guidance.

Specialty Equipment: The BEST grant will not fund equipment, vehicles, grounds or athletic field maintenance equipment, interior building maintenance equipment beyond maintaining new finishes or other equipment that could be funded through other revenue sources available to a district, such as the Capital Project Funds 43 - Capital Reserve Capital Projects Fund as it relates to the ongoing Operation and Maintenance of a facility or grants such as the Career & Technical Assistance Program with Colorado Community College and Occupational Education System (CCCOES).

The FF&E budget is not intended to augment public use of the facility or extra-curricular activities.

Statutory References

The following references are to the BEST program Statute, Rules and Construction Guidelines as referenced in C.R.S. 22-43.7 BEST as they relate to what is considered in FF&E within the BEST program.

§ 22-43.7 C.R.S., BEST

22-43.7-102 Legislative findings and declarations

- 1) The general assembly hereby finds and declares that:
 - a) Colorado school districts, boards of cooperative services, and charter schools have differing financial abilities to meet students' fundamental educational needs, including the need for new public schools and renovations or for controlled maintenance at existing public schools so that unsafe, deteriorating, or overcrowded facilities do not impair students' abilities to learn.
 - b) The establishment of a program to provide financial assistance to school districts, boards of cooperative services, and charter schools throughout the state that have difficulty financing new capital construction projects and

renovating and maintaining existing facilities will help such districts, boards of cooperative services, and charter schools to meet students' fundamental educational needs.

§ 24-75-301 C.R.S.

Definitions

(1) "**Capital construction**" means:

- d. Purchase and installation of the fixed and movable equipment necessary for the operation of new, remodeled, or renovated buildings and other physical facilities and for the conduct of programs initially housed therein upon completion of the new construction, remodeling, or renovation;