

UC Davis Furniture Program



FURNITURE INSTALL GUIDE & HELPFUL LINKS

Furniture Installs

Once your furniture order is placed there's a few additional steps you must take prior to installation.

1. Room Preparation Prior to Furniture Installation
 - Flooring(cleaning, waxing, carpet)
 - New or additional electrical power to workstations
 - Paint
 - For these services please contact Facilities Management as soon as your order is placed to ensure that your room is ready prior to your furniture arrival.
2. Voice & Data Services(Communications Resources)
 - Contact them as soon as your order is placed to ensure your room is ready by the time your furniture arrives.
3. Special Services Work Request for Installation
 - Initiate request via Special Services web page.
 - On work request please note; quote number, purchase order number(if available) & install location
 - Submit work requests at a minimum -2- weeks prior to furniture delivery estimated time of arrival.
 - Once your work request is submitted. Special Services will be in contact to schedule your install.
4. For all questions, concerns or comments please contact Furniture Program.

Facility Management Work Order

<https://cas.ucdavis.edu/cas/login?service=https%3a%2f%2fucd.valudconsulting.com%2flogin>

Special Services

http://afs.ucdavis.edu/our_services/distribution-services/special-services/index.html

Labor Rate

http://afs.ucdavis.edu/our_services/distribution-services/special-services/rates.html

UCDBuy

<http://ucdbuy.ucdavis.edu/m/catalog.cfm>

Furniture Install Albert Miller

Contact 530-752-9309
specialservices@ucdavis.edu

Communications Resources

<http://crcms.ucdavis.edu/communications-resources-services/>

Furniture Program Katie Jaramillo

530-754-5856
furniture@ucdavis.edu
http://afs.ucdavis.edu/our_services/distribution-services/furniture-program/index.html