

POLICY : UNIFORM STANDARDS OF FURNITURE

Item B-CL (20-2004)
MC 3.6.2004

DETERMINATION OF UNIFORM STANDARDS OF FURNITURE FOR THE
EKURHULENI METROPOLITAN MUNICIPALITY

RESOLVED:

1. **That** the proposed office furniture schedule attached to the report as **Annexure "A" BE APPROVED and IMPLEMENTED** as a policy to replace furniture which requires replacement or acquire furniture for office employees of the Ekurhuleni Metropolitan Municipality.
2. **That** each Department **BUDGETS ANNUALLY** for office furniture within the guidelines of the policy as per **Annexure "A"**, subject to the availability of funds on the following maximum limits:

Portfolio Clrs and City Manager:	:	R45 000,00
SED's	:	R40 000,00
ED's and RED's	:	R35 000,00
Directors	:	R25 000,00
Executive Managers/Managers	:	R20 000,00
Post level 7 and lower	:	Maximum R15 000,00 based on needs
3. **That** the amounts in (2) above **ESCALATE** by 5% annually or the annual maximum percentage increase of Council's budget, whichever is the lesser.
4. **That** the authority to deviate from the policy, within acceptable financial limits, as and when motivated, **BE DELEGATED** to the Strategic Executive Director: Corporate Services in consultation with the Chief Financial Officer.
5. **That** disputes on the furniture schedule **BE REFERRED** to a committee consisting of the City Manager, Executive Director: Human Resource Management and Development, Executive Director responsible for the complainant's department and the Chief Financial Officer.
6. **That** all office furniture **BE PURCHASED** via the Main Stores in terms of the approved Office Furniture policy.
7. **That** any amendment or additions to **Annexure "A" BE MOTIVATED AND APPROVED** in accordance with the policy requirements of each Department.
8. **That** the redistribution of excess office furniture **BE DONE** in accordance with Annexure A.

ANNEXURE 'A'

OFFICE FURNITURE SCHEDULE

DESK: CORPORATE COLOUR: MAROON

JOB LEVEL	DESCRIPTION
City Manager	Double Pedestal Desk (leatherette) 2000 x 1000 with six drawers (Oak finish)
SEDs	Double Pedestal Desk (leatherette) 2000x1000 with 6 drawers (Oak finish)
EDs/REDs	Double Pedestal Desk 2000 x 1000 with six drawers (Oak finish)
Directors/REMs/Executive Managers	Double Pedestal Desk 1800 x 900 with 6 drawers
6 lower levels	Pedestal Desk with 3 drawers (Oak finish)
PAs	L shaped desk with 4 drawers
Secretary/AAs	L-shaped workstation with 3 drawers

CHAIR: CORPORATE COLOUR: MAROON

JOB LEVEL	DESCRIPTION
City Manager	High Back Swivel and Tilt (leather) on castors and 4 visitors chairs (leather)
Seeds	High Back swivel and Tilt (leather) on castors and 4 visitors chairs (leather)
EDs/REDs	High Back Swivel and Tilt on castors and 2 visitors chairs
Directors/REMs/Executive Managers	Medium Back Swivel and Tilt with 2 visitors chairs
6 & lower levels	Low Back Swivel and Tilt with 2 visitors chairs
PA/secretary/AAs	Typing chair with 2 visitors chairs

CREDENZA/COMPUTER/TELEPHONE

JOB LEVEL	DESCRIPTION
City Manager	Roller door (leatherette) 1200 x 600 (Oak finish)
SEBs	Roller door 1200 x 600 (Oak finish)
Desired	Telephone Table (Match with desk)
Directors/REMs/Executive Managers	Telephone Table (Match with desk)
6 & lower levels	Telephone Table (Match with desk)

BOOKCASE/WALL UNIT

JOB LEVEL	DESCRIPTION
City Manager	3 x Wall Units (Oak finish) and 1 x Bookcase (Oak finish)
Seeds	3 x Wall Units (Oak finish) and 1 x Bookcase (Oak finish)
Desired	Bookcase open (Match with desk).
executive/REMs/Executive Managers	Bookcase open. Only if necessary, motivation required
6 & lower levels	N/A

HAT/COAT STAND

JOB LEVEL	DESCRIPTION
City Manager	Wooden Hat and Coat Stand (Oak finish)
Seeds	Wooden Hat and Coat Stand (Oak finish)
Desired	To match with Desk
Directors/REMs/Executive Managers	To match with Desk
6 & lower levels	N/A

FILING CABINET

JOB LEVEL	DESCRIPTION
City Manager	2 x Four brawer Filing Cabinet (Oak finish)
SEDs	2 x Four Drawer Filing Cabinet (Oak finish)
EDs/REDs	1 x Four brawer Filing Cabinet (Imbuia)
Directors/REMs/Executive Managers	1 x Matching desk or Ivory cabinets
PA	Matching L-shaped desk (Oak finish)
6 & lower levels	Only steel cabinets (motivation required: ivory)

CONFERENCE TABLE

JOB LEVEL	DESCRIPTION
City Manager	Boardroom Table (Oak finish) with 20 chairs to match Desk and Chair
SEDs	Boardroom Table Octagonal 4800 x 2400 (Oak finish) with 12 chairs to match desk and chair
EDs/REDs	Round boardroom table with matching chairs
Directors/REMs/Executive Managers	Round boardroom table with matching chairs
6 & lower levels	N/A

FLOWER BOXES/PLANTS

JOB LEVEL	DESCRIPTION
City Manager	Planter 550 x 550 x 550 (Oak finish)
SEDs	Planter 330 x 330 x 330 (Oak finish)
EDs/REDs	Planter round ceramic mobile
Directors/REMs/Executive Managers	Planter round wooden, ceramic or metal mobile
6 & lower levels	N/A

WASTE BIN

JOB LEVEL	DESCRIPTION
City Manager	Wooden bin (Oak finish)
5EDs	Wooden bin to match with Desk
EDs/REDs	Wooden bin to match with Desk
Directors/REMs/Executive Managers	Wooden bin to match with Desk
6 & lower levels	steel bin

LETTER TRAY

JOB LEVEL	DESCRIPTION
City Manager	4 x Letter trays (single) (Oak finish)
SEDs	3 x Letter trays (single) (Oak finish)
EDs/REDs	3 x Letter trays to match Desk
Directors/REMs/Executive Managers	2 x Letter trays to match desk
6 & lower levels	Based on need (maximum of 2)