

# COLLIN COUNTY FURNITURE POLICY

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## COLLIN COUNTY FURNITURE POLICY

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Office Furnishings for Collin County employees will follow the listed guidelines. The design and layout of all furniture for offices, including cubicles shall be approved and signed off by the Elected Official/Department Head. Transfer of existing furniture, equipment and other property, if applicable, shall follow the Collin County Purchasing Manual guidelines.

### Executive Level: Elected Officials/Department Heads

72" desk with credenza and overhead, or U-Shape with overhead.

Wood Veneer

Color: Optional based on Veneer Availability

Optional if Justified/Required and as space allows:

Office conference table with chairs

Bookcase/Lateral file combination

Executive Level chair, arms, swivel/tilt...any fabric, Occupational Safety and Health Administration(OSHA) compliant as ergonomically correct

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### Managerial Level/Professional: Assistant DA, Assistant Director, Assistant Chief – Lt., Manager

66" desk with credenza and overhead or U-Shape with Overhead

Laminate Finish

Color: Optional based on Laminate Availability; Color must match existing decor

Standard Task Chair, color must match existing décor, Occupational Safety and Health

Administration(OSHA) compliant as ergonomically correct

File Cabinets/Storage cabinets/bookcases as authorized by Elected Official/Department Head

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**Deleted:** Executive Level chair, arms, swivel/tilt...any fabric

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### Administrative: Administrators, Administrative Assistants/Secretarial Clerical, Reception

Desk with return and overhead, or U-Shape with Overhead or Cubical; Design of Cubical will be based on individual department needs and require approval by Elected Official/Department Head

Color: must match existing decor

Standard task chair, Color must match existing décor; Occupational Safety and Health

Administration(OSHA) compliant as ergonomically correct

File Cabinets/Storage cabinets/bookcases as authorized by Elected Official/Department Head

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### Non-Typical Areas

Non-typical areas, such as 24/7 operations to include Sheriff Office Dispatch, Jail Operations (Main & Minimum Security) Juvenile Detention, Facilities control room, and Courtroom Bench Chairs shall be Occupational Safety and Health Administration(OSHA) compliant as ergonomically correct and will be evaluated on a case by case basis at the request of the Elected Official/Department Head.

### Special Accommodation Needs

All furnishings, specifically chairs and workstations provided by Collin County meet Occupational Safety and Health Administration(OSHA) requirements as ergonomic; however, in maintaining compliance with the American with Disabilities Act of 1990, Collin County will provide special accommodations upon completion of required paperwork signed by employee and as prescribed by a licensed physician.

Any deviation from this standard requires the requesting department to obtain approval from Commissioner's Court.

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Oversize Chair (Body Built)

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Judge's Bench Chair¶  
File/Storage Cabinets¶

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