

Office of Design and Construction
Campus Planning and Facilities Management

Furniture FAQs

Q: Why does UO have furniture standards?

A: The University of Oregon has a furniture standards program to ensure the following criteria are met:

- Only durable, commercial grade furnishings suitable for a higher education environment are procured.
- There is consistency and compatibility of furniture components across campus.
- Competitive state contracts are used and aggressive discount pricing is used.
- Total cost of ownership is considered, not just the front-end cost
- Warranty and product service is included in cost

Q: Can I purchase furniture from a home or office retailer, such as Target, IKEA, or Staples?

A: No. We understand that cost is always an issue, but most home and office retailers do not sell Commercial-grade furniture or fabrics with the smoke/flame spread ratings required for institutional use. In addition, commercial warranties are typically 5-10 years, sometimes lifetime. This is why we obtain quotes from furniture dealers that only sell commercial/contract furnishings. Additionally, certified and experienced installers are needed to assemble and install furniture on-site, typically requiring prevailing wage (BOLI). If warranty issues arise, our vendor partners will service/repair or replace any items under warranty.

Q: Can I order furniture on DuckDepot from one of the preferred vendor catalogs?

A: Yes, as long as the item is from a reputable commercial furniture manufacturer (there is a fairly comprehensive list of manufacturers soon to be located on the UO D&C website, please contact the Office of Design and Construction for more information) and approved by UO. The purchasing department manages all furniture orders in DuckDepot and unless an official project is initiated, no Design and Construction involvement or coordination will take place. Also, please be aware that any order or warranty issues will need to be dealt with directly by the department if ordered through DuckDepot and not as part of a project initiated through Design and Construction.

Q: How long does the process take?

A: To assist you in planning for furniture purchases, please take note of the following timelines:

- 3-4 weeks: make furniture selections, measure/layout area, obtain quotes, and process a Purchase Order.
- 6-8 weeks: typical lead time for furniture after the Purchase Order has been issued
 - *Total "furniture only" project: 8-12 weeks*
- 2-3 weeks: select items MAY be available on quick ship in limited finishes, but those orders will still take 2-3 weeks after the Purchase Order has been issued.

Q: Who do I contact if I need help?

A: If you require assistance with selecting products, obtaining quotes, and/or space planning, please fill out a project initiation via the [Design and Construction Project Initiation Request](#).